SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM
(July 1, 2018 Through June 30, 2020)

CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE NUMBERS:
20.205 - Highway Planning and Construction and
20.505 - Section 5305(d) Federal Transit Administration Technical Studies Grant (Metropolitan Planning)

FEDERAL AID PROJECT NUMBER: 0264-056
FINANCIAL PROJECT NUMBER: 439315-2-14-01
## Unified Planning Work Program: The UPWP

<table>
<thead>
<tr>
<th>Catalog of Federal Domestic Assistance Number (CFDA)</th>
<th>20.205 - Highway Planning and Construction and 20.505 - Section 5305(d) Federal Transit Administration Technical Studies Grant (Metropolitan Planning)</th>
</tr>
</thead>
</table>
| Identification of agencies providing funds for UPWP | U.S. Department of Transportation  
- Federal Highway Administration  
- Federal Transit Administration  
Florida Department of Transportation  
Commission for the Transportation Disadvantaged Manatee and Sarasota Counties |
| Federal Aid Project Number (FAP)                   | 0264-056                                                                                                                          |
| Financial Project Number (FPN)                     | 439315-2-14-01                                                                     |
| State fiscal years the UPWP covers                 | Fiscal Year 2018/2019-2019/2020  
(July 1, 2018 to June 30, 2020) |
| MPO website address                                | [www.mympo.org](http://www.mympo.org)                                                                                             |
| Contact Information                                | David L. Hutchinson, Executive Director  
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This document was approved and adopted by the Sarasota/Manatee Metropolitan Planning Organization  
April 23, 2018  
Commissioner Vanessa Baugh, MPO Chair

The preparation of this document has been financed in part through grants from the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration), the Florida Department of Transportation, the Commission for the Transportation Disadvantaged, Sarasota County and Manatee County in cooperation with the local governments and agencies within the Sarasota-Bradenton Urbanized Area.
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Cost Analysis Certification as Required by Section 216.3475, Florida Statutes:
I 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.

___________________________________________________
District MPO Liaison (Grant Manager) Name

___________________________________________________
Signature Date
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INTRODUCTION

The Sarasota/Manatee Metropolitan Planning Organization (MPO) is the regional transportation planning entity for Sarasota and Manatee Counties. MPOs are established by state and federal laws and through interlocal agreements to provide a process for local governments within a Transportation Management Area (TMA) to coordinate with the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). A TMA is an urbanized area with a population over 200,000 as determined by the latest decennial census.

The MPO develops the Unified Planning Work Program (UPWP) every other year in accordance with the current Florida Department of Transportation (FDOT) MPO Program Management Handbook. The UPWP is submitted to federal and state review agencies according to the dates, processes and agencies described in the handbook. The MPO planning process is continuing, comprehensive and cooperative.

1. Definition

The Federal definition of a UPWP is “a 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” (23 CFR 450.104). Federal and state laws provide additional guidance on the development of the UPWP.

<table>
<thead>
<tr>
<th>FEDERAL</th>
<th>Metropolitan transportation planning process: Unified planning work programs.</th>
</tr>
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<tbody>
<tr>
<td>23 C.F.R. 450.314</td>
<td>(a) In TMAs, the MPO(s) in cooperation with the State and operators of publicly owned transit shall develop unified planning work programs (UPWPs) that meet the requirements of 23 CFR Part 420, subpart A, and:</td>
</tr>
<tr>
<td></td>
<td>(1) Discuss the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities (including the corridor and subarea studies discussed in Sec. 450.318) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced;</td>
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<td>(2) Document planning activities to be performed with funds provided under title 23, U.S.C., and the Federal Transit Act.</td>
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<td></td>
<td>(b) Arrangements may be made with the FHWA and the FTA to combine the UPWP requirements with the work program for other Federal sources of planning funds.</td>
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<td></td>
<td>(c) The metropolitan transportation planning process may include the development of a prospectus that establishes a multiyear framework within which the UPWP is accomplished. The prospectus may be used to satisfy the requirements of Sec. 450.310 and paragraph (a)(1) of this section.</td>
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<tr>
<th>STATE</th>
<th>UNIFIED PLANNING WORK PROGRAM. —Each M.P.O. shall develop, in cooperation with the department and public transportation providers, a unified planning work program that lists all planning tasks to be undertaken during the program year. The unified planning work program must provide a complete description of each planning task and an estimated budget therefor and must comply with applicable state and federal law.</th>
</tr>
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| F.S. 339.175 (9) | }
<table>
<thead>
<tr>
<th>2. Overview</th>
<th>3. Planning Priorities</th>
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<tbody>
<tr>
<td><strong>Long Range Transportation Plan (LRTP)</strong></td>
<td>The MPO will develop the scope and organization for the 2045 LRTP in the fall of 2018 and begin the LRTP planning process in January 2019. The new LRTP is scheduled to be adopted in October 2020.</td>
</tr>
<tr>
<td>The 2040 LRTP was adopted in December 2015 and the MPO has been working to implement the plans, recommendations, and projects in the current LRTP.</td>
<td><strong>Transportation Improvement Program (TIP)</strong></td>
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<tr>
<td><strong>Transportation Improvement Program (TIP)</strong></td>
<td>The MPO committees and staff will continue to refine the individual scoring criteria as new data and information is made available from state and federal sources. Planning activities may include review and analysis of data to consider incorporation in the project prioritization process.</td>
</tr>
<tr>
<td>The MPO governing board and committees revised and updated the project prioritization process to align with Federal guidance in MAP-21 and the FAST Act, to support planning priorities of the Florida Department of Transportation, and to continue support of the plans and projects in the 2040 LRTP.</td>
<td><strong>Safety/Security</strong></td>
</tr>
<tr>
<td>The MPO has completed a significant analysis of safety data in preparation for setting their first MAP-21 safety performance targets which were adopted in February 2018. This MPO region has been identified as one of most dangerous areas in the state for walking and bicycling and crash statistics show that the Sarasota/Manatee has higher crash rates than the state averages.</td>
<td>Working with FDOT, the MPO will identify safety improvements for implementation at twenty (20) high crash locations and will also study possible improvements at thirty (30) high crash locations on US 41 as part of a larger corridor analysis. The MPO will update safety performance targets in February of 2019 and 2020. MPO staff will increase involvement with the Community Traffic Safety Team (CTST) to better coordinate education and enforcement activities.</td>
</tr>
<tr>
<td>The MPO hosted an All Hazards Recovery Plan workshop in March 2018. The input gathered from presenters and stakeholders is being used to develop a recovery plan including demand management technologies.</td>
<td>The MPO will be identifying primary corridors and key assets for diversion, repair, and replacement in the event of a major disaster. This information will be incorporated in the 2045 LRTP.</td>
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<td><strong>Infrastructure Condition</strong></td>
<td><strong>Infrastructure Condition</strong></td>
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<td>Data for almost five hundred (500) bridges has been reviewed and shows that 95% of all bridge facilities in the region are in “good” condition. Of the bridges in “fair” condition, the MPO identified nine priorities based on traffic volume, truck volume, and evacuation routes.</td>
<td>Several of the priority bridges have funding in the work program for the next phase of development. The MPO will work closely with FDOT and the community to build consensus for preferred alternatives and to advance the best choice to serve local needs.</td>
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<tr>
<td>Mobility/Congestion/Reliability</td>
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<td>--------------------------------</td>
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<tr>
<td>The <strong>Congestion Management Plan</strong> (CMP) is required by federal law and has been an important tool for the MPO and its member agencies for identifying and targeting congestion management priorities. An update to the plan was completed in 2017.</td>
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<tr>
<td>A new CMP will be completed in the Fall of 2018 to provide information and guidance for setting the MPO’s first mobility performance targets. Mobility targets will be reviewed and revised annually in November.</td>
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<td>The MPO is committed to the expansion of the regional <strong>Advanced Traffic Management System</strong> (ATMS) and has worked closely with FDOT and local partners to complete an ATMS Master Plan.</td>
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<tr>
<td>Using the data from the CMP, additional analysis will provide information for reviewing regional decision making, planning for system development, and funding additional projects for the next phases and deployment of ATMS.</td>
<td></td>
</tr>
<tr>
<td>In the 2035 and 2040 LRTPs, the MPO has prioritized the redevelopment of <strong>US 41</strong> as a <strong>Multi Modal Emphasis Corridor</strong> (MMEC). Significant progress has been made to revitalize the corridor including the Venice Bypass, roundabouts in the City of Sarasota, and Complete Streets projects throughout the corridor.</td>
<td></td>
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<tr>
<td>A US 41/MMEC Corridor Study/Gaps Analysis is planned to identify what has been done, what is planned, and what is still needed to fully develop the corridor as a multi modal facility. The study will include an analysis of land uses as requested by FDOT and safety assessments at thirty (30) high crash locations.</td>
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<td>At the request of the MPO governing board, FDOT funded and initiated the <strong>Barrier Island Traffic Study</strong> to address the significant seasonal changes in traffic on Anna Maria Island and Longboat Key. At this point, a long list of recommendations and projects are under consideration by the local government partners.</td>
<td></td>
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<tr>
<td>It is expected that the priorities identified through the Barrier Islands Traffic Study process may lead to additional studies and planning requirements to more fully develop the recommended traffic solutions.</td>
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<tr>
<td>The <strong>Central Manatee Network Alternatives Analysis</strong> is nearing completion and includes recommended projects that will improve mobility and safety in downtown Bradenton and Palmetto. Projects are listed as “short”, “medium”, and ‘long” term.</td>
<td></td>
</tr>
<tr>
<td>Like the Barrier Island study, it is expected that the priorities identified through the Central Manatee Network Alternatives Analysis may lead to additional studies and planning requirements to more fully develop the recommended projects. There will also be a need to further develop consensus around the various alternatives for the DeSoto Bridge replacement and capacity issues.</td>
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<tr>
<th>Economy/Freight</th>
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<tr>
<td>The MPO hosted their first Freight and Economic Development Summit. Participants included representatives of Port Manatee, Sarasota Bradenton International Airport, and business, manufacturing, chamber, economic development, and tourism representatives. Input from these community partners was used to develop the MPO’s freight report in January 2017, titled Performance Measures: Freight and Economic Development</td>
</tr>
<tr>
<td>The MPO will work closely with Port Manatee and the Sarasota Bradenton International Airport to support the projects identified in their master plans. Community partners identified DeSoto Bridge reliability, barrier island traffic, and I-75 interchange development at SR 681 and at Yorkshire Street as priorities for economic development.</td>
</tr>
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</table>
• Environment/Livability

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<tr>
<th>In partnership with Transportation for America, the MPO convened environmental and social service stakeholders to help identify key data sets and priorities for addressing environmental impacts, social justice issues, vulnerable populations, and improving livability.</th>
<th>The MPO will further develop plans for targeting storm surge zones and flood prone areas. This will include reviewing projects in vulnerable areas for appropriate stormwater mitigation. The MPO will also begin further analysis of geographic areas that have been identified as having poor access to jobs and services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The MPO coordinates works closely with the two county transit agencies to develop a cohesive, connected system across county lines to fulfill the requirements of the Federal Transit Administration and the Florida Commission for the Transportation Disadvantaged.</td>
<td>A primary project of the MPO will be an Active Transportation Plan with the intent of improving connectivity of transit to bicycle and pedestrian facilities. The Plan will explore alternative and creative transit options including variable fixed route, on demand, hub based, and van pool services as well as public-private partnerships.</td>
</tr>
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</table>

4. Air Quality

The MPO is currently in an attainment area for all National Ambient Air Quality Standards (NAAQS). The MPO continually monitors air quality statistics and considers opportunities to maintain ambient air quality when selecting transportation projects.

