



# **PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM**

**State Fiscal Years 2025 - 2026**

**Covering dates of July 1, 2024 – June 30, 2026**

**Adoption Date: May 9, 2024**

## **Prepared by:**

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## **Catalog of Federal Domestic Assistance (CFDA) Numbers:**

CFDA: 20.205 FHWA Highway Planning and Construction

CFDA: 20.505 FTA Metropolitan Transportation Planning

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In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. It is a priority of the MPO that all citizens of Pasco County are given the opportunity to participate in the transportation planning process including low-income individuals, the elderly persons with disabilities, and persons with limited English proficiency. You may contact the MPO's Title VI Specialist at (727) 847-8140 if you have any discrimination complaints.

**PASCO COUNTY**  
**METROPOLITAN PLANNING ORGANIZATION**  
**UNIFIED PLANNING WORK PROGRAM**  
**State Fiscal Years 2025 - 2026**

The Honorable Matt Murphy, Council Member, City of New Port Richey  
MPO Chairman

The Honorable Scott Black, Commissioner, City of Dade City  
MPO Vice-Chairman

The Honorable Lance Smith, Council Member, City of Zephyrhills  
The Honorable John Eric Hoover, Mayor, City of Port Richey  
The Honorable Ronald Oakley, County Commissioner (District 1)  
The Honorable Seth Weightman, County Commissioner (District 2)  
The Honorable Kathryn Starkey, County Commissioner (District 3)  
The Honorable Lisa Yeager, County Commissioner (District 4)  
The Honorable Jack Mariano, County Commissioner (District 5)

Secretary David Gwynn, P.E. – FDOT District Seven (Nonvoting Advisor)

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION STAFF:**

Tania Gorman, Executive Director  
Laurie Schaediger, Business Compliance & Contracts Manager  
Scott Ferry, Principal Transportation Planner  
Vacant, Principal Transportation Planner  
Tina Russo, Active Transportation Planner II  
John Koors, Planner II  
Stephany Garcia, Administrative Secretary II

## Resolution

BY THE PASCO COUNTY METROPOLITAN  
PLANNING ORGANIZATION

RESOLUTION NO: 24-123

### A RESOLUTION APPROVING THE FISCAL YEARS 2025 AND 2026 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Pasco County Metropolitan Planning Organization (MPO) is the designated organization responsible for conducting the continuing, comprehensive, and cooperative (3C) multimodal transportation planning process for the Tampa Bay Transportation Management Area within Pasco County, in fulfillment of federal, state, and local requirements; and

WHEREAS, the MPO is required by 23 Code of Federal Regulations (CFR) 450.308 and Section 339.175(9), Florida Statutes, to develop a Unified Planning Work Program (UPWP) for Fiscal Years (FY) 2025 and 2026, including tasks pursuant to Section 427.015, Florida Statutes, and Rule 41-2, Florida Administrative Code (F.A.C.), regarding planning for the transportation disadvantaged; and

WHEREAS, the MPO is also including procedures in the UPWP to comply with Title VI of the Civil Rights Act of 1964, 29 U.S.C. 794, Executive Order 13166, 49 CFR Part 26, and other applicable laws prohibiting recipients of federal financial assistance from discriminating based on national origin, age, sex, religion, disability, familial, or income status; and requiring recipients to provide meaningful access to individuals of limited English proficiency (LEP) and provide opportunities for disadvantaged business enterprises to participate; and

NOW, THEREFORE, BE IT RESOLVED that the UPWP for FYs 2025 and 2026 is approved and authorized to be submitted to state and federal agencies and that the MPO Executive Director or his designee is authorized to develop and execute all supporting grant applications, participation agreements, reimbursement requests, and assurances, and to authorize expenditures in support of said document.

~~DONE~~ AND RESOLVED this 9th<sup>h</sup> day of May, 2024.



*for [Signature]*  
NIRKIA ALVAREZ- SOWLES, ESQ  
CLERK AND COMPTROLLER

PASCO COUNTY METROPOLITAN  
PLANNING ORGANIZATION

*[Signature]*  
Matt Murphy- CHAIRMAN  
05/09/2024

APPROVED AS TO LEGAL FORM AND SUFFI  
CIENCY Office of the County Attorney

*[Signature]*  
ATTORNEY



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

### Cost Analysis Certification

#### Pasco County MPO

#### Unified Planning Work Program - FY 2025-2026

Adopted 5/9/2024

Revision Number: Initial Adoption

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

Suzanne Ziegler

Name

Government Liaison Manager – District 7

Title and District

DocuSigned by:  
*Suzanne Ziegler*  
30427000431E4C6...

Signature

5/31/2024

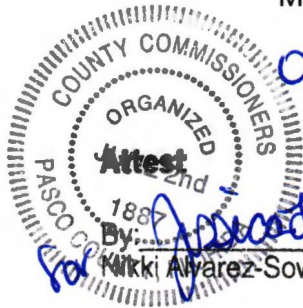
## Authentication

Pasco County Metropolitan Planning Organization, in regular session, on May 9, 2024, adopted the State Fiscal Years 2025 – 2026 Unified Planning Work Program (UPWP) for the Pasco County Urbanized Area.



Matt Murphy, Chairman  
Pasco MPO Board

05/09/2024



By:   
Nikki Alvarez-Sowles, Esq., Clerk & Comptroller

## CONTENTS

Resolution .....	iii
Cost Analysis Certification.....	iv
Authentication.....	v
Introduction .....	1
Planning Priorities .....	1
Local Priorities .....	1
Federal Planning Emphasis Areas .....	4
State Planning Emphasis Areas.....	5
Organization and Management .....	7
Agreements .....	7
Advisory Committees .....	14
Operational Procedures and Bylaws .....	8
MPO Staff Organizational Structure.....	9
Continuity Of Operations Plan.....	9
Budget Allocation Methodology.....	10
Planning Activities and Tasks.....	11
Appendices .....	18
Appendix A - Pasco MPO Planning Area .....	49
Appendix B - Comments Received.....	50
Appendix C - FDOT District 7 Planning Activities .....	62
Appendix D – Certifications, Statements & Assurances .....	67
Appendix E - Acronyms and Definitions .....	73
Appendix F – MPO Travel Policy.....	80

## **Introduction**

Federal and state law (23 CFR 450.308 (b) and Florida Statutes Chapter 339 Section 175) require Metropolitan Planning Organizations (MPOs) to develop a Unified Planning Work Program (UPWP). This UPWP outlines all transportation planning activities to be conducted by Pasco MPO from July 1, 2024, through June 30, 2026. The boundaries of the Pasco Metropolitan Planning Area are shown in Figure 1, in Appendix A.

The UPWP, through a continuing, cooperative, and comprehensive approach, serves the following objectives:

1. Defines transportation planning activities to meet the needs of the Pasco Metropolitan Planning Area and the requirements of the local, state, and federal agencies.
2. Identify funding sources for the transportation planning activities referenced in the above listed objective.
3. Coordinate transportation planning activities with different stakeholders, including but not limited to, local committees, other MPOs, FDOT, local governments, public transportation providers, etc.
4. Promote the wise use of public resources, economic development and sustainable communities thru effective transportation planning and decision making.

Pasco MPO will provide opportunities for stakeholder and public input in developing the UPWP. The draft document, with notice of review and adoption dates, will be posted on the MPO website and brought before the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC) and the MPO Board for discussion.

## **Planning Priorities**

### **Local Priorities**

The MPO's planning program is administered by the Pasco County Planning and Development Department (PDD) and is funded by federal grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S. DOT) that pass through the Florida Department of Transportation (FDOT), potential future state funds from the Florida Department of Transportation (FDOT) and local funds from Pasco County.

Community involvement is an objective of the Pasco MPO. Increasing the communication among citizens, elected officials and technical staff is part of the organization's continuous planning process in order to allow public involvement to guide the planning effort and achieve desired goals. MPO Board and Committees' meetings receive public noticing. Other outreach efforts are continuously implemented.

The process to develop the UPWP is established in the MPO's Public Participation Plan (PPP) adopted on May 10, 2018 and updated on June 10, 2021. The PPP indicates that a thirty-day formal, public review and comment period begins when the draft UPWP is available. The draft document can be viewed on the MPO's website ([www.pascompo.net](http://www.pascompo.net)), at the West Pasco Government Center, in New Port Richey, Florida, at the Historic Pasco County Courthouse in Dade City, Florida and at the six branch locations of the Pasco County Public Library system. In addition, the availability of the draft UPWP is advertised in the local edition of a general distribution newspaper at the initial phase of the thirty-day review and

comment period and five to ten days prior to the final adoption. The draft UPWP is sent for review to FDOT, FHWA and FTA. It is also made available in the MPO committees' agendas to a wide mailing list. The UPWP is to be reviewed and approved as a final UPWP in May 2024 by the BPAC, CAC and TAC/(CMP) Committees prior to being presented to the MPO Board on May 09, 2024. The final UPWP will include in Appendix B comments related to the draft UPWP.

Planning efforts of the Pasco MPO align with the needs of Pasco County and the Tampa Bay region dictated by continuous and expected population and employment increases. Pasco MPO supports the County Market Area Planning Emphasis which aims to guide future growth to the West and South Market Areas (aka urban concentration areas) served by major corridors, expanded infrastructure and transit. A major focus of the Pasco MPO will be to integrate the later and former challenges with state and federal planning priorities and emphasis areas.

All Pasco MPO plans, and programs comply with Title VI of the Civil Rights Act of 1964, which assures that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, family, or religious status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Pasco MPO also complies with the Americans with Disability Act and Executive Order 13166 Limited English Proficiency.

### **Comprehensive Transportation Planning Activities**

In addition to meeting all federal and state requirements, over the past two years many other projects or activities that were essential to the comprehensive transportation planning process were completed. Reports, studies, newsletters, and brochures produced by the MPO and Pasco County are available at West Pasco Government Center, located 8731 Citizens Drive, New Port Richey, Florida, 35654, 3<sup>rd</sup> floor, and on the MPO website at <https://www.pascocountyfl.net/services/mpo/index.php> or in other formats by request.

- Transportation Disadvantaged Service Plan (updated annually)
- Annual Evaluation of the Community Transportation Coordinator (annual)
- 2050 Needs Assessments (2024)
- 2050 Cost Feasible (2024)
- 2050 Population Forecast
- Regional Needs Assessment [with Suncoast Transportation Planning Alliance (SCTPA)]
- Adoption of performance measures (annual)
- Review, implementation, and development of regional UPWP tasks (2024)
- Joint Certification of MPO (annual)
- Pasco Trails, Paths, and Bicycle guide
- Participation in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model and other tools (monthly)
- Participation in the Florida Model Task Force (ongoing)
- Support and regional coordination through Suncoast Transportation Planning Alliance (SCTPA) and tri-county committee meetings, including the Bicycle Pedestrian Advisory Committee and Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee Federal Planning Factors and Emphasis Areas.



- Limited English Proficiency & Title VI Plan

## **Federal Planning Factors**

The Bipartisan Infrastructure Law (BIL) was signed into law, authorizing federal funds for fiscal years 2022 through 2026. It requires MPOs to consider ten planning factors in the development of its transportation plans and programs. The following table shows how each factor is integrated into each task in the UPWP, and how Pasco MPO plans to address each task.

## **BIL Planning Factors**

1. Economic Vitality: Support the economic vitality of the metropolitan area.
2. Safety: Increase the safety of the transportation system for motorized and non-motorized users.
3. Security: Increase the security of the transportation system for motorized and non-motorized users.
4. Accessibility: Increase accessibility and mobility of people and freight.
5. Environment: Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Connectivity: Enhance the integration and connectivity of the transportation systems, across and between modes, for people and freight.
7. Efficient Management: Promote efficient management and operations.
8. Preservation: Emphasize the preservation of the existing transportation system.
9. Resilience. Improve system resiliency and reliability & reduce or mitigate stormwater impacts on surface transportation.
10. Travel and Tourism: Enhance travel and tourism.

Planning Factors											
UPWP Tasks		1	2	3	4	5	6	7	8	9	10
1	General Administration and Program Development	x	x	x	x	x	x	x	x	x	x
2	Federal and State Core Requirements	x	x	x	x	x	x	x	x	x	x
3	Technical Program	x	x	x	x	x	x	x	x	x	x
4	Federal, State and Regional Planning	x	x	x	x	x	x	x	x	x	x
5	Regional Planning and Coordination	x	x	x	x	x	x			x	x
6	Exploration of a Regional MPO	x	x	x	x	x	x	x	x	x	x
7	SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU	x	x	x	x	x	x	x	x	x	x

### Federal Planning Emphasis Areas

In December 2021, the federal government issued new Planning Emphasis Areas for MPOs to consider in the metropolitan planning process. These planning emphasis areas replace the planning factors included in the FAST Act and continue the federal government’s role in providing strategic guidance to the metropolitan areas. The federal Planning Emphasis Areas are listed below, followed by a table with the Pasco MPO tasks that address them.

Federal Planning Emphasis Areas:

1. Tackling the Climate Crisis: Transition to a Clean Energy, Resilient Future
2. Equity and Justice<sup>40</sup> in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
6. Federal Land Management Agency Coordination
7. Planning and Environmental Linkages
8. Data in Transportation Planning

UPWP Tasks		Planning Emphasis Areas							
		1	2	3	4	5	6	7	8
1	General Administration and Program Development	x	x	x	x	x	x	x	x
2	Federal and State Core Requirements	x	x	x	x	x	x	x	x
3	Technical Program	x	x	x	x	x	x	x	x
4	Federal, State and Regional Planning	x	x	x	x	x	x	x	x
5	Regional Planning and Coordination	x	x	x	x	x	x	x	x
6	Exploration of a Regional MPO	x	x	x	x	x	x	x	x
7	SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU	x	x		x	x	x	x	

### State Priorities

### State Planning Emphasis Areas

The FDOT Office of Policy Planning develops emphasis areas on a two-year cycle for Florida MPOs to set planning priorities, support the Florida Transportation Plan and give importance to topic areas MPOs are encouraged to address as they develop their planning programs. The four emphasis areas are:

#### Safety

Pasco MPO will increase the focus on safety and identification of safety needs by, among other activities, developing a Target Zero Outreach Plan, working with FDOT and MetroPlan Orlando to implement Transportation Systems Management and Operations (TSMO) strategies, monitoring progress against the adopted safety performance measures, evaluating pedestrian accommodations and lighting at locations of non-motorized serious injuries and fatalities. Subsequently, the Pasco MPO was awarded a Safe Streets for All (SS4A) discretionary grant to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micromobility users; motorists; and commercial vehicle operators.

#### System Connectivity

Activities to improve system connectivity within the Pasco MPO boundaries will include, but not be limited to, reevaluating future bicycle, pedestrian, and multiuse trails facilities in the LRTP and providing where possible continuity of the existing roadway network; considering micro transit for efficiency of the transit system and coordinating between the cities and unincorporated areas to identify connectivity needs.

Connectivity outside the Pasco MPO boundaries will be augmented by projects such as the Regional Rapid Transit (RRT) and coordination with neighboring MPOs for multimodal linkages, etc.

### **Resilience**

Pasco MPO will consider and incorporate resiliency in their planning process by participating in projects such as the Resilient Tampa Bay Transportation Pilot Project to gather information and understand the transportation system vulnerability to climate and environmental hazards. Results will be reflected in MPO's documentation such as the Pasco LRTP and in the Regional LRTP in coordination with partners and member jurisdictions.

### **ACES (Automated/Connected/Electric/Shared Use) Vehicles**

ACES will be addressed in the agency's long-range planning by evaluating possible scenarios and discussing potential impacts in the LRTP development. ACES is also a likely selection as a special project for Pasco MPO to evaluate potential challenges and opportunities in this area.

The MPO process involves regular update cycles, informal partnerships, and formal review processes with metropolitan area stakeholders, as well as integration of multiple modes and functionalities at all levels of planning. In addition to these core products, many of the processes, plans, and partnerships of the MPO support the planning emphasis areas. The table below demonstrates how the UPWP tasks align with State Planning Emphasis Areas.

## Organization and Management

### Agreements

The following agreements listed below provide the statutory and financial framework for the MPO program:

#### *Interlocal Agreement for the Creation of the Metropolitan Planning Organization*

The purpose of this agreement is to re-establish the MPO and recognize the boundary and reapportionment approved by the Governor of Florida. It includes a listing of the MPO's major responsibilities. The current agreement began on October 15, 2014, and remains in effect until terminated.

