

Polk Transportation Planning Organization

Fiscal Years 2020/21 - 2021/22 Unified Planning Work Program (UPWP)

Adopted April 9, 2020

Amended October 8, 2020

Amended February 11, 2021

Amended October 14, 2021



Commissioner Roy Tyler

Polk TPO Chairperson

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Polk Transportation Planning Organization

Polk TPO Board

Chairperson, Commissioner Charles Lake, City of Lake Alfred
Vice-Chairperson, Commissioner John Hall

Polk County

Commissioner Rick Wilson
Commissioner Martha Santiago
Commissioner John Hall
Commissioner George Lindsey
Commissioner Bill Braswell

City of Lakeland

Mayor Bill Mutz
Commissioner Bill Read
Commissioner Sara Roberts McCarley
Commissioner Chad McLeod
Commissioner Phillip Walker
Commissioner Scott Franklin

City of Winter Haven

Mayor Pro Tem Nat Birdsong
Commissioner Brian Yates
Commissioner James Powell, Alt.

City of Auburndale

Commissioner Jack Myers

City of Bartow

Commissioner Scott Sjoblom

City of Haines City

Commissioner Roy Tyler

City of Lake Wales

Mayor Eugene Fultz

South County Voting Block

Fort Meade – Commissioner Jim Watts
Frostproof – Vice Mayor Jon Albert
Mulberry – Commissioner Collins Smith

East County Voting Bloc

Dundee – Commissioner Willie Quarles
Lake Hamilton – Mayor Marlene Wagner
Lake Alfred – Commissioner Charles Lake
Eagle Lake – Commissioner Steven Metosh
Davenport – Commissioner Brandon Kneeld
Polk City – Mayor Joe LaCascia

Advisory Members

L.K. Nandam, FDOT District One Secretary
Randy Mink, Polk TPO Attorney
Chandra Frederick, Polk TPO Executive Director

Technical Advisory Committee

Chairperson, Doug Leonard, Town of Lake Hamilton

Vice-Chairperson, Ameé Bailey, City of Lake Alfred

City of Auburndale

Amy Palmer, Designee for City Manager

Central Florida Regional Planning Council

Jennifer Codo-Salisbury

City of Bartow

Bob Wieggers, Designee for City Manager

City of Davenport

Ramon Perez, Designee for City Manager

Town of Dundee

Deena Ware, City Manager

City of Eagle Lake

Thomas Ernharth, City Manager

City of Fort Meade

Danielle Judd, City Manager

City of Frostproof

Nicole McDowell, Designee for City Manager

City of Haines City

Adriana Trujillo, Designee for City Manager

Lakeland Area Mass Transit District

Rodney Wetzel, Designee for Director

City of Lake Alfred

Ameé Bailey, Designee for City Manager

Town of Lake Hamilton

Doug Leonard, Designee for Town Manager

City of Lake Wales

Kathy Bangley, Designee for City Manager

City of Lakeland

Chuck Barmby, Transportation Planner

Teresa Miao, Planning Manager

Angelo Rao, Traffic Operations Manager

City of Mulberry

Richard Johnson, City Manager

City of Polk City

Kathy Delp, Designee for City Manager

Polk County

John Bohde, Land Development Division Director

Bill Skelton, Designee for Polk County Transportation Director

Polk County School

Board

Tobey Tiller

City of Winter Haven

Sean Byers, Designee for the City Manager

Michael Carnevale, Public Works Director

Transportation Adviser Network

The TPO's Transportation Adviser Network is comprised of more than 300 members that represent a broad, diverse cross-section of Polk County residents and interested parties. The Advisor Network purpose is to function as an alternate mechanism for citizen involvement with the objective of increasing public involvement especially by members of minority and low-income households. Formed through community outreach efforts of the TPO, the Adviser Network provides a less formal, more extensive structure than the TPO's traditional Citizens Advisory Committee (CAC) for soliciting public participation and comment.



The Adviser Network includes current and former transportation industry professionals, people who serve on various boards and committees around the area and people between the ages of 23 to 82. The following municipalities are represented with membership on the Adviser Network: **Auburndale, Bartow, Davenport, Frostproof, Haines City, Lake Alfred, Lake Wales, Lakeland, Mulberry, Poinciana, Polk City, and Winter Haven.** Beyond Polk County, there is representation from the following communities in Central and West Central Florida: **Clermont, Kissimmee, Orlando, Safety Harbor, Tampa, and Wesley Chapel.**

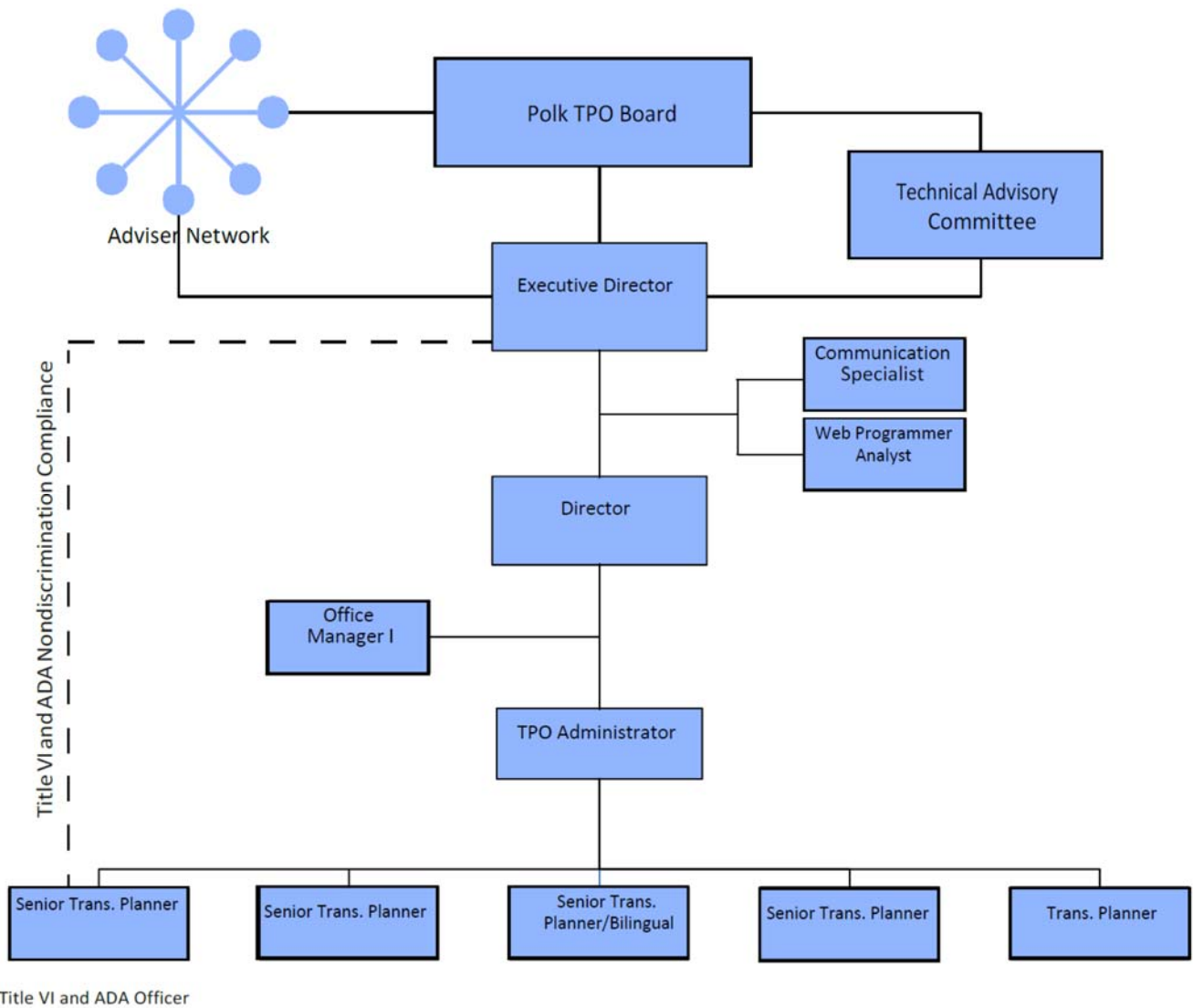


Adviser Network – Freight Community Forum

TPO Organization Chart



Polk Transportation Planning Organization



Common Acronyms

ACES	Automated/Connected/Electric/Shared-use (Vehicles)
ADA	American with Disabilities Act
AIS	Arterial Investment Study
AN	Adviser Network
BEBR	Bureau of Economic and Business Research
BoCC	Board of County Commissioners
BSAP	Bicycle Safety Action Plan
CAC	Citizens Advisory Committee
CCC	Chairs Coordinating Committee (West Central Florida MPO)
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CFMPOA	Central Florida MPO Alliance
CFRPC	Central Florida Regional Planning Council
CME	Corridor Management Entity (Ridge Scenic Highway)
CMP	Congestion Management Process or Corridor Management Plan (Ridge Scenic Highway)
COOP	Continuity of Operations Plan
CPA	Comprehensive Plan Amendment
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged
CUTR	Center for Urban Transportation Research
CUTS	Consolidated Urban Transportation Systems (District One FDOT MPOs)
DRI	Development of Regional Impact
EAR	Evaluation and Appraisal Report
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FLZ	Freight Logistics Zone
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information System
GOP	Goals, Objectives and Policies
ICAR	Intergovernmental Coordination and Review
ILC	Intermodal Logistics Center (Central Florida)
JAZB	Joint Airport Zoning Board
JPA	Joint Participation Agreement or Joint Project Agreement
LAMTD	Lakeland Area Mass Transit District (also called the Citrus Connection)

LAP	Local Agency Program
LCB	(Transportation Disadvantaged) Local Coordinating Board
LEP	Limited English Proficiency
LOS	Level of Service
L RTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
MCORES	Multi-Use Corridors of Regional Economic Significance
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
NHS	National Highway System
PD&E	Project Development & Environmental Study
PGTV	Polk County Government Television
PE	Preliminary Engineering
PSAP	Pedestrian Safety Action Plan
PSA	Public Service Announcement
PTA	Polk Transit Authority
ROW	Right-of-Way
RND	Roadway Network Database
RSA	Roadway Safety Audit
SAP	Selected Area Plan
SAS	Selected Area Study
SIS	Strategic Intermodal System
SPR	State Planning and Research
SRTS	Safe Routes to School (program)
STIP	State Transportation Improvement Program
SUN Trail	Florida Shared-Use Nonmotorized (SUN) Trail Network
TAC	Technical Advisory Committee
TBARTA	Tampa Bay Area Regional Transit Authority
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
TSM	Transportation Systems Management
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
WCF AQCC	West Central Florida Air Quality Coordinating Committee



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

Cost Analysis Certification

Polk TPO

Unified Planning Work Program - FY 2021/2022

Amended 10/14/2021

Revision Number: Revision 3

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

Name: Lori Greene

Community Liaison- District One

Title and District

DocuSigned by:
Lori Greene
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10/19/2021

Signature

Introduction

The Polk Transportation Planning Organization (TPO) maintains a comprehensive, cooperative, and continuing (“3C”) planning process. The TPO’s plans and programs are designed to meet the current and future transportation needs of Polk County. Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes (F.S.), the fiscal year 2020/21 – 2021/22 Unified Planning Work Program (UPWP) is the basis for allocating federal, state and local funds for transportation planning purposes in Polk County. The UPWP documents all planning



TPO’s Technical Advisory Committee – Polk County History Center

tasks and related activities for the period of July 1, 2020 through June 30, 2022 developed by the Polk TPO and other transportation planning agencies.

Developed every two years, the UPWP serves as the basis of the planning program for the TPO. Planning tasks address transportation issues that concern citizens, elected officials, and transportation professionals. The

TPO’s public involvement process is used to identify and define these issues. The UPWP substantiates the level of effort for each task and the associated requirements for federal, state, and local funding.

The UPWP is developed by TPO staff in cooperation with the Florida Department of Transportation (FDOT), members of the Technical Advisory Committee (TAC), and members of the Transportation Adviser Network. The document is divided into the following sections:

- Introduction
 - Planning Priorities for the Metropolitan Area
- Organization and Management
- Planning tasks
- Appendices:
 - Budget tables
 - Multi-Year Business Plan
 - Federal Transit Administration (FTA) Section 5305(d) grant application
 - FAST Act Planning factors
 - Certifications
 - Metropolitan Planning Studies
 - Certification of the TPO Planning Process

Public Involvement including Title VI and ADA Nondiscrimination

In terms of public participation opportunities used in the development of the UPWP, the Draft UPWP was presented two (2) times at meetings which were publically noticed. This includes one

meeting each of the TPO’s Technical Advisory Committees (TAC) and TPO Board meeting. Staff also provided presentations to the TAC and TPO on the Strategic Plan, which is the basis for the planning tasks contained in the UPWP. The Strategic Plan can be found in Appendix F.

Pursuant to the TPO’s adopted Public Participation Process (PPP), an advertisement was placed in The Ledger (Lakeland) on March 9, 2020, notifying the public of the public comment period that was established for the Draft UPWP.

Also, the TPO solicited comments from the TPO’s Adviser Network through the form of a Planning Tasks Survey. The survey asked members to comment on their transportation priorities. The TPO received a total of 40 completed surveys from members. TPO staff considered the comments received in preparing the UPWP. The results of the survey and how they relate to the TPO’s Planning Tasks are provided in Appendix G.

The TPO operates in compliance with Title VI of the Civil Rights Act of 1964. This includes any and all applications of work by the TPO such as, the administration of business, decision making, and purchasing and consultant services. Likewise, the TPO does not tolerate discrimination in any form in its programs, service or activities. Moreover, the TPO is committed to not only considering the transportation needs of everyone in Polk County, but also to conducting substantial outreach to ensure broad input from the community.

Polk Transportation Adviser Network

Polk Transportation Planning Organization

Polk TPO Planning Tasks Survey – Are we on the right track?

Is it too dangerous to walk to the park because there's no sidewalk? Are you late to work because that certain road is always backed up with traffic? You may have these or other transportation challenges.
We need your help to identify the transportation challenges that need to be addressed.

1. Please list what you think are the top three (3) transportation challenges in Polk County?

Road quality
distracted drivers
sidewalks (lack of)

2. The Polk Transportation Planning Organization (Polk TPO) is currently outlining its planning tasks for the next year. On a scale of one (being not important) and five (being very important) how important is it to address the following issues:

	(Not important) 1 2 3 4 (Important) 5				
Making roads safer for all users (motorists, bicyclists, Pedestrians and transit riders)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
The need to improve bicycle & pedestrian safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Connecting our existing multi-use trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Adding new multi-use trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
The need for sidewalks close to schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tracking trucks: where are they & where are they going?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The need to educate motorists, pedestrians & bicyclists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
On the rules of the road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Planning Tasks to be Funded by Titles 23 and 49, U.S.C.

The Polk TPO, the Lakeland Area Mass Transit District (LAMTD), the Polk County Board of County Commissioners (BoCC), and the Polk Transit Authority (PTA) coordinate closely to plan for public transit, with LAMTD taking the lead in operational and short-range planning projects, and the Polk TPO leading long-range efforts, such as the Transit Development Plan (UPWP Task 3.2) and transit element of the Long Range Transportation Plan (UPWP Task 3.1). Close coordination is also required for integrating transit services and facilities into the greater network of transportation infrastructure.

A Memorandum of Understanding (MOU) between the Polk TPO, the PTA, the Polk County BoCC, and LAMTD for coordination in the planning, programming and implementation of public transportation projects was executed by all parties on April 8, 2015.