5. Planning Tasks

**Administration:** Tasks include program management and implementation, legislative issues, public participation and other tasks required to manage and implement the transportation planning process on a continual basis such as program development, review and reporting, staff development, audit, and direct costs. Additional examples include activities related to planning and conducting committee and Board meetings, public participation processes and events, state and federal certifications, contracts and interlocal agreements, documents, personnel policies and employment issues, office space and equipment, accounting, website, software licenses, and general operations.

**Systems Planning:** Tasks include major work products such as performance management data collection and analysis, development and management of the Transportation Improvement Program (TIP), development and maintenance of the Long Range Transportation Plan (LRTP), greenways, trails and bicycle/pedestrian systems planning, public transportation planning, transportation disadvantaged planning, special project planning and consultant assignments.

**Regional and Statewide Coordination:** Tasks include working closely with neighboring jurisdictions and MPOs, participating in regional planning efforts, and contributing to statewide transportation planning efforts.
6. **Soft Match**

Federal funds authorized by Title 23 U.S.C., which governs federal-aid highways, requires a non-federal match at an approximate ratio of 80% federal and 20% state/local. This is subject to a sliding scale adjustment which is a 1.93% addition for Florida, for a total federal share of 81.93% and a state/local share of 18.07%.

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available.

The “soft match” amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $437,598.00.

7. **Indirect Cost Rate**

The MPO does not utilize an indirect cost rate.

8. **Public Participation Process**

The public is provided with the following opportunities to review and comment on the draft UPWP during a 30-day period:

- Posted on the MPO website at [www.mympo.org](http://www.mympo.org) along with an opportunity for online submittal of comments.
- Printed copies are made available for public review at the MPO office during regular business hours.
- Written comments may be submitted by mail or email in addition to the opportunity to submit electronic comments online through the MPO website.
- Verbal comments may be made during the public comment portion of the agenda during regularly scheduled MPO Board or committee meetings, and/or during a properly noticed MPO Board meeting where adoption of the UPWP is scheduled on the agenda.

Availability of the draft UPWP for public review and comment and the MPO Board meeting to consider its adoption shall be publicly noticed as follows:

- Posted on the MPO website ([www.mympo.org](http://www.mympo.org)) for a minimum of 30 days,
- Distributed by news release to all major newspaper and television media outlets serving the area,
- A Public Notice announcement will be sent to all Manatee and Sarasota County branch libraries and municipal libraries for posting.

When significant public comments are received on a draft UPWP as a result of public involvement, a summary, analysis, and report on the disposition of comments will be made a part of the final UPWP. If the final UPWP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment will be made available.
9. Federal Planning Factors

As exhibited in this chart, the MPO has worked diligently to align the organization’s goals, objectives, and project priorities with the federal planning factors in MAP-21 (Moving Ahead for Progress in the 21st Century) and the FAST Act (Fixing America’s Surface Transportation Act). All planning activities proposed in the UPWP will continue the MPO’s commitment to investing resources in projects to achieve individual targets that collectively will make progress toward national goals.

<table>
<thead>
<tr>
<th>Federal Highway Administration</th>
<th>Sarasota/Manatee MPO</th>
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<tbody>
<tr>
<td>MAP 21/FAST Act PLANNING FACTORS</td>
<td>2040 LRTP GOALS</td>
</tr>
<tr>
<td>Safety— • Increase the safety of the transportation system for motorized and non-motorized users • Increase the security of the transportation system for motorized and non-motorized users</td>
<td>Safety/Security Improve the safety and security of the transportation system for all users</td>
</tr>
<tr>
<td>Infrastructure condition— • Promote efficient system management and operation</td>
<td>Infrastructure Condition Improve management, operations, and coordination to promote an efficient transportation system locally and regionally</td>
</tr>
<tr>
<td>Congestion reduction— • Increase the accessibility and mobility of people</td>
<td>Mobility/Congestion/Reliability Promote economic vitality and viability through regional coordination of intermodal system</td>
</tr>
<tr>
<td>System reliability— • Emphasize the preservation of the existing transportation system • Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation</td>
<td>System reliability Improve system condition • Increase the security of the transportation system for all users • Improve system reliability</td>
</tr>
<tr>
<td>Freight movement and economic vitality— • Increase accessibility and mobility for freight • Enhance the integration and connectivity of the transportation system, across and between modes, for freight • Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency • Enhance travel and tourism</td>
<td>Economy/Freight Improve accessibility and multi modal connectivity by promoting proximity to jobs and efficient movement of freight and goods</td>
</tr>
<tr>
<td>Environmental sustainability— • Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns, • Enhance the integration and connectivity of the transportation system, across and between modes, for people</td>
<td>Environment/Livability Improve environmental sustainability and community livability in coordination with local government comprehensive plans</td>
</tr>
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10. Florida Planning Emphasis Areas - 2018

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations’ respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs.

Rural Transportation Planning: MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community.

MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

Transportation Performance Measures: FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures.

State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida’s MPOs and DOT to ensure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

ACES (Automated/Connected/Electric/Shared-use) Vehicles: According to the Federal Highway Administration, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, vehicle miles traveled (VMT), land-use, roadway design, future investment demands, and economic development, among others.
While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.” Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.
ORGANIZATION AND MANAGEMENT

1. Participants

The Sarasota/Manatee Metropolitan Planning Organization (MPO) seventeen-member governing board is made up of local elected representatives from the two (2) counties and the eleven (11) cities within both counties. The mayors of the three (3) small municipalities on Anna Maria Island meet separately as the Island Transportation Planning Organization, which has one seat on the MPO Board. The board also includes a representative of the Sarasota Manatee Airport Authority. The Florida Department of Transportation (FDOT) District One Secretary serving as a non-voting advisor.

MPO Board Members from the Sarasota and Manatee County Commission represent the public transit entities operated by their respective counties. Port Manatee is represented by the MPO Board Members who serve on the Manatee County Commission. This Board meets at least quarterly to establish transportation policies and evaluate transportation needs for the bi-county MPO area.

The MPO has three standing advisory committees, as well as its own planning and administrative staff. In addition, the MPO Board occasionally establishes short-term committees to address special projects.

- **Technical Advisory Committee (TAC):** Made up of state, county, city and regional entities planning and engineering staff, and meets regularly on the second Monday of each month.

- **Citizens Advisory Committee (CAC):** Composed of citizens representing each member government of the MPO and meets regularly, usually on the first Thursday of each month in which the MPO Board meets. CAC members are recommended for appointment by their local governmental body and confirmed by the MPO Board.

- **Bicycle/Pedestrian and Trails Advisory Committee (BPTAC):** Membership includes citizens and staff of MPO member jurisdictions. The BPTAC meets quarterly at a minimum.
SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION
Governing Board

Commissioner Vanessa Baugh, Chair
Commissioner Alan Maio, Vice Chair

Sarasota County
Commissioner Alan Maio
Commissioner Paul Caragiulo
Commissioner Nancy Detert

Manatee County
Commissioner Betsy Benac
Commissioner Vanessa Baugh
Commissioner Stephen Jonsson

City of Sarasota
Commissioner Willie Shaw
Mayor Liz Alpert

City of Bradenton
Councilman Patrick Roff
Vice Mayor Gene Brown

City of Venice
Vice Mayor Bob Daniels

City of Palmetto
Mayor Shirley Groover Bryant

City of North Port
Vice Mayor Linda Yates
Mayor Vanessa Carusone

Town of Longboat Key
Commissioner Jack Daly

Island
Transportation Planning Organization
(Anna Maria, Holmes Beach & Bradenton Beach)
Mayor Dan Murphy
City of Anna Maria

Sarasota-Manatee Airport Authority
Carlos Beruff

Florida Department of Transportation
Non-Voting Advisor, L.K. Nandam

MPO Staff
David Hutchinson, Executive Director
Leigh Holt, Strategic Planning Manager
Ryan Brown, Multi Modal Transportation Planner
Alvimarie Corales-Cuadrado, Multi Modal Transportation Planner
Sue Clapsaddle, Fiscal/Administrative Manager
Nanette Eubanks, Clerk to the Board/Administrative Coordinator
Rachel McClain, Planning Assistant
Corinne Tucker, Public Involvement Coordinator
2. Agreements

The MPO is required to establish and maintain agreements with its member governments as well as its grantors. The agreements fall into four (4) categories: 1) agreements required to establish, organize and operate the MPO; 2) agreements involving federal "pass through" and state matching funds; 3) agreements involving 100% state grant funds; and 4) agreements involving MPO financial support of local government planning activities.

Such agreements include:
- Interlocal Agreement for the Re-designation of the Sarasota/Manatee Metropolitan Planning Organization (November 3, 2014)
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (June 23, 2015)
- State of Florida Department of Transportation Metropolitan Planning Organization Agreement (July 1, 2016, amended October 11, 2017). A new agreement covering this UPWP will be in place effective July 1, 2018.
- Multi-year Joint Participation Agreements for the Federal Transit Administration Section 5305(d) (JPA December 30, 2015 and expires December 30, 2018) as well as annual Transportation Disadvantaged planning funds; (Sarasota CTD Planning Grant July 1, 2018 and Manatee CTD Planning Grant, July 1, 2018)

3. Operational Procedures and Bylaws

The MPO is an independent, separate legal entity authorized pursuant to Florida Law. It is responsible for its own personnel administration and facility operations. The MPO currently has an Interlocal Agreement with Manatee County for support services such as payroll, fringe benefits, and administration.

The MPO is the designated official planning agency to receive the Transportation Disadvantaged (TD) trust funds for planning activities of the transportation disadvantaged program in the urbanized area. The MPO has two standing Transportation Disadvantaged Local Coordinating Boards (Sarasota and Manatee) that are chaired by elected officials from the county in which the board serves or a municipality within.

The MPO Board, TAC and CAC operate under bylaws approved by the MPO Board. On a regular basis the committees provide recommendations to the MPO Board regarding short and long-range planning, implementation projects’ and related issues.

Local transportation needs are evaluated annually. Based on this evaluation, project priorities are established and submitted to FDOT for inclusion in its Five-Year Work Program. FDOT then programs these projects considering local and MPO priorities, production schedules, and funding constraints. If FDOT is unable to fund all the MPO's priorities, then FDOT reports back to the MPO Board to explain why its priorities cannot be met.

By Federal and State law, all multi modal transportation improvement projects must be consistent with the MPO's Long Range Transportation Plan (LRTP) and included in the MPO's Transportation Improvement Program (TIP) to be funded with Federal and State dollars. The MPO's TIP is the primary plan that reflects all state and federally funded transportation improvements in the two-county area.
4. **Forms, Certifications, Assurances**

Copies of the following Federal and State required documents are included in Appendices A through J:

- **A.** FDOT District and Local Planning Activities
- **B.** Joint Certification Package
- **C.** Statements and Assurances
- **D.** Title VI Nondiscrimination Agreement
- **E.** FTA Grant Application
- **F.** FTA Fiscal Year 2018 Certifications and Assurances Checklist
- **G.** FTA Fiscal Year 2018 Certifications and Assurances Signature Page
- **H.** Acronyms
- **I.** Comments Received and MPO’s Responses
- **J.** Resolution Approving the UPWP

5. **Task Matrix**

<table>
<thead>
<tr>
<th></th>
<th>Administration</th>
<th>Systems Planning</th>
<th>Regional Coordination</th>
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<tr>
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<td>Congestion reduction</td>
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<td>System reliability</td>
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<td>Freight movement and economic vitality</td>
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<td>Transportation Performance Measures</td>
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<td>ACES (Automated/Connected/Electric/Shared-use) Vehicles</td>
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Work Elements and Task Sheets

SECTION 1.00
ADMINISTRATION

The purpose of the program management Administration Section tasks is to provide the overall management and general implementation of the transportation planning process in Sarasota and Manatee Counties. Time is allocated for staff to organize and help conduct MPO Board and committee meetings, file progress reports, maintain financial systems, and participate in intergovernmental activities. Provisions are also made for staff training. This task includes preparing and submitting annual administrative reports, including the UPWP and amendments as needed, maintain office and computer equipment, and all activities and functions required to operate the MPO and perform responsibilities. In January 2008, the MPOAC voted unanimously to switch to a two-year UPWP. The UPWP now includes tasks for two years and the MPO adopts a new UPWP every other year.