#### *Intergovernmental Coordination Review and Public Transportation Grant Agreement*

This agreement provides for cooperation with public transportation system operators, intergovernmental coordination with the Regional Planning Council, and provides for dispute resolution. The agreement was made and entered on January 28, 2015.

#### *Metropolitan Planning Organization Agreement*

This is an agreement between the MPO and FDOT with the purpose of distributing FHWA Planning (PL) funds for the completion of transportation related planning activities set forth in this UPWP. The agreement includes the UPWP as an exhibit and follows the timeframe of the 2-year UPWP. The agreement was made and entered on May 9, 2024.

#### *Fifth Amendment and Reinstated Interlocal Agreement for Coordination in West Central Florida*

This Agreement created the West Central Florida Chairs Coordinating Committee in order to plan and coordinate within the region. The original interlocal agreement was executed on January 19, 2010. Since then, the last Amendment was approved by the Pasco MPO on February 13, 2020. The Committee renamed itself the Sun Coast Transportation Planning Alliance in 2021.

#### *Interlocal Agreement for Staffing and Support Services*

The MPO and Pasco County Board of County Commissioners have an agreement for Pasco County to provide staff and support deemed necessary for the MPO to carry out operations and a continuing, cooperative and comprehensive transportation process. The update to this agreement was adopted by the MPO Board on April 14, 2022, and extends until terminated.

#### *Transportation Disadvantaged*

This is an agreement between MPO and FDOT for the purpose of providing the Transportation Disadvantage Program funding to support cooperative, continuous, and comprehensive planning in the Pasco Metropolitan Areas. This agreement was signed and approved by the MPO Executive Director and the brought to the Transportation Disadvantaged Local Coordinating Board for review on September 7, 2023.

#### *General Planning Consultant Contracts*

On May 9, 2023, the Pasco County Metropolitan Planning Organization (MPO) entered into agreements with Alfred Benesch & Company, Fehr & Peers Corporation, Kimberly Horn &

Associates Inc., and Volkert Inc., for services as its general planning consultants. The consultants provide production support to the MPO to accomplish numerous transportation planning activities that are listed in the MPO's adopted UPWP. The agreement was amended on November 13, 2023, to outline Pasco County MPO procedural changes to support the GPC selection process, MPO Board & Director signatory processes and to include the updated DBE process from FDOT. The GPC contract expiration date is May 9, 2028.

## **Advisory Committees**

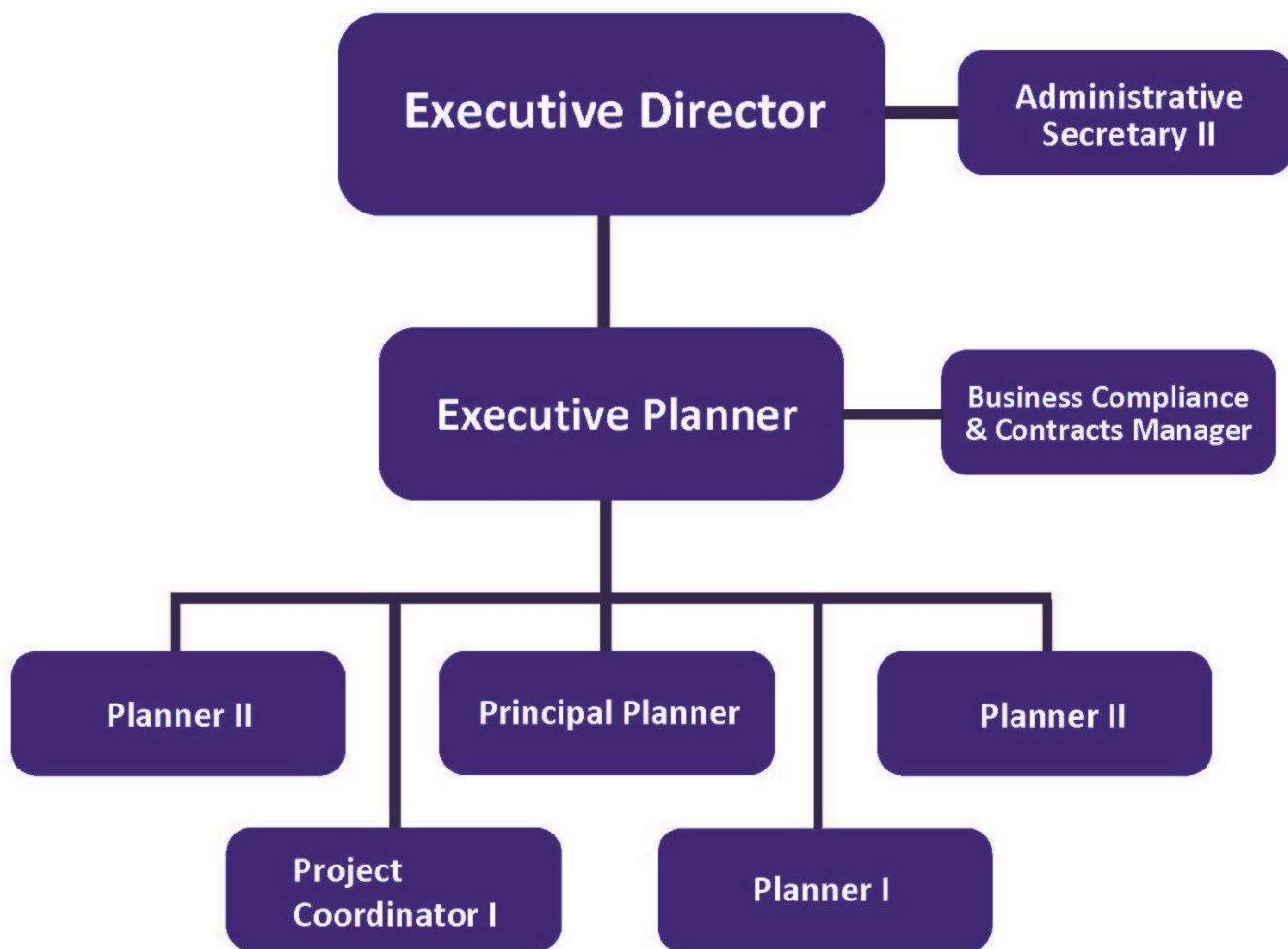
The Pasco MPO maintains three standing local committees. The **Citizens Advisory Committee** includes citizens from different geographic areas of Pasco County. The CAC Chair reports the committee's discussions, findings and recommendations directly to the MPO Board. The CAC reviews and takes actions on items before they go to the Pasco MPO Board. The **Technical Advisory Committee and Congestion Management Process Task Force Committee** is composed of professional and technical representatives from local governments and agencies in Pasco County. They give technical advice and review transportation-related items before they go to the Pasco MPO Board. The **Bicycle Pedestrian Advisory Committee** is composed of citizens and technical staff and assists MPO on bicycle and pedestrian considerations and projects for facility planning throughout the County and to propose related policies. The **Local Coordinating Board** serves as an advisory group to the Transportation Disadvantaged Program identifying local service needs. LCB is comprised of seventeen members including PCPT, FDOT, transportation providers and social service agency representatives.

Pasco MPO is also part of the regional committees listed below. **Transportation Management Area (TMA) Leadership Group** consists of nine elected officials from Hillsborough, Pasco and Pinellas counties, as well as non-voting technical advisors that advise the MPO boards of the three counties on regional matters. The role of this committee is to develop regional consensus priorities especially in the allocation of federal and state funds considering factors such as cross-county needs, transportation markets and traffic movement. The **Sun Coast Transportation Planning Alliance (SCTPA)** is comprised of members from a six-county region. Through this committee, the MPOs coordinate plans and programs, complete TMA certification, perform maintenance and updates of the Regional LRTP and the Regional Multiuse Trails Program, complete regional TRIP funding priorities and address current initiatives including the development of a regional CMP. **Tri-County Local Coordinating Board** works toward meeting the mobility needs of the transportation disadvantaged in Hillsborough, Pasco and Pinellas counties. It includes three members, each representing their respective MPO. **Tri-County /Pedestrian Advisory Committee** is formed by the MPO BPACs from the TMA area (Hillsborough, Pasco and Pinellas Counties). This committee evaluates issues concerning regional comprehensive bicycle and pedestrian plans and projects to recommend projects to be included in the MPOs' annual list of priority projects and Transportation Alternatives (TA); recommend priorities to the SCTPA and TBARTA in support of inclusion in State, Regional, County or capital improvement programs.

## **Operational Procedures and Bylaws**

The MPO's roles and responsibilities are established by Title 23 U.S. Code and Chapter 339, Florida Statutes. The MPO also follows its adopted bylaws, which can be reviewed at its office in New Port Richey, Florida. The MPO Board is comprised of elected officials. Membership, officers and voting procedures are in accordance with the bylaws. A quorum consists of five voting members.

## MPO Staff Organizational Structure



## Continuity Of Operations Plan

In accordance with the provisions of Part 2, Section 202 (Continuity of Government) of Executive Order 12656 (dated November 18, 1988) and the Department of Homeland Security Headquarters Continuity of Operation Guidance Document dated April 2004, Pasco County MPO maintains a Continuity of Operations Plan (COOP) for the agency, most recently updated and tested in October 2023. Local assistance in the development of the COOP was provided by the Pasco County Emergency Management Department. It was developed to ensure the continuity of essential office functions in the event of a terrorist attack, fire, natural disaster, pandemic, or other emergency. The plan establishes procedures for the following:

- Emergency response;
- Continuation of essential functions; and
- Office evacuation and relocation procedures.

Given the threat that a natural or man-made disaster or other emergency presents to an organization's continuity of operations, it is important to have a Continuity of Operations Plan (COOP) in place to ensure as staff that essential functions and services are provided prior to and after any type of disaster. While Pasco County MPO may be forced to suspend some operations due to the severity of an emergency, an effective COOP can assist in efforts to remain operational, as well as strengthen its capacity to resume operations after the emergency has passed. The Pasco MPO's most recent copy of the COOP can be located on file with Pasco County MPO and provided on request.

## **Budget Allocation Methodology**

Funds for the UPWP come from two grant programs which are the combined Federal Transit Administration (FTA) Public Transportation Grant Agreements and the Federal Highway Administration (FHWA) Metropolitan Planning (PL) Grant. The combined funds are referred to as the CPG (Combined Planning Grants). The MPO may also use funds from Surface Transportation programs and receives funds from the Florida Transportation Disadvantaged Trust Fund.

The process of allocating funds in the UPWP is based on distributing the projected availability of funding on estimated efforts towards the completion of identified projects and activities. The projected availability of funding is a result of estimated grant amounts indicated by FDOT. To assess the end products, projects and activities that need to be identified and the dollar amount to be allocated to each, consideration was given to factors, such as, extent of work completed; unfinished projects; activities that are needed in the upcoming year; discussion among staff and consultants; input received from stakeholders, committees and the MPO Board during the year; requirements; local, state and federal priorities.

## **Soft Match**

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is a "soft-match" provision that allows the federal share to be increased by up to 100% to the extent credits are available. Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07% which is equivalent to a total of \$453,290 in FY 2025 and \$231,641 in FY 2026.

## **MPO Indirect/Direct Rate**

The Pasco MPO does not have an indirect rate. It uses Direct Rate for all purchases and an administrative charge for services provided by the County to the MPO.

## **Statement of CPG Participation**

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



## **Planning Activities and Tasks**

The following tables detail the MPO planning activities and tasks that will be performed within this work program:

## **UPWP Task 1.0 General Administration and Program Development**

**PURPOSE:** Ensure effective management of the transportation planning program including administrative, financial legal requirements including the Transportation Disadvantaged Local Coordinating Board activities. The MPO will also assist the TD providers by optimizing services to the persons eligible and qualified as the TD and fulfill the MPO's requirements under FS 427.

### **PREVIOUS WORK:**

- Coordination with Pasco County to include budget, management meetings, and Development Services Department program updates.
- Coordination with Pasco County and cities regarding technical transportation and roadway issues
- Prepared, updated and maintained work on each Work Task including UPWP, TIP, LRTP, LEP, etc.
- Procured necessary equipment, furniture, software and support
- Completion of audits
- Supported grant program requirements
- Completed the MPO Joint Certification
- Completed the USDOT Quadrennial Certification Review
- Attended the AMPO Annual Conference (staff members as applicable).
- Maintained the Continuity of Operations Plan (COOP)
- Maintained an updated Title VI Program
- Maintained an updated DBE Goal and Program
- Managed contracts and agreements
- Attended professional trainings, seminars, meetings, workshops and conferences
- legal requirements including the Transportation Disadvantaged Local Coordinating Board activities.
- Provided training to MPO Board members in accordance with Florida Statutes.
- Conducted transportation disadvantaged program (TD Program) planning, including support for the Local Coordinating Board (LCB) and Community Transportation Coordinator (CTC), adoption of the Transportation Disadvantaged Service Plan (Fall 2022) and CTC evaluation (Spring 2024)
- Coordinated with GO PASCO staff and Florida Commission for the Transportation Disadvantaged (CTD).
- Assisted the GO PASCO with developing the annual CTD service plan and the annual operations report for the CTC.
- MPO staff coordinated with GO PASCO staff in preparing and presenting the quarterly LCB agendas (Ongoing).
- Conducted quarterly LCB meetings.
- Continued to monitor the Florida TD Commission meetings concerning the TD Program (Ongoing).
- Continued appropriate coordination as the Designated Official Planning Agency for the TD services in Pasco County (Ongoing).
- Coordinated and alternatively hosted a joint meeting of the regional local coordinating boards (LCBs) of Pasco, Pinellas, and Hillsborough Counties (Ongoing).
- Conducted transportation disadvantaged program (TD Program) planning, including support for the Local Coordinating Board (LCB) and Community Transportation Coordinator (CTC), adoption of the Transportation Disadvantaged Service Plan (May 2024) and CTC evaluation (May 2024)

Required Activities		End Products	Completion Date
1	MPO Strategic/Business Plan - Develop and maintain a Pasco County MPO strategic/business plan outlining MPO goals, objectives and anticipated work activities and products for the next four years. Develop a strategy and plan for achieving the goals and objectives including the development and identification of MPO staff roles and responsibilities, required MPO staff positions, and needed financial resources. Plan MPO rebranding and website development.	Business Plan Website Development MPO Rebranding	July 2024 - June 2026
2	Right Of Way Verification by Pasco County Engineering so projects may advance onto the MPO's List of Project Priorities or other funding opportunities.	Projects eligible for State and Federal Funding	July 2024 - June 2026
3	Staff and Board member attendance at statewide and national conferences including, but not limited to: FAC, FLC, AMPO, NARC, NACO, APA and GIS Conferences. Pasco County MPO will participate and provide support to a regional data platform. Staff (staff members as applicable) may attend conferences of these organizations.	Meeting attendance and meeting facilitation	July 2024 – June 2026
4	Procure equipment, furniture, software, services and support to maintain and enhance MPO activities and programs. Must receive preapproval for any single purchase exceeding \$5,000.	Equipment, furniture, software, services	July 2024 - June 2026
5	Provide administrative support for MPO programs, including administration and grant support, internal controls and procedures, to ensure compliance with federal and state regulations	Grants, compliance with procedures and regulations	July 2024 - June 2026
6	Develop, maintain, support and update federally required administrative plans and programs	DBE Program	July 2024 - June 2026
7	Complete MPO certification requirements and any other federal and state requirements	Certification	July 2024 - June 2026
8	Comply with applicable federal requirements, including Americans with Disabilities Act (ADA), Title VI, LEP	Compliance with federal requirements, LEP & Title VI Plan, ADA Plan	July 2024 - June 2026
9	Prepare for emergency situations, including reviewing and updating the Continuity Of Operations Plan (COOP).	COOP	July 2024 - June 2026
10	Practice implementing the COOP	COOP Review	July 2024 - June 2026
11	Pursue, secure, support and administer grant funding	Grant funding	July 2024 - June 2026
12	Manage and develop agreements and contracts associated with the MPO, including planning consultant and grant funding agreements	Agreements, contracts and scopes	July 2024 - June 2026
13	Financial data management and calculation, including receipts and expenditures	Audit and invoicing	July 2024 - June 2026