FDOT Soft Cash Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 22.06% of FHWA program funds for a total of \$395,937. To receive FTA Section 5305(d) grants, FDOT provides a soft cash match as well. These funds total \$133,400 for FY 2020/21 and 2021/22. Polk County provides local funds in support of FTA Section 5305(d) funds in the amount of \$59,322 for both fiscal years.

Staff Services Agreement

The Polk County Board of County Commissioners (BoCC) provides staff services to the Polk TPO. The Polk TPO and BoCC have a staff services agreement for services to be provided by each entity. The BoCC provides services in support of the TPO's operations including legal services, procurement, human resources, budget and management services, accounts payable/receivable, payroll and IT services. The referenced services provided by the BoCC are reflected in the TPO's UPWP through the form of an Administrative Service Fee under other direct costs to the TPO.

Status of Comprehensive Transportation Planning Activities

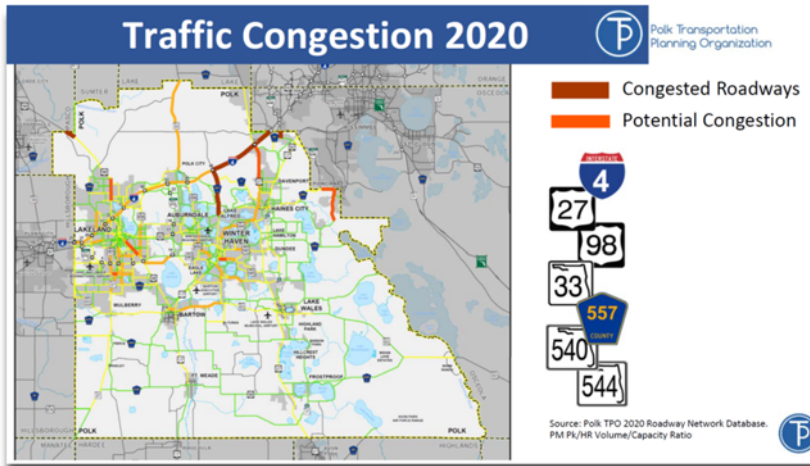
Momentum 2045 – The Polk TPO is required to update the Long Range Transportation Plan every five years. The TPO is currently developing its 2045 Long Range Transportation Plan (LRTP), or Momentum 2045, which is scheduled to be adopted on December 10th, 2020. Momentum 2045 is a multimodal transportation plan addressing the future transportation needs for highways, transit, complete streets, multi-use trails, bicycle and pedestrian facilities, as well as a new emphasis on Automated, Connected, Electric and Shared-use vehicle technologies (ACES). The Polk TPO began the preparation of Momentum 2045 in 2018 and much of the work for this document was completed under the FY 2018/19 – 2019/20 UPWP. However, additional work is reflected in the new UPWP in FY 2021/21 in order to complete the Plan.



Bicycle and Pedestrian Safety Action Plans – The TPO is currently in the process of updating its Bicycle and Pedestrian Action Plans which were originally adopted in 2015. An important component of this update is a specific evaluation of bicycle and pedestrian crash data and countermeasures and that could help improve safety on roads that have been identified as high crash corridors. The TPO's FY 2020/21 – 2021/22 UPWP contain several planning tasks that will support the recommendations from these plans going forward.

component of this update is a specific evaluation of bicycle and pedestrian crash data and countermeasures and that could help improve safety on roads that have been identified as high crash corridors. The TPO's FY 2020/21 – 2021/22 UPWP contain several planning tasks that will support the recommendations from these plans going forward.

2020 Roadway Network Database Update – In 2020 the TPO completed a major update to its



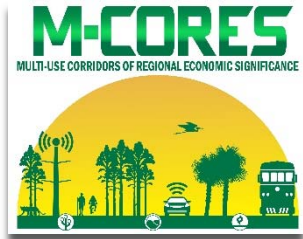
Roadway Network Database (RND). The RND contains over 26 pieces of transportation data for 1,237 miles of state, county and city roads in Polk County – one of the largest road networks in the State of Florida. The updated RND is based on traffic counts taken recently by the TPO and Florida Department of Transportation (FDOT) and tell us which roads currently have a failing level of

service and how much capacity is available based on the road's level-of-service (LOS) standard. New to the 2020 RND Update are several safety and multi-modal indicators that help us track the TPO's adopted performance measures and targets. This includes a calculation of crash rates, as well as if there is a presence of transit services, sidewalks and bicycle facilities for each road segment. The RND is an important component of the TPO's Congestion Management Process and helps us to monitor travel conditions on the transportation network. The TPO's FY 2020/21 – 2021/22 UPWP contains several planning tasks in support of future updates of the RND.

US 27 Northeast Polk County Mobility Study – This study is being conducted by the Florida Department of Transportation (FDOT) to identify projects that can improve travel conditions on US 27 and adjacent areas between State Road 60 and US 192 – a 32 mile corridor. This study is evaluating short and long-term options for improving mobility on US 27 and other major roads in northeast Polk County. Some of the options being considered include improving transit services and signalized intersections in the region; the construction of service or frontage roads along US 27; widening key roads, or constructing new roads, that could provide an alternative to US 27; and specific attention is being given to the US 27 interchange at Interstate 4. The TPO is coordinating closely with FDOT as this study progresses and will incorporate the recommendations of the study into Momentum 2045.



Multi-Use Corridors of Regional Economic Significance (M-CORES) – The M-CORES program was



signed into law in 2017 and FDOT has assembled task forces to study three (3) specific corridors: The Suncoast Connector, extending from Citrus to Jefferson County; The Northern Turnpike Connector, extending from the northern terminus of Florida Turnpike northwest to the Suncoast Parkway; and the Southwest – Central Florida Connector extending from Collier to Polk County. These task forces will work in coordination with FDOT to address the need for the corridor and its potential economic and environmental impacts. The Polk TPO and several jurisdictions in Polk County have participated in the task force meetings and the TPO continues to monitor the progress of the study, as it may have a significant effect on Polk County’s future growth and transportation facilities. The task force will summarize the results of its analysis in a final report by October 1, 2020.

FDOT Corridor Studies – The Polk TPO is coordinating with FDOT as they study several corridors for multi-modal and safety improvements. The corridors FDOT is currently evaluating for these improvements include US 17 and SR 540 (Cypress Gardens Boulevard) in Winter Haven; US 17/92 through Downtown Lake Alfred; and in Northeast Polk County, US 17/92 between Haines City and Davenport. The results of these studies will be incorporated into Momentum 2045 and the TPO will work with local governments to establish and recommend candidate priority projects on these corridors for funding consideration and implementation.

Planning Priorities

The TPO’s UPWP addresses the priorities of the TPO, as well as the priorities of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT).

Local Priorities

The TPO's Strategic Plan was approved by the TPO Board at their February 2020 meeting and is intended to guide the TPO's planning program (UPWP development) and the preparation of Momentum 2045 long range transportation plan. It includes the following elements: Vision; Mission Statement; Core Values; Objectives; Strategies; and Actions. Many of the Tasks outlined in the UPWP are based on the recommendations of the Strategic Plan and are focused on the following principals envisioned for Momentum 2045: Safety; Livability; Mobility; Economy; and Sustainable Resources. The Strategic Plan is included in the UPWP as Appendix F.



- **Other Special Projects**

Another local priority of the TPO (2017 Priority Transportation Project) which has received funding from the FDOT is a **Supplemental Safe Routes to Schools (SRTS) Education Program**. The Polk TPO has prioritized many transportation projects for the purpose of improving bicycle and pedestrian infrastructure in Polk County. This is the first SRTS educational programs of its type funded in Polk County through FDOT.

The purpose of the project is to supplement the SRTS safety education currently offered by the



Polk County School Board for kindergarten through eighth grade students per school year. The School Board currently has the resources to provide approximately one week of bicycle and pedestrian safety education per school year. The project's goal is to increase this to two weeks per year while addressing the types of bicycle and pedestrian crashes that are prevalent in Polk County. This project is scheduled to be underway in 2020 and will help the FDOT and TPO meet each agency's stated safety targets in Polk County. The Polk TPO

will manage and administer the project. The project funding will be provided through a Local Agency Program (LAP) agreement with FDOT.

State and Federal Priorities

The Florida Department of Transportation Office of Policy Planning develops *Planning Emphasis*

Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations’ respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven (7) goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources. FDOT’s Office of Policy Planning has identified the following topics for MPOs to consider when updating their Unified Planning Work Plan: **Safety**; **System Connectivity**; **Resilience**; and **Automated /Connected/Electric/Shared-use (ACES) Vehicles**. The following matrix indicates the extent that the TPO’s UPWP Planning Tasks address these emphasis areas.

2020 FDOT Planning Emphasis Areas	UPWP PLANNING TASKS						
	1.1	2.1	3.1	3.2	3.3	3.5	3.6
Safety		X	X	X	X	X	X
System Connectivity		X	X	X	X	X	X
Resilience			X	X	X	X	X
ACES Vehicles		X	X	X			X

- **Safety**

The Polk TPO and FDOT have a shared goal of safe and fatality-free travel conditions on Polk County Roads. The TPO’s FY 2020/21 – 2021/22 UPWP contain several projects that support this goal and include the update of the TPO’s **Bicycle and Pedestrian Action Plans** (ongoing project in 2019/2020), and the continuation of the **Pledge to Slow Down** campaign to educate and encourage motorists to drive safely on Polk County’s roads. Another noteworthy safety project of the TPO that will be underway in the next two years is a **Supplemental Safe Routes to Schools Education Program**. The purpose of the project is to supplement the SRTS safety education currently offered by the Polk County School Board for kindergarten through eighth grade students per school year. The School Board currently has the resources to provide approximately one week of



bicycle and pedestrian safety education per school year. The project's goal is to increase this to two weeks per year while addressing the types of bicycle and pedestrian crashes that are prevalent in Polk County. This project is scheduled to be underway in 2020 and will help the FDOT and TPO meet each agency's stated safety targets in Polk County. In addition to the TPO's UPWP planning efforts, the TPO's adopted **Transportation Improvement Program** contains many safety related priority projects.

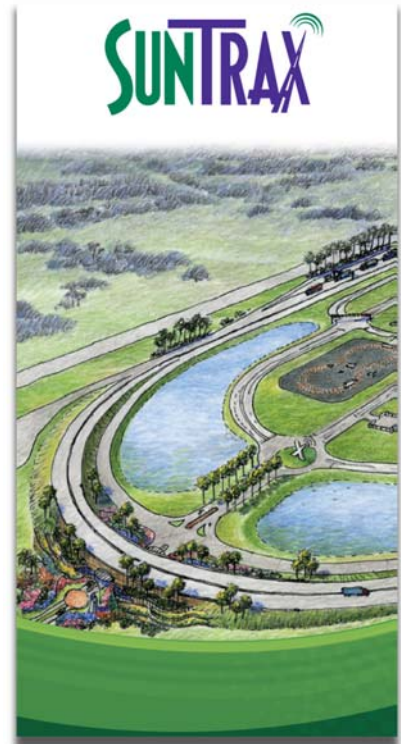
- **System Connectivity and Resiliency**

The TPO's plans and programs give significant consideration to connected transportation systems. This includes the connectivity between different modes of transportation, the integration of land use and transportation facilities, as well as regional connectivity of transportation facilities between counties or across different regions of the State, e.g., East Central and West Central Florida. The TPO's UPWP includes several projects supportive of system connectivity. In particular, the update of the **Momentum 2045**, the TPO's long range transportation plan, is underway and system connectivity is an important component of this planning effort. Additionally, Momentum 2045 will address the Federally-required new planning factor of "Improving the resiliency and reliability of the transportation system and reducing or mitigating storm water impacts of surface transportation." As Polk TPO develops the 2045 Plan, major roadways susceptible to storm water impacts will be considered in the prioritization of projects. Consideration will also be given to the ability to of the major roadway network to maintain connectivity despite natural or man-made hazards. The geographic location of Polk County makes its roadway system crucial for evacuation movements from throughout Central and South Florida.

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

As part of Momentum 2045, the TPO will prepare an Investment Strategy based on emerging transportation technologies, e.g., connected and automated vehicle technology, and other trends to guide the LRTP update. The preparation of this strategy will be used to increase stakeholder awareness of emerging technologies and involvement in the plan update process. The Investment Strategy will identify and document the following components:

- Emerging Trends – emerging transportation technologies related to personal mobility, freight and logistics, transit and delivery of social and medical services;
- Technology Adoption Rates – anticipated adoption and use of new transportation technologies within the horizon of the LRTP;
- Demographic Profile – profile of transportation users in the year 2045 including vulnerable population segments;
- Key Corridors – target key corridors for the implementation of “smart infrastructure” to include corridors with the highest travel demand (people and goods) and high crash corridors; and
- Investment Strategy – strategy for the future investment of transportation resources based on emerging trends, forecasted needs and key corridors to:
 - maximize the safety and mobility of people and goods and relieve vehicular congestion;
 - maximize the use of existing infrastructure;
 - preserve existing and future transportation infrastructure;
 - identify foundational and phased investments;
 - manage uncertainty related to impact of emerging technologies; and
 - contribute to transportation system performance targets.



Organization and Management

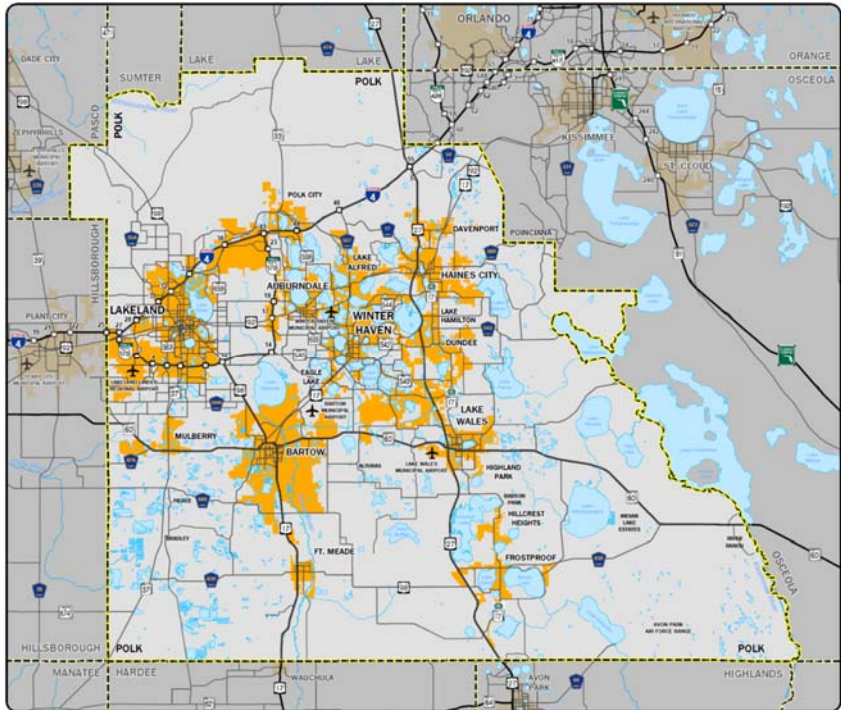


The TPO develops transportation plans and programs for Polk County as mandated by federal and state legislation. It serves a lead role in transportation planning, and it provides a forum for cooperative decision-making regarding countywide transportation issues. The TPO was established through the execution of an interlocal agreement by member governments pursuant to Section 163.01, F.S. The agency is comprised of a policy board (local elected officials), advisory committees, and staff members. The TPO Board and its advisory committees operate under bylaws approved by the TPO Board.