Local administrative activities are financed, in part, by FHWA Metropolitan Planning Program (MPP/PL) Funds, Section 5305(d) Planning Funds from the FTA, the State Transportation Disadvantaged Trust Fund, and FDOT Grant Funds. Those funding sources and a local match comprise the total administrative costs. An independent single audit of MPO programs is conducted annually in the month of October under the auspices of the Manatee County Clerk of the Circuit Court.

Per Federal laws and policies, MPOs are prohibited from lobbying with Federal funds. In order to permit comments by the MPO to legislators on relevant transportation legislation and policies, the MPO has established a funding source paid by local MPO member governments for any time expended of this nature.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

This section also includes addressing administrative operations, maintenance and rental/leasing of office space and equipment, staff development and training, travel, legislative issues, and the MPO’s continuing public involvement and public information activities.

To ensure that no person is discriminated against and that all citizens are provided equal access in the decision-making, the MPO has established a proactive public involvement process that provides comprehensive information, timely public notice, public access to key decisions, and supports early and continuing involvement of the public in developing plans and programs. This public involvement process provides for special emphasis to include and engage traditionally under-served and under-represented populations. The MPO process is open and public comments are acknowledged as well as considered in the MPO’s decision-making. Title VI of the Civil Rights Act has been identified as a Federal Planning Factor to bring specific focus on involving the traditionally underserved and underrepresented (e.g., visual and hearing-impaired individuals) in the transportation planning process. These tasks are specifically designed to provide attention to the needs of these groups. In addition, the MPO has adopted Limited English Proficiency (LEP) Plan to serve people with Limited English Proficiency.
The purpose of the Public Involvement/Information Tasks is to implement the public involvement process as outlined above. This public involvement process will also include a public outreach program that is integrated throughout all MPO activities and programs. The tasks are separated out for accounting purposes so that specific charges for public involvement/information activities attributable to each program area being supported are easily identified.

Administrative Tasks include:

1.01 Program Implementation  
1.02 Legislative Issues  
1.03 Public Participation
ADMINISTRATION

PROGRAM IMPLEMENTATION

TASK NUMBER 1.01

PURPOSE:
- Transportation planning work program that responds to the needs of community, as well as state and federal requirements by monitoring and managing planning tasks in the UPWP and maintaining continuing, comprehensive and cooperative transportation planning for the MPO area
- Development and maintenance of a physical property inventory per 49 CFR 18.32(d) that identifies all property obtained through the use of federal funds and is further described in Chapter 3 of the MPO Handbook, Section 3.7.9
- Ensure that the local planning process complies with all federal and state requirements. This task covers the development of the UPWP and the Certification Review Process
- Communicate information to and between the MPO Board and its committees to facilitate the decision-making process for implementing the transportation vision of the Sarasota/Manatee MPO region
- Provide for an adequately trained professional staff as encouraged by the United States Department of Transportation (U.S. DOT) and FDOT

PREVIOUS WORK:
- Provided staff support to the MPO Board and its advisory committees
- Submitted grant application and reimbursement packages in accordance with established procedures and agreements on an ongoing basis
- The FY 2016/17 and FY 2017/18 UPWP was completed and adopted April 2016
- Joint MPO/FDOT Certification January 30, 2017 (Annually)
- Federal Certification Review and approval (2017)
- MPO Board and Staff attended the following:
  - Leadership Manatee Law Enforcement (January 2016)
  - Leadership Manatee Business & Industry Day (January 2016)
  - Leadership Manatee Transportation Day (February 2016)
  - Leadership Manatee Human Needs Day (February 2016)
  - Florida American Planning Association Conference (September 2016)
  - FHWA Title VI/ADA Training at Broward MPO (August 2016)
  - FHWA/FDOT Title VI Workshop (December 2016)
  - MPOAC Governing Board and Freight Committee Meetings (April 2017)
  - MPOAC Weekend Institute (Board Members) (May and June 2017)
  - APA Conference (September 2017)
  - AMPO (October 2017)
  - Institute of Transportation Engineers (ITE) Florida Section Summer Meeting (June 2017)
  - TBARTA CCC Report to TBARTA Board (June 2017)
  - FHWA/FTA/FDOT/MPO Regional Title VI/ADA Training (July 2017)
  - TransPlex/Focus on Community (August 2017)
  - Environmental Justice Training (August 2017)
  - USF Resilience Conference (October and December 2017)
  - FSUTMS Model Task Force (October 2017)
  - UF Geo Plan Sea Level Scenario Sketch Planning Workshop (October 2017)
• FDOT, FHWA, FTA and MPOs Statewide Meeting (November and December 2017)
• All Hazards Recovery Workshop (December 2017)
• Traffic Incident Management Team Meeting (December 2017)
• Hosted Regional Training for MPO Partner Agencies:
  • Federal Highway Administration (FHWA)/Federal Transit Administration (FTA)/FDOT: Title VI/Americans with Disabilities (ADA) Compliance Workshop
  • Transportation for Communities: Neighborhoods, Social Services, and Environment
  • University of Florida GeoPlan Center: Scenario Sketch Planning Tool Technical and Training Workshop
• Recognized for Noteworthy Practices by FHWA/FTA:
  • Sarasota/Manatee MPO Quadrennial FHWA/FTA Certification August 2017: Freight Planning, Public Participation, Title VI and Related Requirements, Linking Planning and Environment, Long Range Transportation Plan (LRTP) and Regional Coordination

REQUIRED ACTIVITIES:
• Responsibility for overall agency administrative activities
• Staff management
• Providing orientation, technical assistance and staff support to the MPO Board and its advisory committees
• Funding administration, accounting, and billing
• Participate in a financial annual audit consistent with 23 CFR 420.121(a). The annual audit will be performed in accordance with 49 CFR 18.26, 49 CFR Part 90, OMB Circular A133 and 215.97, Florida Statutes
• The MPO staff will be responsible for the development of the UPWP in coordination with the FDOT and consistent with the appropriate processes
• Maintain and amend (as necessary) the UPWP
• Coordinate with regional partners and incorporate all applicable federal and state requirements, rules and procedures. Submit draft documentation to all review agencies at the local, state, and federal levels. Incorporate agency comments and submit final documents to FDOT, FHWA, FTA and the TD Commissioner for approval (continuing)
• Maintain continued eligibility for federal and state transportation aid through the maintenance of a certified urban transportation planning process; Complete federal and state certification reviews and address corrective actions and recommendations as needed
• Update the MPO’s Interlocal Agreements and Joint Participation Agreements as needed
• Prepare and submit financial reports, billings, & progress reports of appropriate agencies, per existing agreements
• Maintain the MPO’s Continuity of Operations Plan (COOP)
• Monitor the grant opportunities and prepare applications to secure grants for the implementation of Sarasota/Manatee MPO plans and programs
• Participate in federal agency rulemaking to establish performance measures while working with FDOT, transit agencies, and other MPOs to ensure targets are set in a coordinated and timely manner consistent with the latest transportation bill and with emphasis on performance-based planning and programming
• Monitor activities related to Disadvantaged Business Enterprise (DBE) required reporting and documentation as it relates to state and federal funded activities as appropriate. Prepare all agenda material for monthly MPO Board meetings and advisory committees (TAC, CAC, BPTAC, TD Local Coordinating Boards, Tamiami Trail Scenic Highway, etc.) and maintain active
• Coordinate with partner agencies to obtain information to be presented in agenda items
• Prepare and review minutes for each committee
• Prepare appropriate financial statements, policies, reports, applications, invoices, and other documents as needed
• Continued maintenance and improvements to the MPO’s office equipment and supplies, computers, software, communication and presentation tools, and website
• Obtain and/or maintain equipment to digitally record, transcribe and archive minutes and possibly webcast meetings.
• U.S. DOT or FDOT approved training courses and conferences are eligible under this task.
• MPO staff will be afforded adequate time during the year to attend training courses as needed for the performance of their duties; Enrollment and attendance must be approved by the MPO Executive Director; All materials obtained will become a part of the MPO reference library
• Procurement of educational media for staff
• Staff travel is funded in this task
• The area transportation system is evaluated periodically as part of the metropolitan planning process.
• Participate and perform review of FDOT’s Strategic Intermodal System (SIS) Cost Feasible Plan and the State Transportation Plan Update
• The FDOT and MPO continually coordinate on including safety in the transportation planning process such as participation in the Community Traffic Safety Teams (CTST) Activities
• Update the current CMP boundaries
• Identify new congested corridors
• Monitor existing congested corridors
• Coordinate CMP Projects with TIP Prioritization process
• Coordinate CMP with Transportation Regional Incentive Program (TRIP) process
• Perform updates of CMP as required
• Contracts, budgets and financial records (ongoing task) including quarterly progress reports
• Records of all Board and committee proceedings (ongoing task)
• Production of MPO Board, advisory committee and subcommittee notices, agenda packets and meeting minutes (ongoing)
• Financial audit (annually)
• A physical property inventory (annually)
• Joint Certification Statement of FDOT and the MPO (annually)
• Reference material for Board, staff, committee and public use (ongoing task)
• Participation in the Leadership Manatee and/or Leadership Sarasota programs, and other Chamber of Commerce, Economic and/or Community Development, business and civic programs, workshops, seminars, conferences, meetings and activities, and in webinars, conferences, meetings and activities sponsored by local, state and federal governments, MPO Organizations (MPOAC and AMPO), American Planning Association (APA), Institute of Transportation Engineers (ITE), Intelligent Transportation Systems (ITS), Congress for the New Urbanism), Transportation for America (T4 America) and others as appropriate (ongoing)
• Update and amend orientation and informational materials as needed (ongoing)
• Maintained MPO website (ongoing)
- A maintained state-of-the-art computer system, hardware and software state-of-the-art equipment for presentations (ongoing)
- Purchase new or upgrade all computers, operating systems, and software and hardware as needed (ongoing)
- Implement and update the UPWP as required for the Sarasota/Manatee MPO area (ongoing)
- Activities within this task may be performed utilizing consultant services
- Relocate and furnish (as needed) MPO office
- Update and amend as needed

**END PRODUCT:**

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<thead>
<tr>
<th>MPO Board and Committee Meetings</th>
<th>COMPLETION DATE:</th>
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<tr>
<td>Joint State MPO Certification</td>
<td>Per Annual Schedule</td>
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<td>Invoices and Progress Reports</td>
<td>January/February 2019 and</td>
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<tr>
<td>Annual Single Audit</td>
<td>January/February 2020</td>
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<td>MPOAC and General Meetings, Workshops</td>
<td>Quarterly</td>
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<td>Maintenance of Financial Records</td>
<td>October/November 2018 and</td>
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<td>MPO Office Relocation Including:</td>
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<td>Office Furniture ($4,000)</td>
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<td>Computers ($7,300)</td>
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*Will be billed proportionately to FTA (Task No. 2.05) and FHWA funds as a direct cost

**RESPONSIBLE AGENCY:**
Sarasota/Manatee MPO

**FUNDING SOURCES:**

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<th>FISCAL YEAR 2018/2019</th>
<th>FISCAL YEAR 2019/2020</th>
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<td>FHWA (PL) $542,389</td>
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## UPWP Task Number 1.01