14	Support direct expenses	Direct expenses	July 2024 - June 2026
15	Attendance, registration, membership, travel and related costs for professional training, seminars, meetings, workshops, conferences and other development opportunities. Memberships are organizational and not individual. Attendees must receive approval before travel. MPO limit will be two (2) staff members per out-of-state conference. Additionally, depending on location of in-state conferences, trainings and events MPO staff attendees may be limited.	Memberships, attendance at events, training and conference. Travel to training, conferences and events.	July 2024 - June 2026
16	Develop and update as needed procedures for invoicing to address recommendation(s) from the prior certification	SOP	July 2024 - June 2026
17	Group membership to organizations such as, but not limited to: Life Savers and Association of Pedestrian and Bicycle Professionals	Group Membership	July 2024 - June 2026
18	Conduct quarterly LCB meetings	Hold 4 quarterly meetings	July 2024 - June 2026
19	Transportation Disadvantaged planning and support, including regional coordination efforts. Travel to the TD Conference and Transit Conference.	Transportation Disadvantaged Service Plan	September and October 2024, and October 2025
		Community Transportation Coordinator	
		Travel to Conferences	
20	Develop or update a Grievance Procedures Manual	A new or updated Grievance Procedures Manual	February 2025 and December 2026
21	Process Annual Operating Report (AOR) and Annual Expenditure Report (AER) to be approved by LCB	AOR and AER approved by LCB	February 2025 and February 2026
22	Assist GO PASCO with completing the Transportation Disadvantaged Program (TDP) Annual Update	Participation in TDP updates	July 2024 - June 2026
23	Support regional transit planning and transportation disadvantaged planning in coordination with TBARTA, FDOT, Community Transportation Coordinators and local transit agencies.	Transportation Disadvantaged Service Plan	May 2025 and May 2026
24	Review, and if needed, develop or update the LCB Bylaws	Review of LCB Bylaws. Updated or new bylaws if needed	August 2024, 2025
25	Provide a quarterly Progress Report	Submit Quarterly Progress Reports	July 2024 - June 2026
26	Attend a Training Workshop on TD	Attendance at a TD Workshop or Symposium	August 2024 and August 2025
27	Hold a Public Hearing intended to afford the public an opportunity to express their view on the TD program in Pasco County	Hold a Public Hearing	February 2025 and May 2026

28	Coordination of the regional local coordinating boards (LCBs) of Pasco, Pinellas, and Hillsborough Counties	Regional Coordination of the LCB Boards	July 2024 - June 2026
29	Support annual Tri County Access Plan (TCAP) updates (Pasco, Pinellas, Hillsborough)	Updated TCAP	July 2024 - June 2026
30	Provide support for various state and federally required activities	Compliance with state and federal requirements	July 2024 - June 2026
31	Direct Expenses for services such as Traffic Counts, county administrative charges, software and software maintenance, County Attorney, rental of county vehicles and fuel, recording of meetings, rental and lease of printing equipment, advertising, postage, printing and binding, office supplies, and staff services.	Direct Expenses	July 2024 - June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco County MPO

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## **UPWP Task 2.0 Federal and State Core Requirements**

**PURPOSE:** This section defines the Pasco MPO's core responsibilities and the metropolitan transportation planning process where the public is engaged and educated, and current and future goals are defined. Studies and projects are prioritized, programmed, and conducted. Every MPO is required to develop and update a Long-Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), and a Public Participation Plan (PPP). Required activities for all documents include continuous improvements, complying with statutory requirements and performance measures, coordinating with regional partners, and maintaining ongoing tasks.

In addition, these core documents are coordinated with FDOT's planning and programming policies. Additionally, Public engagement is carried out throughout the activities of this task. MPO staff ensures the utmost coordination between citizens and the projects that are planned. Subsequently, the UPWP budgets the core program activities and performance management (PM) activities on a two-year planning horizon, based on the two upcoming fiscal years.

### **PREVIOUS WORK:**

- Performed amendments to the Long-Range Transportation Plan (LRTP).
- Performed amendments to the Transportation Improvement Plan (TIP).
- Updated the Public Participation Plan (PPP)
- Updated and distributed outreach materials
- Utilized social media to promote activities, current events, plans and programs and to expand network of communications
- Provided support, technical assistance and materials to the MPO Board and committees
- Prepared and distributed MPO materials
- Updated committee membership and processed new appointments
- Responded to public inquiries received via office visits, e-mails, website
- Provided up-to-date information on the County and MPO websites
- Coordinated broadcasts of MPO Board meetings on the Pasco County government access channel
- Published meeting notices and legal advertisements
- Coordination/production of the CAC, TAC/CMP, BPAC, MPO Board, and CCC agendas, meetings, and minutes
- Collected transportation data, including traffic and road inventory, crash records, transit and pedestrian safety statistics, and trail activity counts, and updated databases accordingly
- Coordinated with the FDOT staff in the development of the FDOT Tentative Work Program (Fall/ winter 2022 and 2023).
- Reviewed, evaluated and provided comments on the FDOT Tentative Work Program (Winter 2022, 2023).
- Prepared, reviewed, and adopted the TIP (Summer 2022, 2023).
- Coordinated the County's CIP with the TIP on project grants, including TRIP, CIGP (Ongoing).
- Reviewed, coordinated, and processed TIP amendments (2022, 2023).
- Posted existing TIP and previous TIPs on the website (Ongoing).
- Published listing of obligated projects in the previous year.
- Processed TIP amendments and ensured notification in accordance with the PPP. Posted notifications on the MPO website.
- Developed a multi-modal List of Priority Projects annually (2022, 2023)
- Updated the TA evaluation criteria (2022, 2023)

- Assisted the FDOT in validating the regional model by reviewing and providing land use data such as employment, population and dwelling units, percent occupancies, school enrollment, hotels, and appropriate special generators using various sources such as property appraisal, street addressing and info USA.
- Review the TAZ structure and recommend zone splits.
- Coordinated with FDOT and local/regional agency partners
- Implemented the Congestion Management Plan (CMP), including identification of congested roadways
- Reviewed and approved task order for the upcoming LRTP
- Performed various safety analyses for MPO Committee and Board members
- Completed smooth boundaries, planning area and functional classification

#### **A. Long Range Transportation Plan (LRTP)**

Long Range Transportation Plans, also referred to as Metropolitan Transportation Plans, are an essential part of an agency's transportation planning process. These documents serve as the foundation for the development of the Transportation Improvement Programs (TIPs). The LRTP prioritizes the transportation needs and investments across all travel modes and facilities. Integrated into the LRTP update process is the Pasco MPO's Congestion Management Process (CMP). The CMP is an on-going effort to apply strategies to improve transportation system performance and reliability by reducing the adverse impacts of congestion on the movement of people and goods. The adopted 2045 LRTP helps shape the transportation systems and alternatives, technological advancements, economic vitality, and environmental factors in Pasco County through funded and prioritized transportation projects over a 25-year period. The LRTP is formally updated every 5 years, but there are ongoing administrative, development and maintenance activities including performance monitoring, regional coordination, modeling, and data analysis. The LRTP addresses all federal and state requirements outlined in the Introduction section of this UPWP and MPO Handbook provided by the FDOT.

Perform project management activities related to the update to the MPO's multimodal county-wide Long-Range Transportation Plan (LRTP), including the development of both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities). The Plan will endeavor to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand that is consistent with the planning requirements identified in the Infrastructure Investment and Jobs Act.

	<b>Required Activities</b>	<b>End Products</b>	<b>Completion Date</b>
32	Develop a Congestion Management Process	CMP Report	July 2024 – June 2026
33	Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies	CMP	July 2024 – June 2026
34	Prepare and distribute materials for MPO Board and Committee meetings. Provide support and technical assistance to the Board and Committees (research, writing meeting minutes, etc.). Attend and facilitate Board and Committee meetings.	MPO Board meetings and workshops	July 2024 – June 2026
35	Maintain the 2045 LRTP, Implement the Cost Feasible projects, Process LRTP Amendments	Implement and Maintain the LRTP	July 2024 – June 2026
36	Integrate freight objectives with the CMP and LRTP. Mitigate freight conflicts, utilizing effective resources, strategies and tools. Identify complete streets elements and implementation considerations associated with corridors or locations with significant freight truck traffic. Projects will be sought to be included in the annual MPOAC Freight Prioritization Program (FPP).	LRTP updates	July 2024 – June 2026

37	Perform project management activities related to the update to the MPO's multimodal county-wide Long-Range Transportation Plan (LRTP), including the development of both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities). The Plan will endeavor to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand that is consistent with the planning requirements identified in the Infrastructure Investment and Jobs Act.	Updated LRTP	July 2024 – June 2026
38	Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Model Task Force	Regional and statewide modeling	July 2024 – June 2026
39	The MPO will conduct a select number of preliminary multimodal corridor studies as part of developing the LRTP cost feasible project list to determine the estimated costs and potential environmental impacts for any proposed improvements. Candidate corridors will be identified during the LRTP update process.	Corridor Studies for the LRTP	July 2024 – June 2026
40	Incorporate Safe Systems Approach into the LRTP documents	Updated LRTP	July 2024 – June 2026
41	The MPO will develop a safety and security plan element for inclusion in the LRTP update that will address issues affecting the safety and security of the County's multimodal transportation system. The plan will provide an overview of existing safety and security initiatives, analyze existing safety and security deficiencies, and provide recommendations for safety and security strategies, policies and improvements.	Updated LRTP	July 2024 – June 2026
42	Review and assess local government actions regarding golf cart and micro-mobility regulations	Updated LRTP	July 2024 – June 2026
43	The MPO will produce active transportation, freight and transit elements for incorporation into the LRTP update.	Updated LRTP	July 2024 – June 2026
44	Improve the resiliency and reliability of the transportation system, protect against damage from extreme weather and reduce or mitigate stormwater impacts.	Updated LRTP	July 2024 – June 2026
45	Conduct LRTP planning sessions between MPO staff, consultant staff, county planning staff and other key stakeholders to determine the final plan scope, vision, goals and objectives, plan elements, identified project needs and plan recommendations.	Updated LRTP	July 2024 – June 2026
46	Review and update MPO methodology to better define activity centers	Updated LRTP	July 2024 – June 2026



47	Quarterly coordination meetings with the county to discuss any studies or developments the county may be undertaking (like the town center on Mass Ave)	Updated LRTP	July 2024 – June 2026
48	Coordinate development of the LRTP with key stakeholder agencies such as local governmental units, GOPASCO, the FDOT District 7, FHWA Florida Division, the Florida DEP and the Pasco Economic Development Corporation.	Updated LRTP	July 2024 – June 2026
49	Coordinate with regional partners on the development of the LRTP. The MPO will coordinate on future growth rates, employment rates and cross boundary travel.	Updated LRTP	July 2024-June 2026
50	Update the Pasco County MPO congestion management process (CMP) and database for the purpose of: <ul style="list-style-type: none"> <li>• Reporting the performance of the Pasco County transportation system</li> <li>• Identifying congested corridors</li> <li>• Recommending improvement projects/programs that potentially can be implemented in the short term to help reduce congestion.</li> </ul>	Updated CMP	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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

This section describes how the Pasco County MPO will develop and maintain the TIP document, the TIP's project evaluation & prioritization process, and amendments pursuant to Federal and State requirements while ensuring its consistency with the LRTP, County/City Capital Improvement Plans (CIP) and local comprehensive policies and plans.

Required Activities		End Products	Completion Date
51	Develop and maintain the TIP in coordination with FDOT, local governments, citizens, and transportation providers and in accordance with state and federal laws, including incorporation of performance measures and targets	TIP	June 2025 and June 2026
52	Review and submittal of funding priorities for federal and state programs	List of Priority Projects	June 2025 and June 2026
53	Review and revise as needed the methodology to evaluate projects for funding prioritization	Revised LOPP methodology	July 2025 to June 2026
54	Ensure consistency between the TIP and the LRTP including identification of transportation improvement projects and phasing for implementation based on LRTP	TIP/LRTP consistency	July 2024 – June 2026
55	Coordinate with FDOT in the development of the Five-Year Work Program	Coordinated Five-Year Work	July 2024 – June 2026

56	Published listing of previously funded federal aid projects in the TIP	List of funded federal aid projects	June 2025 and June 2026
57	Update and provide support for maintaining priority lists	Multi-Modal Priority List	July 2024 – June 2026
58	Provide guidelines and coordinate with local governments on the Transportation Alternatives Program (TAP)	TAP projects and applications to the TAP program	July 2024 – June 2026
59	Assist local governments in their efforts to apply for Safe Routes to School Funding	Safe Routes to school project	July 2024 – June 2026
60	Review & update as necessary TA evaluation criteria and submittal of TA applications	Updated TA criteria and TA applications	July 2024 – June 2026
61	Refine language in the TIP related to the five safety performance measures required by FHWA as safety trends change in Pasco County, and to provide a baseline by which to track progress toward improving safety.	TIP	July 2024 – June 2026
62	Conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.	TIP	July 2024 – June 2026
63	Participate in workshops and working groups associated with development of the County's CIP to ensure coordination with County and MPO planning and programming efforts	Capital Improvements Projects and coordinated TIP	July 2024 – June 2026
64	Coordinate TRIP/CIGP projects with the tentative work program and TIP	CIGP/TRIP applications	July 2024 – June 2026
65	Process TIP amendments	TIP	July 2024 – June 2026
66	Coordinate county/city LAP Program projects with FDOTs Work Program	LAP	July 2024 – June 2026
67	Research various TIP Software. These platforms may facilitate in the deployment of customization, hosting, maintenance, support, and training.	TIP Software Platforms	July 2024 – June 2026
68	Public notifications for the development of the TIP and TIP amendments/modifications	TIP	July 2024 – June 2026
69	Prepare amendments to the MPO TIP document as needed or requested, submit proposed amendments to the CAC, TAC and MPO Board for approval. Submit approved amendments to FDOT District 7 staff for inclusion in the FDOT STIP document.	TIP Amendments	July 2024 – June 2026
70	GIS Tasks- Prepare maps for TIP document and presentations of the TIP.	TIP Maps	July 2024 – June 2026
71	Perform review of FDOT Work Program monthly to ensure consistency with TIP document	TIP consistency	July 2024 – June 2026
72	Review projects for submittal to various eligible competitive grants and assist in the development of grant applications as needed.	Project applications	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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### C. Unified Planning Work Program (UPWP)

The MPO's UPWP provides budgeting for transportation planning studies and provides an outline for potential projects which will contribute to the comprehensive, programmed, long-range transportation initiatives throughout Pasco County and the Transportation Management Area. The UPWP includes administrative and ongoing activities for the MPO

Required Activities		End Products	Completion Date
73	Administer, monitor, and maintain the currently adopted SFYs 2024 & 2025 UPWP.	UPWP	July 2024 – June 2026
74	Apply for, administer, and monitor federal and state grants to secure funds to achieve the implementation of the transportation planning work program.	UPWP	July 2024 – June 2026
75	Provide contract support including third party agreements, County Departments and execute Direct and Administrative Costs, and all procurement of goods and services.	Contracts and Billings	July 2024 – June 2026
76	Develop, coordinate, and adopt the updated UPWP for FY FY 2025/26. Solicit comments from key private and civic organizations, the MPO Citizen Advisory Committees and Technical Committees, and present draft to FDOT District Seven and Central Office, FHWA, FTA, the Florida Commission for the Transportation Disadvantaged (CTD), and the Florida Department of Economic Opportunity (DEO) for review, comment, Pasco County Development Services Administration for comment and approval. Work to be Accomplished: Lead coordination related activities; prepare presentations; develop an executive summary, financial tables, and work program task sheets; and perform a technical review to ensure consistency with all requirements of 23 C.F.R. 450 and 23 C.F.R. 420 and the FDOT MPO Program Management Handbook.	UPWP	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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### D. Public Participation Plan (PPP)

As per the adopted PPP, the Pasco MPO's public involvement program enables continual involvement of the general public in Pasco County in the MPO's transportation planning process. This subsection highlights the public involvement process as it relates to administrative procedures, on-going tasks, public meeting notice timeframes and related citizen advisory committee responsibilities for the: Citizens' Advisory Committee (CAC); Bicycle Pedestrian Advisory Committee (BPAC); Technical Advisory Committee (TAC); Transportation Disadvantaged Local Coordinating Board (TDLCB) and the Pasco Metropolitan Planning Organization (MPO).