The **TPO Board** has nineteen voting members with representatives from the following local

governments:

- Polk County Board of County Commissioners (5)
- City of Lakeland (6)
- City of Winter Haven (2)
- City of Auburndale (1)
- City of Bartow (1)
- City of Haines City (1)
- City of Lake Wales (1)
- East County Bloc (1)
 - City of Lake Alfred
 - City of Davenport
 - Town of Dundee
 - City of Eagle Lake
 - Town of Polk City
 - Town of Lake Hamilton
- South County Bloc (1)
 - City of Fort Meade
 - City of Frostproof
 - City of Mulberry



Map of the Polk TPO's Study Area - Cities and Major Roads

The **Technical Advisory Committee (TAC)** provides technical review, supervision, and assistance to the TPO on transportation planning matters for Polk County. This committee is comprised of planners, engineers, managers from the member governments, and non-voting representatives from state and federal agencies.

In 2013 the TPO began the transition from the traditional **Citizens Advisory Committee (CAC)** format to the new Transportation **Adviser Network**.



The TPO's recently adopted Public Participation Process (PPP) highlights the Transportation Adviser Network as an alternate mechanism for citizen involvement with the objective of increasing public involvement especially by members of minority and low-income households. Formed through community outreach efforts, the Adviser Network provides a less formal, more



extensive structure for soliciting public participation and comment. Adviser Network provides an opportunity for early public comment on the development of major work products for the TPO to include the Unified Planning Work Program, Long Range Transportation Plan, priority transportation projects, the Transportation Improvement Program, Transit Development Plan and Program of Projects. Meetings are held in central, accessible locations, and members have

the option to participate either in-person or through an interactive webcast of the meeting. The meetings are re-broadcast on Polk Government Television (PGTV) and available for on-demand viewing online through the TPO and Polk County websites. Comments and recommendations formulated through the Transportation Advisory Network will be compiled and reported to the TPO Technical Advisory Committee and TPO Board for their use and consideration.

The Polk TPO also serves as the official planning agency for the Polk County Transportation Disadvantaged Program and provides staff support to the **Transportation Disadvantaged Coordinating Board**.

The TPO is part of Polk County's Long Range Planning Division and is the primary agency responsible for transportation planning. The FDOT is a partner in the "3C" planning process.

TPO Agreements

The TPO executes and maintains various agreements with its funding agencies and planning partners. While these documents are not included in the UPWP, a member of the public is welcome to request a copy which will be provided by the TPO staff.

- On December 12, 2013 the TPO Board approved a new **TPO Membership Apportionment Plan** based on the current membership structure, the 2010 Census, and federal and state requirements. This plan was approved by the Governor on April 23, 2014. As a result, the TPO's member local governments executed an updated "**Interlocal Agreement for Creation of the Polk Transportation Planning Organization**" dated July 10, 2014. The Agreement shall be reviewed by the parties at least every five years, concurrent with the decennial census, and/or concurrent with a new Federal Reauthorization bill, and updated as necessary.
- The Polk TPO's **Staff Services Agreement** between the Polk TPO and Polk County Board of County Commissioners was revised and approved by the TPO Board on February 12, 2015, and by Polk County on February 17, 2015. It was renewed April 11, 2019 by the TPO and May 21, 2019 by the Board of County Commissioners. The term of the agreement is for three years.
- The current **Transportation Planning Funds Joint Participation Agreement (JPA)** between the Polk TPO and FDOT was approved on August 8, 2019.
- The TPO conducts transit planning under a continuing **Federal Transit Administration (FTA) Section 5305(d) JPA**. A multi-year JPA (Contract GO844) was executed on February 1, 2016 between TPO and FDOT and will expire June 30, 2021.
- A new multi-year **Public Transportation Grant Agreement (PTGA)** (contract G1625) was fully executed on May 14, 2019. It expires December 31, 2020.
- The TPO has a planning grant with the **Commission for the Transportation Disadvantaged (G1880)** which was executed July 1, 2019. It expires June 30, 2020.

- The TPO Board approved a **Memorandum of Understanding (MOU)** between TPO and the Polk Transit Authority (PTA), the Polk County Board of County Commissioners (BoCC) and the Lakeland Area Mass Transit District (LAMTD) for cooperation with planning and programming public transportation projects. This agreement was fully executed by all parties on April 8, 2015. There is no end date or renewal clause in this agreement.
- On August 9, 2018, the Polk TPO executed a revised **Interlocal Agreement** for coordinated regional transportation planning activities for the West Central Florida Chairs Coordinating Committee (CCC), which includes the Hernando/Citrus, Hillsborough, Pasco, Pinellas, Polk and Sarasota/Manatee MPO/TPOs. This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.
- On April 13, 2017, the Polk TPO Amended the **Interlocal Agreement** with the Central Florida Metropolitan Planning Organization (MPO) Alliance in regards to administrative procedures for the Alliance. This agreement shall remain in effect until terminated by the parties to the agreement.
- The most recent **Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement (ICAR)** was updated on August 10, 2017. This agreement has a five year term.
- The Polk TPO has a **Local Agency Program (LAP) Agreement** with the FDOT for the Polk Bicycle Pedestrian Safety Education Program (G1841) dated June 27, 2019. The Agreement is set to expire on June 30, 2022.

Planning Tasks

Planning tasks in the UPWP are organized accordingly into the following categories:

1.0 Administration

Administrative tasks relate to functions required to manage the transportation planning process on a continual basis to include program administration, development, review, and reporting. Specific tasks include:

- 1.1 Program Administration and Management
- 1.1A Multi-Media Presentations
- 1.2 Training Activities

2.0 Data Collection and Management Systems

Data collection activities are needed to monitor area travel characteristics and factors affecting travel, such as socio-economic data, land use data, transportation system data, and environmental concerns and issues. Specific tasks include:

- 2.1 Travel Data and Strategies

3.0 System Planning

This category includes transportation systems planning tasks related to transit, energy, and long

and short range transportation planning. Specific tasks include:

- 3.1 Long Range Transportation Planning
- 3.2 Short Range Transportation Planning
- 3.3 Transportation Disadvantaged Program
- 3.5 Public Participation Process
- 3.6 Regional Planning and Coordination

Each work task is detailed according to proposed methodology, cost estimate, funding sources, and the agencies responsible for completing the work.

There are ten (10) planning factors under the FAST Act which must be considered in the TPO planning process. Accordingly, the TPO makes a deliberate effort to incorporate these factors, or planning emphasis areas, into its planning program. The following table identifies how these factors are addressed through the UPWP planning tasks.

FAST ACT PLANNING FACTORS	UPWP PLANNING TASKS						
	1.1	2.1	3.1	3.2	3.3	3.5	3.6
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X			X
Increase safety of transportation system for motorized and non-motorized users.	X	X	X	X	X		X
Increase security of transportation system for motorized and non-motorized users.	X		X	X			
Increase accessibility and mobility options for people and for freight.	X	X	X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns.	X		X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X	X		X
Promote efficient system management and operation.	X	X	X	X			
Emphasize the preservation of the existing transportation system.	X	X	X	X			X
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.	X	X	X	X			X
Enhance travel and tourism.			X	X		X	X

Polk County and all of the seventeen municipalities have adopted local government comprehensive plans pursuant to Chapter 163, Florida Statutes. The transportation projects and programs developed by the TPO are reviewed to ensure their consistency with these adopted local government comprehensive plans.

1.0 Administration

Task 1.1 Program Administration and Management

PURPOSE: To administer and manage a 3-C (Comprehensive, Cooperative and Continuing) transportation planning process that meets the needs of Polk County pursuant to federal and state requirements.

PREVIOUS WORK:

- Continued assurance of a successful 3-C planning process from FY 1975/76 to FY 2019/20 by receiving annual federal and state certification;
- Continued staff support to the TPO Board and advisory committees;
- Adoption of the FY 2018/19 – 2019/20 UPWP;
- Preparation and execution of UPWP Amendments;
- Advertisement and selection of General Planning Consultants (GPC);
- Updated Continuity of Operations (COOP) (2020);
- FDOT Certification (2019);
- TMA Certification with FDOT, FHWA and FTA (2019);
- Ongoing Grants Management (FHWA, FTA and TD);
- Updated Membership Reapportionment Plan; and
- Executed an updated Staff Services Agreement.

REQUIRED ACTIVITIES:

- Administrative and managerial work in support of the UPWP planning tasks;
- Publication of planning and administrative documents;
- Documentation of expenditure of all costs in support of the UPWP;
- Preparation and distribution of meeting packets for all TPO Board and advisory committee members, local media and citizens;
- Review, preparation and execution of contract and agreements; and
- Development of the UPWP and needed UPWP amendments.

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Preparation of TPO Board and committee agenda packets and meeting minutes to be distributed in paper and electronic format as required;
- Preparation of budgets, contracts, agreements and financial documents will be reviewed and submitted to FDOT as required;
- Review and update the TPO's COOP to consider pandemic scenarios (Summer/Fall 2020);
- Preparation of TPO certification reviews (FDOT annually/Federal 2019/20 & 2023);
- Address State and Federal Certification Review Findings (Annually/Ongoing)
- Preparation and adoption of FY 2022/23 – 2023/24 UPWP (May 2022);

- Provide Audit Reports to TPO Board, FDOT and FHWA (Annually, by June 30th); and
- Ensure compliance with federal and state TPO certification requirements and Title VI of the Civil Rights Act of 1964 and Environmental Justice Orders.

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 1.1 Program Administration and Management								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
A. Personnel Services								
	Salary (100% Effort)							
	Fringe Benefits and other deductions	138,924.68	-	18,714.41	-	2,127.16	-	159,766.25
	-	-	-	-	-	-	-	
	Subtotal:	138,924.68		18,714.41	-	2,127.16	-	159,766.25
B. Consultant Services								
	-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
C. Travel								
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	2,000	-	450	-	50	-	2,500
	Subtotal:	2,000	-	450	-	50	-	2,500
D. Other Direct Expenses								
	Professional Services	3,700	-	270	-	30	-	4,000
	Communications	2,000	-	900	-	100	-	3,000
	Rent/Lease Equipment	400	-	-	-	-	-	400
	Maintenance Equipment	200	-	90	-	10	-	300
	Print/Bind Outside	860	-	810	-	90	-	1,760
	Print Bind Inside	8,500	-	900	-	100	-	9,500
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	6,000	-	1,800	-	200	-	8,000
	Office Supplies	2,500	-	900	-	100	-	3,500
	Postage	1,600	-	900	-	100	-	2,600
	Furniture/Equip. < \$1,000	1,600	-	180	-	20	-	1,800
	Publications/Subscriptions	1,000	-	900	-	100	-	2,000
	Organization Membership	1,340	--	900	-	100	-	2,340

Task 1.1 Program Administration and Management

Estimated Budget Detail for FY 2020/21

Fees							
Admin. Service Fee	9,745.32	-	1,886.59	-	161.84	-	11,793.75
Subtotal:	39,445.32	-	10,436.59	-	1,111.84	-	50,993.75
Total:	180,370.00	-	29,601.00	-	3,289.00	-	213,260.00

Task 1.1 Program Administration and Management

Estimated Budget Detail for FY 2021/22

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
F. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	141,624.41	-	19,654.41	-	2,183.93	-	163,462.75
	-	-	-	-	-	-	-	
	Subtotal:	141,624.41	-	19,654.41	-	2,183.93	-	163,462.75
G. Consultant Services								
	-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
H. Travel								
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	2,000	-	450	-	50	-	2,500
	Subtotal:	2,000	-	450	-	50	-	2,500
I. Other Direct Expenses								
	Professional Services	3,700	-	270	-	30	-	4,000
	Communications	2,000	-	900	-	100	-	3,000
	Rent/Lease Equipment	400	-	-	-	-	-	400
	Maintenance Equipment	200	-	90	-	10	-	300
	Print/Bind Outside	800	-	810	-	90	-	1,700
	Print Bind Inside	8,500	-	900	-	100	-	9,500
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, etc.	6,060	-	1,800	-	200	-	8,060
	Office Supplies	2,500	-	900	-	100	-	3,500
	Postage	1,600	-	900	-	100	-	2,600
	Furniture/Equip. < \$1,000	1,600	-	180	-	20	-	1,800
	Publications/Subscriptions	1,000	-	900	-	100	-	2,000
	Organization Membership Fees	1,340	-	900	-	100	-	2,340
	Admin. Service Fee	9,926.59	-	1,377.59	-	153.07	-	11,457.25
	Subtotal:	39,626.59	-	9,927.59	-	1,103.07	-	50,657.25
	Total:	183,251	-	30,032.00	-	3,337.00	-	257,037.00

Task 1.1A Multi-Media Presentations

PURPOSE: To communicate TPO plans and programs to citizens, committees, and boards in an effective manner.

PREVIOUS WORK:

- Preparation of the TPO Website (www.PolkTPO.com);
- Development of Interactive TIP software for the TPO's website;
- Development of Community Remarks – interactive web-based mapping program used in the development of Momentum 2040 and the TIP;
- Participated in a speakers' bureau and delivered multi-media; presentations to various community groups; and
- Preparation of maps, infographics and videos that help illustrate various TPO plans and projects.

REQUIRED ACTIVITIES:

- Support of the TPO's adopted Public Participation Plan (PPP);
- Preparation of TPO's planning documents and publications in paper and digital formats;
- Purchase and/or replace computer hardware and software;
- Purchase and maintenance of advanced computer software to help support the TPO's travel demand model, GIS, and advanced photo and video editing and publication; and
- Support of the TPO's website, social media and online video sites.

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Replacement computers capable of running the latest version of ArcGIS software, travel demand model and advanced photo and video editing; and
- Annual maintenance of the TPO's website(s) and interactive web-based mapping program.

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 1.1A Multi-Media Presentations								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
K. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
L. Other Direct Expenses								
	Computer Hardware	4,500	-	-	-	-	-	4,500
	Computer Software	3,000	-	-	-	-	-	3,000
	Maintenance Software	5,000	-	-	-	-	-	5,000
	Subtotal:	12,500	-	-	-	-	-	12,500
	Total:	12,500	-	-	-	-	-	12,500

Task 1.1A Multi-Media Presentations								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
M. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
N. Other Direct Expenses								
	Computer Hardware	4,500	-	-	-	-	-	4,500
	Computer Software	3,000	-	-	-	-	-	3,000
	Maintenance Software	5,000	-	-	-	-	-	5,000
	Subtotal:	12,500	-	-	-	-	-	12,500
	Total:	12,500	-	-	-	-	-	12,500

Task 1.2 Training Activities

PURPOSE: Increase technical and administrative skills of staff. Maintain awareness of statewide and regional transportation issues.

PREVIOUS WORK:

- Participated in federal and state sponsored training courses on travel demand modeling including highway capacity, transit operations, and non-motorized transportation.
- Staff has attended training workshops on the following:
 - Title VI, LEP & Environmental Justice;
 - Administration of grant funding;
 - MPOAC Weekend Institute (TPO Board Members);
 - Public Involvement;
 - Cube Voyager Modeling Software;
 - Urban Transportation Planning;
 - ArcGIS Mapping Software;
 - Florida Transportation Disadvantaged Conference/Workshops;
 - American Planning Association (APA) Conferences/Workshops;
 - Transit Level of Service (T-Best);
 - Commuter Services;
 - Transportation Safety;
 - Non-Motorized Transportation; and
 - Adobe Creative Suite.

REQUIRED ACTIVITIES:

- TPO staff will continue to receive training to be more efficient and successful in communicating our plans and programs to the public; and
- Staff will attend additional training courses as needed for the performance of their duties.

END PRODUCTS:

- Professional and well trained staff (ongoing task);
- ITS and TSMO (Fall 2020); and
- The TPO has targeted additional training opportunities related to Title VI, and Public Involvement, ArcGIS and Adobe Creative Suite (As opportunities become available).