### Program Implementation

#### Estimated Budget Detail for Planning Task

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<th>Budget Category</th>
<th>Description</th>
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<th>FHWA (SU)</th>
<th>FTA 5305(d)</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
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<tbody>
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<td>A. Personnel Services</td>
<td>MPO staff salaries, fringe benefits, and other deductions</td>
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*Contractual includes such items as taping/recording of meetings, pest control and off-site storage of computer files

** Manatee County Administrative Services is from Manatee County’s Federal Cost Allocation Plan and includes such items as single audit, county attorney, financial management, courier, ITS client services/development, finance internal audit and building management

*** Other Administrative includes medical services, telephone, postage, in-house communication charges, equipment repair and maintenance, building repair and maintenance, printing and binding, books/publications/memberships, and education

Amended July 5, 2019
Amended March 25, 2019
## Estimated Budget Detail for Planning Task

### FY 2019/2020

### A. Personnel Services

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<tr>
<th>Description</th>
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<th>FHWA (SU)</th>
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<th>FTA State Match</th>
<th>FTA Local Match</th>
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**Subtotal:** $210,625

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**Subtotal:** $0

### C. Travel

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<th>FHWA (SU)</th>
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**Subtotal:** $42,500

### D. Other Direct Costs

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**Subtotal:** $289,264

**Total:** $542,389

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*Contractual includes such items as taping/recording of meetings, pest control and off-site storage of computer files

** Manatee County Administrative Services is from Manatee County’s Federal Cost Allocation Plan and includes such items as single audit, county attorney, financial management, courier, ITS client services/development, finance internal audit and building management

*** Other Administrative includes medical services, telephone, postage, in-house communication charges, equipment repair and maintenance, building repair and maintenance, printing and binding, books/publications/memberships, and education

Administrative Modification March 23, 2020
Administrative Modification March 13, 2020
Amended July 12, 2019
Revised June 14, 2018
ADMINISTRATION

LEGISLATIVE ISSUES

PURPOSE:
- To engage in activities to educate and/or advocate legislative positions to local, state or federal officials on matters impacting the operation of the MPO
- Consistent with MPO Board action and subsequent action taken by Sarasota County and Manatee County Commissions, the MPO will receive $1,000 annually from each County to cover the costs associated with this task. The MPO Board further authorized the amount of $500.00 of these funds to be contributed to the Metropolitan Planning Organization Advisory Council for the same purpose

PREVIOUS WORK:
- Development and adoption of the MPO Legislative Issues (annually)
- Participate and development of the MPO Advisory Council (MPOAC) Legislative Positions (annually)

REQUIRED ACTIVITIES:
- Attend Legislative Delegation meetings
- Meet with members of the federal or state legislature
- Develop, adopt and forward the MPO’s Legislative Issues
- Update and amend as needed

END PRODUCT:
State and Federal Legislative officials aware and knowledgeable of the MPO planning process and the transportation needs in Florida and the Sarasota/Manatee MPO area

Completion Date: Ongoing

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

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<tr>
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<th>FISCAL YEAR 2019/2020</th>
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<tr>
<td>-----------------------------</td>
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<tr>
<td><strong>A. Personnel Services</strong></td>
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<tr>
<td>MPO staff salaries, fringe benefits, and other deductions</td>
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<td><strong>Subtotal:</strong></td>
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<tr>
<td><strong>B. Consultant Services</strong></td>
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<td>Consultant Services</td>
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<td><strong>C. Travel</strong></td>
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<td>Travel</td>
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## UPWP TASK NUMBER 1.02

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ADMINISTRATION

PUBLIC PARTICIPATION

TASK NUMBER 1.03

PURPOSE:
- Conduct proactive Public Participation activities that provide complete information, timely public notice, full public access to key decisions and support early and continuing involvement of the public in the transportation planning process, including the development of the Transportation Improvement Program, Long Range Transportation Plan, the PPP and other planning programs

PREVIOUS WORK:
- Developed and maintained a blog and social media (YouTube and Twitter) (ongoing)
- Evaluated, updated and adopted Public Participation Plan (PPP) (2017)
- Advertised all MPO, TAC, CAC, subcommittee meetings and public hearings (ongoing)
- Allowed for public input on all agenda items prior to a vote being taken (ongoing)
- Widely distribute proposed critical actions for public input throughout all member jurisdictions, schools and libraries (ongoing)
- Provided a specific item on all agendas for public input (ongoing)
- Updated Title VI Civil Rights Complaint Procedure (2017)
- Development of an MPO informational website (May 2001)
- MPO presentation West Florida Community Association Institute (March 2009)
- MPO presentation Longboat Key Condominium Association (June 2009)
- MPO Regional Transportation Forum Panelist, METV (January 2010)
- Venice Chamber Transportation Summit panelist, Ivy League presentation (2010 and 2011)
- Manatee Leadership Program (2011 - 2016)
- Presentation to Council of Neighborhood Associations (CONA) (January 2016)
- Performance Measures Fact Sheets (August 2017)
- Strengthened Community Partnerships for Performance Based Planning:
  - Safety/Security: Emergency Management Agencies
  - Economy/Freight: Chambers, Economic Development Agencies, Tourism Agencies
  - Environment/Livability: Health Departments, United Way, Age Friendly Sarasota, Manatee Millennial Movement (M3), Sarasota Manatee Bicycle Club, Friends of the Legacy Trail, Climate Council of Sarasota/Manatee
- Created New Public Outreach Program:
  - Public Participation Plan adopted October 2017, New Sarasota/Manatee MPO Logo, Social Media Outreach, Performance Measures Fact Sheets, and Public Involvement Coordinator

REQUIRED ACTIVITIES:
- Providing timely information about transportation issues and processes
- Providing reasonable public access to technical and policy information
- Giving adequate notice of public involvement activities
- Responding to applicable public input and requests for information
- Soliciting the needs of those traditionally under-served by existing transportation systems
- Reviewing and evaluating all public involvement techniques and strategies
- Continuing maintenance of an MPO informational website and social media
- Telecasting of all MPO Board meetings on local government access channels
• Providing presentations to citizen's groups, civic groups, business groups, and others regarding transportation planning issues, projects and the overall MPO planning process
• Participate in transportation related community events, program and professional association meetings and activities
• Evaluate and update Public Participation Plan (PPP)
• Fact Sheets
• Charrettes and Public Involvement Forms
• Workshops
• Events Meeting notices (ongoing)
• Technical memos (ongoing)
• News releases to the newspapers, television and radio stations (ongoing)
• Public Information Meetings and Public Hearings (ongoing)
• Special notices mailed prior to Public Meetings and/or Public Hearings (ongoing)
• Presentations to citizen and community groups regarding MPO programs and issues (ongoing)
• Participation regarding the MPO planning process on television and radio programs (ongoing)
• Website enhancements and updates (ongoing)
• Update and amend PPP as needed
• Update Social Media
• Community Outreach
• Activities within this task may be performed utilizing consultant services
• Update and amend as needed

END PRODUCT:
Public Participation Report
Update Public Participation Plan

COMPLETION PLAN:
Annually
As Needed or in 2020

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

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## UPWP TASK NUMBER 1.03
### ESTIMATED BUDGET DETAIL FOR PLANNING TASK

#### PUBLIC PARTICIPATION

#### FY 2018/2019

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Amended July 12, 2019
Revised June 14, 2018
### UPWP TASK NUMBER 1.03

**PUBLIC PARTICIPATION**

**ESTIMATED BUDGET DETAIL FOR PLANNING TASK**

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Amended July 12, 2019
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SECTION 2.00
SYSTEMS PLANNING

Plans remain valid only if their forecast assumptions are constantly monitored. This requires tracking travel demand conditions on the transportation system network and land use trends (the source of travel demand). The trends in actual conditions are compared to forecast assumptions; large discrepancies may be an indication that plan assumptions and/or schedules need to be revised.

A sizeable portion of past activities and monitoring have focused on reviewing or commenting on the sufficiency of Developments of Regional Impact (DRI) and comprehensive land use plan proposed changes in both Sarasota and Manatee Counties. This appropriate and important activity will continue as part of a LRTP update and model validation as required by Federal Legislation.

MPO policy calls for all available modes of travel to be utilized to their fullest to meet travel demand. Accordingly, activities have been developed to monitor the use of mass transit and other alternative modes of transportation. In this regard, implementation of improvement plans for all modes of travel will be closely monitored.

Additional details of the previous work relative to the following tasks can be found in the required quarterly progress reports that have been submitted to the Florida Department of Transportation for the prior fiscal years.

The systems monitoring and planning activities include:

2.01 Performance Management/Data Collection
2.02 Transportation Improvement Program (TIP) Short Term Planning
2.03 Long Range Transportation Planning (LRTP)
2.04 Greenways, Trails and Bicycle/Pedestrian Systems
2.05 Public Transportation Planning/FTA
2.06 Transportation Disadvantaged Planning
2.07 Special Project Planning
SYSTEMS PLANNING

PERFORMANCE MANAGEMENT/DATA COLLECTION

TASK NUMBER 2.01

PURPOSE:

• Monitor area travel characteristics and factors affecting travel such as socioeconomic, community and land use data; transportation system data; natural, physical and human environmental concerns and issues; performance management and performance measures monitoring, reporting, and target setting; tasks related to Intelligent Transportation Systems (ITS), Advanced Traffic Management System (ATMS) Development and Congestion Management are included
• Evaluate the transportation impacts of large-scale and other development proposals
• Determine if the existing and committed transportation infrastructure has the available capacity to accommodate travel demand generated from these developments
• Review and make appropriate comments on Intergovernmental Coordination and Review (ICAR), Evaluation and Appraisal Reports (EAR) and Comprehensive Plan Amendments and monitor Developments of Regional Impact/Intergovernmental Coordinated Elements (DRI/ICE) activities. To ensure that all non-highway programs and projects are consistent with the adopted MPO plans and policies
• Collect and disseminate performance measurements, including relevant information related to travel demand for alternative modes of travel, and to monitor transit, seaport, rail, aviation and water taxi activities
• Develop and incorporate performance-based planning and consideration of safety and freight issues into MPO programs and planning activities
• Address air quality and environmental issues, including consideration of the impacts of current and future transportation improvements on air quality, energy use, water quality and other environmental issues
• Prepare for implementation of air quality conforming evaluations if needed
• Provide a fundamental understanding of the current and future regional transportation needs in accordance with MAP-21, FHWA and FTA policy requirements and provide transportation planning data and digital files for use in the regional transportation plan
• Continue monitoring and managing Scenic Highway Programs in the Sarasota-Manatee area
• Provide information needed to make effective decisions on the use of limited resources to improve the efficiency of transportation infrastructure, including utilizing the current Congestion Management Process (CMP) identification of new congested corridors/subareas
• Incorporate CMP adopted projects into the Transportation Improvement Program (TIP) development process
• Implement CMP strategies and monitoring the effectiveness of implemented strategies

PREVIOUS WORK:

• Reviewed and made comments on all DRIs and ICAR projects as well as Comprehensive Plan amendments in Sarasota and Manatee Counties (ongoing)
• Reviewed and attended numerous hearings and planning meetings of its member jurisdictions in the two-county area (ongoing)
• Provided and applied land use and socio-economic analysis to Efficient Transportation Decision Making screens for project developments (ongoing)
• Reviewed and adopted functional classifications for roadways (ongoing)
• Monitoring the activities of Sarasota County Area Transit (SCAT) and Manatee County Area
Transit (MCAT), Sarasota Bradenton International Airport, Coordinated Florida Aviation Systems Planning Process (CFASPP), Port Manatee, Bicycle/Pedestrian Committees for Sarasota County, and other non-highway transportation planning activities (ongoing)