Required Activities		End Products	Completion Date
77	Support and conduct Board and Board meetings, workshops, committee, and subcommittee meetings that are properly noticed and open to the public	Staff assistance and support to Board and Advisory Committees	July 2024 – June 2026
78	Review, evaluate and update as needed the Public Participation Plan	Evaluation report, updated PPP	Aug 2025 & Aug 2026
79	Employ advisory committees to review plans and documents, including the LRTP, UPWP, TIP and CMP reports and corridor studies	Pasco MPO plans and reports reflecting input of local governments and citizens	July 2024 – June 2026

80	Conduct outreach in support of plans and studies	Public Outreach	July 2024 – June 2026
81	Participate in outreach and educational events, community and business meetings, and other outside agency events/activities	Meaningful public involvement, increased awareness of Pasco MPO and opportunities for public input in the planning process	July 2024 – June 2026
82	Maintain and update website and social media platforms	Regular communication through a variety of media	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, GPC, FDOT, Pasco County

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#### E. Performance Management, Systems Planning & Analysis

Established by federal and state transportation agencies, Performance Management (PM) standards have been engrained into the metropolitan transportation planning process to ensure all safety, mobility, environmental and financial goals are achieved within their allocated timeframe. This section outlines the efforts that ensure all MPO documents and activities are maintained at all PM standards. The following are PM initiatives incorporated into the process: 1. Highway Performance Measures; 2. Transit Performance Measures; 3. The Transportation Performance Management System Performance Report and; 4. Overall Multi Modal Systems Planning.

Required Activities		End Products	Completion Date
83	Develop and analyze land use and demographic data	Data	July 2024 – June 2026
84	Continue to coordinate, monitor, collect and analyze relevant data to the Pasco County transportation system and transportation planning activities, such as bicycle and pedestrian activity, real-time data and crash data	Coordinated data collection, monitoring and analysis Pasco County transportation system data	July 2024 – June 2026
85	Prepare maps and reports related to the Pasco County transportation system, such as traffic counts, crashes and trends	Maps and reports such as end reports, performance measure documentation, traffic count maps	July 2024 – June 2026
86	Update the inventory of sidewalks and non-motorized transportation facilities in Pasco County	Updated non-motorized facility inventory	September 2024- September 2026
87	Update and maintain transportation inventory and databases, including sidewalk information	Transportation inventory and databases, such as sidewalk database	July 2024 – June 2026
88	Review related planning documents and agency reports, such as the FDOT Travel Time Monitoring Report	Planning documents and reports	July 2024 – June 2026
89	Perform traffic signal retiming study to improve congestion and travel time reliability	Traffic signal retiming study	July 2024 – June 2026
90	Analyze and implement TSMO strategies and work with TSMO committee to manage congestion and improve safety.	TSMO strategies in LRTP updates Studies/Reports Incident Management	July 2024 – June 2026
91	Attend TSMO Training Opportunities	Staff Development	July 2024 – June 2026
92	Conduct traffic counts at various locations across Pasco County	Traffic Counts	July 2024 – June 2026
93	Create emerging mobility plan to estimate EVs, EV charging infrastructure, golf cart usage, and golf cart regulations of cities in Pasco and TB region.	Mobility Plan	July 2024 – June 2026

94	Conduct field safety audits at high crash areas.	Safety Planning	July 2024 – June 2026
95	FDOT Crash Data Management System training.	Safety Planning	July 2024 – June 2026
96	Participate in the various safety committees and meetings across Pasco County, the region, state and nationally.	Safety Planning	July 2024 – June 2026
97	Review and analyze speed data obtained from traffic counts	Safety Planning	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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### **UPWP Task 3.0 Technical Program**

**PURPOSE:** To implement the processes that support the federal and state required documents and to support the planning of the transportation system in Pasco County, as well as the Tampa Bay region, the state of Florida and national efforts.

#### **PREVIOUS WORK:**

- Prepared annual traffic count map
- Collected data in support of Pasco MPO studies and reports, such as the Trends and Conditions Report
- Collected real time data for ITS applications
- Updated sidewalk inventory
- Updated traffic volume forecasts
- Maintained Transportation System Database with information on existing and planning multimodal routes, facilities and conditions
- Participated and compiled information pertaining to Road Safety Audits
- Monitored and analyzed crash data
- Assisted the County's Planning and Development Department in the review of major proposed developments and documenting impacts to MPO future population and employment projections.
- Conducted public transportation planning, including agency coordination, land use and accessibility study of transfer facility locations, plan consistency monitoring and project development
- Conducted bicycle and pedestrian planning, evaluation of trail crossings, monitoring of crash data, and coordinating on regional/inter-county projects
- Reviewed development proposals and suggested the appropriate inclusion of bicycle/pedestrian facilities within the proposed developments
- Staff with cooperation from other local and FDOT staff finalized applications for TA projects
- Coordinated with the FDOT regarding sidewalk/bicycle accommodations on resurfacing projects scheduled in the work program.
- Submitted grant application for SUNTRAIL funds
- Completion of applications to obtain CIGP and TRIP funding for various transportation projects
- Planned a scope of work for a Regional Freight Study
- Develop and support educational/encouragement programs for active transportation.
- Participated in federally required Transit Asset Management Plan for Reporting on State of Good Repair Performance Measures.
- Assisted GO PASCO in technical studies.
- Assisted in development of various Scopes of Work for consultants that support the overall transit planning program.
- Supported GO PASCO by participating in their consultant RFP review committee.
- Participated in review and ranking of Section 5310 program of projects (Ongoing).

### A. Freight Planning

Pasco County MPO is planning for freight movements in the county and through the county in partnership with the Florida Department of Transportation, Pasco County, the Pasco County Economic Development Council and the freight industry. The tasks below describe the efforts for the coming two years and will culminate in a freight plan. This plan will guide programming decisions.

Required Activities		End Products	Completion Date
98	Freight Plan - In partnership with local economic development and planning organizations and the regional freight industry, develop a county-wide freight plan that identifies freight needs, issues and opportunities for growth and improvement. Develop recommendations for freight improvement projects and identify policies and strategies for growing the local economy through improving the movement of goods and services. Improve the integration of freight transportation planning with land use planning.	Freight Plan Development	July 2024 - June 2026
99	Outreach to the freight community, meetings with freight providers and economic development groups that have an interest in freight movement.	Freight Plan Development	July 2024 - June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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### B. Transit Planning and Coordination

The Pasco County MPO will evaluate transit needs and assist GO PASCO in the development of plans and programs. Promote local and regional transit usage and support GO PASCO implementation of the TDP. Conduct various transit planning study as needed. Ensure coordination of transit efforts with TIP update and the LRTP.

Required Activities		End Products	Completion Date
100	Assess the proportion of transportation projects and funds that are allocated in Environmental Justice Areas and Historically Disadvantaged Communities.	Programming Analysis	July 2024 – June 2026
101	Coordination with GO PASCO, TBARTA and surrounding transit agencies.	Coordinated Planning	July 2024 – June 2026
102	Work with surrounding MPOs in the Tampa Bay region to consider the implementation of regional transit and interregional transit.	Regional Transit	July 2024 – June 2026
103	Partner with GO PASCO and TBARTA to look at potential intermodal centers throughout Pasco County.	Intermodal Planning	July 2024 – June 2026
104	Participation in the US 19 Regional Rapid Transit (RRT) Study. Consideration of other transit corridors for RRT opportunities.	RRT Plans	July 2024 – June 2026
105	Review agreements, invoice processing, manage consultant, record keeping for transit related programs for Public Transportation Grant Agreements.	Data collection and analysis, contracts, scopes	July 2024 – June 2026
106	Attend transit-related seminars and workshops	Seminar and workshop attendance	July 2024 – June 2026
107	Coordinate local and regional planning issues with TBARTA and TBARTA Commuter Assistance Program	Coordination with TBARTA regarding transit initiatives	July 2024 – June 2026

108	Study and implementation of transit access thru microtransit application.	Transit Access	July 2024 – June 2026
109	Participate in corridor management studies to recommend transit options	Amendments to the LRTP and/or TIP for transit projects	July 2024 – June 2026
A-1	Financial and Scope Amendment, September 2024- Comprehensive Operations Analysis. Planning study that analyzes transit operations. Implemented by GO PASCO	Planning Study	July 2024 – June 2026
A-2	Financial and Scope Amendment, Fall 2024 – ADA Bus Stop Improvement Plan – Planning for ADA bus stop improvements. Implemented by GO PASCO	Planning Study	July 2024 – June 2026
A-3	Financial and Scope Amendment, Fall 2024 – Transit Service Planning and Technical Assistance – Transit service planning for future studies, regulatory reporting, and procurement scopes. Implemented by GO PASCO	Planning Study	July 2024 – June 2026
A-4	Financial and Scope Amendment, Fall 2024 - ITS Solution Procurements/Implementation – Planning for Technological Improvements. Implemented by GO PASCO	Planning Study	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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



### C. Bicycle and Pedestrian Planning

The Pasco County MPO will continue to develop our network of bicycle and pedestrian facilities while focusing on the safety of users. Primary tasks will include the finalization of an Active Transportation Plan and continuing the non-motorized counts that have recently begun in Pasco County.

Required Activities		End Products	Completion Date
110	Finalize the Active Transportation Plan	Final Active Transportation Plan	July 2024 - June 2026
111	Conduct various studies such as Vision Zero, Bike/Ped Inventory	Reports of studies	September 2024 – September 2025
112	Bicycle and pedestrian planning and program support, including evaluation of trail crossings, coordinating on regional/ inter-county projects, implementing, and amending the Active Transportation Plan and identifying/ correcting hazardous walking conditions by schools and high crash corridors.	Implementation of Active Transportation Plan	July 2024 - June 2026
113	Develop and support educational/ encouragement programs for active transportation.	Develop a Bike/Ped Master Plan Bike Map/Brochure	July 2024 - June 2026
114	Participation in the Florida Greenways and Trails Foundation meetings and activities	Meeting attendance	July 2024 - June 2026
115	Review data and map areas that indicate a concentration of persons with mobility limitations so projects may be planned to serve the specialized needs of these populations	Non-Motorized access enhancements	September 2024 – September 2025
116	Conduct a pilot study to document non-motorized transportation infrastructure and safety conditions within a two-mile service boundary of selected Pasco County schools.	Plan documenting current non-motorized transportation inventory and safety conditions within a two-mile service boundary of Pasco County middle schools with the goal of identifying needs and prioritizing non-motorized and safety improvement projects	Ongoing through FY 2026
117	Conduct counts of non motorized activity. The intended purpose of requesting this service is to utilize equipment (cameras') and the programs that it can provide which include raw data that will support bicycle and pedestrian activity oversight on selected corridors.	Create non-motorized plans and programs for Pasco County	Ongoing through FY 2026
118	Trainings, conferences and meetings of industry groups including, but not limited to: American Trails, Rails to Trails, APBP, FDOT, Suncoast Safety Summit, Gulf Coast Safe Streets Summit, Safe Streets Summits of other Florida organizations, etc.	Staff development	July 2024 - June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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#### D. Safety Planning

Recognizing that transportation fatalities are rising in the planning area, Pasco County MPO has developed a section in the UPWP dedicated to safety planning. The efforts will include the traditional planning and programming work as well as having staff find ways to learn more about what factors are contributing to our rising fatality numbers.

Required Activities		End Products	Completion Date
119	Review of crash locations and crash reports to identify trends in safety; crash locations versus land use; and speed data obtained from traffic counts. Conduct field safety audits at high crash areas.	Identification of safety issues	July 2024 – June 2026
120	Coordination with Florida Highway Patrol (FHP) to learn from their staff what trends they are seeing to help Pasco County MPO address safety.	Identification of safety issues	July 2024 – June 2026
121	Ride-alongs with FHP to see what is occurring and to learn from FHP staff what trends they are seeing in traffic safety.	Identification of safety issues	July 2024 – June 2026
122	MPO Staff attendance to the Life Savers conference	Conference attendance	July 2024 – June 2026
123	Co-host the Gulf Coast Safe Streets Summit conference in the fall of 2024 or 2025	Plan and host a conference	July 2024 – June 2026
124	Staff participation in FDOT Crash Data Management System training as well as other safety trainings as they become available.	Safety trainings	July 2024 – June 2026
125	Participate in the various safety committees and meetings across Pasco County, the region, state and nationally. Regular meetings with FDOT safety team staff to coordinate the Pasco County and District 7 response to crashes and safety.	Meeting attendance, meeting facilitation	July 2024– June 2026
126	Develop a Safety Action Plan with the following elements: Leadership Commitment and Goal Setting, Planning Structure, Safety Analysis, Engagement and Collaboration, Equity Consideration, Policy and Process Changes, Strategy and Project Selections, Progress and Transparency	Develop Safety Action Plan	July 2024– June 2026
127	Staff work to support the 5 E's of Safety.	Improved safety	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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

**E. Corridor, Multi-Modal and Policy Activities**

The Pasco County MPO will plan and develop strategies and plans for individual corridors, consider how to leverage our multi-modal opportunities to provide effective and efficient movement of people, goods and services while also considering how policy decisions may impact our transportation network.

Required Activities		End Products	Completion Date
128	Create an emerging mobility plan to estimate EVs, EV charging infrastructure, golf carts, golf cart regulations in cities in Pasco and TB region.	Mobility Planning	July 2024 – June 2026
129	GIS tasks- creating shapefiles of previous projects, corridor studies, etc.	Maps	July 2024 – June 2026
130	Conduct one to four corridor studies per year for projects that are included in our LRTP and/or our project priority list. This effort will refine our projects, produce better programming estimates and identify issues early on so our programming of projects is more accurate.	Corridor studies	July 2024 – June 2026
131	Conduct road diet studies in high pedestrian areas.	Corridor studies	July 2024 – June 2026
132	In partnership with relevant local government agencies and the Florida DOT, develop an area transportation plan for a subarea of Pasco County for the purpose of determining and improving the level of area transportation system performance, identifying existing and future area transportation system deficiencies and needs, developing a long-term strategic plan for improving area system performance and identifying and prioritizing specific area transportation improvement projects. This work will be performed through an in-depth analysis of existing and forecast future roadway level of service data, travel pattern data, travel time data, socioeconomic forecast data, existing and future land use data and existing and future development data. Robust public participation activities will be performed as part of the plan development public outreach.	Sub Area Analysis	July 2024 - June 2026
133	TSMO strategy implementation, training, outreach, education. TSMO plan and committee creation. Attendance by staff to TSMO conference, trainings and events	TSMO committee, plan. Conference, trainings and events attendance by MPO staff	July 2024– June 2026

"Corridor studies achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206]"

**RESPONSIBLE AGENCY/AGENCIES:** Pasco County MPO, FDOT, Pasco County

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## **UPWP Task 4.0 Federal, State and Regional Planning**

**PURPOSE:** The Pasco County MPO recognizes that transportation needs do not stop at our planning boundaries and the involvement of the MPO staff and Board in regional, statewide and national planning efforts will benefit not only Pasco County but also the larger transportation system. The MPO will maintain and enhance the ongoing multi-county collaborative transportation planning efforts while also participating and collaborating in regional and statewide planning activities. Through staff efforts, the MPO will ensure coordination and consistency of regional plans and programs with the MPO's LRTP/TIP and TDP.

### **PREVIOUS WORK:**

- Coordinated with the County in ensuring consistency of the Comprehensive Plan Transportation Element and LRTP.
- Coordinating with the County in their update to the Comprehensive Plan to ensure consistency between their land use plan and the MPO's transportation plan.
- Provided input to County staff to modify the Vision Road Plan in accordance with development proposals.
- Assisted the County in the implementation of the Right of Way (ROW) Preservation Ordinance.
- Assisted the County in update of the ROW Preservation Study, ROW preservation maps/tables and development of new typical cross sections for roadways consistent with FDOT's complete streets and context sensitive guidelines
- Attended public meetings regarding development proposals of various roads
- Assisted the County in ongoing revisions to, and documentation of, the CIP
- Assisted the County in reviewing and updating functional classification of roads in accordance with FHWA criteria and guidelines.
- Supported and participated in regular and special meetings of regional and statewide entities, including the Florida MPO Advisory Council, Tampa Bay Transportation Management Area Leadership Group, and Sun Coast Transportation Planning Alliance.
- Reviewed and developed regional UPWP task
- Reviewed the regional Public Participation Plan in coordination with TBARTA and other MPOs in the region
- Joint coordination meeting with the Central Florida MPO Alliance
- Participated in the development of a regional LRTP
- Participated in the federal certification for the Tampa Bay Transportation Management Area
- Participated in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model and other tools (monthly)
- Participated in the Florida Model Task Force
- Participated in regional studies, including the Regional Transit Feasibility Plan
- Supported and attended tri-county committee meetings, including the Bicycle Pedestrian Advisory Committee, Multi-Use Trail Committee and Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee
- Provided input, coordination and planning with regional partners for the FHWA Tampa

**A. Regional, Statewide and Local**

	<b>Required Activities</b>	<b>End Products</b>	<b>Completion Date</b>
134	Work with local government partners to address transportation needs, provide technical support to local governments and other related transportation planning activities	Support for local government planning and integration of transportation planning efforts	July 2024 – June 2026
135	Pasco County MPO Staff, Board members and Committee members will participate and support the MPOAC by attending MPOAC events and assisting in the running of meetings as needed. Staff may chair committees, make presentations and work on statewide planning and programming issues with MPOAC.	Participation in Florida MPO Advisory Council. Meeting attendance and meeting facilitation	July 2024 – June 2026
136	Attendance, participation, organization and meeting facilitation of regional, statewide and national planning efforts and meetings related to planning and programming.	Meeting attendance and meeting facilitation	July 2024 – June 2026
137	Pasco County MPO will provide staff support to the development, review and approval of a Transportation Regional Incentive Program (TRIP), regional multiuse trail priorities, and TMA Leadership Group priority projects.	Regional TRIP list	July 2024 – June 2026
138	Support of and participation in the Sun Coast Transportation Planning Alliance and the TMA Leadership Group. Pasco County MPO will periodically host meetings.	Meeting attendance and meeting facilitation	July 2024 – June 2026
139	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	Coordinated regional transportation projects	July 2024 – June 2026
140	Attend public meetings regarding development proposals on County/State road projects	Meeting attendance	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco MPO, FDOT, Pasco County

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**B. County and Municipal Coordination**

The Pasco County MPO will coordinate with the County planning, engineering and other departments to align county efforts with the MPO plans and programs. The county will be working on their update to the land use comprehensive plan and coordinating that effort with the MPO LRTP will be important. Additionally, working with the six municipalities in Pasco County will ensure coordinated planning and programming.