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 1.2 Training Activities								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
O. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
P. Other Direct Expenses								
	Training/Education	4,000	-	1,800	-	200	-	6,000
	Subtotal:	4,000	-	1,800	-	200	-	6,000
	Total:	4,000	-	1,800	-	200	-	6,000

Task 1.2 Training Activities								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
Q. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
R. Other Direct Expenses								
	Training/Education	4,000	-	1,800	-	200	-	6,000
	Subtotal:	4,000	-	1,800	-	200	-	6,000
	Total:	4,000	-	1,800	-	200	-	6,000

2.0 Data Collection and Management Systems

Task 2.1 Travel Data and Strategies

PURPOSE: To implement a systematic process to collect and analyze travel data including safety related items, develop strategies to preserve and increase the safety and mobility of the transportation system, and collect data that will aid in transportation decision making related to the allocation of resources.

PREVIOUS WORK COMPLETED:

- Established the TPO Traffic Count Program and continued maintenance of the Roadway Network Database (RND) for state and non-state roads;
- Traffic count data has been collected nearly every year since 1993;
- Continuous surveillance of existing and proposed land developments including active Developments of Regional Impact (DRI) for transportation related impacts;
- Continued assistance to local governments in the review of traffic studies to identify impacts to the major road network;
- Continued assistance to local governments in the review of Comprehensive Plan amendments;
- Completed a study to identify and describe options for obtaining data on trip origins and destinations, using a variety of active and passive data collection/extraction sources and techniques;
- Annual updates to the Roadway Network Database including the publication of a map series illustrating level-of-service and other traffic information for each community in Polk County;
- Adoption of transportation performance measures and targets in support of the TPO's planning process;
- GIS inventories of sidewalks and bicycle facilities on Polk's County's major road network;
- Tracking and mapping of crashes in Polk County which are published on the TPO's website;
- Preparation of a Complete Streets Database for all of the major roads in Polk County in 2020; and
- Preparation of a State of the Transportation System Report for Polk County (first published in 2018).

REQUIRED ACTIVITIES:

- Continue to coordinate transportation and land-use planning efforts with Polk County's Long-Range Planning Division and local governments;
- Continue to collect, monitor and update information in support of the TPO's adopted transportation performance measures and targets and congestion management process;
- Develop and analyze land use and socioeconomic data for use in reports and studies;
- Continue to monitor and collect transportation data on Polk County's multi-modal transportation system in coordination with FDOT District One and local governments;
- Continue to participate in the collection of data for Road Safety Audits (RSA);
- Update and maintain the TPO's Roadway Network and Complete Streets Databases and Reports;

- Continue to analyze crash and traffic congestion in support of the TPO's Congestion Management Process;
- Maintain, update and collect information in support of the TPO's geographic information system (GIS) system;
- Provide information and support for the District One Regional Transportation Model;
- Continue to monitor existing and projected level-of-service on Polk County's major road network;
- Prepare data and analysis in support of the TPO's annual priority transportation projects;
- Provide assistance to local governments in reviewing development-related traffic impacts;
- Staff will continue to monitor transportation impacts associated with land development, including DRIs;
- A data collection program will be designed to acquire and review relevant data and information to be utilized in the analysis of the current and future transportation system. Priority items for data design include truck flow data, origin – destination segment data, Bluetooth data, and bicycle – pedestrian data. These items represent a multi-year project;
- Collect data in support of pedestrian and bicycle safety action plans; and

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Coordination of land use and transportation planning in Polk County;
- Collection of various forms transportation data in support of adopted transportation performance measures and targets
- Updated Roadway Network Database/Complete Streets Database and Map Series (Annually);
- In support of the TPO's CMP, publish a State of the Transportation System Report (completed annually by April 1st);
- Updated GIS data in support of TPO plans and programs (ongoing);
- Monitoring, analyzing, and incorporating the upcoming 2020 Census data into the TPO's essential planning documents (as data is released and made available by the Census);
- Up-to-date data, reports and maps in support of the TPO's plans and programs; and
- Provide assistance to local governments in reviewing development-related traffic impacts associated with new developments.

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 2.1 Travel Data and Strategies								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
S. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	46,325.97	-	-	-	-	-	46,325.97
	-	-	-	-	-	-	-	-
	Subtotal:	46,325.97	-	-	-	-	-	46,325.97
T. Consultant Services								
	RND Update	45,000.00	-	-	-	-	-	45,000.00
	Trans. Data Collection	40,000.00	-	-	-	-	-	40,000.00
	-	-	-	-	-	-	-	-
	Subtotal:	85,000.00	-	-	-	-	-	85,000.00
U. Other Direct Expenses								
	Admin. Service Fee	3,247.03	-	-	-	-	-	3,247.03
	Subtotal:	3,247.03	-	-	-	-	-	3,247.03
	Total:	134,573	-	-	-	-	-	134,573

Task 2.1 Travel Data and Strategies								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
V. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	47,338.03	-	-	-	-	-	47,338.03
	-	-	-	-	-	-	-	-
	Subtotal:	47,338.03	-	-	-	-	-	47,338.03
W. Consultant Services								
	RND Update	45,000.00	-	-	-	-	-	45,000.00
	Trans. Data Collection	40,000.00	-	-	-	-	-	40,000.00
	Subtotal:	85,000.00	-	-	-	-	-	85,000.00
X. Other Direct Expenses								
	Admin. Service Fee	3,317.97	-	-	-	-	-	3,317.97
	Subtotal:	3,317.97	-	-	-	-	-	3,317.97
	Total:	135,656	-	-	-	-	-	135,656

3.0 Systems Planning

Task 3.1 Long Range Transportation Planning

PURPOSE: Implement and maintain a long range transportation plan to meet the travel needs of Polk County.

PREVIOUS WORK:

- Adopted Momentum 2040 (Long-Range Transportation Plan) (December 2015);
- Travel Demand Model Validation and District One Regional Planning Model (2017/18);
- The TPO developed a 2040 Population and Employment Forecast that is consistent with current development trends and future land use plans;
- Developed Performance Standards and Performance Targets in support of Momentum 2040;
- Completion of fifteen (15) Neighborhood Mobility Audits with the vast majority being conducted for communities in traditionally underserved areas (the TPO's Environmental Justice Planning Areas).
- Assisted Polk County local governments to ensure their Comprehensive Plans are consistent with the TPO's adopted Long-Range Transportation Plan; and
- Prepared Long Range Transportation Plan Amendments to ensure consistency with Federal transportation legislation, the TPO's Transportation Improvement Program (TIP), FDOT's Adopted Work Program and local government Capital Improvement Plans (CIP);

REQUIRED ACTIVITIES:

- Assist Polk County local governments to ensure their Comprehensive Plans are consistent with Momentum 2040/2045;
- Prepare amendments to the Momentum 2040/2045 as needed;
- Maintenance and update of the adopted travel demand model;
- Development of base year and future zonal data in support of future LRTP updates;
- Ensure that the LRTP is multi-modal plan that considers all modes of transportation;
- Coordinate with FDOT District One in the development of the District One Planning Activities referenced in Appendix E;
- Consider the Efficient Transportation Decision Making (ETDM) process in the LRTP planning process;
- Ensure that the public has an opportunity to access the LRTP and provide comments as appropriate;
- Ensure the LRTP is consistent with state and federal requirements, including Transportation Performance Management requirements; and
- Ensure the regional projects contained in the Polk County LRTP are included in the regional LRTPs prepared by the West Central Florida Chairs Coordinating Committee (CCC) and Central Florida MPO Alliance (CFMPOA).

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Up-to-Date Multi-Modal Plans;
- LRTP Amendments (as needed);
- Prepare updated cost-information (as needed);
- Up-to-date and validated regional planning model (2020);
- 2045 Population and Employment Forecast and updated as needed (ongoing);
- Investment Strategy for the 2045 LRTP (2020);
- Convene a Stakeholder Group to participate in the development of the Investment Strategy (2020);
- Address Federal and State Requirements for the 2045 LRTP (2019 - 2020);
- Adoption of the 2045 Long Range Transportation Plan (completed by December 10, 2020); and
- Prepare documentation in support of 2045 LRTP Adoption in 2020 (throughout 2020 and completed by March 10, 2021).

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 3.1 Long Range Transportation Planning								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
Y. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	122,141.95	-	7,769.62	-	863.38	-	130,774.95
	Subtotal:	122,141.95	-	7,769.62	-	863.38	-	130,774.95
Z. Consultant Services								
	2045 LRTP Update	150,000	-	-	-	-	-	150,000
	East Polk Transit Studies	-	-	135,000	-	15,000	-	150,000
	TDP Major Update	-	-	90,000	-	10,000	-	100,000
	-	-	-	-	-	-	-	-
	Subtotal:	150,000	-	225,000	-	25,000	-	400,000
AA. Other Direct Costs								
	Admin. Service Fee	8,561.05	-	544.38	-	60.62	-	9,166.05
	Subtotal:	8,561.05	-	544.38	-	60.62	-	9,166.05
	Total:	280,703	-	233,314	-	25,924	-	539,941

Task 3.1 Long Range Transportation Planning

Estimated Budget Detail for FY 2021/22

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
BB. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	124,794.06	-	8,548.44	-	949.83	-	134,292.33
	Subtotal:	124,794.06	-	8,548.44	-	949.83	-	134,292.33
CC. Consultant Services								
	TDP Major Update	-	-	160,000	-	15,000	-	175,000
	Subtotal:	-	-	160,000	-	15,000	-	175,000
DD. Other Direct Costs								
	Admin. Service Fee	8,746.94	-	599.16	-	66.57	-	9,412.67
	Subtotal:	8,746.94	-	599.16	-	66.57	-	9,412.67
	Total:	133,541	-	169,147.60	-	16,016.40	-	318,705

Task 3.2 Short Range Transportation Planning

PURPOSE: To address Polk County's travel needs through short range multi-modal planning. Adopt and maintain a Transportation Improvement Program (TIP).

PREVIOUS WORK:

- Annual development and adoption of the Consolidated Transit Development Plan for the Lakeland Area Mass Transit District and Winter Haven Area Transit;
- Continuous development of TPO priorities for road, transit, aviation, congestion management, complete street, multi-use trail, transportation regional incentive program (TRIP) and transportation enhancement/alternative projects;
- Annual adoption of the Transportation Improvement Program (TIP);
- Adoption of amendments to the TIP;
- In FY 2015/16, the TPO completed a Bicycle Safety Action Plan (BSAP) and a Pedestrian Safety Action Plan (PSAP). These plans were updated in 2020;
- Conducted Roadway Safety Audits (RSA) for high crash corridors identified in the B/PSAPs;
- In FY 2015/16, the TPO staff developed a sample template for evaluating sidewalk coverage within one mile of public schools;
- The TPO evaluated the potential for rail quiet zones in Polk County with an emphasis on at-grade crossings on CSX's S-Line;
- Preparation and adoption of a Complete Streets Program and Policy in 2012;
- Preparation of Complete Street Action Plans for eight (8) high crash corridors (2016);
- Technical Memorandum on Sidewalk Coverage for Polk County Public Schools including a detailed evaluation of schools with the least amount of sidewalk coverage (2017 - 2019);
- Development of an updated Congestion Management Process (2015 and 2020);
- Ongoing development and implementation of the process known as Early and Continuing Coordination on Road Projects; and
- TPO staff provided support in the formation of a Corridor Advocacy Group for State Road 17 Scenic Highway. State Road 17 was designated as a Florida Scenic Highway in 2005. Staff participated in the development and review/adoption of the Corridor Management Plan (CMP) and the update of the CMP in 2010.

REQUIRED ACTIVITIES:

- Development of TPO priorities for road, transit, aviation, congestion management, complete streets, multi-use trail, transportation regional incentive program (TRIP) and transportation alternative projects;
- Evaluation and Implementation of the TPO's Congestion Management Process;
- Provide support to the Polk Transit Authority (PTA) as needed;
- In conjunction with Polk County's transit agencies, prepare a Transit Development Plan (TDP);
- Evaluation of existing transit services and consideration of service improvement alternatives in response to identified needs;

- Coordinate with FDOT District One in the development of the District One Planning Activities referenced in Appendix E;
- Conduct Roadway Safety Audits (RSA) on roads identified as high crash corridors in the Bicycle and Pedestrian Safety Action Plans;
- The Bicycle and Pedestrian Safety Action Plans (B/PSAP) both include a series of recommendations for Public Outreach and Education as a countermeasure to bicycle and pedestrian crashes;
- Update the bicycle and pedestrian crash analysis from the Bicycle and Pedestrian Safety Action Plans;
- Evaluate corridors with a high number of bicycle and pedestrian crashes and prioritize corridors for additional study;
- Updated TPO's Congestion Management Process;
- Review surface access and inter-modal needs related to airport master plans and staff support to the Joint Airport Zoning Board (JAZB);
- Review of proposed and programmed transportation projects in relation to mobility (transit access and bicycle and pedestrian facilities), and safety considerations such as lighting;
- Development of TPO's Priority Transportation Projects and Transportation Improvement Program (TIP);
- Ensure the TIP is consistent with State and Federal requirements including Transportation Performance Management requirements; and
- Provide staff support to local efforts in updating and implementing the Corridor Management Plan (CMP) for the Ridge Scenic Highway (SR 17); and
- Identification of existing and planned transit investment in Polk County, and identify emerging transportation technologies that may serve as future candidate transit projects or investments.

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Adopted Priority Transportation Projects and TIP (annually);
- Adoption of amendments to the TIP (as needed);
- Consolidated Transit Development Plan (September 1st, 2020 & 2021);
- Conduct four (4) Roadway Safety Audits for High Crash Corridors identified in the Bicycle and Pedestrian Safety Action Plans (B/PSAPs) (completed by June 30, 2021);
- Update the bicycle and pedestrian crash analysis from the B/PSAPs (annually by June 30th);
- Updated Congestion Management Process (December 2020);
- Update the Neighborhood Mobility Audits in conjunction with the 2045 Long Range Transportation Plan Update for areas with a high concentration of elderly residents (completed by December 10, 2020);
- As a follow-up to the work done as part of the 2045 Long Range Transportation Plan Update evaluate the planning and infrastructure needs for future ACES projects (June 30, 2022);

- Evaluate the feasibility of constructing an East Polk County maintenance facility in order to minimize cost and better serve the residents of eastern Polk County (Completed by June 30, 2021);
- Study the potential for premium transit corridors based on need, projected population and employment growth in eastern Polk County (completed by June 30, 2021); and
- Identification of access needs for transit stops with high ridership in eastern Polk County (completed by June 30, 2021).

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 3.2 Short Range Transportation Planning								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
EE. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	126,776.14	-	78,686.04	-	8,454.60	-	213,916.78
	Subtotal:	126,776.14	-	78,686.04	-	8,454.60	-	213,916.78
FF. Consultant Services								
	Roadway Safety Audits	50,000	-	-	-	-	-	50,000
	Neighborhood Mobility Audits	30,000	-	-	-	-	-	30,000
	Subtotal:	80,000	-	-	-	-	-	80,000
GG. Other Direct Costs								
	Admin. Service Fee	8,885.86	-	5,861.96	-	939.40	-	15,687.22
	Subtotal:	8,885.86	-	5,861.96	-	939.40	-	15,687.22
	Total:	215,662	-	84,548.00	-	9,394	-	309,604

Task 3.2 Short Range Transportation Planning

Estimated Budget Detail for FY 2021/22

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
HH. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	129,528.24	-	80,792.20	-	8,976.81	-	219,297.25
	Subtotal:	129,528.24	-	80,792.20	-	8,976.81	-	219,297.25
II. Consultant Services								
	ACES Planning Infrastructure Needs	50,000	-	-	-	-	-	50,000
	Subtotal:	50,000	-	-	-	-	-	50,000
JJ. Other Direct Costs								
	Admin. Service Fee	9,078.76	-	5,662.80	-	629.19	-	15,370.75
	Subtotal:	9,078.76	-	5,662.80	-	629.19	-	15,370.75
	Total:	188,607	-	86,455.00	-	9,606.00	-	284,668

Task 3.3 Transportation Disadvantaged Program

PURPOSE: Provide program and planning assistance in coordination of transportation services for the transportation disadvantaged.