- Coordinated with various local and regional agencies and groups to ensure a systematic effort to integrate air quality protection into short and long-range planning
- Participated in the West Central Florida Air Quality Coordinating Committee, a consortium of public, private and non-profit organizations assembled to act as a forum for sharing knowledge, experience and information among transportation and air quality interest groups in the region
- Responded to various inquiries and transmitted traffic counts, Florida Standard Urban Transportation Model Structure (FSUTMS), socio-economic data, network data files, planning data, transportation analysis zone maps, Sarasota-Manatee Area Transportation Study (SMATS) total system miles, vehicle miles of travel (VMT), and reports to local governmental agencies, consulting firms, developers, and the general public
- Served as an advisory member to the Bradenton Beach (SR 789), Palma Sola (SR 64), and Tamiami Trail (US 41) Scenic Highway Corridor Management Entities
- Initiated Regional Mobility Studies:
  - Barrier Island Traffic Study (BITS)
  - Central Manatee Network Alternatives Analysis (CMNAA)
- Integrated Performance Measures into Planning/Projects:
  - Safety/Security: Safety report and FTA All Hazards Recovery planning grant
  - Infrastructure Condition: Bridge assessment
  - Mobility/Congestion/Reliability: Congestion Management 2015-2016 report
  - Economy/Freight: Freight/Economic Development Summit
  - Environment/Livability: Transportation for America technical assistance
  - Project Delivery: MPO Board adoption of new project prioritization process

REQUIRED ACTIVITIES:
- Consideration of the FDOT District One Regional Travel Forecast Model
- Utilization of socio-economic forecasts (population and employment)
- Review Tampa Bay Regional Planning Council Development of Regional Impact (DRI/ICE)
- Review Southwest Florida Regional Planning Council Development of Regional Impact (DRI/ICE)
- Update Florida Standard Urban Transportation Model Structure (FSUTMS) and Geographical Information System (GIS) database
- Review Florida State Clearinghouse ICAR applications
- Review agency and local government functional plans (AFP), EAR and comprehensive plan amendments
- ETDM analysis will continue on all projects
- Study and develop right-of-way reservation techniques and laws which can be utilized by local jurisdictions to preserve critical right-of-way for future road improvements, rail corridors, bus rapid and express bus services and context sensitive sidewalk, bicycle lanes and landscaping
- The MPO staff as well as air quality staff of the local agencies and jurisdictions will continue to monitor regional air quality issues to ensure integration of air quality concerns into the short and long-range planning process in the next LRTP update cycle
- Short and long-range plans, which include the consideration of air quality needs and conformity requirements
- Continue updating: transportation planning data, land use computer files, network files, and projected traffic counts, and will make this information available to the governmental agencies,
general public, transit service providers, consulting firms, developers and special interest groups

- Analyze the available transportation data for use in preparation of the Congestion Management Process elements, Intergovernmental Coordination and Review (ICAR) and EAR reviews
- Coordinate traffic data collection and monitoring activities with the FDOT and local government agencies
- Continue a major model validation based upon 2010 population projections which will be utilized as part of the major 2040 Long Range Transportation Plan Update as defined in Task 2.03
- Collect, organize and distribute traffic data, planning data and land use information (ongoing)
- Staff will continue attending the Traffic Incident Management Committee as well as FDOT coordination meetings within various jurisdictions of the MPO
- Participate and assist with Sarasota and Manatee Community Traffic Safety Teams (CTST)
- Support efforts to increase safety and security in the transportation system such as emergency planning
- Maintain information on multi modal transportation use. The data set will be compatible with other forms of information collected and stored by the agency. All information collected is made available upon request
- Monitor and participate in state planning activities related to alternative and future modes of transportation
- The District and MPO continually coordinate on including safety in the transportation planning process
- As required, the 2040 Long Range Transportation Plan will include Transportation Demand Management strategies which consider the future congestion, intermodal and public transportation management systems to implement project and program updates Long-range travel demand forecasts (ongoing)
- DRIs/ICEs, ICAR, EAR, and AFP review reports (ongoing)
- Traffic Analysis Zone (TAZ) maps with socio-economic data (ongoing)
- Updating traffic data, planning data and land use information (ongoing)
- Provide quality highway and transportation system information to the public, developers, local jurisdictions and MPO Board and Committees (ongoing)
- Clearinghouse services on non-highway transportation demand characteristics (ongoing)
- Participate in regional and/or statewide air quality working groups with other MPOs (ongoing)
- Refine the individual scoring criteria as new data and information is made available from state and federal sources
- Identify safety improvements for implementation at twenty (20) high crash locations
- Increase involvement with the Community Traffic Safety Team (CTST) to better coordinate education and enforcement activities
- Identify primary corridors and key assets for diversion, repair, and replacement in the event of a major disaster
- Build consensus for preferred bridge alternatives and advance the best choice to serve local needs
- Setting MPO’s first mobility performance review targets
- Review regional decision making, planning for system development, and funding additional projects for the next phases and deployment of ATMS
- US 41/MMEC Corridor Study/Gaps Analysis to fully develop the corridor as a multi modal facility
- US 41/MMEC analysis of land uses
- Safety assessments at 30 high crash locations on US 41
• Studies and plans to more fully develop the recommended Barrier Islands Traffic Study and Central Manatee Network Alternatives Analysis solutions
• Develop plans for targeting storm surge zones and flood prone areas
• Analysis of geographic areas that have been identified as having poor access to jobs and services
• Activities within this task may be performed utilizing consultant services
• Project Modeling using Streetlight Data
• Update and amend as needed

**END PRODUCT:**

- Updated demographic and employment data forecasts
- Update Congestion Management Process/Plan
- Set Performance Measure Targets
- Streetlight Data Analysis

**COMPLETION DATE:**

- As Needed
- Fall 2018
- Annually
- As Needed

**RESPONSIBLE AGENCY:**

Sarasota/Manatee MPO

**FUNDING SOURCES:**

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Administrative Modification March 13, 2020
Amended July 12, 2019
Revised June 14, 2018
SYSTEMS PLANNING

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

SHORT TERM PLANNING

TASK NUMBER 2.02

PURPOSE:
• Prepare the FY 2019/2020 and FY 2020/2021-2022/2023 Transportation Improvement Programs (TIP) and to prioritize transportation and program expenditures
• Review and comment on implementation of transportation access management and operational improvements
• Review and provide comments on FDOT, regional planning councils and other agency reports
• Incorporate performance-based planning into MPO process including:
  • Safety and Security
  • Infrastructure Condition
  • Mobility/Congestion/Reliability
  • Economy/Freight
  • Environment/Livability
  • Project Delivery

PREVIOUS WORK:
• Produced TIPs annually for the Sarasota-Bradenton Urbanized Area
• Reviewed and commented on the FDOT’s Strategic Intermodal System (SIS)
• Prepared an analysis of the project capacity improvements for the US 41 Venice Bypass project including review of FDOT’s PD&E and roundabout assessments
• Created and developed a US 41 Multi Modal Funding Program with assistance of consultant
• Annual Congestion Management Review
• Updated Congestion Management Report (April 2017)
• Monitored State’s Strategic Intermodal System (SIS) (ongoing)
• Developed new cost estimates for each CMP project (ongoing)
• Incorporated CMP projects into the TIP prioritization process (ongoing)
• Identified new congested corridor locations (ongoing)
• Coordinated with MPO Ad Hoc Subcommittee regarding project priorities and funding
• Advanced Regional Roadway Priorities:
  • Venice Bypass, 15th Street East, River Road, and Desoto Bridge
• Supported Innovative Design:
  • Strategic Intermodal System (SIS) Interchange I-75 at University Parkway and Florida’s First Diverging Diamond

REQUIRED ACTIVITIES:
• Preparation of TIP demonstrating financial constraint 23 C.F.R. 450.326(k) 1
• Update traffic volume maps using FSUTMS
• Review and make comments on PD&E and corridor studies, levels of service reports prepared by FDOT and all other traffic reports
• Coordinate with the FDOT, consultants, and local governments regarding major transportation
projects, Transportation Systems Maintenance and Operations (TSMO) and ITS issues

- Maintain and increase communication with the area residents
Coordinate TIP planning activities with the Congestion Management Plan including new MAP-21 provisions

- Prepare a list of projects for which Federal funds have been obligated in the preceding year and make it available for public review
- Solicit each year for project priorities, prioritize projects and submit to FDOT
- TIPs covering FY 2018/19-2022/23 and FY 2019/20-2023/24 including the prioritized list of highways, transit and enhancement, congestion management plan and TRIP projects and make them available for public review (annually)
- A list of projects for which Federal funds have been obligated in the preceding year and make it available for public review (annually)
- Support efforts to increase safety and security in the transportation system such as emergency planning (ongoing)
- Implement improvements to the US 41 Multi Modal Emphasis Corridor program as needed (ongoing)
- Activities within this task may be performed utilizing consultant services
- Update and amend as needed

**END PRODUCT:**

- Adopt Project Priorities
- FY 2019/20-2024/25 TIP
- FY 2020/21-2025/26 TIP

**COMPLETION DATE:**

- Annually in June
- Adoption in June 2019
- Adoption in June 2020

**RESPONSIBLE AGENCY:**

Sarasota/Manatee MPO

**FUNDING SOURCES:**

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## ESTIMATED BUDGET DETAIL FOR PLANNING TASK

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Amended July 12, 2019
Revised June 14, 2018
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Amended July 12, 2019
Revised June 14, 2018
SYSTEMS PLANNING

LONG RANGE TRANSPORTATION PLANNING (LRTP)  TASK NUMBER 2.03

PURPOSE:
• Apply Florida Standard Urban Transportation Model Structure (FSUTMS) for the management of system projects under MAP-21 or successor federal legislation
• Continue attending and participating in the statewide Model Task Force Technical Meetings to routinely re-evaluate and update the MPO's Long Range Transportation Plan (as needed)
• Implement MPO’s Long Range Transportation Plan Amendments (as needed)

PREVIOUS WORK:
• Adopted 2040 Long Range Transportation Plan Update (December 2015, amended November 2016)
• Coordinate, process, and adopt development of LRTP to comply with MAP 21 requirements (December 2015)
• Continued Multi Modal Emphasis Corridor (MMEC) Improvements:
  • Palmetto: 10th Avenue/Riverside Drive to 17th Street
  • Manatee County: Bay Street to Cortez Road
  • City of Sarasota: 10th Street and 14th Street
  • Sarasota County: Beneva Road to Stickney Point Road

REQUIRED ACTIVITIES:
• Incorporate the validated network and socio-economic data into the FSUTMS models
• Incorporate the Federal modeling requirements into FDOT District 1 Regional FSUTMS model
• Utilize computerized transportation planning models (FSUTMS) for traffic impact and alternative analysis
• Include the Efficient Transportation Decision Making (ETDM) process into the overall planning process
• Study and develop right-of-way reservation techniques and laws which can be utilized by local jurisdictions to preserve critical right-of-way for future road improvements, rail corridors, bus rapid and express bus services and context sensitive sidewalk, bicycle lanes and landscaping
• Support efforts to increase safety, security, resiliency and sustainability in the transportation system. Collaborate with and participate in efforts such as emergency planning, “complete streets,” public health, livable communities, national estuary programs, economic development, brownfields and other activities to ensure alignment among various plans
• 2045 LRTP goal setting, public outreach, data collection, and modeling
• Activities within this task may be performed utilizing consultant services
• Incorporate Federal requirements policy and revenue projections in 2045 LRTP (as needed)
• Incorporate the Federal Requirements/Congestion Management Process provisions in the 2045 LRTP
• Analyze and implement MAP-21 Year of Expenditure (YOE) provisions in LRTP
• Update of LRTP in accordance with Federal Act and policies (as needed)
• LRTP Modeling and Forecasting using Streetlight Data
• Update and amend as needed
**END PRODUCT:**
Maintain current 2040 LRTP
Begin development of the 2045 LRTP
LRTP Modeling