	Required Activities	End Products	Completion Date
141	Assist the County and/or municipalities in Comprehensive Plan policy and LDC changes	Consistency in planning	July 2024 – June 2026
142	Ensure consistency between the County Comprehensive Plan and the LRTP	Consistency in planning	July 2024 – June 2026
143	Assist the County and municipalities with planning streets consistent with FDOT's Complete Streets and context sensitive guidelines	Street design planning and training	July 2024 – June 2026
144	Assist the County and municipalities in establishing collector road spacing and connectivity standards	Research,	July 2024 – June 2026
		Coordination	
145	Integrate land use with future roadway plans to be reflected in LRTP updates	LRTP update	July 2024 – June 2026
146	Participate in Comprehensive Plan updates and amendments to ensure consistency between land use plans and the MPO's LRTP.	LRTP update consistency	July 2024 – June 2026
147	Assist the County and municipalities in revisions to and documentation for Capital Improvements Projects (CIP)	Revisions/Updates to CIPs	July 2024 – June 2026

**RESPONSIBLE AGENCY/AGENCIES:** Pasco County MPO, FDOT, Pasco County

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

## UPWP Task 5 Regional Planning and Coordination

**PURPOSE:** : Maintain and enhance ongoing multi-county collaborative transportation planning while also participating and collaborating in regional and statewide planning activities.

**PREVIOUS WORK:** In FYs 2023 and 2024, the MPO participated in updates of major regional priority projects, project priorities for TRIP funding, regional performance measures for PM2 and PM3, the development of a Regional Needs Assessment and provided regional support to the SCTPA and its committees.

Required Activities		End Products	Completion Date
148	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 staff positions, and needed financial resources.	MPOAC Meetings	Ongoing through FY26
149	Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area	Comments to the FTC	Ongoing through FY26
150	Provide support for the SCTPA and the TMA Leadership Group; review and refine the Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, and major regional priorities while working together to ensure coordination of plans and priorities throughout the region	Regional TRIP Priorities	Annually in FY 25 and FY 26
		Regional Multiuse Trail Priorities	Annually in FY 25 and FY 26
		Major Regional Projects Priorities	Annually in FY 25 and FY 26
		Interlocal Agreement for Regional Planning & Coordination in West Central Florida	Annually in FY 25 and FY 26
		Quarterly meetings of the TMA and biannual meetings of the SCTPA, including public notice, virtual and in-person access, minutes and video archive	Ongoing through FY 26
151	Support regional transit and transportation disadvantaged planning, FDOT, Community Transportation Coordinators and local transit agencies	Transportation Disadvantaged (TD) Tampa Bay program	Ongoing efforts to fund regional transit for the TD population through FY26
152	Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT, supporting and enhancing the FDOT Suncoast Mobility Data Hub project.	Regional data sharing portal	Ongoing through FY26

153	Maintain and update, as needed, the Shared Data and Analytics Platform. Explore the value and feasibility of expanding the Platform with new mobility-oriented datasets.	Regional Data Platform for performance monitoring	Ongoing through FY26
154	Work with local and regional partners to assemble publicly available data sources and augment the regional data-sharing portal to enable professionals, researchers and the public to access data.	Publicly available datasets	Ongoing through FY26
155	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	Coordinated regional transportation projects	FY 25 and FY 26
156	Coordinate with the MPOs of the SCTPA region to develop the 2050 regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	Ongoing through FY 26
157	Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository.	Regional Cloud- Based Document Repository Site	Ongoing through FY 26
158	Coordinate with the FDOT Regional Goods Movement Advisory Committee on the update and implementation of the Tampa Bay Regional Strategic Freight Plan	Update and implementation of the Tampa Bay Regional Strategic Freight Plan	Ongoing through FY 26
159	Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Development Plan, Transportation Pilot Program Project follow-up activities, tourism and freight planning activities and the state Autonomous, Connected, Electric and Shared (ACES) Vehicle Planning initiative	Consistency in regional, statewide and local plans	Ongoing through FY 26
160	Participate in the Scenic Highway Corridor Management entities for the Courtney Campbell Causeway and Suncoast Parkway	Meetings of the Scenic Highway Corridor Management entities.	Ongoing through FY 26
161	Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulations and support the air quality planning process and monitoring of mobile source emissions	Interagency Coordination Agreement for air quality planning	Ongoing through FY 26
162	Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings	Tri-county and eight- county bicycle and pedestrian planning	Ongoing through FY 26
		Maintenance of MUT Map	Ongoing through FY 26
163	Coordinate regional rideshare and vanpool program planning and transportation management organizations	Regional rideshare, vanpool program and TD Tampa Bay program	Ongoing through FY 26



164	Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Model Task Force	Regional and statewide modeling	Ongoing through FY 26
165	Engage the public, including implementing strategies from the regional PPP, updating the regional PPP as necessary, integrating regional perspectives in local community presentations, and reviewing effectiveness of regional public involvement process	Regional public engagement	Ongoing through FY 26
166	Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and public meeting materials.	SCTPA Website and Social Media Accounts	Ongoing through FY 26
167	Update and reprint publications as needed, such as the Regional Multi-Use Trails	Printed Publications	Ongoing through FY 26
168	Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts	Consistent planning products and processes	Ongoing through FY 26
169	Develop and support regional UPWP tasks	Regional UPWP task(s)	Ongoing through FY 26
170	Provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP	SCTPA regional planning task	FY 25 and FY 26
171	Integrate the results of the Regional Needs Assessment into the individual MPO Long Range Transportation Plans.	Regionally consistent Long Range Transportation Plans	Ongoing through FY 26
172	Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences	Staff development and coordination activities	Ongoing through FY 26

**RESPONSIBLE AGENCY/AGENCIES:** Forward Pinellas, Hillsborough MPO, Pasco MPO, TBARTA, FDOT, TBRPC, Hernando-Citrus MPO, Sarasota/Manatee MPO, Polk and other regional/statewide partners

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

## UPWP Task 6 Exploration of a Regional MPO

**PURPOSE:** Support the exploration of a Regional MPO for the Tampa Bay area through the creation of documents and processes necessary to the operation of the agency.

**PREVIOUS WORK:** N/A

Required Activities		End Products	Completion Date
173	Coordinate with the MPOs in the Tampa Bay Transportation Management Area to apportion the voting membership of a Regional MPO.	Regional MPO Apportionment Plan	Ongoing through FY 26
	Coordinate with the MPOs in the Tampa Bay Transportation Management Area to create internal operating procedures and documents necessary for a Regional MPO.	Agency Operating Documents	Ongoing through FY 26
174	Provide administrative support for MPO programs, including administration and grant support, internal controls and procedures, to ensure compliance with federal and state regulations	Compliance with federal and state regulations	Ongoing through FY 26
175	Develop, maintain, support and update federally- required administrative plans and programs	Regional DBE Reporting	Quarterly through FY 26
		Regional Title VI Program	Ongoing through FY 26
		Regional Unified Planning Work Program	Ongoing through FY 26
		Regional Long Range Transportation Plan	Ongoing through FY 26
		Regional Transportation Improvement Program	Ongoing through FY 26
		Regional Congestion Management Process	Ongoing through FY 26
		Regional Public Participation Plan	Ongoing through FY 26

**Responsible Agencies:** Lead Agency: **Forward Pinellas**

**Responsible Agencies:** Hillsborough TPO, Pasco MPO, Hernando/Citrus MPO, Sarasota/Manatee MPO, and Polk TPO.

**Stakeholders:** TBRPC, FDOT, and other regional/statewide partners.

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

**UPWP Task 7.0 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU**

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

**PREVIOUS WORK:** Regional Needs Assessment

ONGOING ACTIVITIES
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

Required Activities		END PRODUCT	COMPLETION DATE
176	Create a Reional Long Range Transportation Plan, reflective of the individual MPO Plan.	Regional LRTP	Ongoing through FY 26
177	Produce and create content materials, presentations, website, graphics and assist in	Social Media content production, website maintenance and creation	Ongoing through FY 26

**Responsible Agencies:** Lead Agency: **Forward Pinellas**

**Responsible Agencies:** Hillsborough TPO, Pasco MPO, Hernando/Citrus MPO, Sarasota/Manatee MPO, and Polk TPO.

**Stakeholders:** TBRPC, FDOT, and other regional/statewide partners.

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

Task 1 General Administration and Program Development					
2025					
Funding Source	FHWA	CTD		FY 2025 Total	
Contract Number	G2U81	TD-FY25			
Source Level	PL	State			
MPO Budget Reference					
Lookup Name	2025 FHWA G2U81 (PL)	2025 CTD TD-FY25 (State)			
Personnel (salary and benefits)	\$ 350,497	\$ -	\$ -	\$ 350,497	
Consultant	\$ 420,000	\$ 35,093	\$ -	\$ 455,093	
Travel	\$ 27,000	\$ -	\$ -	\$ 27,000	
Direct Expenses	\$ 46,722	\$ -	\$ -	\$ 46,722	
Supplies	\$ 4,600	\$ -	\$ -	\$ 4,600	
Equipment	\$ -	\$ -	\$ -	\$ -	
2025 Totals	\$ 848,819	\$ 35,093	\$ -	\$ 883,912	
2026					
Funding Source	FHWA	CTD		FY 2026 Total	
Contract Number	G2U81	TD-FY26			
Source	PL		State		
MPO Budget Reference					
Lookup Name	2026 FHWA G2U81 (PL)	2026 CTD TD-FY26 (State)			
Personnel (salary and benefits)	\$ 320,497	\$ -	\$ 30,000	\$ 350,497	
Consultant	\$ 10,000	\$ -	\$ 5,093	\$ 15,093	
Travel	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ 8,356	\$ -	\$ -	\$ 8,356	
Supplies	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	
2026 Totals	\$ 338,853	\$ -	\$ 35,093	\$ 373,946	

\*Includes UPWP FY23-24 de-obligated PL funds in the amount of \$410,000

	FY 2025 & 2026 TOTAL		FY 2025 & 2026 TOTAL De-Obligated Funds
Personnel (salary and benefits)	\$ 700,994	Total	\$ 1,257,858
Consultant	\$ 470,186	Total De-ob. Funds (PL)	\$ -
Travel	\$ 27,000	Total De-ob. (Other Source)	\$ -
Direct Expenses	\$ 55,078	Sub-Total (less the de-obligated funds)	\$ 1,257,858
Supplies	\$ 4,600		
Equipment	\$ -		
<b>Total</b>	<b>\$ 1,257,858</b>		

Task 2 Federal and State Core Requirements					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	G2U81				
Source Level	PL				
MPO Budget Reference					
Lookup Name	2025 FHWA G2U81 (PL)				
Personnel (salary and benefits)	\$ 168,635	\$ -	\$ -	\$ 168,635	
Consultant	\$ 100,000	\$ -	\$ -	\$ 100,000	
Travel	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	
2025 Totals	\$ 268,635	\$ -	\$ -	\$ 268,635	
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U81				
Source	PL				
MPO Budget Reference					
Lookup Name	2026 FHWA G2U81 (PL)				
Personnel (salary and benefits)	\$ 154,549	\$ -	\$ -	\$ 154,549	
Consultant	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	
2026 Totals	\$ 154,549	\$ -	\$ -	\$ 154,549	

\*Includes UPWP FY23-24 de-obligated PL funds in the amount of \$100,000

	FY 2025 & 2026 TOTAL		FY 2025 & 2026 TOTAL De-Obligated Funds
Personnel (salary and benefits)	\$ 323,184	Total	\$ 423,184
Consultant	\$ 100,000	Total De-ob. Funds (PL)	\$ -
Travel	\$ -	Total De-ob. (Other Source)	\$ -
Direct Expenses	\$ -	Sub-Total (less the de-obligated funds)	\$ 423,184
Supplies	\$ -		
Equipment	\$ -		
<b>Total</b>	<b>\$ 423,184</b>		

Task 3 Technical Program						
2025						
Funding Source	FHWA	Federal Other		Local	FY 2025 Total	
Contract Number	G2U81	SS4A		SS4A		
Source Level	PL	Federal		Source 1		
MPO Budget Reference	CPG	SS4A		TED		
Lookup Name	2025 FHWA G2U81 (PL)	2025 Federal Other SS4A (Federal)		2025 Local SS4A (Source 1)		
Personnel (salary and benefits)	\$ 272,600	\$ -	\$ -	\$ -	\$ 272,600	
Consultant	\$ 425,000	\$ 320,000	\$ -	\$ 80,000	\$ 825,000	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>2025 Totals</b>	<b>\$ 697,600</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 1,097,600</b>	
2026						
Funding Source	FHWA				FY 2026 Total	
Contract Number	G2U81					
Source	PL					
MPO Budget Reference						
Lookup Name	2026 FHWA G2U81 (PL)					
Personnel (salary and benefits)	\$ 300,772	\$ -	\$ -	\$ -	\$ 300,772	
Consultant	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>2026 Totals</b>	<b>\$ 330,772</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,772</b>	

“\*These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)]

The total amount of funds used by the MPO for Complete Streets planning for fiscal year 25 is \$75,000 of \$2,055,234, and for fiscal year 26, is \$30,000 of \$1,050,268. 2.5% of the total PL allocation for fiscal year 25 is \$51,381 and for fiscal year 26 is \$26,257.”