PREVIOUS WORK:

- Created the Polk County Disadvantaged Coordinating Board and provide staff support to the board;
- Annual evaluation of the Community Transportation Coordinator (CTC);
- Annually publish the annual report for the Coordinating Board; and
- Annual update of the Transportation Disadvantaged Service Plan (TDSP).

REQUIRED ACTIVITIES:

- Staff support to the Local Coordinating Board in the evaluation of the CTC and the coordinated transportation system;
- Developing the Transportation Disadvantaged element of the TIP; and
- Preparation of the Transportation Disadvantaged Service Plan (TDSP).

END PRODUCTS:

- A planning program that meets the requirements of F.S.S. 427 and Administrative Rule 41-2.
- Evaluation of the Community Transportation Coordinator (CTC) (annually by June 30th);
- Publish the annual report for the Coordinating Board (annually by June 30th); and
- Update of the Transportation Disadvantaged Service Plan (annually June 30th).

RESPONSIBLE AGENCY: Polk TPO

FUNDING SOURCES:

Task 3.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	Trans. Disad.	Total
KK. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	31,074.84	31,074.84
	Subtotal:	-	-	-	-	-	31,074.84	31,074.84
LL. Direct Expenses								
	Training/Education	-	-	-	-	-	1,000.00	1,000.00
	Subtotal:	-	-	-	-	-	-	-
MM. Other Direct Costs								
	Admin. Service Fee	-	-	-	-	-	1,176.16	1,176.16
	Subtotal:	-	-	-	-	-	1,176.16	1,176.16
	Total:	-	-	-	-	-	33,251	33,251

Task 3.3 Transportation Disadvantaged Program								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	Trans. Disad.	Total
NN. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	31,075.94	31,075.94
	Subtotal:	-	-	-	-	-	31,075.94	31,075.94
OO. Direct Expenses								
	Training/Education	-	-	-	-	-	1,000.00	1,000.00
	Subtotal:	-	-	-	-	-	1,000.00	1,000.00
PP. Other Direct Costs								
	Admin. Service Fee	-	-	-	-	-	1,175.06	1,175.06
	-	-	-	-	-	-	1,175.06	1,175.06
	Total:	-	-	-	-	-	33,251	33,251

Task 3.5 Public Participation Process

PURPOSE: Educate and inform the public regarding transportation projects, plans, and issues. Maintain a public involvement process to meet federal and state requirements.

PREVIOUS WORK:

- Developed and adopted a new Public Participation Process (PPP) and Limited English Proficiency Plan (LEP) in 2019;
- Prepared InfoGraphics to more easily explain key TPO projects, plans and concepts;
- In 2013 and 2014 the TPO conducted a “Transportation School” to help educate citizens about the TPO planning process;
- In 2013, the TPO hosted a live, interactive, television broadcast to disseminate information about the FDOT’s Draft Tentative Work Program. Short, project-specific videos were broadcast in a “countdown” format of 10 notable projects within the Work Program;
- Based on the new Public Participation Process (PPP), in 2013 the TPO began the transition from a Citizens’ Advisory Committee (CAC) to a new Advisor Network as an alternate mechanism for citizen involvement with the objective of increasing public involvement especially by members of minority and low-income households;
- In 2012, the TPO began holding all CAC/Adviser Network meetings as interactive webcasts for those members that are unable to attend meetings;
- In 2013 the TPO set up Twitter, Facebook and Vimeo Video sites to garner public comments and share information with citizens; and
- Since 2013, the Adviser Network has hosted transportation forums on Priority Transportation Projects, Transportation and Aging in Place, Multi-Use Trails, Commuter Rail, Freight and Momentum 2040;
- Developed short informative videos highlighting important transportation projects that were broadcast on Polk Government Television (PGTV) and made available through our website;
- Developed Public Service Announcement (PSA) videos, infographics, brochures, a website and presentations in support of the Pledge to Slow Down Campaign (2017);
- In 2017 began using Community Remarks as a means to solicit comments on the Transportation Improvement Program (TIP);
- In 2017 unveiled a new TPO website that features an emphasis of Safety; and
- All TPO Board, CAC/Adviser Network, Transportation Disadvantaged Coordinating Board, major workshops, transportation forums and regional meetings of the CCC and/or Central Florida MPO Alliance that are hosted by the Polk TPO are broadcast live on PGTV (the local government access channel) and via the web at www.polk-county.net. Past meetings of the TPO’s boards and committees are also available on this site for viewing.

REQUIRED ACTIVITIES:

- Evaluate the Public Participation Plan (PPP) shall be reviewed at least annually by the TPO to ensure the public involvement process provides full and open access to all residents;
- The overall performance and effectiveness of public involvement and engagement strategies will be evaluated, including attempts to incorporate groups that are traditionally under served by the transportation system;
- The TPO will continue to maintain and enhance the TPO's website, and public use of or Facebook, Twitter and Vimeo sites.
- The TPO will participate in community organizations and events to raise awareness of the TPO's plans and programs and build relationships with stakeholder groups;
- Adopt a Limited English Proficiency (LEP) Plan;
- Utilize the internet and social media to expand the TPO's outreach to citizens;
- Use interactive web-based mapping tool to make it simple for citizens to provide comments on transportations needs and projects;
- All comments received through the TPO's PPP will be tabulated, summarized as necessary, and distributed to the TPO advisory committees and Board for their consideration in the development and adoption of transportation plans, programs, projects and services.
- Develop short informational videos on key transportation topics and issues.

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Increased awareness and participation in the development of the TPO's transportation plans and programs;
- The PPP shall be reviewed periodically by the TPO to ensure the public involvement process provides full and open access to all residents;
- The PPP will be reviewed for alternative operational and alternative public involvement outreach strategies to address COVID-19 type scenarios. This review may entail updating operational documents such as PPPs, Bylaws, and COOP;
- Attend four (4) community events per year, including one that is directly related to Polk County's Hispanic population;
- Host one (1) Transportation School session per year;
- Utilize Community Remarks to solicit comments on plans such as the LRTP, TIP and Priority Transportation Projects;
- Prepare develop and publish informational videos on key transportation topics and issues. The videos will be shown at board meetings, posted on the TPO's website and distributed through social media;
- Hold Adviser Network/Community Forms to receive public input and guidance on the TPO's plans and programs (quarterly);
- Conduct specific public outreach in support of the 2045 Long Range Transportation Plan Update including community forums, consensus building workshops and steering committee meetings (completed by December 10, 2020); and

FUNDING SOURCES:

Task 3.5 Public Participation Process									
Estimated Budget Detail for FY 2020/21									
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Other Local Funds ¹	Total
QQ. Personnel Services									
	Salary (100% Effort) Fringe Benefits and other deductions	92,150.11	-	5,507.76	-	645.10	-	12,500	98,302.97
	Subtotal:	92,150.11	-	5,507.76	-	645.10	-	12,500¹	98,302.97
RR. Consultant Services									
		-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-	-
SS. Other Direct Costs									
	Admin. Service Fee	6,458.89	-	383.24	-	42.90	-	-	6,885.03
	Subtotal:	6,458.89	-	383.24	-	42.90	-	-	6,885.03
	Total:	98,609	-	5,891.00	-	688.00	-	12,500¹	105,188.00

Task 3.5 Public Participation Process									
Estimated Budget Detail for FY 2021/22									
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Other Local Funds ¹	Total
QQ. Personnel Services									
	Salary (100% Effort) Fringe Benefits and other deductions	94,116.30	-	5,614.48	-	624.25	-	12,500	100,355.03
	Subtotal:	94,116.30	-	5,614.48	-	624.25	-	12,500¹	100,355.03
RR. Consultant Services									
		-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-	-
SS. Other Direct Costs									
	Admin. Service Fee	6,596.70	-	393.52	-	43.75	-	-	7,033.97
	Subtotal:	6,596.70	-	393.52	-	43.75	-	-	7,033.97
	Total:	100,713	-	6,008.00	-	668.00	-	12,500¹	107,389

¹ – FHWA matching funds are in-kind services provided by Polk County BoCC. These funds are not included in the total column.

Task 3.6 Regional Planning and Coordination

PURPOSE: To maintain and improve regional coordination and transportation planning in central Florida and to support the identification, prioritization and implementation of improvements to the regional transportation system including the Strategic Intermodal System (SIS).

PREVIOUS WORK:

- The TPO has participated in the development of Regional Transportation Plans for both the CCC and Central Florida MPO Alliance (CFMPOA).
- Development of CFMPOA list of Legislative Priorities (October 2018 & October 2019), a Regional LOPP (July 2018 & July 2019), and a Regional LRTP Summary Report (March 2018).
- Participation and attendance in FDOT-MPO Quarterly meetings, Regional Planning Council meetings and the Central Florida MPO Alliance/CCC to address and promote issues of regional importance. Ongoing.
- The CCC adopted a Public Participation Plan (PPP) and continues to implement new strategies for engaging the public in accordance with the regional PPP. The CCC continues to maintain and update a website and also developed Title VI and Limited English Proficiency (LEP) processes and discrimination complaint procedures.
- As part of its 2030, 2035 and 2040 Long-Range Transportation Plans (LRTP), the Polk TPO prepared a “Regional Transportation System” element. This regional element (regional system and proposed improvements in Polk County) was subsequently incorporated in the respective regional plans.
- The TPO participates in quarterly CCC and Central Florida MPO Alliance Board meetings, Regional GIS meetings, Joint CAC public meetings (CCC), Regional Multi-Use Trails Committee meetings (CCC), and staff director meetings.
- Annually, the Polk TPO hosts a joint coordination meeting between the CCC and Central Florida MPO Alliance (these two regional MPO committees in Central Florida consist of 11 MPOs).

REQUIRED ACTIVITIES:

- Continued update and maintenance of regional transportation plans;
- Identification of congested corridors and areas with strategies for congestion relief as part of regional congestion management efforts;
- Identification of Regional Transportation System to include highway, transit and multi-use trail network;
- Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance and CCC;
- Preparation of Regional Transportation Priorities including candidate projects for the Transportation Regional Incentive Program;

- Develop and update a regional Congestion Management Process (CMP) performance report (CCC);
- Participation in regional planning efforts undertaken by FDOT, the Central Florida MPO Alliance, CCC or other transportation agencies; and
- Participation in regional public involvement process and safety initiatives.

END PRODUCTS:

The end products listed below are produced on an ongoing basis unless otherwise noticed.

- Participate in the CCC and CFMPOA update to its Regional Long Range Transportation Plan to ensure that the regional components (highway, transit and multi-use trails) of the TPO’s 2045 Long-Range Transportation Plan are reflected in these regional plans (December 2020 CCC, September 2021 CFMPOA);
- Work with the CCC and CFMPOA to develop a prioritized list of regional projects that are eligible for Transportation Regional Incentive Program (TRIP) and Regional Multi-Use Trail funding (Annually);
- Attend meetings of the Tampa Bay Regional Transit Authority (TBARTA) and provide input to the development of TBARTA’s master planning efforts, as appropriate. This coordination effort informs the TPO’s Long Range Transportation Plan (LRTP) and Transit Development Plan (TDP);
- Development of a Regional LOPP and Legislative Positions each year (July and October 2020 and 2021).
- Participation in activities that support the regional activities of the Central Florida MPO Alliance, CCC, FDOT, and Regional Planning Councils.
- Continue to participate and coordinate with FDOT District One’s Coordinated Urban Transportation Studies (CUTS) Committee (Quarterly);
- Ensure local plan consistency with regional and state plans;
- Cross-county continuity in transportation facilities and District-wide travel demand models;
- A comprehensive, up-to-date, and easily accessible regional transportation website;
- Public meetings of the CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance (Annually – June/July);
- Contracts for administrative and consultant services for MetroPlan Orlando (CFMPOA) and the CCC;
- Congestion Management Process (CMP) priorities and products; and
- Provide financial support to Hillsborough MPO for specific regional planning tasks to be conducted pursuant to the MPO Chairs Coordinating Committee (CCC) Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5k 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 (Annually).

RESPONSIBLE AGENCY: Polk TPO, CFMPOA and CCC.

Task 3.6 Regional Planning and Coordination								
Estimated Budget Detail for FY 2020/21								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
WW. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	41,823.55	-	-	-	-	-	41,823.55
	Subtotal:	41,823.55	-	-	-	-	-	41,823.55
XX. Consultant Services								
	CCC	5,000	-	-	-	-	-	5,000
	CFMPOA	5,000	-	-	-	-	-	5,000
	Subtotal:	10,000	-	-	-	-	-	10,000
YY. Other Direct Costs								
	Admin. Service Fee	2,931.45	-	-	-	-	-	2,931.45
	Subtotal:	2,931.45	-	-	-	-	-	2,931.45
	Total:	54,755	-	-	-	-	-	54,755

Task 3.6 Regional Planning and Coordination								
Estimated Budget Detail for FY 2021/22								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
-	-	-	-	-	-	-	-	-
ZZ. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	42,755.24	-	-	-	-	-	42,755.24
	Subtotal:	42,755.24	-	-	-	-	-	42,755.24
AAA. Consultant Services								
	CCC	5,000	-	-	-	-	-	5,000
	CFMPOA	5,000	-	-	-	-	-	5,000
	Subtotal:	10,000	-	-	-	-	-	10,000
BBB. Other Direct Costs								
	Admin. Service Fee	2,996.76	-	-	-	-	-	2,996.76
	Subtotal:	2,996.76	-	-	-	-	-	2,996.76
	Total:	55,752	-	-	-	-	-	55,752

APPENDICES

APPENDIX A

BUDGET TABLES

Summary Budget Table I.
Agency Participation
FY 2020/21 Unified Planning Work Program (UPWP)

Task	Task Description	FHWA		FTA	FDOT		LOCAL ⁴	CTD	TOTAL ¹	CONSULTANTS ²
		PL	TMA SU		FHWA Soft Match	FTA Soft Cash Match				
1.0 Administration										
1.1	Program Administration and Management	\$180,370	\$0	\$29,601	\$39,781	\$7,400	\$3,289	\$0	\$213,260	\$0
1.1A	Multi-Media Presentations	\$12,500	\$0	\$0	\$2,757	\$0	\$0	\$0	\$12,500	\$0
1.2	Training Activities	\$4,000	\$0	\$1,800	\$882	\$450	\$200	\$0	\$6,000	\$0
2.0 Data Collection and Management Systems										
2.1	Travel Data and Strategies	\$134,573	\$0	\$0	\$29,681	\$0	\$0	\$0	\$134,573	\$85,000
3.0 Systems Planning										
3.1	Long Range Transportation Planning	\$280,703	\$0	\$233,315	\$61,910	\$58,329	\$25,924	\$0	\$539,942	\$400,000
3.2	Short Range Transportation Planning	\$215,662	\$0	\$84,548	\$47,565	\$21,137	\$9,394	\$0	\$309,604	\$80,000
3.3	Transportation Disadvantaged Program		\$0	\$0	\$0	\$0	\$0	\$33,251	\$33,251	\$0
3.5	Public Participation Process	\$98,609	\$0	\$5,891	\$21,749	\$1,473	\$13,188	\$0	\$117,688	\$0
3.6	Regional Planning and Coordination ³	\$54,755	\$0	\$0	\$12,076	\$0	\$0	\$0	\$54,755	\$0
Total Cost for all UPWP Tasks		\$981,172	\$0	\$355,155	\$216,401	\$88,789	\$39,495	\$33,251	\$1,409,073	\$565,000

Table Notes:

¹ Total amount does not include FDOT soft cash match.

² Consultant funds are included in the total cost.