**COMPLETION DATE**
Ongoing
2019
2019/2020

**RESPONSIBLE AGENCY:**
Sarasota/Manatee MPO

**FUNDING SOURCES:**

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### UPWP TASK NUMBER 2.03

#### LONG RANGE TRANSPORTATION PLANNING (LRTP)

#### ESTIMATED BUDGET DETAIL FOR PLANNING TASK

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<th>Budget Category</th>
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*$80,000 in FDOT Work Program; Project # 4393152

Amended July 12, 2019
Revised June 24, 2018
Administrative Modification November 6, 2019
## UPWP Task Number 2.03

### Long Range Transportation Planning (LRTP)

#### Estimated Budget Detail for Planning Task

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Amended July 12, 2019
Revised June 24, 2018
SYSTEMS PLANNING

GREENWAYS, TRAILS AND BICYCLE/PEDESTRIAN SYSTEMS  TASK NUMBER 2.04

PURPOSE:
• Ensure that all Greenways, Trails and Bicycle/Pedestrian programs and projects are consistent with the adopted MPO plans and policies

PREVIOUS WORK:
• Reviewed various Greenways, Trails and Bicycle/Pedestrian Plans and programs from the public and private sector
• Served as a member of the West Central Florida’s Chair’s Coordinating Committee’s Regional Trails subcommittee
• Adopted 2040 Long Range Transportation Plan Update incorporating bicycle/pedestrian/trails/transit components in the Sarasota-Manatee region
• Coordinated activities with other programs, i.e., Multi Modal Corridor, North Trail Redevelopment and Tamiami Trail Scenic Highway
• Organized and participated in Roll and Stroll event in Sarasota County and Cyclovia event in Manatee County
• Coordinated Bicycle/Pedestrian/Trails Activities:
  • Gulf Coast Regional Trail Summit
  • Sun Trail funding: Willow/Ellenton Trail and Legacy Trail Extension
  • Cyclovia Bradenton 2017

REQUIRED ACTIVITIES:
• Continue monitoring the development of local, regional and statewide Greenways, Trails and Bicycle/Pedestrian plans and programs to ensure consistency with the MPO plans and programs
• Collect and disseminate information pertaining to Greenways, Trails and Bicycle/Pedestrian
• Coordinate with local, regional and state Greenways, Trails and Bicycle/Pedestrian groups, transit operations, transit planning, and to ensure connectivity and consistency
• Support and provide assistance to the MPO’s Bicycle/Pedestrian/Trails Advisory Committee
• Prepare for updating the comprehensive bicycle, pedestrian and trails plan which will become updated elements of the MPO Long Range Transportation Plan
• Continue monitoring transportation improvements and development projects for bicycle/pedestrian consideration
• Coordinate bicycle/pedestrian/transit plans and policies with transit operations, transit planning, local and regional jurisdictions, stakeholders, and community groups
• Activities within this task may be performed utilizing consultant services
• Update and amend as needed

END PRODUCT:
Active Transportation Plan

COMPLETION DATE
2019

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

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## UPWP Task Number 2.04

**Greenways, Trails and Bicycle/Pedestrian Systems**

### Estimated Budget Detail for Planning Task

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Amended July 12, 2019
Revised June 14, 2018
### UPWP Task Number 2.04

**Greenways, Trails and Bicycle/Pedestrian Systems**

**Estimated Budget Detail for Planning Task**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5305(d)</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
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Amended July 12, 2019
Revised June 14, 2018
SYSTEMS PLANNING

PUBLIC TRANSPORTATION PLANNING/FTA

TASK NUMBER 2.05

PURPOSE:
- Conduct proactive Public Involvement/Public Information that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in the transportation planning process
- Provide planning assistance to help the Sarasota-Bradenton urbanized area develop quality public transportation options
- Plan and improve comprehensive public transportation systems
- As stipulated in the Joint Participation Agreement, the FDOT will reimburse the MPO for costs incurred in eligible public transportation planning activities at 10% of costs, up to a fixed amount. The share of total costs incurred in other FTA tasks in the Work Program will be accounted for through this task

PREVIOUS WORK:
- Updated the Public Participation Plan (June 2018)
- Presentations to citizen's groups regarding transportation planning issues.
- Conducting Public Information Meetings and Public Hearings
- Updated Title VI Civil Rights Policies
- Hosted and participated in Title VI compliance training (2017)
- FY 2017/2018 Section 5305(d) Application (June 2017 and 2018)
- Monitoring State Legislative action regarding funding for transportation planning and operations funding (ongoing)
- Quarterly Public Transportation Task Force meetings (ongoing)

REQUIRED ACTIVITIES:
- Develop and manage application for FTA Section 5305(d) grant funds
- Preparation of plans and cost-effective TIP which includes a transit improvement element
- Monitor and participate in the development and implementation of regional transportation plans and other eligible activities
- Provide for various technical studies including transit latent demand studies, transit system data collection/maintenance, park and ride location studies, geographic information systems (GIS) development and analyses and other eligible planning activities.
- Develop transit and bicycle/pedestrian/trails elements of the 2045 Long Range Transportation Plan
- Participate in the FDOT district-wide Commuter Services Program
- Monitor and assist in Chairs Coordinating Committee (CCC) and Tampa Bay Regional Transportation Authority (TBARTA) planning activities
- Conduct Public Transportation Task Force meetings
- Support efforts to increase safety, security, and sustainability in the transportation system such as emergency planning, “complete streets” and improving public health
- Coordinate planning efforts with Charlotte County-Punta Gorda MPO for development of inter-county transit service and project priorities
- Coordinate Bicycle/Pedestrian/Trails Advisory Committee activities and coordination with transit services and transit planning activities with FDOT and TBARTA regarding transit operations and planning
• Support TDP development and implementation in Sarasota and Manatee Counties
• Meeting notices
• Technical memos
• News releases to the newspapers, television and radio stations
• Public Information Meetings and events
• Special notices mailed prior to Public Meetings and/or Public Hearings (ongoing)
• Presentations to citizen and community groups regarding MPO programs and issues (ongoing)
• Participation regarding the MPO planning process on television and radio programs (ongoing)
• Website enhancements and updates (ongoing)
• Inclusion of an annual element in the TIP which includes a project and program description, planned costs and anticipated revenues, and assurances that coordination with local public transit and local planning agencies has been completed (ongoing)
• Implementation of Regional transit service recommendations for the Sarasota-Bradenton Urbanized Area
• FY 2018/2019 Section 5305(d) Grant Application (December 2018)
• Improve public transportation coordination between Manatee and Sarasota and implementation of Public Transportation System Analysis (PTSA) Study recommendations (ongoing)
• Improve public transportation coordination between Sarasota and Charlotte Counties (ongoing)
• Improve public transportation coordination (ongoing)
• Implementation of regional and improvements to the US 41 Multi Modal Emphasis Corridor program as needed (ongoing)
• Support efforts to increase safety, security, resiliency, and sustainability in the transportation system
• Collaborate with and participate in efforts such as emergency planning, “complete streets”, public health, livable communities, national estuary programs, economic development, Brownfields and other activities to ensure alignment among various plans (ongoing)
• Activities within this task may be performed utilizing consultant services
• Update and amend as needed

END PRODUCT:
Invoices and Progress Reports
FTA Section 5305(d) grant
Active Transportation Plan

COMPLETION DATE
Quarterly
Annually
2019

*Board Conference Room ($14,000)
*Conference Room AV Equipment ($25,000)

*Will be billed proportionately to FTA and FHWA funds as a direct cost

Manatee County Area Transit
Manatee County Short Range Public Transportation Planning Activities
FTA Section 5307 funding will be used by Manatee County to complete various public transportation planning activities which will include, but not be limited to: system wide and route level assessments
including service and equity analyses, Transit Development Plan (TDP) annual updates, Transportation Disadvantaged Service Plan (TDSP) annual updates, a Civil Rights/Title VI Program update, Market Research, FTA Section 5310, 5307/5339 grant applications, National Transit Database (NTD) Annual Report updates, Asset Management Plan updates, and special projects or studies which will be undertaken with the respect to the delivery of transit service in Manatee County. Manatee County short range public transportation planning activities will be included in each 5307 Grant application under grant activity line item (ALI) 44.24.00.

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

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<th>Fiscal Year</th>
<th>Funding Source</th>
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### UPWP TASK NUMBER 2.05
**PUBLIC TRANSPORTATION PLANNING (FTA)**
**ESTIMATED BUDGET DETAIL FOR PLANNING TASK**
**FY 2018/2019**

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<th>FHWA (SU)</th>
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<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
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Amended July 12, 2019
Amended March 25, 2019
### UPWP TASK NUMBER 2.05

**ESTIMATED BUDGET DETAIL FOR PLANNING TASK**

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<th>Budget Category</th>
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<td>$33,489</td>
<td>$33,489</td>
<td>$334,888</td>
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*Other Direct Costs Includes Half the Purchase Price of Board Conference Room Tables and Chairs ($7,000) and for the Conference Room AV Equipment and Installation ($12,500) Totaling $19,500 from Salaries into Other Direct Costs

Administrative Modification March 23, 2020
Amended March 25, 2019
SYSTEMS PLANNING

TRANSPORTATION DISADVANTAGED PLANNING TASK NUMBER 2.06

PURPOSE:
- Conduct proactive Public Involvement/Public Information activities that provide complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in the transportation disadvantaged planning process
- Transportation Disadvantaged planning for Sarasota and Manatee Counties as required by Chapter 427, FS and 41-2 FAC
- Ensure the availability of efficient, cost-effective and quality transportation services for transportation disadvantaged persons (ongoing)
- FY 2018/19 TD Planning Grant

PREVIOUS WORK:
- Advertised all Transportation Disadvantaged Coordinating Board meetings and public hearings (ongoing)
- Updated the Public Participation Plan (June 2017)
- Continuous monitoring of state legislative action regarding Transportation Disadvantaged planning and operational funding to provide transportation to disadvantaged citizens in Sarasota and Manatee Counties (ongoing)
- Evaluation of the Community Transportation Coordinators (ongoing)
- Submission of FY 2017/18 TD Planning Grant
- Attended the Annual TD Conference (August 2017)
- Formation of the Transportation Disadvantaged Coordinating Boards in Sarasota and Manatee Counties as required by Florida Regulations (June 1990)
- Selection of Community Transportation Coordinators in Sarasota and Manatee Counties as required by Florida Regulations (June 1990)

REQUIRED ACTIVITIES:
- Soliciting the needs of those traditionally under-served by existing transportation systems
- Reviewing and evaluation of all public involvement techniques
- A public outreach program to provide presentations to citizen's groups regarding transportation disadvantaged planning issues and projects
- Including a Transportation Disadvantaged Element in the TIP
- Annually assisting with the update of the Transportation Disadvantaged Service Plan (TDSP) within both counties
- Providing a realistic estimate of the cost and revenue that is derived from transportation disadvantaged services in the bi-county area
- Staff Coordinating Board meetings as required by Chapter 427, FS and 41-2 FAC
- Assisting and acting as a liaison between the Commission for the Transportation Disadvantaged, the Community Transportation Coordinators and the Local Coordinating Boards
- Researching service delivery methodology for transportation disadvantaged services
- Ensuring implementation of transportation services to the transportation disadvantaged population in the bi-county area as referenced in Chapter 427, FS
- Participate in local organizations and networks that have a relationship to transportation disadvantaged services
- Develop and manage TD planning grant application
• Annually evaluate each community transportation coordinator using the Commission for the Transportation Disadvantaged evaluation criteria
• Activities within this task may be performed utilizing consultant services
• Update and amend as needed