\*Includes UPWP FY23-24 de-obligated PL funds in the amount of \$510,000

	FY 2025 & 2026 TOTAL		FY 2025 & 2026 TOTAL De-Obligated Funds
Personnel (salary and benefits)	\$ 573,372	Total	\$ 1,428,372
Consultant	\$ 855,000	Total De-ob. Funds (PL)	\$ -
Travel	\$ -	Total De-ob. (Other Source)	\$ -
Direct Expenses	\$ -	Sub-Total (less the de-obligated funds)	\$ 1,428,372
Supplies	\$ -		
Equipment	\$ -		
<b>Total</b>	<b>\$ 1,428,372</b>		

Task 4 Federal, State and Regional Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	G2U81				
Source Level	PL				
MPO Budget Reference					
Lookup Name	2025 FHWA G2U81 (PL)				
Personnel (salary and benefits)	\$ 165,306	\$ -	\$ -	\$ -	\$ 165,306
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 165,306	\$ -	\$ -	\$ -	\$ 165,306
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U81				
Source	PL				
MPO Budget Reference					
Lookup Name	2026 FHWA G2U81 (PL)				
Personnel (salary and benefits)	\$ 151,220	\$ -	\$ -	\$ -	\$ 151,220
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 151,220	\$ -	\$ -	\$ -	\$ 151,220

	FY 2025 & 2026 TOTAL		FY 2025 & 2026 TOTAL De-Obligated Funds
Personnel (salary and benefits)	\$ 316,526	Total	\$ 316,526
Consultant	\$ -	Total De-ob. Funds (PL)	\$ -
Travel	\$ -	Total De-ob. (Other Source)	\$ -
Direct Expenses	\$ -	Sub-Total (less the de-obligated funds)	\$ 316,526
Supplies	\$ -		
Equipment	\$ -		
<b>Total</b>	<b>\$ 316,526</b>		

Task 5 Regional Planning and Coordination					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	G2U81				
Source Level	PL				
MPO Budget Reference					
Lookup Name	2025 FHWA G2U81 (PL)				
Personnel (salary and benefits)	\$ 34,937	\$ -	\$ -	\$ -	\$ 34,937
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 34,937	\$ -	\$ -	\$ -	\$ 34,937
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U81				
Source	PL				
MPO Budget Reference					
Lookup Name	2026 FHWA G2U81 (PL)				
Personnel (salary and benefits)	\$ 34,937	\$ -	\$ -	\$ -	\$ 34,937
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 34,937	\$ -	\$ -	\$ -	\$ 34,937

	FY 2025 & 2026 TOTAL		FY 2025 & 2026 TOTAL De-Obligated Funds
Personnel (salary and benefits)	\$ 69,874	Total	\$ 69,874
Consultant	\$ -	Total De-ob. Funds (PL)	\$ -
Travel	\$ -	Total De-ob. (Other Source)	\$ -
Direct Expenses	\$ -	Sub-Total (less the de-obligated funds)	\$ 69,874
Supplies	\$ -		
Equipment	\$ -		
Total	\$ 69,874		



**Task 6 Exploration of a Regional MPO**

2025					
<b>Funding Source</b>	<b>FHWA</b>				<b>FY 2025 Total</b>
<b>Contract Number</b>	<b>G2U81</b>				
<b>Source Level</b>	<b>PL</b>				
<b>MPO Budget Reference</b>					
<b>Lookup Name</b>	<b>2025 FHWA G2U81 (PL)</b>				
Personnel (salary and benefits)	\$ 34,937	\$ -	\$ -	\$ 34,937	
Consultant	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	
<b>2025 Totals</b>	<b>\$ 34,937</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,937</b>	
2026					
<b>Funding Source</b>	<b>FHWA</b>				<b>FY 2026 Total</b>
<b>Contract Number</b>	<b>G2U81</b>				
<b>Source</b>	<b>PL</b>				
<b>MPO Budget Reference</b>					
<b>Lookup Name</b>	<b>2026 FHWA G2U81 (PL)</b>				
Personnel (salary and benefits)	\$ 34,937	\$ -	\$ -	\$ 34,937	
Consultant	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	
<b>2026 Totals</b>	<b>\$ 34,937</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,937</b>	

	<b>FY 2025 &amp; 2026 TOTAL</b>		<b>FY 2025 &amp; 2026 TOTAL De-Obligated Funds</b>
Personnel (salary and benefits)	\$ 69,874	<b>Total</b>	\$ 69,874
Consultant	\$ -	Total De-ob. Funds (PL)	\$ -
Travel	\$ -	Total De-ob. (Other So	\$ -
Direct Expenses	\$ -	Sub-Total (less the de-	\$ 69,874
Supplies	\$ -		
Equipment	\$ -		
<b>Total</b>	<b>\$ 69,874</b>		

**7 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU**

2025		
Funding Source	FHWA	FY 2025 Total
Contract Number	G2U81	
Source Level	PL	
Detail		
MPO Budget Reference		
	2025 FHWA G2U81 (PL)	
Consultant		
Shared Task	\$ 5,000	\$ 5,000
Total	\$ 5,000	\$ 5,000
2026		
Funding Source	FHWA	FY 2026 Total
Contract Number	G2U81	
Source Level	PL	
Detail		
MPO Budget Reference		
	2026 FHWA G2U81 (PL)	
Consultant		
Shared Task	\$ 5,000	\$ 5,000
Total	\$ 5,000	\$ 5,000

## 7 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU Detailed Breakdown

2025						
Funding Source	Transfer from					FY 2025 Total
Source Level				Total	Total	
MPO Budget Reference						
Lead Agency:	Foward Pinellas	No	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
(Other contributing Agencies)	PASCO COUNTY	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hillsborough	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hernanado/Citrus	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Polk County MPO	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Subtotal			\$ 30,000	\$ 30,000	\$ -	\$ 30,000
Total			\$ 30,000	\$ 30,000	\$ -	\$ 30,000
2026						
Funding Source	Transfer from					FY 2026 Total
Source Level				Total	Total	
MPO Budget Reference						
Lead Agency:	Foward Pinellas	No	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
(Other contributing Agencies)	PASCO COUNTY	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hillsborough	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hernanado/Citrus	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Polk County MPO	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Subtotal			\$ 30,000	\$ 30,000	\$ -	\$ 30,000
Total			\$ 30,000	\$ 30,000	\$ -	\$ 30,000

Funding Source MARCH 15, 2024											
Contract	Funding Source	Source Level			FY 2025 Funding Source				FY 2026 Funding Source		
			2025	2026	Soft Match	Federal	State	Local	Soft Match	Federal	State
TD- FY25	CTD	State	\$ 35,093	\$ -	\$ -	\$ -	\$ 35,093.00	\$ -	\$ -	\$ -	\$ -
		CTD TD-FY25 TOTAL	\$ 35,093	\$ -	\$ -	\$ -	\$ 35,093	\$ -	\$ -	\$ -	\$ -
TD- FY26	CTD	State	\$ -	\$ 35,093	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,093.00
		CTD TD-FY26 TOTAL	\$ -	\$ 35,093	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,093
SS4A	Federal Other	Federal	\$ 320,000	\$ -	\$ -	\$ 320,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Federal Other SS4A TOTAL	\$ 320,000	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -
G2U81	FHWA	PL	\$ 2,055,234	\$ 1,050,268	\$ 453,290.35	\$ 2,055,234.00	\$ -	\$ -	\$ 231,640.95	\$ 1,050,268.00	\$ -
		FHWA G2U81 TOTAL	\$ 2,055,234	\$ 1,050,268	\$ 453,290	\$ 2,055,234	\$ -	\$ -	\$ 231,641	\$ 1,050,268	\$ -
SS4A	Local	Source 1	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -
		Local SS4A TOTAL	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -
		TOTAL	\$ 2,490,327	\$ 1,085,361	\$ 453,290	\$ 2,375,234	\$ 35,093	\$ 80,000	\$ 231,641	\$ 1,050,268	\$ 35,093

## Agency Participation

### MARCH 15, 2024

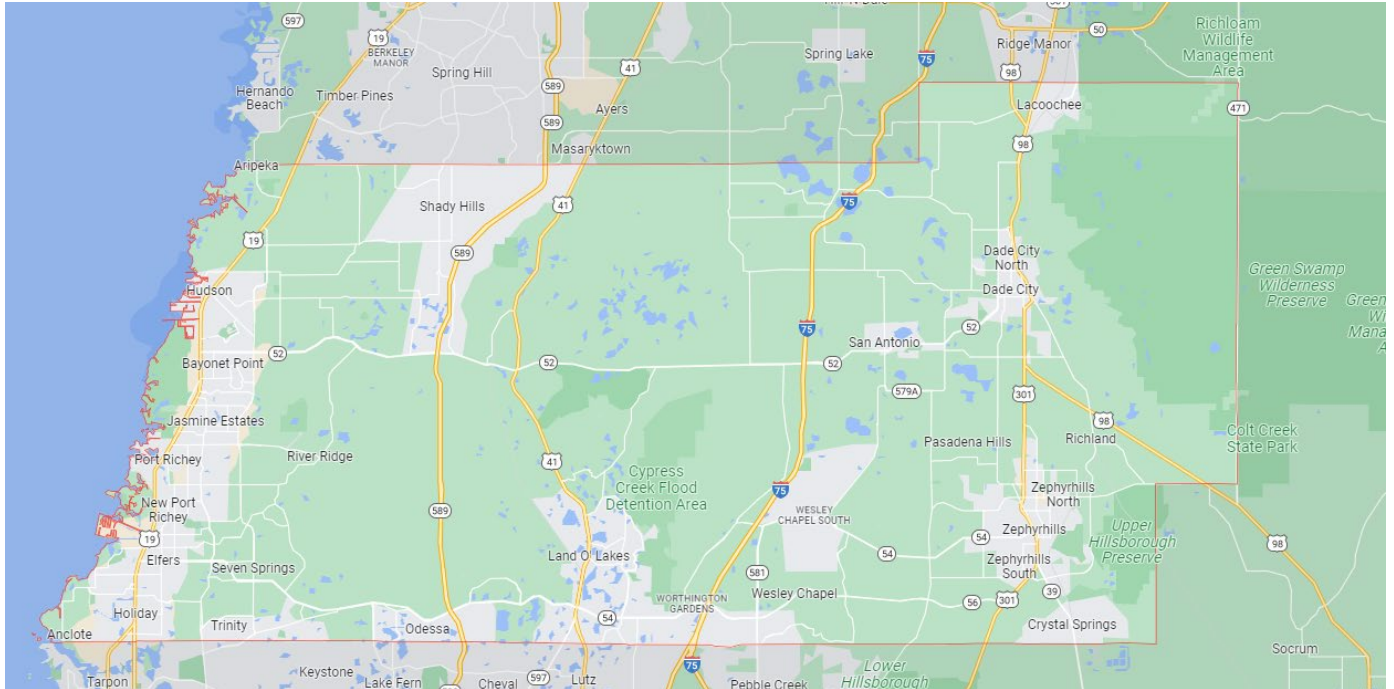
Funding Source		CTD	CTD	Federal Other	FHWA			Local	
Contract		TD-FY25	TD-FY26	SS4A	G2U81			SS4A	
Fiscal Year		2025	2026	2025	2025	2026		2025	
Total Budget		\$ 35,093	\$ 35,093	\$ 320,000	\$ 2,055,234	\$ 1,050,268		\$ 80,000	
Task 1 General Administration and Program Development									
Personnel (salary and benefits)		\$ -	\$ 30,000	\$ -	\$ 350,497	\$ 320,497		\$ -	
Consultant		\$ 35,093	\$ 5,093	\$ -	\$ 420,000	\$ 10,000		\$ -	
Travel		\$ -	\$ -	\$ -	\$ 27,000	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ 46,722	\$ 8,356		\$ -	
Supplies		\$ -	\$ -	\$ -	\$ 4,600	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ 35,093	\$ 35,093	\$ -	\$ 848,819	\$ 338,853		\$ -	
Task 2 Federal and State Core Requirements									
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ 168,635	\$ 154,549		\$ -	
Consultant		\$ -	\$ -	\$ -	\$ 100,000	\$ -		\$ -	
Travel		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ -	\$ -	\$ -	\$ 268,635	\$ 154,549		\$ -	
Task 3 Technical Program									
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ 272,600	\$ 300,772		\$ -	
Consultant		\$ -	\$ -	\$ 320,000	\$ 425,000	\$ 30,000		\$ 80,000	
Travel		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ -	\$ -	\$ 320,000	\$ 697,600	\$ 330,772		\$ 80,000	
Task 4 Federal, State and Regional Planning									
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ 165,306	\$ 151,220		\$ -	
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Travel		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	

Supplies		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ -	\$ -	\$ -	\$ 165,306	\$ 151,220		\$ -	
<b>Task 5 Regional Planning and Coordination</b>									
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ 34,937	\$ 34,937		\$ -	
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Travel		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ -	\$ -	\$ -	\$ 34,937	\$ 34,937		\$ -	
<b>Task 6 Exploration of a Regional MPO</b>									
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ 34,937	\$ 34,937		\$ -	
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Travel		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ -	\$ -	\$ -	\$ 34,937	\$ 34,937		\$ -	
<b>7 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU</b>									
Personnel (salary and benefits)		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Consultant		\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000		\$ -	
Travel		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Sub Total		\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000		\$ -	
Sub-Total (less the de-obligated funds)		\$ 35,093	\$ 35,093	\$ 320,000		\$ 3,105,502		\$ 80,000	
Total De-ob. Funds (PL)		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total De-ob. (Other Source)		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
<b>TOTAL PROGRAMMED</b>		<b>\$ 35,093</b>	<b>\$ 35,093</b>	<b>\$ 320,000</b>	<b>\$ 2,055,234</b>	<b>\$ 1,050,268</b>		<b>\$ 80,000</b>	

## Appendices

## Appendix A - Pasco MPO Planning Area

The Pasco MPO planning area comprises the entirety of Pasco County. Below is a map of the planning area:



## **Appendix B - Comments Received**





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

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

### Planning Comments

Document Name: Draft UPWP

MPO: **Pasco MPO**

Date of Document:  
04/02/2024

Date Received  
03/15/2024

Date Reviewed  
03/29/2024

District: 7

Reviewed by: Curlene Thomas

### COMMENTS

Page #	Comment Type	Comment Description
1	Critical	<b>Statutory Requirement:</b> Please ensure the UPWP includes information that demonstrates how the annual 2.5% set-aside of PL Funds for Complete Streets is met.
2	Critical	<b>Purchases:</b> Please note that any equipment purchases equal to or greater than \$5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process.
3	Critical	<b>Federal Aid Project (FAP) &amp; State Financial Management Numbers:</b> Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
4	Critical	<b>UPWP Introduction:</b> Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match this is 81.93:18.07. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU – or other FHWA non-PL Funds).
5	Critical	<b>Continuity of Operations (COOP):</b> Please include activities under the appropriate task to review and update the MPO's

			<p>COOP to consider pandemic scenarios.</p> <p><b>As applicable</b> the MPO should review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.</p>
6		Critical	<p><b>UPWP Tasks:</b> Please ensure that Tasks include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant).</p> <p>It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs.</p>
7		Critical	<p><b>Agreements &amp; Certifications:</b> All Agreements and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final version of the UPWP.</p>
8		Critical	<p><b>Activities Ineligible for Federal Funds:</b> If the MPO performs any activities ineligible for federal funds such as legislative work – legislative position development, etc., local funds should be programmed on the appropriate tasks to cover such activities. This should also be included in the UPWP Task and Summary Budget Tables.</p>
9		Critical	<p><b>Regional Coordinated Efforts:</b> If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities.</p>
10		Critical	<p><b>Funding Tables:</b> Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund</p>

			<p>Coordinator and the Districts' Work programs for STBG levels.</p> <p>Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP.</p>
11		General	For TMAs all major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP (including corridor and sub-area studies in accordance with 23 CFR 450.318.
12		General	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP
13		General	<b>If applicable</b> , please include in the appropriate Task an activity to capture the MPO's efforts to address <b>any</b> changes resulting from the release of the 2020 U.S. Census results.
14		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP.

16		<b>Editorial</b>	<p><i>Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Budget Tables are thorough and easy to follow with relevant information available.</i></p> <p><b>Regional and Shared activities.</b></p> <p><i>Budget tables for Regional/Shared activities could benefit from refinement for clarity – see Comment #9.</i></p>
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## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Pasco MPO**

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

Review #: **1**

Date of Review: **March 21, 2024**

Reviewed By: **SZ/KO**

DS  
SZ

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

Comments should be categorized as:

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

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

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

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

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: 1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **No | If yes, page number: Click or tap here to enter text.**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **No | If yes, page number: Click or tap here to enter text.**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- Statement of nondiscrimination? **Yes | If yes, page number: 1**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 1**
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable | If yes, page number: xx**

**Critical**

*Federal Aid Project Number is 1157-062-M; Contract No. is G2U81; FPN is 439337-5-14-01. FTA contract # line can be removed since it is now being administered through the CPG. Remove CFDA: 20.505 FTA Metropolitan Transportation Planning line can be removed since now being administered through the CPG.*

**Critical**

*The last paragraph that contains the non-discrimination statement seems to be cut off.*

## Unified Planning Work Program (UPWP)

### Review Checklist

---

#### Required Content

Does the UPWP have the following information?