³ Subtotal includes annual allocation (\$5,000 each) for the CCC (Hillsborough MPO) and CFMPOA (MetroPlan) for Regional Planning Activities.

⁴ In-kind services provided by Polk County is not considered MPO revenue and is shown in the budget, however it is not calculated in the Local/Other total cost.

**Summary Budget Table I.
Agency Participation
FY 2021/22 Unified Planning Work Program (UPWP)**

Task	Task Description		FHWA		FTA	FDOT		LOCAL	CTD	TOTAL ¹	CONSULTANTS ²
			PL	TMA SU		FHWA Soft Match	FTA Soft Match				
1.0 Administration											
1.1	Program Administration and Management		\$183,251	\$0	\$30,032	\$40,417	\$7,508	\$3,337	\$0	\$216,620	\$0
1.1A	Multi-Media Presentations		\$12,500	\$0	\$0	\$2,757	\$0	\$0	\$0	\$12,500	\$0
1.2	Training Activities		\$4,000	\$0	\$1,800	\$882	\$450	\$200	\$0	\$6,000	\$0
2.0 Data Collection and Management Systems											
2.1	Travel Data and Strategies		\$135,656	\$0	\$0	\$29,919	\$0	\$0	\$0	\$135,656	\$85,000
3.0 Systems Planning											
3.1	Long Range Transportation Planning		\$133,541	\$0	\$169,148	\$29,453	\$42,287	\$16,016	\$0	\$318,705	\$175,000
3.2	Short Range Transportation Planning		\$188,607	\$0	\$86,455	\$41,598	\$21,614	\$9,606	\$0	\$284,668	\$50,000
3.3	Transportation Disadvantaged Program			\$0	\$0	\$0	\$0	\$0	\$33,251	\$33,251	\$0
3.5	Public Participation Process		\$100,713	\$0	\$6,008	\$22,213	\$1,502	\$13,168	\$0	\$107,389	\$0
3.6	Regional Planning and Coordination		\$55,752	\$0	\$0	\$12,296	\$0	\$0	\$0	\$55,752	\$0
	Total Cost for all UPWP Tasks		\$804,020	\$0	\$293,443	\$179,535	\$73,361	\$29,827	\$33,251	\$1,170,541	\$310,000

Table Notes:

¹ Total amount does not include FDOT soft cash match.

² Consultant funds are included in the total cost.

³ Subtotal includes annual allocation (\$5,000 each) for the CCC (Hillsborough MPO) and CFMPOA (MetroPlan) for Regional Planning Activities.

⁴ In-kind services provided by Polk County is not considered MPO revenue and is shown in the budget, however it is not calculated in the Local/Other total cost.

**Summary Budget Table II
Funding Source
FY 2020/21 Unified Planning Work Program (UPWP)**

Task	Task Description	FHWA Metropolitan Planning		FTA Section 5305(d) Funds		Local/Other ⁸	TD Funds		Total		Total Cost ⁹
		Federal	State ¹	Federal	State ⁶		State	Federal	State	Local ⁸	
1.0 Administration											
1.1	Program Administration and Management	\$180,370	\$39,781	\$29,601	\$7,400	\$3,289	\$0	\$209,971	\$0	\$3,289	\$213,260
1.1A	Multi-Media Presentations	\$12,500	\$2,757	\$0	\$0	\$0	\$0	\$12,500	\$0	\$0	\$12,500
1.2	Training Activities	\$4,000	\$882	\$1,800	\$450	\$200	\$0	\$5,800	\$0	\$200	\$6,000
2.0 Data Collection and Management Systems											
2.1	Travel Data and Strategies	\$134,573	\$29,681	\$0	\$0	\$0	\$0	\$134,573	\$0	\$0	\$134,573
3.0 Systems Planning											
3.1	Long Range Transportation Planning	\$280,703	\$61,910	\$233,315	\$58,329	\$25,924	\$0	\$514,018	\$0	\$25,924	\$539,942
3.2	Short Range Transportation Planning	\$215,662	\$47,565	\$84,548	\$21,137	\$9,394	\$0	\$300,210	\$0	\$9,394	\$309,604
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$0	\$33,251	\$0	\$33,251	\$0	\$33,251
3.5	Public Participation Process	\$98,609	\$21,749	\$5,891	\$1,473	\$13,188	\$0	\$104,500	\$0	\$688	\$105,188
3.6	Regional Planning and Coordination ⁵	\$54,755	\$12,076	\$0	\$0	\$0	\$0	\$54,755	\$0	\$0	\$54,755
Total Cost for all UPWP Tasks		\$981,172	\$216,402	\$355,155	\$88,789	\$39,495	\$33,251	\$1,336,327	\$33,251	\$39,495	\$1,409,073
FHWA and FTA Funding Summary											
FY 2020/21 FHWA PL Allocation		\$696,853	\$0	\$0	\$0	\$0	\$0				
FY 2020/21 FTA 5305(d) Allocation		\$0	\$0	\$176,003	\$0	\$22,000	\$0				
Total Carryover from prior fiscal years⁷		\$557,595	\$0	\$183,602	\$22,950	\$22,950	\$0				
FY 2020/21 Total Available to Program⁷		\$1,254,448	\$0	\$359,605	\$22,950	\$44,950	\$0				
Carry Over Funds		\$273,276	\$0	\$4,450	\$0	\$5,455	\$0				

Table Notes:

1 For FY 2020/21, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

This amount represents the state soft match required for the amount of MPP/PL funds requested.

2 Task 3.3 - no funds passed to Community Transportation Coordinator for passenger trips.

3 FHWA matching local funds are in-kind services provided by Polk County BoCC.

4 If the TPO amends the UPWP to include FHWA SU funding, the "soft match" amount that will be utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds.

5 Includes annual allocation (\$5,000 each) for the CCC (Hillsborough MPO) and CFMPOA (MetroPlan) for Regional Planning Activities.

6 State soft cash match consists of transportation development credits (TDC). Soft Match is 20% of total project cost.

7 FTA carryover from fiscal years prior to FY 2020/21 includes state funding for FTA 5305(d) grant awards.

8 In-kind services provided by Polk County is not considered MPO revenue and is shown in the budget, however it is not calculated in the Local/Other total cost.

9 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.

**Summary Budget Table II
Funding Source
FY 2021/22 Unified Planning Work Program (UPWP)**

Task	Task Description	FHWA Metropolitan Planning		FTA Section 5305(d) Funds		Local/Other ⁸	TD Funds		Total		Total Cost ⁹
		Federal	State ¹	Federal	State ⁶		State	Federal	State	Local ⁸	
1.0 Administration											
1.1	Program Administration and Management	\$183,251	\$40,417	\$30,032	\$7,508	\$3,337	\$0	\$213,283	\$0	\$3,337	\$216,620
1.1A	Multi-Media Presentations	\$12,500	\$2,757	\$0	\$0	\$0	\$0	\$12,500	\$0	\$0	\$12,500
1.2	Training Activities	\$4,000	\$882	\$1,800	\$450	\$200	\$0	\$5,800	\$0	\$200	\$6,000
2.0 Data Collection and Management Systems											
2.1	Travel Data and Strategies	\$135,656	\$29,919	\$0	\$0	\$0	\$0	\$135,656	\$0	\$0	\$135,656
3.0 Systems Planning											
3.1	Long Range Transportation Planning	\$133,541	\$29,453	\$169,148	\$42,287	\$16,016	\$0	\$302,689	\$0	\$16,016	\$318,705
3.2	Short Range Transportation Planning	\$188,607	\$41,598	\$86,455	\$21,614	\$9,606	\$0	\$275,062	\$0	\$9,606	\$284,668
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$0	\$33,251	\$0	\$33,251	\$0	\$33,251
3.5	Public Participation Process	\$100,713	\$22,213	\$6,008	\$1,502	\$13,168	\$0	\$106,721	\$0	\$668	\$107,389
3.6	Regional Planning and Coordination ⁵	\$55,752	\$12,296	\$0	\$0	\$0	\$0	\$55,752	\$0	\$0	\$55,752
Total Cost for all UPWP Tasks		\$814,020	\$179,535	\$293,443	\$73,361	\$29,827	\$33,251	\$1,107,463	\$33,251	\$29,827	\$1,170,541
FHWA and FTA Funding Summary											
FY 2021/22 FHWA PL Allocation		\$696,853	\$0	\$0	\$0	\$0	\$0				
FY 2021/22 FTA 5305(d) Allocation		\$0	\$0	\$169,804	\$0	\$25,000					
Total Carryover from prior fiscal years⁷		\$557,595	\$0	\$182,000	\$0	\$5,455					
FY 2021/22 Total Available to Program⁷		\$1,254,448	\$0	\$351,804	\$0	\$30,455					
Carry Over Funds		\$273,276	\$0	\$58,361	\$0	\$628					

Table Notes:

1 For FY 2020/21, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

This amount represents the state soft match required for the amount of MPP/PL funds requested.

2 Task 3.3 - no funds passed to Community Transportation Coordinator for passenger trips.

3 FHWA matching local funds are in-kind services provided by Polk County BoCC.

4 If the TPO amends the UPWP to include FHWA SU funding, the "soft match" amount that will be utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds.

5 Includes annual allocation (\$5,000 each) for the CCC (Hillsborough MPO) and CFMPOA (MetroPlan) for Regional Planning Activities.

6 State soft cash match consists of transportation development credits (TDC). Soft Match is 20% of total project cost.

7 FTA carryover from fiscal years prior to FY 2020/21 includes state funding for FTA 5305(d) grant awards.

8 In-kind services provided by Polk County is not considered MPO revenue and is shown in the budget, however it is not calculated in the Local/Other total cost.

9 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.

APPENDIX B

Multi-Year Business Plan FY 2020/21 – 2022/23

In an effort to ensure that adequate funding is available for short and long terms projects contained in the FY 2020/21 – 2021/22 Unified Planning Work Program (UPWP), the TPO has prepared a multi-year business plan. The multi-year business plan outlines ongoing projects and new projects that are anticipated within the next three (3) years (FY 2020/21 through FY 2022/23).

Table B1. FY 2020/21 – 2021/22 UPWP FHWA PL Funding					
FY 2020/21					
FY 2020/21 FHWA PL Allocation	Prior Year Carry Forward	FY 2019/20 De-Obligation	Total Available to Program in FY 2020/21	FY 2020/21 Adopted UPWP	Carry Over Funds
\$696,853	\$557,595	\$0	\$1,254,448	\$981,172	\$273,276
FY 2021/22					
FY 2019/20 FHWA PL Estimated Allocation	Available Carry Over Funds from FY 2020/21	FY 2019/20 Close-out Balance (Avail. FY 2021)	Total Available to Program in FY 2021/22	FY 2021/22 Adopted UPWP	Remaining Funds
\$696,853	\$273,276	NA	\$970,129	\$814,020	\$156,109

Table B2. Consultant Projects FY 2020/21 – FY 2022/23				
Project	UPWP Task	Funds Programmed		
		FY 2020/21	FY 2021/22	FY 2022/23
Travel Data and Strategies				
Transportation Data Collection Program	2.1	\$40,000	\$40,000	\$40,000
Complete Streets Database	2.1	\$45,000	\$45,000	\$45,000
Short and Long Range Transportation Planning				
2045 LRTP Update	3.1	\$150,000	\$0	\$0
Roadway Safety Audits	3.2	\$50,000	\$0	\$0
ACES Planning/Infrastructure Needs	3.2	\$0	\$50,000	\$0
Neighborhood Mobility Audits	3.2	\$30,000	\$0	\$0
Transit Development Plan Major Update	3.1	\$0	\$175,000 ¹	\$25,000 ¹
East Polk County Transit Studies	3.1	\$150,000 ¹	\$0	\$0
Regional Planning and Coordination				
CCC Support ⁶	3.6	\$5,000	\$5,000	\$5,000
CFMPOA Support ³	3.6	\$5,000	\$5,000	\$5,000
	Total	\$475,000	\$320,000	\$120,000

Table B3. Projected FHWA PL Funding FY 2020/21 – FY 2022/23			
Revenue			
	FY 2020/21	FY 2021/22	FY 2022/23
PL Revenue Allocation ⁴	\$696,853	\$696,853	\$696,853
Previous Year(s) Carryover	\$557,595	\$328,277	\$156,109
Total Available to Program	\$1,254,448	\$970,130	\$852,962
Staff Services and Costs			
TPO Staff Support ⁵	\$656,171	\$669,020	\$689,091
Consultant Services	\$325,000	\$145,000	\$95,000
Total Costs	\$981,171	\$814,020	\$784,091
Carryover Funds	\$273,276	\$156,109	\$688,871

Table B4. Projected FTA 5305(d) Funding FY 2020/21 – FY 2022/23			
Revenue			
	FY 2020/21	FY 2021/22	FY 2022/23
FTA 5305(d) Allocation ⁴	\$176,003	\$194,804	\$169,804
Previous Year(s) Carryover	\$261,152	\$182,000	\$53,534
Total Available to Program	\$437,155	\$376,804	\$223,338
Staff Services and Costs			
TPO Staff Support ⁵	\$144,616	\$148,270	\$152,718
Consultant Services	\$150,000	\$175,000	\$25,000
Total Costs	\$255,155	\$323,270	\$177,718
Carryover Funds	\$4,450	\$53,534	\$45,620

¹ FTA funds will be used to fund this project.

² Consultant projects will be funded with FHWA and FTA funds.

³ The Polk TPO will provide \$5,000 to the CFMPOA for administrative and planning support.

⁴ FHWA and FTA 5305(d) allocations are estimates.

⁵ Includes staff services and other direct costs.

⁶ Provide financial support to Hillsborough MPO for specific regional planning tasks to be conducted pursuant to the MPO Chairs Coordinating Committee (CCC) Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5k 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.