END PRODUCT:
Deliverables to the Commission for the Transportation Disadvantaged (CTD)
Quarterly Progress Reports with Invoices

COMPLETION DATE
Ongoing
Quarterly

RESPONSIBLE AGENCY:
Sarasota/Manatee MPO

FUNDING SOURCES:

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<th>FISCAL YEAR 2019/2020</th>
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### TRANSPORTATION DISADVANTAGED PLANNING
#### ESTIMATED BUDGET DETAIL FOR PLANNING TASK

<table>
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<tr>
<th>Budget Category</th>
<th>Budget Category Description</th>
<th>FHWA (PL)</th>
<th>FHWA (SU)</th>
<th>FTA 5305(d)</th>
<th>FTA State Match</th>
<th>FTA Local Match</th>
<th>Trans. Disad.</th>
<th>Total</th>
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</tbody>
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| **B. Consultant Services** | Consultant Services | | | | | | $0 | $0 |
| **Subtotal:** | | | | | | | **$0** | **$0** |

| **C. Travel** | Travel | | | $2,304.52 | $2,304.52 | | | **$2,304.52** |
| **Subtotal:** | | | | | | | **$2,304.52** | **$2,304.52** |

| **D. Other Direct Costs** | Other Direct Services | | | | | | $0 | $0 |
| **Subtotal:** | | | | | | | **$0** | **$0** |

**TOTAL** | | | | | | | | **$55,117** | **$55,117** |

*FY 2018/2019 funds will be administered by each County’s Community Transportation Coordinator via the local Administrative Support Grant

Revised June 14, 2018
## ESTIMATED BUDGET DETAIL FOR PLANNING TASK

### UPWP TASK NUMBER 2.06

#### TRANSPORTATION DISADVANTAGED PLANNING

<table>
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<th>Budget Category</th>
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Revised June 14, 2018
SYSTEMS PLANNING

SPECIAL PROJECT PLANNING TASK NUMBER 2.07

PURPOSE:
• Procure, manage, coordinate and compensate professional planning consultants to assist in the development of the federal and state required transportation plans, documents, updates and needed amendments. Specific activities will be assigned using Work Task Assignments. Includes special project planning and consultant services in support of systems planning products including system performance management and monitoring, data development and network modeling, LRTP, TIP, Congestion Management, and transportation performance measures

PREVIOUS WORK:
• 2040 LRTP (December 2015, amended November 2016)
• Update and amend LRTP, CMP and State of the System Reports (as needed)
• Perform tasks related to the development of the 2045 LRTP Update
• Safety data analysis, target setting, and report
• Freight and economic development data analysis and report
• Accessibility and livability data analysis and report

REQUIRED ACTIVITIES:
• Unified Planning Work Program
• Public Participation Plan
• Project Prioritization
• Performance Measures Target Setting
• Safety and Security Planning:
  • Safety Assessments of high crash locations
• Congestion Management Analysis
• ATMS System Planning
• Freight and Intermodal Planning
• Public Transit Planning (Active Transportation Plan)
• Bicycle, Pedestrian and Trails Planning (Active Transportation Plan)
• Multi Modal Planning:
  • US 41 Corridor Analysis
• Travel Demand Modeling
• Mapping and Graphics Production
• Development of Project Cost Estimates
• Complete Streets Planning and Conceptual Design
• Scenario Planning
• Grant Applications
• Public Involvement Activities Including:
  • Website development
  • Social media engagement
  • Newsletter production
  • Informational materials
  • Digital surveys
• Community events
• Public meetings

**END PRODUCT:**
- Maintain 2040 Long Range Transportation Plan
- Transportation System Monitoring/Data Collection
- in support of 2045 Long Range Transportation Plan
- Development
- Districtwide Model support to FDOT
- Develop 2045 LRTP
- Transportation Improvement Program
- Special Project Planning/Corridor Planning
- Systems Planning

**COMPLETION DATE**
- Ongoing
- 2019 and 2020
- 2020
- Annually
- Ongoing
- Ongoing

**RESPONSIBLE AGENCY:**
Sarasota/Manatee MPO

**FUNDING SOURCES:**

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Administrative Modification November 6, 2019
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Amended July 12, 2019
Amended March 25, 2019
SECTION 3.00
REGIONAL AND STATEWIDE COORDINATION

In the 2001 Florida Legislative session, the MPO planning scope was enlarged by inclusion of the Sarasota/Manatee MPO as a statutory member of the West Central Florida Chair’s Coordinating Committee (CCC). This organization is comprised and includes the MPO planning areas of Citrus Hernando, Pasco, Hillsborough, Pinellas, and Polk counties as well as the Sarasota/Manatee MPO area and is dedicated to regional transportation efforts.

In January 2003, the MPO and Charlotte County developed an “Interlocal Agreement for Joint Regional Transportation Planning and Coordinating Between the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs.”

An ongoing responsibility is the prerequisite requirement of the Florida’s Growth Management Act adopted in 2005 which provides funding opportunities for TRIP funding to MPOs which had developed formalized regional relationships. In 2009, FDOT District One established a Regional Trails Program which requires coordinated priority list with the MPO’s regional partners (Charlotte County-Punta Gorda MPO and Polk TPO through the CCC).

In the 2007 Florida Legislative Session, the Tampa Bay Area Regional Transportation Authority (TBARTA) was created. While MPOs are not a Board member, both Sarasota and Manatee Counties and the City of Sarasota and Bradenton are represented (on a rotating basis per Statute). The Sarasota/Manatee MPO is represented via its membership on the CCC which has a Board seat. The Sarasota/Manatee MPO is closely monitoring and involved in all aspects of the TBARTA as a sister transportation organization.

The Sarasota/Manatee MPO is involved in numerous other regional and State activities including the regional planning councils, MPO Advisory Council (MPOAC) and ad hoc regional issues such as the MPOAC Revenue Study Committee which the Sarasota/Manatee MPO’s Director chaired over an 18-month process to identify potential transportation funds for our State.

Regional Planning Tasks include:

3.01 – Regional Coordination
REGIONAL AND STATEWIDE COORDINATION

REGIONAL COORDINATION TASK NUMBER 3.01

PURPOSE:
• Maintain and enhance the ongoing multi-county collaborative transportation planning process and participate in other regional and statewide planning activities and organizations that have an impact on the regional multi modal transportation system
• Ensure a forum for coordination between the Charlotte County-Punta Gorda and Sarasota/Manatee MPOs regarding regional transportation planning

PREVIOUS WORK:
• Participated in regular and special meetings of the Tampa Bay Regional Planning Council (TBRPC); Florida MPO Advisory Council; Tampa Bay Area Regional Transportation Authority (TBARTA); Corridor Management entities for Courtney-Campbell Causeway and Suncoast Parkway; Florida Aviation System Planning Process; Tampa Bay Partnership; and Florida Transportation Commission (ongoing)
• Held public meetings of the CCC, Joint CAC, Regional Multi-Use Trails Committee, and MPO Staff Directors (ongoing)
• Held a joint coordination meeting with the Central Florida MPO Alliance (annually)
• Participated in the Regional Transportation Interagency Exchange facilitated by FDOT (ongoing)
• Participated in the development and implementation of the Tampa Bay Regional Strategic Freight Plan with the FDOT Regional Goods Movement Advisory Committee (ongoing)
• Maintained the Regional GIS transportation database (ongoing)
• Reviewed the existing UPWP tasks structure and developed regional UPWP tasks (biennially)
• Compared projects in the FDOT Tentative Work Program with the list of cost-affordable transportation improvements and priorities in the Regional LRTP (annually)
• Supported the activities of TBARTA, provided input and review for developing the TBARTA Master Plan and various multi modal regional corridor studies (ongoing)
• Hosted the Florida Greenways and Trails Foundation statewide meeting (2015)
• Consolidated the Regional LRTP with the TBARTA Master Plan (2015)
• Consolidated planning activities of the CCC and TBARTA including the public meeting schedules to reduce the required number of meetings (2015)
• Updated the Tri-County Access Plan (a Locally Coordinated Human Services Transportation Plan); Reviewed and ranked applications for Section 5310 funding (annually)
• Participate in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model and other tools (ongoing – monthly)
• Approved and executed the Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Sarasota/Manatee and Charlotte County-Punta Gorda MPOs Updated Agreement in 2018
• Developed regional planning issues with Charlotte County-Punta Gorda MPO (ongoing)
• Joint meetings of two MPO staffs to coordinate regional planning activities (annually)
• Conferred and negotiated a Joint Regional Trails Project Priority List adopted by each MPO Board and submitted to FDOT
• Held joint staff, FDOT, county meetings regarding joint transit route between counties. Local plan consistency with regional and state plans (ongoing)
• Cross-county continuity in transportation facilities (ongoing)
• District-wide travel demand models (ongoing)
• Comments on proposed regional and state plans and DRIs (ongoing)
• Implementation of the Tampa Bay Regional Strategic Freight Plan (ongoing)
• A comprehensive, up-to-date, and easily accessible regional transportation website (ongoing)
• An update to the FDOT District 1 elements of the Regional LRTP in collaboration with the TBARTA Master Plan update (schedule to be coordinated with TBARTA) (ongoing)
• Public meetings of the TBARTA CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance (ongoing)
• Updated list of regional highway and multi-use trails priorities (annually)
• Regional task sheets in UPWPs (annually)
• Transportation Regional Incentive Program - TRIP (annually)
• Regional transportation planning products and processes for Charlotte, Manatee and Sarasota Counties will include:
  • Joint Regional Public Involvement Plan (ongoing)
  • Joint Regional 2040 Long Range Transportation Plan (December 2016)
  • Joint Regional Project Priorities (July 2016-2017)
  • Joint Regional TRIP Project Priority List (July 2016-2017)
  • Joint Regional Trails Project Priority List (July and August 2016-2017).
  • Coordinate regional planning issues with Charlotte County-Punta Gorda MPO (ongoing)
  • Annual joint staff meeting as needed between the Sarasota/Manatee MPO and Charlotte County-Punta Gorda MPO Boards (October 2016-2017)
  • A regional surface transportation system that will serve the mobility needs of people and freight within the urbanized areas of West Central and Southwest Florida (ongoing)
• Ongoing - Participation in regular meetings of:
  • Coordinated Urban Transportation Studies (CUTS) Committee of FDOT’s District 1 MPOs
  • Tampa Bay Regional Planning Council (TBRPC)
  • Southwest Florida Regional Planning Council (SWFRPC)
  • Florida MPO Advisory Council Chair MPOAC Directors and Chair Revenue Study Committee
  • Florida Aviation System Planning Process
  • Florida Transportation Commission
  • Other Regionally Significant Committees including Seaport Advisory Group
  • Participate in Charlotte, DeSoto and Sarasota Counties and the City of North Port Transportation Group
  • Participate and monitor Tampa Bay Area Regional Transit Authority (TBARTA)