- Introduction? [Yes | If yes, page number: 7-8](#)
- Organization and Management? [Yes | If yes, page number: 14-17](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 18-41](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 49-50](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 64-70](#)
- District Planning Activities? [Yes | If yes, page number: 53-57](#)
- Indirect Rate Approval (if required)? [Not Applicable | If yes, page number: xx](#)
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Not Applicable | If yes, page number: xx](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [Yes | If yes, page number: 41](#)
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 3](#)
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 71](#)
  - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 4](#)
  - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 58-63](#)
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? [Not Applicable | If yes, page number: xx](#)
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Not Applicable | If yes, page number: xx](#)
  - The signed Cost Analysis Certification Statement? [Not Applicable | If yes, page number: xx](#)
  - The signed FHWA Certifications and Assurances? [Not Applicable | If yes, page number: xx](#)
  - UPWP Comments? [Not Applicable | If yes, page number: xx](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [No | If yes, page number: Click or tap here to enter text.](#)

**Critical** [General Planning Consultant Contracts section on page 14-15 is unclear. Section states MPO entered into agreements on February 9, 2017 and that the agreement was executed on November 9, 2023.](#)

**Critical** [Add adopted Travel Policy to Appendix F- MPO Travel Policy to the Final Document.](#)

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

---

#### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 7](#)
- Overview of MPO's comprehensive transportation planning activities? [No | If yes, page number: xx](#)
- Discussion of planning priorities, both MPO and local? [Select response | If yes, page number: xx](#)

#### UPWP Review Checklist

Updated: 2/9/2024

Pasco MPO UPWP FY 25-26

Page 2 of 8

55

## Unified Planning Work Program (UPWP)

### Review Checklist

---

- Statement of CPG participation: “The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D”. [Yes](#) | [If yes, page number: 17](#)
- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a “soft-match” provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_ ? [Yes](#) | [If yes, page number: 17](#)
- Description of the public involvement process used to develop the MPO’s UPWP? [Yes](#) ☒ [No](#) ☐ [Page number: 7-8](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes](#) | [If yes, page number: 8-9](#)
- Description of how the MPO’s UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Select response](#) | [If yes, page number: 11-13](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Yes](#) | [If yes, page number: 9](#)

Critical

*Ensure that the CPG participation statement includes “D.” after FTA C 8100.1D.*

Critical

*Soft Match section should be updated to reflect FY 25 and FY 26, along with the corresponding funding.*

Critical

*While the 2021 Federal Planning Emphasis Areas are included, no mention is made of how the MPO will address them is included.*

Critical

*Provide overview of MPOs comprehensive transportation planning activities.*

Critical

*Provide discussion of planning priorities, both MPO and local.*

---

### MPO Organization and Management

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

- Identification of participants and description of role in the UPWP planning process? [Yes](#) | [If yes, page number: 7-8](#)
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? [Yes](#) | [If yes, page number: 14-15](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Not Applicable](#) | [If yes, page number: xx](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes](#) | [If yes, page number: 14](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes](#) | [If yes, page number: 14](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities?  
[No](#) | If yes, page number: [xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): [Yes](#) | If yes, page number: [16](#)
  - MPO Bylaws: [Yes](#) | If yes, page number: [15](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [No](#) | If yes, page number: [60](#)
  - Debarment and Suspension Certification? [No](#) | If yes, page number: [58](#)
  - Lobbying Certification for Grants, Loans, and Cooperative Agreements? [No](#) | If yes, page number: [59](#)
  - Title VI/Nondiscrimination Assurances? [No](#) | If yes, page number: [61](#)
  - Appendices A and E? [Yes](#) | If yes, page number: [62-63](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable](#) | If yes, page number: [xx](#)

**Critical** [Signed Certs & Assurances pages will be provided with Final Document.](#)

**Critical** [COOP description is very vague. Add description.](#)

**Critical** [Agreements list missing MOU with between MPOs if transferring funds to accomplish Regional Activities.](#)

---

### Work Elements/Tasks Sheets

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

- MPO Administration? [Yes](#) | If yes, page number: [18-21](#)
- Transportation Improvement Program (TIP)? [Yes](#) | If yes, page number: [25-26](#)
- Long Range Transportation Plan (LRTP)? [Yes](#) | If yes, page number: [23-24](#)
- MPO Regional Activities Task (if required)? [Yes](#) | If yes, page number: [41](#)

[No comment](#)

---

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

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [No](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [No](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Yes](#) | If yes, page number: [20](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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Critical

*After each task sheet table of required activities, under responsible agencies-identify lead agency, followed by stakeholders and if consultants may work under a specific task add the following language: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement."*

Critical

*On task sheets consider being consistent with your spacing between tables and paragraphs.*

Critical

*After each task sheet table of required activities, under responsible agencies, remove GPC as they are not an agency.*

Critical

*Make sure that every activity has an end product, specifically Task 7.0.*

Critical

*Bottom of page 27, the first required activity does not have a number assigned.*

Critical

*UPWP Task 6 Exploration of a Regional MPO (page 40) is missing the responsible party information.*

Editorial

*UPWP Task 4 Federal, State and Regional Planning (page 35 and 36), the naming convention of the sub-tasks A and B are inconsistent.*

### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? [Yes](#)

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

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes](#) | If yes, page number: [50](#)

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

- Personnel Services? [Yes](#) | If yes, page number: [42](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes](#) | If yes, page number: [42](#)
- Travel? [Yes](#) | If yes, page number: [42](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes](#) | If yes, page number: [42](#)
- Direct Expenses? [Yes](#) | If yes, page number: [42](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [No](#) | If yes, page number: [xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No](#) | If yes, page number: [xx](#)
- Is Annual Audit expense included, if required? [Yes](#) | If yes, page number: [18-19](#)

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

- Personnel Services? [No](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Yes](#)
- Direct Expenses (if needed)? [Yes](#)

### UPWP Review Checklist

Updated: 2/9/2024  
Pasco MPO UPWP FY 25-26



## Unified Planning Work Program (UPWP)

### Review Checklist

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- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Yes](#)

#### Enhancement

*On Task Tables 2, 4, 5, 6 consider removing the extra columns since there is only one contract showing for these tables.*

#### Critical

*For draft purposes, Task Tables should not include De-Obligated funds from UPWP 23-24, until after the Board approves the UPWP Revision to remove the funding from the UPWP/MPO Agreement.*

---

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | If yes, page number: 48](#)

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [No | If yes, page number: xx](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [No | If yes, page number: xx](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [No | If yes, page number: xx](#)
- Show activities the funds are being used for? [No | If yes, page number: xx](#)
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [Yes | If yes, page number: 41](#)
  - Task name, activity description(s), and budgeted funds [No | If yes, page number: Click or tap here to enter text.](#)

#### Critical

*Add the SCTPA Support and Shared Task Detailed Breakdown table for Task 8 to show total budget for Task and the transfers from the participating agencies.*

#### Enhancement

*On Task 7 (page 41) consider spacing out the language after the table.*

---

### Funding Source Budget Table

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

[Yes](#)

#### Total Year 1 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-obligated from the previous FY**)? [Yes | If yes, page number: 49-50](#)
  - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [No](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [No](#)
- FINAL UPWP:

## Unified Planning Work Program (UPWP)

### Review Checklist

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- PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Not Applicable](#)
- STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
- Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

---

#### Total Year 2 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes | If yes, page number: 49-50](#)
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [No](#)
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#)
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Not Applicable](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

---

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

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

**Critical**

[Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated funds included on each task and the summary budget tables.](#)

---

#### Summary Budget Table

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

[Yes](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

**Critical**

[Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated funds included on each task and the summary budget tables.](#)

**Unified Planning Work Program (UPWP)**  
**Review Checklist**

---

**General UPWP Comments**

Critical	Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.
No comment	<a href="#">Click here to enter comments</a>
No comment	<a href="#">Click here to enter comments</a>
No comment	<a href="#">Click here to enter comments</a>

## Appendix C - FDOT District 7 Planning Activities



Florida Department of Transportation  
District Seven

### PLANNING ACTIVITIES

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#### **Access Management**

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

#### **Air Quality Analysis**

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

#### **Bicycle and Pedestrian Activities**

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

#### **Community/Government Liaison**

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

#### **Corridor Planning Studies**

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

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

#### **Design Traffic Forecast**

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

#### **Development of Regional Impact (DRI)**

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

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

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

#### **Comprehensive Plan Amendments**

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

#### **Intelligent Transportation Systems (ITS) Planning**

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

**Interchange Analysis**

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

**Level of Service (LOS)**

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

**Long Range Transportation Plan (LRTP) Update and Maintenance**

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

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

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

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

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

**Mapping/Database Development**

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

**Modal Development**

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

**Multi-Modal Transportation Studies**

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

**Regional Goods Movement Study**

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

**Regional Transportation Planning Coordination**

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

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

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

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

**Travel Characteristics**

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

Consultants may assist with tasks listed.

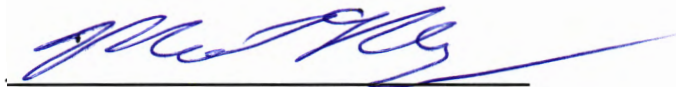


## Appendix D – Certifications, Statements & Assurances

### DEBARMENT and SUSPENSION CERTIFICATION

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

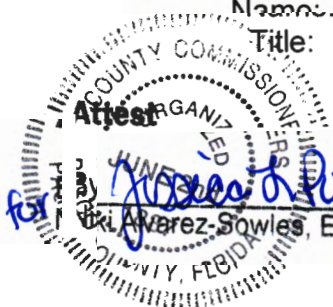
- (1) The Pasco County MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Pasco County MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Name: Matt Murphy  
Title: MPO Chairman

05/09/2024  
Date

Attest



for [Signature] Pippewell, dc  
for [Signature] Alvarez-Sowles, Esq., Clerk & Comptroller

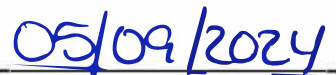
**LOBBYING CERTIFICATION for GRANTS, LOANS  
and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Pasco County MPO that:

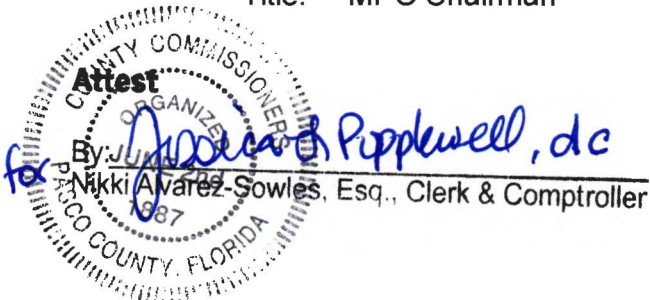
- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Pasco County MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the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



Name: Matt Murphy  
Title: MPO Chairman



Date

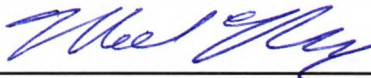


## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

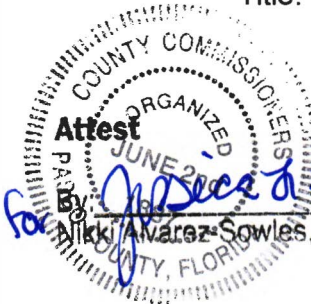
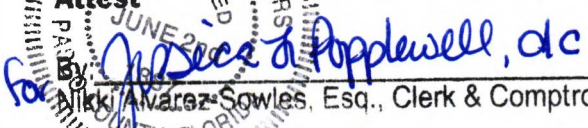
The Pasco County MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged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



Name: Matt Murphy  
Title: MPO Chairman



Date

  
**Attest**  
By:   
Nikki Alvarez-Sowles, Esq., Clerk & Comptroller  
PASCO COUNTY, FLORIDA

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP) STATEMENTS AND ASSURANCES**  
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

The Pasco County MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

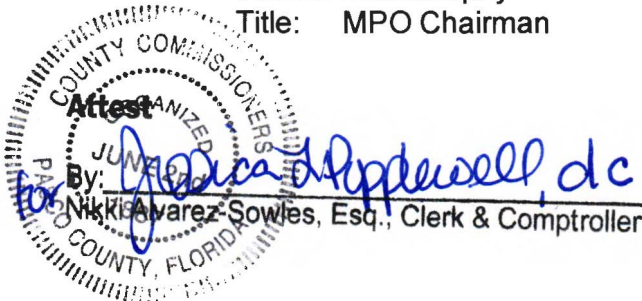
THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign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



Name: Matt Murphy  
Title: MPO Chairman



Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP) STATEMENTS AND ASSURANCES**  
**APPENDICES A and E**

525-010-08  
POLICY PLANNING  
05/18

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

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued

pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

525-010-08  
POLICY PLANNING  
05/18



## Appendix E - Acronyms and Definitions

**3C:** Continuing, Cooperative, and Comprehensive: The 3C planning process is a requirement included in the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) or its successors, and the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) joint planning regulations (23 Code of Federal Regulations (CFR), Part 450, and 49 CFR, Part 613). This process considers all modes of transportation when developing plans, programs, and operations for consistency and supports the transportation planning objectives of the metropolitan area.

**ADA:** Americans with Disabilities Act of 1990: A Federal law that requires public facilities, including transportation services, to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

**AG:** Agency: An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the State or of a city; town; municipality; County; other local governing body; or a private, nonprofit transportation service-providing entity.

**BACS:** Bay Area Commuter Services: Now known as Tampa Bay Area Regional Transportation Authority (TBARTA) Commuter Assistance Program.

**BCC:** Pasco County Board of County Commissioners: The BCC is the legislative and policy-making body of the County government. The five members of the BCC are elected countywide from all districts. The BCC appoints the County Administrator and the County Attorney and confirms the appointment of department heads. They establish policy and make all budget decisions with regard to appropriation of funds to County departments, divisions, and some constitutional officers.

**BPAC:** Bicycle and Pedestrian Advisory Committee: A subcommittee formed by the MPO governing board to advise, address, and promote bicycle and pedestrian policies, programs, and plans as an alternative means of transportation.

**CAC:** Citizens Advisory Committee: An advisory committee utilized by most metropolitan planning organizations for citizen input into the transportation planning process.

**CCC:** Chairs Coordinating Committee: The goal of the CCC is to prioritize and find ways to address the challenging transportation needs of West Central Florida on a regional, long-range basis. Issues, such as mobility, access to jobs, goods movement, emergency evacuation, and growth management, are some of the concerns addressed. The CCC achieves these goals through the support and cooperation of its member agencies, partner entities, and advisory committees. It is composed of chairmen from the six-member MPOs, FDOT district secretaries (One and Seven), and the regional planning councils on a non-voting capacity.

**CFR:** Code of Federal Regulations: Compilation of the rules of the Executive Department and agencies of the Federal government.

**CIP:** Capital Improvement Program: A multiyear schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan, currently for a five-year period.

**CMP:** Congestion Management Process: A federally-mandated program which provides for the effective management of new and existing transportation facilities through development and implementation of operational and travel-demand-management strategies and by providing information to decision-makers on system performance and the effectiveness of implemented strategies. Although major capital investments are still needed to meet the growing travel demand, the CMP also develops lower-cost strategies that complement capital-investment recommendations. The result is more efficient and effective transportation systems, increased mobility, and a leveraging of resources. Prior to SAFETEA-LU, CMP was referred to as the Mobility Management System (MMS) in Pasco County.

**CMS:** Congestion Management System: A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance mobility of persons and goods; the process must be developed in Transportation Movement Areas (TMAs) and in use by October 1, 1997; the use of CMS in non-TMAs is left to the discretion of State and local officials in Florida; MPO will take the lead for the CMS in urbanized areas and the FDOT will take the lead elsewhere.

**CST:** Construction: The act of building or constructing a project.

**CTC:** Community Transportation Coordinator: The person responsible for arranging transportation for people who are elderly or low-income, or who have a disability who, because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202. This individual is appointed by a transportation entity competitively procured or recommended by the appropriate official planning agency, local coordinating board, and approved by the Commission to ensure that safe, quality-coordinated transportation services are provided or arranged in a cost-effective manner to serve the transportation disadvantaged in a designated service area.

**CTD:** Commission for Transportation Disadvantaged: Created in 1987, under Section 20.23, FS, to serve as a citizen's oversight board for the FDOT. The Commission is assigned to the FDOT for administrative and fiscal purposes. It functions independently of the control and direction of the FDOT. Composed of nine Commissioners appointed by the Governor and confirmed by the Florida Senate for four-year terms, the Commission is required to meet at least four times per year. The function is to review major transportation policy initiatives or revisions submitted by the FDOT pursuant to law, to recommend transportation policy to the Governor and Legislature, to serve as an oversight body for the FDOT, and to serve in the selection of the Secretary of Transportation.

**EEO:** Equal Employment Opportunity: Title VI of the Civil Rights Act of 1964 was the first federal law designed to protect U.S. employees from employment discrimination based upon that employee's (or applicant's) race, color, religion, sex, or national origin (Public Law 88-352, July 2, 1964, 78 Stat. 253, 42 U.S.C. Sec. 2000e et. seq.). The Title also established the U.S. Equal Employment Opportunity Commission to assist in the protection of U.S. employees from discrimination.

**EO:** Executive Order: An order or directive issued by the head of the executive branch at some level of government. The term *executive order* is most commonly applied to orders issued by the President, who is the head of the Executive Branch of the Federal Government. Executive orders may also be issued at the state level by a state's governor or at the local level by the city's mayor.