**APPENDIX C
FTA SECTION 5305(d)
GRANT APPLICATION**

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="Not applicable"/>	
5a. Federal Entity Identifier: <input type="text" value="Not applicable"/>	5b. Federal Award Identifier: <input type="text" value="FL-08-0009"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text" value="1001"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="POLK TRANSPORTATION PLANNING ORGANIZATION"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text" value="0783115959000"/>	
d. Address:		
* Street1:	<input type="text" value="330 West Church Street"/>	
Street2:	<input type="text" value="Drawer TS05, P O Box 9005"/>	
* City:	<input type="text" value="Bartow"/>	
County/Parish:	<input type="text" value="Polk"/>	
* State:	<input type="text" value="FL: Florida"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="33831-9005"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Office of Planning & Developme"/>	Division Name: <input type="text" value="Polk TPO"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Ryan"/>	
Middle Name: <input type="text"/>		
* Last Name: <input type="text" value="Kordek"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Transportation Planning Administrator"/>		
Organizational Affiliation: <input type="text" value="Polk Transportation Planning Organization (TPO)"/>		
* Telephone Number: <input type="text" value="863-534-6558"/>	Fax Number: <input type="text" value="863-534-6471"/>	
* Email: <input type="text" value="ryankordek@polk-county.net"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5305 (d)

*** 12. Funding Opportunity Number:**

FL-08-0009

* Title:

Metropolitan Transportation Planning

13. Competition Identification Number:

not applicable

Title:

not applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Technical studies grant in support of FY 2019/20 - 2020/2021 Unified Planning Work Program (UPWP), Polk County, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="162,754.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="20,344.00"/>
* d. Local	<input type="text" value="20,344.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="203,442.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Approved Project Budget for FFY20

(total dollars)

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration		\$	20,405
44.22.00	General Development and Comprehensive Planning			
44.23.00	Long Range Transportation Planning: System Level			
44.23.02	Long Range Transportation Planning			
44.24.00	Short Range Transportation Planning		\$	183,037
44.25.00	Transportation Improvement Program			
44.26.12	Coordination of Non-Emergency Human Services Transportation			
44.26.13	Participation of Transit Operators in Metropolitan Planning			
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership			
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning			
44.26.16	Incorporating Safety & Security in Transportation Planning			
44.27.00	Other Activities			
			TOTAL NET PROJECT COST	\$ 203,442

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel		\$	135,015
44.30.02	Fringe Benefits	(__%)		
44.30.03	Travel			
44.30.04	Equipment			
44.30.05	Supplies			
44.30.06	Contractual		\$	51,930
44.30.07	Other		\$	11,304
44.30.08	Indirect Charges	(__%)	\$	5,193
			TOTAL NET PROJECT COST	\$ 203,442

FUND ALLOCATIONS

44.40.01	MPO Activities		\$	203,442
44.40.02	Transit Operator Activities			
44.40.03	State and/or Local Agency Activities			
			TOTAL NET PROJECT COST	\$ 203,442

Federal Share (80%) \$ 162,754

Local Share (20%) \$ 40,688

ACCOUNTING

<i>Classification</i>	<i>FPC</i>	<i>Description</i>	<i>Amount</i>
91.37.08.8P-2	02	Technical Studies - Planning	

Section 5305(d)

POLK TRANSPORTATION PLANNING ORGANIZATION

GMIS Planning Line Item Codes - FFY20

(FTA FUNDS ONLY)

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	\$	16,325
44.22.00	General Development and Comprehensive Planning		
44.23.00	Long Range Transportation Planning: System Level		
44.23.02	Long Range Transportation Planning		
44.24.00	Short Range Transportation Planning	\$	146,429
44.25.00	Transportation Improvement Program		
44.26.12	Coordination of Non-Emergency Human Services Transportation		
44.26.13	Participation of Transit Operators in Metropolitan Planning		
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning		
44.26.16	Incorporating Safety & Security in Transportation Planning		
44.27.00	Other Activities		
TOTAL NET PROJECT COST		\$	162,754

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	\$	108,013
44.30.02	Fringe Benefits (__ %)		
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual	\$	41,541
44.30.07	Other	\$	9,045
44.30.08	Indirect Charges (__ %)	\$	4,155
TOTAL NET PROJECT COST		\$	162,754

FUND ALLOCATIONS

44.40.01	MPO Activities	\$	162,754
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		
TOTAL NET PROJECT COST		\$	162,754

RESOLUTION 2020-02

RESOLUTION AUTHORIZING THE CHAIRMAN OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) TO FILE AN APPLICATION WITH THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION (FTA), FOR A GRANT UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED, AND AUTHORIZING THE EXECUTION OF THAT CERTAIN PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION

WHEREAS, federal transit laws, codified in sections of Titles 49 and 23, United States Code, authorize the Secretary of Transportation to make grants for a transportation program that emphasizes a multi-modal approach; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U.S Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements there under; and

WHEREAS, it is the goal of the Applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

WHEREAS, the total project allocation is attributed to an 80% share from the Federal Transit Administration, a 10% share from local funds for the planning grant provided in a cash match by the Polk County Board of County Commissioners, and a 10% match provided in cash by the Florida Department of Transportation; and

WHEREAS, the Polk Transportation Planning Organization has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization at its regular meeting convened on April 09, 2020:

TPO Resolution 2020-02

April 9, 2020

1. That the PTGA for 410116-1-14-29 is approved.
2. That the TPO Chairman is authorized to execute and file an application on behalf of the Polk Transportation Planning Organization with the U.S. Department of Transportation to aid in financing of planning projects pursuant to Section 5305(d) of the Urban Mass Transportation Act of 1964, as amended.
3. The TPO Chairman is authorized to execute and file a Public Transportation Grant Agreement between the Polk Transportation Planning Organization and the Florida Department of Transportation for receipt of the federal funds and state cash match.
4. That TPO staff is authorized to furnish such additional information as the U.S. Department of Transportation and/or the Florida Department of Transportation may require in connection with the application and/or the project.
5. That the TPO Director or staff designee is authorized to amend the FTA 5305(d) application, project budget and corresponding Unified Planning Work Program pages related to the 5305(d) allocation including but not limited to the Task, Sub-Task, Financial Tables, Funding Source Tables and Agency Tables should the total funding allocated to the Polk Transportation Planning Organization deviate from the amount applied for.
6. That the TPO Chairman is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation and/or the Florida Department of Transportation effectuating the purpose of this grant including Title VI of the Civil Rights Act of 1964.
7. That Commissioner Charles Lake, the TPO Chairman or Chandra Frederick, Executive Director, Polk Transportation Planning Organization, or their designee is authorized to enter into, modify or terminate the PTGA with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS NINTH DAY OF APRIL, 2020

Signed:



Commissioner Charles Lake, Chairman
Polk Transportation Planning Organization (TPO)

TPO Resolution 2020-02
April 9, 2020

Date:
April 9, 2020

ATTEST:



Chandra Frederick AICP, TPO Director

Approved by the TPO Attorney as to
form and legal sufficiency:



Randy Mink, TPO Attorney

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

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



Name: Charles Lake
Title: Polk TPO Chairman

4/9/20
Date

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

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

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



Name: Charles Lake
Title: Polk TPO Chairman

4/9/20
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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525-010-08
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DEBARMENT and SUSPENSION CERTIFICATION

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

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



Name: Charles Lake
Title: Polk Tpo Chairman

4/9/20
Date

Standard Lobbying Certification Form

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal 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 making lobbying contacts to an officer or employee of any 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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 such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, Polk Transportation Planning Organization, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Charles O. Lake Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

4/9/20 Date

FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Polk Transportation Planning Organization

The Applicant certifies to the applicable provisions of categories 01-20. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	<u>X</u>
02 Public Transportation Agency Safety Plans	<u>n/a</u>
03 Tax Liability and Felony Convictions	<u>n/a</u>
04 Lobbying	<u>X</u>
05 Private Sector Protections	<u>n/a</u>
06 Transit Asset Management Plan	<u>n/a</u>
07 Rolling Stock Buy America Reviews and Bus Testing	<u>n/a</u>
08 Urbanized Area Formula Grants Program	<u>n/a</u>
09 Formula Grants for Rural Areas	<u>n/a</u>
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<u>n/a</u>
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<u>n/a</u>

12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	n/a
13	State of Good Repair Grants	n/a
14	Infrastructure Finance Programs	n/a
15	Alcohol and Controlled Substances Testing	n/a
16	Rail Safety Training and Oversight	n/a
17	Demand Responsive Service	n/a
18	Interest and Financing Costs	n/a
19	Construction Hiring Preferences	n/a
20	Cybersecurity Certification for Rail Rolling Stock and Operations	n/a

FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

AFFIRMATION OF APPLICANT

Name of the Applicant: Polk Transportation Planning Organization

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature Charles O. Lake Date: 5/6/2020

Name Charles Lake, Polk TPO Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Polk Transportation Planning Organization

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature [Signature] Date: 5/6/2020

Name Randy M. Mink, Esq. Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

APPENDIX D CERTIFICATIONS

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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525-010-08
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Name: Charles Lake
Title: Polk Tpo Chairman

4/9/20
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FLORIDA DEPARTMENT OF TRANSPORTATION
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Name: Charles Lake
Title: Polk TPO Chairman

4/9/20
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
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Name: Charles Lake
Title: Polk TPO Chairman

4/9/20

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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525-010-08
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TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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



Name: Charles Lake
Title: Polk TPO Chairman

4/9/20
Date

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

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APPENDICES A and E

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

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

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

APPENDIX E

FDOT DISTRICT ONE PLANNING ACTIVITIES

This appendix lists metropolitan planning studies being conducted in Polk County by the Florida Department of Transportation (FDOT) District One. These studies, as identified herein, are in addition to those sponsored under the FY 2020/21 – 2021/22 Unified Planning Work Program (UPWP), and in many cases complement the TPO's planning efforts referenced in the UPWP.

- 1. GIS Application Development and System Maintenance**
- 2. Systems Planning and Reviews**
- 3. Interchange Reviews**
- 4. Travel Demand Model Development**
- 5. ETDM/Community Impact Assessment**
- 6. Statistics**
- 7. Federal Functional Classification**
- 8. Traffic Counts Program**
- 9. Modal Development Technical Support**
- 10. Transportation Alternatives Program Development**
- 11. Commuter Services**
- 12. State Highway System Corridor Studies**
- 13. Complete Streets Studies**
- 14. Growth Management Impact Reviews**
- 15. Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian**

APPENDIX F
TPO STRATEGIC PLAN 2020 - 2022



Polk Transportation
Planning Organization



Strategic Plan

Adopted February 13, 2020

STRATEGIC PLAN

2020-2022

This Strategic Plan will guide the Polk Transportation Planning Organization's (TPO) Unified Planning Work Program and the implementation and update its long-range transportation plan. It includes the following elements:

- Vision
- Mission Statement
- Core Values
- Objectives
- Strategies
- Actions



Polk Transportation
Planning Organization

VISION: Safe travel for all

MISSION STATEMENT: Partner with the community to plan and fund transportation projects and programs that provide safe, reliable travel for all users.

CORE VALUES:

1. Safe and reliable transportation should be available to all regardless of their age, ability or social status.
2. The efficient movement of goods and services is an essential part of our economy.
3. Transportation is a part of the fabric of our community. Transportation projects and services should support vibrant communities and our vision for the future.
4. The best plans come from community collaboration. Leveraged resources go farther.

GOAL – MOMENTUM 2045

Develop and maintain an integrated multi-modal transportation system to provide safe travel for all users, the efficient movement of goods and services, and to promote livable communities and economic activity.

OBJECTIVES – MOMENTUM 2045

Safety

1. Safe and fatality-free travel conditions on all Polk County roads

- Performance Target: 0 fatalities on Polk County roads
- Performance Target: 0 Serious Injuries
- Performance Measure: 0 Nonmotorized Fatalities and Serious Injuries
- Performance Measure: 0% Rate of Fatalities per 100 Million Vehicle Miles Traveled (VMT)
- Performance Measure: 0% Rate of Serious Inj. per 100M VMT

Strategy S1-A: Increase the availability and stakeholder/public awareness of traffic crash data.

Action S1-A1: Compile, maintain and publish traffic crash data on a regular basis in multi-media formats. Update TPO website to include information on adopted safety performance measures and targets.

Action S1-A2: Integrate traffic safety and crash data into the curriculum for the TPO Transportation School.

Strategy S1-B: Develop, maintain and implement pedestrian and bicycle safety action plans. (Consultant Services)

Action S1-B1: Perform Roadway Safety Audits on pedestrian and bicycle high crash corridors. (Consultant Services)

Strategy S1-C: Support implementation of non-engineering solutions to improve travel safety, e.g., community education and law enforcement.

Action S1-C1: Partner with Polk Vision to implement the Pedestrian Bicycle Safety Team Tactical Plan to include education (safety messaging, public outreach and in-school education) and law enforcement strategies to improve pedestrian and bicycle safety.

Action S1-C2: Issue a request for proposals (RFP) to secure professional services to develop and implement safe routes to schools pedestrian and bicycle safety education. The RFP shall seek assistance in developing safety curricula that complements current in-school education.

Action S1-C3: Ensure the successful completion of the safe routes to schools pedestrian and bicycle safety education project in order to increase safety education for children in kindergarten through eighth grade.

Action S1-C4: Use the TPO's Public Participation Plan to increase community awareness of traffic safety issues and tips.

Strategy S1-D: Participate in the implementation of the Florida

Department of Transportation's Strategic Highway Safety Plan.

Action S1-D: Identify elements of the Strategic Highway Safety Plan to be included in the 2045 Long Range Transportation Plan Update.

2. Safe and secure travel conditions on public transportation.

- Performance Indicator: Maintain zero traffic-related fatalities on public transportation system.
- Performance Indicator: Annually reduce injuries and accidents/incidents on public transportation system.

Strategy S1-E: Educate the traveling public regarding the safe practices, rights and responsibilities of motorists, bicyclists and pedestrians.

Strategy S2-A: Analyze the safety and security of public transportation services as part of the Transit Development Plan.

Action S2-A: As part of the Transit Development Plan Update, document the current safety and security of public transportation services and identify best safety and security practices for implementation as warranted.

Livability

1. Provide travel options for persons of all ages and abilities

- Performance Indicator: 50% of Complete Street Network with bicycle facilities.
- Performance Indicator: 50% of Complete Street Network with sidewalks.
- Performance Indicator: Overall average Transit Connectivity Index score of 175 for Polk County Census block groups.
- Performance Indicator: 75% of senior residents (age 65+) with high or moderate access to fixed-route transit services based on the Transit Connectivity Index.

Strategy L1-A: Prioritize the programming of complete street improvements.

Action L1-A: Assign an added priority to candidate transportation projects from the following: Pedestrian Safety Action Plan, Bicycle Safety Action

Plan, Complete Street Action Plans, Neighborhood Mobility Audits, and School and Park Sidewalk Coverage Analyses. Program complete street projects in the Transportation Improvement Program.

Strategy L1-B: Prepare recommended traffic study requirements for new development that place an emphasis on the provision of complete streets, connectivity and access to transit.

Action L1-B: Through the Technical Advisory Committee (TAC), encourage local governments to implement complete street-based traffic study requirements.

Strategy L1-C: Participate in the development of community strategies to support aging in place and senior mobility.

Action L1-C: Conduct Neighborhood Mobility Audits including areas with a high concentration of elderly residents. (Consultant Services)

Action L2-C: Work with the Technical Advisory Committee (TAC) to explore the concept of 20 Minute Neighborhoods and the potential for future planning applications in Polk County.

2. Provide transportation infrastructure and services that support livable communities and ensure mobility for all residents

- Performance Indicator: 100% sidewalk coverage within one mile of elementary, middle and high schools (sidewalk on at least one side of collector or arterial roads).
- Performance Indicator: Mobility Index score of 10 or greater in neighborhoods with a concentration of traditionally underserved populations.

Strategy L2-A: Evaluate sidewalk coverage within one mile of schools and identify priority candidate projects to eliminate sidewalk gaps.

Action L2-A: Evaluate sidewalk coverage for public schools – sidewalk on at least one side of arterial and collectors within one mile of school. Include street lighting as part of evaluation. Update the evaluation as needed.

Action L2-B: Present the results of this evaluation to local governments to

inform them of the needed sidewalks in their communities.

Action L2-B: Through the TPO and in working with Polk Vision and local governments, continue to advocate for stakeholder funding of candidate projects that will improve school sidewalk coverage and street lighting.

Mobility

1. Maintain stable flow of traffic on major roads – roads that serve intercity travel and the movement of freight (arterial roads)

- Performance Measure/Target: Interstate Level of Travel Time Reliability (LOTTR)/75% of Reliable Person-Miles (2-year target).
- Performance Measure/Target: Non-Interstate NHS LOTTR/50% of Reliable Person-Miles (4-year Target)

Strategy M1-A: Monitor travel conditions on major roads as part of the TPO's Long Range Transportation Plan and Congestion Management Process. (Consultant Services)

Action M1-A1: Design and implement a traffic data collection program that uses state of the art technology to gauge travel conditions and patterns. (Consultant Services)

Action M1-A2: Use the TPO's adopted performance measures and targets to assess the transportation system. Document the results in a system performance report, and use the results to identify areas of emphasis for the 2045 Long Range Transportation Plan (Momentum 2045).

Strategy M1-B: Prioritize and program capacity road projects on the interstate and non-interstate from Momentum 2045.

Action M1-B: Use data on current travel conditions, e.g., Roadway Network Database, to prioritize Momentum 2045 projects for funding.

2. Maintain stable flow of traffic on Freight Network

- Performance Measure/Target: Interstate Truck Travel Time Reliability (TTTR)/1.75 TTTR Ratio (2-year target)

Strategy M2-A: Through Momentum 2045 Identify significant freight corridors, to include the Florida Strategic Intermodal System (SIS) highways and major distribution centers in Polk County, as the TPO Freight Network.