REQUIRED ACTIVITIES:
• 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
• Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area
• Annually review Transportation Regional Incentive Program (TRIP) and regional multiuse trails priorities, prioritize candidate projects and make a recommendation to the TBARTA CCC board
• Support regional transit planning in coordination with TBARTA, FDOT, and local transit agencies
• Tasks in support of regional congestion management processes and/or regional performance measures
• Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP (annually)
• Develop/ refine regional priority lists as needed and required
• Continue to coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay District One Regional Strategic Freight Plans
• Provide input on the Florida SIS and the Florida Transportation Plan
• Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulatory action, as needed, support the air quality planning process and monitor mobile source emissions
• Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives
• Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations
• Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and other tools to ensure seamless travel demand analyses across county borders
• Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide
• Refine and update regional GIS layers and databases for the eight counties. Consider/research an online GIS tool for public use
• Update and maintain the congestion management process (CMP) and database including support multi-county CMP initiatives and corridor studies. Implement strategies based on the CMP tool box and implement into the LRTP as appropriate. Consider forming a CMP subcommittee
• Regional Multi Use Trail mapping and priorities including Coast to Coast, SUNTrail Program coordination and support
• Provide a forum to ensure products, processes, and activities are consistent with and among coordinating MPOs
• Integrate regional perspectives within MPO presentations to the local community
• Review the existing UPWP tasks structure and develop regional UPWP task
• Continue to implement strategies for engaging the public in accordance with the Regional PPP Tools include a website, printed materials, and other strategies in the PPP. In addition, provide allowances for public participation activities
• Attendance at and travel to necessary workshops, and meetings, and conferences
• Maintenance of the following:
  • Joint coordinated planning effort to ensure regional transportation planning for Charlotte-Punta Gorda and Sarasota/Manatee MPO areas
  • Activities within this task may be performed utilizing consultant services.
  • Regular coordination for joint meetings of MPO Boards
• In-kind support for the Coordinated Urban Transportation Studies (CUTS) Committee of FDOT’s District 1 MPOs
• Participate in Florida MPO Advisory Council on statewide legislative and policy matters
• Provide input to the Florida Transportation Commission on Regional Transportation Planning in the West Central Florida and Southwest Florida Areas
• Participate in TBRPC’s and SWFRPC’s Strategic Regional Policy Plan
• Participation in TBRPC’s Regional Planner’s Advisory Committee
• Continued participation in Regional Transportation Group for Sarasota, Charlotte and DeSoto Counties and the City of North Port
• Participation and monitoring of TBARTA activities
• Activities within this task may be performed utilizing consultant services
• Update and amend as needed

END PRODUCT:
Participation in other regional and statewide organizations’ planning activities to provide the West Central Florida regional needs and perspective

Reports regarding regional and statewide planning activities that may impact the West Central Florida area

RESPONSIBLE AGENCY:
Citrus, Hernando, Hillsborough, Pasco, Polk, Pinellas and Sarasota/Manatee MPOs, FDOT and Tampa Bay Area Regional Transportation Authority

FUNDING SOURCES:

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FISCAL YEAR 2018/2019

FISCAL YEAR 2019/2020
### UPWP Task Number 3.01

#### Estimated Budget Detail for Planning Task

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Amended July 12, 2019
Revised June 14, 2018
### UPWP Task Number 3.01

#### Estimated Budget Detail for Planning Task

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Revised June 14, 2018
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AGENCY PARTICIPATION FISCAL YEAR 2018/2019 UPWP

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**TOTAL CASH AND NON CASH ALLOCATION**

- $1,602,848
- $432,000

**LESS NON CASH MATCH**

- $218,799

**SUBTOTAL AVAILABLE**

- $1,384,049

**COMMITTED SU FUNDS**

- $80,000

**TOTAL AVAILABLE TO PROGRAM**

- $1,464,048

* Includes $152,398 de-obligated from FY 2017/2018

Amended July 12, 2019
Amended March 26, 2019
Revised June 14, 2018
Sarasota/Manatee MPO

Amended September 23, 2019
**TABLE 1B**

AGENCY PARTICIPATION FISCAL YEAR 2019/2020 UPWP

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<tr>
<td><strong>Manatee County</strong></td>
<td>$1,000</td>
<td>$2,000</td>
<td>$55,117</td>
<td><strong>$267,910</strong></td>
</tr>
<tr>
<td><strong>CTD</strong></td>
<td>$2,000</td>
<td>$42,955</td>
<td>$55,117</td>
<td><strong>$17,745</strong></td>
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<tr>
<td><strong>Total EXCLUDING SU FUNDS</strong></td>
<td><strong>$1,215,644</strong></td>
<td><strong>$210,000</strong></td>
<td><strong>$301,603</strong></td>
<td><strong>$1,875,764</strong></td>
</tr>
<tr>
<td><strong>State Soft Match Support (PL)</strong></td>
<td>$268,115</td>
<td></td>
<td></td>
<td><strong>$268,115</strong></td>
</tr>
<tr>
<td><strong>State Cash Match Support (FTA)</strong></td>
<td>$33,488</td>
<td></td>
<td></td>
<td><strong>$33,488</strong></td>
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<tr>
<td><strong>TOTAL CASH AND NON CASH ALLOCATION</strong></td>
<td><strong>$1,875,764</strong></td>
<td><strong>$210,000</strong></td>
<td><strong>$301,603</strong></td>
<td><strong>$1,875,764</strong></td>
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<tr>
<td><strong>LESS NON CASH MATCH</strong></td>
<td></td>
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<td><strong>TOTAL CASH AVAILABLE TO PROGRAM</strong></td>
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<tr>
<td><strong>COMMITTED SU FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$210,000</strong></td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE TO PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,898,489</strong></td>
</tr>
</tbody>
</table>

Amended July 12, 2019
Amended March 25, 2019
Revised June 14, 2018
### TABLE 2A
**FUNDING SOURCE**
**FISCAL YEAR 2018/2019 UPWP**

<table>
<thead>
<tr>
<th></th>
<th>FHWA PL</th>
<th>FTA Section 5305(d)</th>
<th>CTD</th>
<th>Legislative Issues Funding - $1,000 Per County</th>
<th>Total Excluding SU Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION 1.00 ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.01 Program Implementation</td>
<td>$453,343</td>
<td>$99,987</td>
<td></td>
<td></td>
<td>$553,330</td>
</tr>
<tr>
<td>1.02 Legislative Issues</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>1.03 Public Participation</td>
<td>$34,700</td>
<td>$7,653</td>
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<td></td>
<td>$42,353</td>
</tr>
<tr>
<td><strong>COLUMN TOTALS</strong></td>
<td>$992,043</td>
<td>$218,799</td>
<td></td>
<td></td>
<td>$1,602,848</td>
</tr>
</tbody>
</table>

| **SECTION 2.00 SYSTEMS PLANNING** |         |                      |     |                                               |                          |
| 2.01 Performance Management/Data Collection | $111,000 | $24,482              |     |                                               | $135,482                 |
| 2.02 Transportation Improvement Program (TIP)/Short Term Planning | $49,500 | $10,918              |     |                                               | $60,418                 |
| 2.03 Long Range Transportation Planning (LRTP) | $101,300 | $22,342 | $80,000 | $123,642                                        |
| 2.04 Greenways, Trails and Bicycle/Pedestrian Systems | $17,200 | $3,793              |     |                                               | $20,993                 |
| 2.05 Public Transportation Planning (FTA) | $267,910 | $33,489 | $33,489 | $334,888                                        |
| 2.06 Transportation Disadvantaged Planning (TD) | $55,117 | $55,117              |     |                                               | $110,234               |
| 2.07 Special Project Planning | $187,000 | $41,244              |     |                                               | $228,244                |
| **COLUMN TOTALS** | $992,043 | $218,799             |     |                                               | $1,602,848               |

| **STATE SOFT MATCH SUPPORT (PL)** |         |                      |     |                                               |                          |
| $38,000 | $8,381 | $46,381 |

| **STATE CASH MATCH SUPPORT (FTA)** |         |                      |     |                                               |                          |
| $267,910 | $33,489 | $334,889 |

| **TOTAL** | $992,043 | $218,799 | $80,000 | $267,910 | $334,889 | $55,117 | $2,000 | $1,834,049 |

*Includes funds in the amount of $152,398 from FY 2017/2018

**FOOTNOTES**
- CO2014 SU Funds
- FDOT Non-Cash Match to FHWA Funds
- FDOT Cash Match to FTA Funds
- COMMITTED SU Funds $80,000
- Anticipated Total Available $1,464,048

Amended July 12, 2019
Amended March 25, 2019
Revised June 14, 2018
FY 2018/2019-2020 UPWP ADOPTED APRIL 23, 2018

**FUNDING SOURCES**
- Federal: 81.93%
- State: 18.07%
- SU Funds: 100%
### TABLE 2B
**FUNDING SOURCE FISCAL YEAR 2019/2020 UPWP**

<table>
<thead>
<tr>
<th></th>
<th>FHWA PL</th>
<th></th>
<th>FTA Section 5305(d)</th>
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<th>CTD</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>*Federal</td>
<td>State</td>
<td>SU Funds *</td>
<td>Federal</td>
<td>State</td>
<td>Local-10% (5% Each County)</td>
<td>State</td>
</tr>
<tr>
<td><strong>81.93%</strong></td>
<td>18.07%</td>
<td></td>
<td></td>
<td>80%</td>
<td>10%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 1.00 ADMINISTRATION**

1.01 Program Implementation $542,389 $119,626 $662,015

1.02 Legislative Issues $0 $0 $2,000 $2,000

1.03 Public Participation $38,193 $8,424 $46,617

**SECTION 2.00 SYSTEMS PLANNING**

2.01 Performance Management/Data Collection $154,000 $33,965 $187,965

2.02 Transportation Improvement Program (TIP)/Short Term Planning $78,193 $17,246 $95,439

2.03 Long Range Transportation Planning (LRTP) $98,676 $21,763 $210,000

2.04 Greenways, Trails and Bicycle/Pedestrian Systems $35,193 $7,762 $42,955

2.05 Public Transportation Planning (FTA) $267,910 $33,489 $33,489 $334,888

2.06 Transportation Disadvantaged Planning (TD) $55,117 $55,117

2.07 Special Project Planning $210,000 $46,316 $256,316

**SECTION 3.00 REGIONAL AND STATEWIDE COORDINATION**

3.01 Regional Coordination $59,000 $13,013 $72,013

**COLUMN TOTALS**

<table>
<thead>
<tr>
<th></th>
<th>FHWA PL</th>
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State Soft Match Support (PL) $268,115

State Cash Match Support (FTA) $33,489

**TOTAL**

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* Estimated Close Out of $152,398 from FY 2017/2018 UPWP

Amended July 12, 2019

Amended March 25, 2019

Revised June 14, 2018

Sarasota/Manatee MPO

FY 2018/2019-2020 UPWP ADOPTED APRIL 23, 2018
APPENDIX A

DISTRICT PLANNING ACTIVITIES

FDOT PLANNING ACTIVITIES

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews
- Travel Demand Model Development
- ETDM/Community Impact Assessment
- Transportation Statistics
- Traffic Count Program
- Modal Development/Transit Technical Support
- Commuter Services
- Central Manatee Network Alternatives Analysis
- Barrier Island Traffic Study

LOCAL PLANNING ACTIVITIES

- **Manatee County:** Manatee County Short Range Public Transportation Planning Activities
  FTA Section 5307 funding will be used by Manatee County to complete various public transportation planning activities which will include, but not be limited to: system wide and route level assessments including service and equity analyses, Transit Development Plan (TDP) annual updates, Transportation Disadvantaged Service Plan (TDSP) annual updates, a Civil Rights/Title VI Program update, Market Research, FTA Section 5310, 5307/5339 grant applications, NTD Annual Report Updates, Asset Management Plan Updates, and Special Projects or Studies which will be undertaken with the respect to the delivery of transit service in Manatee County. Manatee County short range public transportation planning activities will be included in each 5307 grant application under grant activity line item (ALI) 44.24.00.

- **Port Manatee:** Internal site utilization planning efforts during 2018-2020 timeframe

- **Sarasota Bradenton International Airport:** Conduct a Master Plan Update beginning the end of Fiscal Year 2018

- **Sarasota County:** Comprehensive Plan Update adopted 2017
APPENDIX B

(placeholder)-Pending Receipt of Signed Copy From FDOT