**EST:** Environmental Screening Tool: This allows resource and regulatory agencies and the public to comment on potential impacts of candidate transportation projects during the development stage of the project.

**ETDM:** Efficient Transportation Decision Making: An FDOT initiative to improve and streamline the environmental review and permitting process by involving resource protection agencies and concerned communities from the first step of planning. Agency interaction continues throughout the life of the project, leading to better quality decisions and an improved linkage of transportation decisions with social, land use, and ecosystem preservation decisions.

**FAA:** Federal Aviation Administration: Provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of U.S. aerospace safety. As the leading authority in the international aerospace community, the FAA is responsive to the dynamic nature of customer needs, economic conditions, and environment concerns.

**F.A.C.:** Florida Administrative Code: A set of administrative codes regulating the State of Florida.



**FAST Act:** On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act." It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects, like new highways and transit lines, with the confidence that they will have a Federal partner over the long term.

**FAW:** Florida Administrative Weekly: The publication in Florida where proposed rules, workshops, hearings, and final rules are advertised for public notice.

**FD:** Federal Funds: Funds distributed from the Federal government for transportation projects which includes Federal expenditures or obligation for the following categories: grants, salaries and wages, procurement contracts, direct payments for individuals, other direct payments, direct loans, guaranteed or insured loans, and insurance. Dollar amounts can represent either actual expenditures or obligations. The FHWA is the largest single source of funding for shared-use paths, trails, and related projects in the U.S. Until 1991, Federal highway funds could be used only for highway projects or specific independent bicycle transportation facilities. Now, bicycle and recreational trails, pedestrian projects and programs are eligible for nearly all major Federal highway funding programs.

**FDOT:** Florida Department of Transportation: A State governmental agency responsible for transportation issues and planning in Florida.

**FHWA:** Federal Highway Administration: A division of the USDOT responsible for administration of Federal highway transportation programs.

**FS:** Florida Statutes: The laws governing the State of Florida.

**FTA:** Federal Transit Administration: A division of the USDOT responsible for transit/multimodal planning and federal programs.

**FY:** Fiscal Year: A budget year that runs from July 1 through June 30 for the State of Florida, and from October 1 through September 30 for the Federal and County Governments.

**GTB:** Greenway, Trails, and Blueways Plan: A master plan developed by Pasco County that will protect open space that is managed for conservation and/or recreation. The focus when forming this plan is to utilize the natural land or water features, like ridges or rivers, or human landscape features, like abandoned railroad corridors or canals; and linking natural reserves, parks, and cultural and historic sites with each other and, in some cases, with populated areas. GTB not only protect environmentally sensitive lands and wildlife, but also can provide people with access to outdoor recreation and enjoyment close to home; i.e., walking, bicycling, hiking, canoeing, etc.

**ISTEA:** Intermodal Surface Transportation Efficiency Act of 1991: The Federal Transportation Bill which governs transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation. ISTEA was replaced in 2005 with the new Federal legislation called SAFETEA-LU.

**Joint CAC:** Joint Citizens Advisory Committee: A subcommittee of the Chairs Coordinating Committee, the Joint Citizens Advisory Committee, provides input and citizens' perspectives on matters being considered by the CCC. The Joint CAC, whose members are drawn from the CACs of the member MPOs, meet quarterly to discuss transportation issues such as intercounty commuting, major roadway projects, passenger transit service, freight mobility, and development of a system of multiuse trails, etc.

**JPA:** Joint Participation Agreement: A legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.

**LCB:** Local Coordinating Board for the Transportation Disadvantaged: An advisory board, which provides information, advice, and direction to the CTC. Serves in an advisory capacity over the TD program in Pasco County. The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the CTC. The CTC is responsible for arranging transportation for people who are elderly, low-income, or who have a disability. The membership is comprised of agencies and citizens. The PCLCB rotates meetings in different areas of Pasco County (New Port Richey, Land O' Lakes, and Dade City) on a quarterly basis.

**LEP:** Limited English Proficiency: Individuals who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.

**LF:** Local Funds: Any funds other than State or Federal that are applied to the planning program are considered local funds.

**LG:** Local Government: An elected and/or appointed public body existing to coordinate, govern, plan, fund, and administer public services within a designated, limited geographic area of the state. Their Staff Services Agreement with Pasco County to provide certain provisions to the "host agency" (County), such as professional, technical, or administrative support, that is deemed necessary to implement programs, such as the Local Government Comprehensive Plan.

**LRTP:** Long Range Transportation Plan: A document resulting from a regional or statewide process of collaboration and consensus on a region or State transportation system. This document serves as the defining vision for the region or State's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.

**MAP-21:** The 2012 Moving Ahead for Progress to the 21<sup>st</sup> Century Act (MAP-21) extended the funding authorization for federal surface transportation programs for highways, highway safety, and transit through 2014.

**MMS:** Mobility Management System: MMS in Pasco County is now known as Congestion Management Process. See CMP.

**MMT:** Multimodal Transportation: MMT covers all modes of transportation, including vehicle, mass transit, rail, aviation, bicycle, and pedestrian activity.

**MOE:** Measure of effectiveness: A criterion used to assess changes in the transportation system behavior, capability, or operational environment that is tied to measuring the attainment of an end state, achievement of an objective, or creation of an effect. The focus is on the results or consequences of task execution and provides information that guides decisions to take additional or alternate actions.

**MPO:** Metropolitan Planning Organization: A Federally funded and mandated organizational entity designated by Federal law (23 U.S.C., Section 134-135) as provided in 23 U.S.C., Section 104(f)(3), that has the lead responsibility for developing transportation plans and programs for urbanized areas with a population over 50,000 and also serves as the created to ensure that existing and future expenditures of governmental funds for transportation projects and programs based on a continuing, cooperative, and comprehensive (3-C) planning process. Transparency through public access to participation in planning process and electronic publication of plans is now required.

**MPOAC:** MPO Advisory Council: Created by the 1984 Florida Legislature pursuant to Section 339.175(11), Florida Statutes. The MPOAC was created with the primary purpose and duty to assist the Florida MPOs by serving as the principal forum for collective policy discussion pursuant to law, to serve as a clearinghouse for review and comment on the Florida Transportation Plan, and on other issues required to comply with Federal or State law in carrying out urbanized transportation planning processes.

**PCATS:** Pasco County Area Transportation Study: Refers to Pasco County as the area for which the MPO is

responsible.

**PCPT:** Pasco County Public Transportation: The Pasco County agency that contracts with operators to provide passenger transportation service operating on established schedules along designated routes or lines with specific stops and designed to move relatively large numbers of people at one time. Passenger transportation service operating on an on-demand basis, where there are flex-routes that are determined by the passenger's traveling needs.

**PEAs:** Planning Emphasis Areas: The FTA and the FHWA identify planning emphasis areas annually to promote priority themes for consideration, as appropriate, in statewide and metropolitan UPWPs proposed for FTA and FHWA funding. For FY 2008, the FTA and the FHWA have identified nine key planning themes: (1) support the economic vitality of the metropolitan area, (2) increase safety, (3) increase security, (4) increase accessibility and mobility options for people and freight, (5) Protect the environment, conserve energy, and improve quality of life, (6) enhance integration and connectivity of the transportation system, (7) promote efficiency, and (8) emphasize preservation of the existing transportation system.

**PGM:** Planning and Growth Management: A full-service department that oversees, conducts, and manages the growth of Pasco County by preparing and ensuring the implementation and consistency of the Comprehensive Plan by enforcing the various land development codes and ordinances. PGM includes the implementation of relevant Florida Statutes and Florida Administrative Code into long-range planning, achieving the objectives identified by the Board of County Commissioners through coordination with the State, Tampa Bay Regional Planning Council, and other interested parties.

**PIP:** Public Involvement Plan: The PIP specifically addresses the Long-Range Transportation Plan. It supports the PPP's goals but provides detailed information on how the public can be involved in the LRTP's planning activities, such as providing information in regard to specific dates of public workshops, public hearings, and committee meetings and other public involvement activities.

**PL:** Planning Funds: Funds that are provided through each Federal highway act. The distribution of PL funds is accomplished through a formula developed by the FDOT in consultation with the MPOs and must be approved by the FHWA.

**PPP:** Public Participation Plan: The Pasco County PPP was originally adopted in 2004 following the requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). In 1998, ISTEA was succeeded by the Transportation Equity Act for the 21st Century (TEA-21), which was subsequently succeeded by the Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for

Users (SAFETEA-LU) on August 10, 2005. A continued strong Federal emphasis on public participation resulted from the 1991 ISTEA, requiring that the public participation plans of the metropolitan planning process "shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan." Metropolitan public participation or involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

**PT:** Public Transit: The transporting of people by conveyances or systems of conveyances traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmental or privately owned. Transportation by bus, rail, or other conveyance, either publicly or privately owned, which provides to the public general or special service on a regular and continuing basis. Also known as "mass transportation," "mass transit," "transit," and "paratransit."

**RLRTP:** Regional Long Range Transportation Plan: Planning that addresses issues such as transportation, environment, social, and economic concerns that are looked at on a larger basis than municipality by

municipality. Planning on a regional level can be very beneficial as it allows cities, towns, and districts to pool resources, and tools that will be beneficial for the region as a whole.

**RPC:** Regional Planning Council: A planning and public policy agency. Activities include responding to statutory requirements and to identify the long-term challenges and opportunities facing and assisting the region's leaders in developing and implementing creative strategies that result in more prosperous and equitable communities, a healthier and cleaner environment, and a more vibrant economy.

**RR:** Railroad: A track consisting of steel rails usually fastened to wood or concrete ties designed to carry a locomotive and its cars or anything similar.

**SAFETEA-LU:** Safe, Accountable, Flexible, Efficient, Transportation Equity Act - A Legacy for Users: Was enacted August 10, 2005, as Federal Public Law No. 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the five-year period 2005-09. This replaces the Federal legislation called ISTEA.

**SB:** Senate Bill: The principal vehicle employed by lawmakers for introducing their proposals (for example, enacting or repealing laws) in the Senate. The bills are designated S.1, S.2, and so on, depending on the order in which they are introduced; they address either matters of general interest (public bills) or narrow interest (private bills).

**SR:** State Road: Roads maintained by the FDOT or a toll authority are referred to officially as State Roads, abbreviated SR. SRs are always numbered; in general, the numbers follow a grid. Odd numbered roads run north-south, and even numbered roads run east- west. One- and two-digit numbers run in order from 2 in the north to 94 in the south, and A1A (formerly 1) in the east to 97 in the west (99 used to exist but is now a County road). The major cross-State roads end in 0 and 5.

**TAC:** Technical Advisory Committee: An advisory committee of most MPOs that consists of professional and technical planners, engineers, and other appropriate disciplines. Their function is to provide advice on plans or actions relating to transportation issues.

**TAG:** Technical Advisory Group: The technical advisory group for FDOT's Urban Corridor Program (Transit).

**TBARTA:** Tampa Bay Area Regional Transportation Authority: A regional multi-county transportation planners' organization which was created by the State Legislature on July 1, 2007. The purpose of the agency is "to plan, develop, finance, construct, own, purchase, operate, maintain, relocate, equip, repair, and manage multimodal systems in Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Pasco, and Sarasota Counties." This agency coordinates its efforts with the FDOT and the various MPOs/TPOs to plan for assist in the implementation of transportation infrastructure in the Tampa Bay area.

**TBRPC:** Tampa Bay Regional Planning Council: An organization that promotes communication, coordination, and collaboration among local governments, MPOs, and other local regional authorities on a broad range of regional issues, including transportation and land use planning.

**TCAP:** Tri-County Access Plan: Pasco, Pinellas, and Hillsborough County partnered together to develop a coordinated public transit-human services transportation plan that stemmed from a new Federal legislation requirement for all urbanized areas. The plan identifies the transportation needs of older adults, persons with disabilities, and individuals with lower incomes; inventories existing transportation services available for these groups; identifies gaps and overlaps in existing services; develops strategies to address the gaps and overlaps; and utilizes the JARC, NF, and Elderly Individuals and Individuals with Disabilities Programs.

**TD:** Transportation Disadvantaged: People, including children as defined in Section 411.202, Florida Statutes, who because of physical or mental disability, income status, or age are unable to transport themselves or to

purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202.

**TDP:** Transit Development Plan: A short-term, 10-year plan (updated every five years) that identifies the intended development of transit, including equipment purchase, system management, and operations.

**TDSP:** Transportation Disadvantaged Service Plan: A five-year implementation plan with annual updates developed by the CTC and the planning agency which contains the provisions of service delivery in the coordinated transportation system. The plan shall be reviewed and recommended by the local coordinating board.

**TA:** Transportation Alternatives: Federal funds provided to the states for safe bicycle and pedestrian facilities, scenic routes, beautification, restoring historic buildings, renovating streetscapes, or providing transportation to museums and visitors centers, etc., under 23 U.S.C. 101(a) and 133(b)(8).

**TEA-21:** Transportation Equity Act of the 21st Century: An act of the U.S. Congress authorizing federal programs established in the ISTEA of 1991 were continued in TEA-21.

**TIP:** Transportation Improvement Program: A priority list of transportation projects developed by an MPO that is to be carried out within the five-year period following its adoption; it must include documentation of Federal and State funding sources for each project and be consistent with adopted local comprehensive plans. The TIP is designed to implement the goals and objectives of the Long-Range Transportation Plan (LRTP).

**TMA:** Transportation Management Area: A special designation given to all urbanized areas with a population of over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; and requires being identified in 23 CFR 450.300-336.

**TP:** Transportation Plan: The official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area, in accordance with 23 U.S.C. 134, 23 U.S.C. 135, and 49 U.S.C. 5303. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.

**UPWP:** Unified Planning Work Program: An annual planning work program developed by the MPO that identifies all transportation activities and the associated budget to be undertaken in the metropolitan area.

**U.S.C.:** United States Code: Contains a consolidation and codification of all general and permanent laws of the United States of America.

**USDOT:** United States Department of Transportation: A department in the United States government whose mission it is to serve the Country by ensuring a fast, safe, efficient, accessible, and convenient transportation system, while enhancing quality of life today and in the future through its planning process.

**WCFAQCC:** West Central Florida Air Quality Coordinating Committee: Was formed to provide a continuing forum for the many public and private agencies of the region that deal with air quality. The membership of this group includes representatives of air-quality County programs, planning councils, and MPOs in the region, including Hillsborough, Pasco, Polk, Pinellas, Sarasota, and Manatee Counties, Statewide agencies and private industry, as well as agencies within the FDOT, District Seven.

## Appendix F – MPO Travel Policy

BY THE PASCO COUNTY METROPOLITAN  
PLANNING ORGANIZATION

RESOLUTION NO. 18-167

**A RESOLUTION BY THE PASCO COUNTY METROPOLITAN PLANNING  
ORGANIZATION APPROVING THE REIMBURSEMENT OF PASCO COUNTY  
GOVERNMENT PER DIEM AND MILEAGE**

**WHEREAS**, the Pasco County Metropolitan Planning Organization (MPO) is responsible for administering the State and Federal transportation process in Pasco County; and

**WHEREAS**, Section 112.061(14)(a)(5), Florida Statutes, allows any metropolitan planning organization to establish, by resolution, per diem and mileage reimbursement rates if those rates are not less than the statutorily established State rates; and

**WHEREAS**, the Pasco County MPO staff and elected officials are required to attend training and workshops outside of Pasco County; and

**WHEREAS**, the Florida Department of Transportation (FDOT) has previously reimbursed the Pasco County MPO staff and elected officials at the State per diem and mileage reimbursement rates, which are less than the Pasco County government rates.

**NOW, THEREFORE, BE IT RESOLVED** by the Pasco County Metropolitan Planning Organization, in regular session duly assembled, that the Pasco County MPO staff and its elected officials will be reimbursed for per diem and mileage consistent with the Pasco County government rates as outlined in the Staff Services Agreement. As required by Section 112.061(14)(b), Florida Statutes, such reimbursement rates shall apply uniformly to all travel by the Pasco County MPO staff and its elected officials.

**DONE AND RESOLVED** this 10<sup>th</sup> day of May, 2018.



PAULA S. O'NEIL, Ph.D.,  
CLERK & COMPTROLLER

PASCO COUNTY METROPOLITAN  
PLANNING ORGANIZATION

CAMILLE S. HERNANDEZ, CHAIRMAN

APPROVED AS TO LEGAL FORM AND SUFFICIENCY  
Office of the County Attorney

BY: \_\_\_\_\_

ATTORNEY