Action M2-A: Collect and analyze truck flow data for the Freight Network.

Action M2-B: Prioritize and recommend funding for critical freight needs identified in Momentum 2045.

Strategy M2-B: Identify freight hot spots – discrete areas on the transportation network where the movement of freight is impeded by physical or operational deficiencies. Program improvements to correct these deficiencies.

Action M2-C: Conduct complete street analyses for logistics clusters within the Freight Logistics Zone to identify physical or operational deficiencies for freight traffic. (Consultant Services)

3. Provide transportation options for intercity and local travel

- Performance Indicator: Provide fixed-route transit service to all municipalities in Polk County.
- Performance Indicator: Provide regional multi-use trail connections to all municipalities in Polk County.

Strategy M3-A: Consider short and long-range transit needs in the TPO's Plans and Programs.

Action M3-A: In conjunction with the Lakeland Area Mass transit District (LAMTD), prepare and update as required a Transit Development for Polk County. (Consultant Services)

Strategy M3-A: Evaluate public transportation options for intercity travel as part of the Transit Development Plan including service to the Poinciana SunRail station.

Action M3-A: Monitor the need for feeder bus service to the Poinciana SunRail station.

Strategy M3-B: Evaluation of transit service needs in Eastern Polk County.

Action M3-B: Evaluate the feasibility of constructing an East Polk County maintenance facility in order to minimize cost and better serve the residents of eastern Polk County with transit. (Consultant Services)

Action M3-C: Study of potential premium transit corridors based on need, projected population and employment growth. (Consultant Services)

Action M3-D: Identification of access needs for transit stops with high ridership. (Consultant Services)

4. Provide access to the Regional Multi-Use Trails Network

- Performance Indicator: 90% of Polk County population should reside within five miles of the Regional Multi-Use Trails Network (within three miles = 80%).
- Performance Indicator: 40 continuous miles on the Regional Multi-Use Trails Network.

Strategy M4-A: As part of Momentum 2045, Identify and prioritize gaps in the Multi-Use Trails Network to increase community and resident access to the network.

Action M4-A: Perform analyses to identify highly populated areas that lack resident access to a multi-use trail. Prioritize trail connections to these areas.

5. Address future transportation technologies, including automated, connected, electric, and shared mobility (ACES).

- Performance Indicator: Incorporate future-ready technology when improving or building new system facilities.

Strategy M5-A: As part of Momentum 2045, prepare an Investment Strategy based on emerging transportation technologies, e.g., ACES.

Action M5-A1: Convene a stakeholder group to participate in the preparation of the Investment Strategy to include representatives from local governments, economic development and business groups, educational institutions, SunTrax, social and medical service providers,

Polk Vision, public transportation operators and freight and logistics concerns.

Action M5-A2: Identify and document the following components of an Investment Strategy: Emerging Trends; Technology Adoption Rates; Demographic Profile; Leverage of Resources; Transportation Systems Management and Operation; Identification of Key Corridors; and Development of a Strategy for Future Investment in ACES technologies. (Consultant Services)

Action M5-A3: In coordination with the Technical Advisory Committee and local governments, provide guidance and strategies on ACES infrastructure needs as it relates to future planning and development. (Consultant Services)

Economy

1. Provide transportation infrastructure and services that support economic vitality and job creation

- Performance Indicator: Annually secure at least one grant or special funding allotment for transportation projects that support the expansion of an existing business or the location of a new business.

Strategy E1-A: Prioritize transportation investments that support economic development and job creation.

Action E1-A: Partner with Polk Vision Economic Development Alignment Team to identify and prioritize key transportation infrastructure improvements.

Sustainable Resources

1. Maintain highway infrastructure in a state of good repair

- Performance Measure/Target: $\geq 60.0\%$ Interstate Pavement in Good Condition.
- Performance Measure/Target: $\geq 40.0\%$ Non-Interstate National Highway System (NHS) Pavement in Good Condition.
- Performance Measure/Target: $\geq 50.0\%$ of NHS Bridges in Good Condition.

- Performance Measure/Target: Transit Asset Management Plan (TAM) Target/Various Targets.

Strategy S1-A: Fund maintenance projects to ensure highway infrastructure is in a state of good repair.

Action S1-A: Coordinate with the Florida Department of Transportation and local governments on the need to program maintenance projects. Program projects as part of the TPO’s Transportation Improvement Program (TIP).

2. Minimize environmental impacts from transportation projects

- Performance Indicator: Limit impacts to jurisdictional wetlands or critical habitat to less than 5% of the total footprint or acreage for transportation projects.
- Performance Indicator: Meet or exceed National Ambient Air Quality Standards in Polk County.

Strategy S2-A: Support transportation improvement alternatives that minimize environmental impacts.

Action S2-A: Minimize environmental impacts through the review and comments on improvement alternatives.

Action S2-B: Include members from environmental agencies on the TPO’s Adviser Network and Momentum 2045 Consensus Building Workshops.

2045 Long Range Transportation Plan (LRTP) Update

1. Address Federal and State Requirements for the LRTP

(Consultant Services)

Strategy P1-A: Prepare a matrix to track the completion of LRTP components required to meet federal and state requirements.

Action P1-A1: Document how the current LRTP addresses the required federal and state planning factors and identify how to consider those not currently addressed.

Action P1-A2: Update the TPO's socio-economic data forecasts to a horizon year of 2045.

Action P1-A3: Use the Polk County Standard Transportation Model to prepare a stand-alone summary of the current and projected (2045) demand of persons and goods in Polk County.

Action P1-A4: Use the TPO's adopted performance measures and targets to assess the transportation system. Document the results in a system performance report, and use the results to identify areas of emphasis for the LRTP update.

Action P1-A5: Use the Florida Department of Transportation's (FDOT) Strategic Intermodal System (SIS) Cost Feasible Plan to identify the core capacity-related transportation facilities to be considered for the LRTP update. (Note: Federal regulations state that emphasis should be given to facilities that serve national and regional transportation functions.)

Action P1-A6: Document candidate complete street and safety projects documented through previous and on-going planning efforts. Package the candidate projects for inclusion in the LRTP update.

APPENDIX G

ADVISER NETWORK PLANNING TASKS SURVEY

PUBLIC COMMENTS	STRATEGIC PLAN	UPWP PLANNING TASKS						
		Admin.	Travel Data and Strategies	Long Range Transp Planning	Short Range Transp Planning	Transp Disadv Program	Public Inv.	Regional Planning Coord
		1.1	2.1	3.1	3.2	3.3	3.5	3.6
Safety								
36	S1 Safe and fatality-free travel conditions on all Polk County roads		X	X	X			
2	S1-a Increase the availability and stakeholder/public awareness of traffic crash data.		X				X	
31	S1-b Develop, maintain and implement pedestrian and bicycle safety action plans			X	X			
3	S1-c Support implementation of non-engineering solutions to improve travel safety, e.g., community education and law enforcement			X	X		X	
	S1-d Participate in the implementation of the Florida Department of Transportation's Strategic Highway Safety Plan			X	X		X	X
31	S1-e Educate the traveling public regarding the safe practices, rights and responsibilities of motorists, bicyclists and pedestrians			X	X		X	
6	S2-a Analyze the safety and security of public transportation services as part of the Transit Development Plan.			X	X	X	X	
Livability								
34	L-1 Provide travel options for persons of all ages and abilities		X	X	X	X	X	
11	L1-a Prioritize the programming of complete street improvements			X	X			
5	L1-b Prepare recommended traffic study requirements for new development that place an emphasis on the provision of complete streets, connectivity and access to transit		X		X			
3	L1-c Participate in the development of community strategies to support aging in place and senior mobility			X	X	X	X	
26	L2 Provide transportation infrastructure and services that support livable communities and ensure mobility for all residents			X	X	X		
30	L2-a Evaluate sidewalk coverage within one mile of schools and identify priority candidate projects to eliminate sidewalk gaps			X	X			
Mobility								
29	M1 Maintain stable flow of traffic on major roads - roads that serve intercity travel and the movement of freight (arterial roads)		X	X	X			X
8	M1-a Monitor travel conditions on major roads as part of the TPO's Congestion Management Process		X	X	X			X
11	M1-b Prioritize and program capacity road projects from the 2045 LRTP			X	X			
8	M-2 Maintain stable flow of traffic on Freight Network		X	X	X			X
5	M2-a Identify significant freight corridors, to include the Florida Strategic Intermodal System (SIS) highways and major distribution centers in Polk County, as the TPO Freight Network		X	X	X			X
8	M2-b Identify freight hot spots - discrete areas on the transportation network where the movement of freight is impeded by physical or operational deficiencies. Program improvements to correct these deficiencies		X	X	X			X

PUBLIC COMMENTS	STRATEGIC PLAN	UPWP PLANNING TASKS						
		Admin.	Travel Data and Strategies	Long Range Transp Planning	Short Range Transp Planning	Transp Disadv Program	Public Inv.	Regional Planning Coord
		1.1	2.1	3.1	3.2	3.3	3.5	3.6
Mobility								
27	M3 Provide transportation options for intercity and local travel		X	X	X	X		X
25	M3-a Evaluate public transportation options for intercity travel as part of the TDP including service to the Poinciana SunRail station.			X	X			X
23	M4 Provide access to the Regional Multi-Use Trails Network		X	X	X			X
24	M4-a Identify and prioritize gaps in the Multi-Use Trails Network to increase community and resident access to the network		X	X	X			X
13	M5-a As part of Momentum 2045, prepare an Investment Strategy based on emerging transportation technologies, e.g., ACES.		X	X	X			X
Economy								
17	E1 provide transportation infrastructure and services that support economic vitality and job creation		X	X	X			X
Sustainable Resources								
8	SR1 Maintain highway infrastructure in a state of good repair			X	X			X
1	SR-2 Minimize environmental impacts from transportation projects			X	X			X

APPENDIX H

TPO RESPONSES TO FHWA, FTA & FDOT DRAFT UPWP COMMENTS

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE
FDOT D1	Could not locate TIP in the TOC – please advise	The TIP is covered in Task 3.2	28, 29, 30
FDOT D1	Could not locate Special Project Planning in TOC.	There is not a Special Project Planning Task in the TIP.	NA
FDOT D1	Could not locate Status of Comprehensive Transportation Planning Activities.	This section has been added to the document.	3
FDOT D1	Please correct typo on Table II funding source fiscal years.	Corrected	Appendix A
FDOT D1	Could not locate the tasks or activities to address Federal Certification findings.	Task 1.1 Administration.	14
FTA	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.	Understood. There are no planning activities proposed for this funding.	NA
FTA	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	Much of the carryover amounts reflected in the UPWP were due to changes in staff costs and gearing up for several consultant supported projects, e.g., LRTP.	NA
FTA	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Understood	NA
FTA	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	A reference has been added to Task 3.2.	30
FHWA	Per your placeholder, please make sure to insert the TPO Organization Chart.	The Org. Chart has been to the final UPWP.	vi
FHWA	CRITICAL - Please be sure to include the signed Cost Analysis Certification in the Final UPWP for FY 2021.	The Cost Analysis Certification has been added.	xi
FHWA	On page 3 in the FDOT Soft Cash Match section in the second to last sentence, the narrative references FY 2020/21 both times. Please go back and reference the correct amount for FY2020/21 and FY2021/22. Also, please justify the 22% soft match funds reference.	This has been corrected. Also, we've incorporated soft cash match language as recommended by FHWA.	3
FHWA	For the Staff Services Agreement section, I suggest referencing Task 1/Task 1.1 to increase readability for members of the public.	A reference has been added.	3
FHWA	Under the Local Priorities section, I suggest including the adoption date for the Momentum 2045 LRTP.	The adoption date has been added.	3
FHWA	Kudos for including a matrix for the FDOT Planning Emphasis Areas. First time seeing this in any UPWP!	Thank you.	5

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE
FHWA	In reference to the TPO Agreements section, I suggest including some narrative that notifies the public that if they are interested in any of the agreements or any other planning documents, a member of the public is welcome to make the request in-person and provide the address.	A statement has been added to this section.	10
FHWA	Under required activities and end products, I suggest including ongoing activities the TPO staff is doing to address Federal TMA Certification Review findings as well as any other activities in preparation for the next certification in 2024.	A reference has been added to this section	14
FHWA	In Task 3, the document goes from Task 3.3 TD Program to 3.5 Public Participation Process. I suggest editing the subtasks into chronological order.	Our hope is to modify the Task numbers when we do a major amendment, or in the next UPWP.	NA
FHWA	For Summary Budget Table II Funding Source for FY2021/22, the carry over fund in the Federal column has \$216,110. However, after going through the calculations, it supposed to be \$216,107. Please make the correction and/or provide the justification in the Final UPWP.	This amount has changed since the initial Draft UPWP was prepared and now includes \$10,000 additional for our regional coordination task. However, I've calculated the numbers several times and show it as \$206,109.	Appendix A
FHWA	<u>CRITICAL</u> - All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document.	These have been added to the final document.	Appendix D
FHWA	For the FDOT D1 Planning Activities, I suggest including narrative that indicates how the TPO collaborates with FDOT in the transportation planning process. For example, the FDOT planning activities can be referenced in any of the MPO's tasks/activities.	A brief statement has been added to the introduction paragraph.	Appendix E
FHWA	Please make sure to insert the Advisor Network Planning Tasks Survey in the Final UPWP.	The survey has been added to the final document.	Appendix G
FHWA	For Task 3.1, I suggest referencing Appendix E since the TPO is already coordinating with FDOT D1 for long range planning efforts and data for the LRTP CFP.	A reference has been added.	25
FHWA	<u>CRITICAL</u> - For Task 3.1, I suggest including activities and products related to the TPO's efforts with TPM in the LRTP. It should also include monitoring and adjusting targets with the assumption as an ongoing basis.	References have been added.	25 & 26
FHWA	Under required activities on page 26, there is a bullet that references evaluation/implementation of the TPO's CMP but no mention of an updated CMP as an end product. I suggest including the CMP as an end product on pages 27-28.	This has been clarified.	29
FHWA	<u>CRITICAL</u> - Similar to Task 3.1, I suggest including the TPO's requirements for monitoring/reporting performance measures in the TIP.	The requirement has been added.	29
FHWA	For the Short Range Planning Task, this may be an opportunity to include coordination with FDOT D1 as well.	A reference has been added to this task.	29
FHWA	<u>CRITICAL</u> - In reference to the third bullet under End Products, please elaborate on benefits for attending TBARTA meetings to the TPO's transportation planning process. For example, TBARTA's master planning efforts inform Momentum 2045, etc.	This item has been clarified.	38

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE
FHWA	<u>CRITICAL</u> - Please note that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process. Please provide additional clarification on the deliverables associated with all training/meetings/conferences.	Understood. Additional information has been added.	20
FHWA	<u>CRITICAL</u> - For annual completion dates, please identify specific months for as many activities possible. For example, some of the identified activities identify a month for completion date while other tasks state “annually” for anticipated date of completion. If there are any known months of completion for the tasks, please identify them in the completion column.	We’ve added some specific dates where they are known. Understand some are not known at this time. Likewise, other end products are produced on an ongoing, or as-needed basis.	Planning Tasks
FHWA	Tasks that involve consultant participation (such as Tasks 2.1, 3.1 and 3.2) should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO’s use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Understood.	Planning Tasks
FHWA	<u>CRITICAL</u> - UPWP Introduction: Soft Match Section - Please ensure you identify the soft match ratio for PL Funds of 80:20 and check to ensure all the match amounts in the Introduction and the Summary Budget Tables are identified correctly using this ratio. The SU fund match should also be discussed in the Introduction soft match section and the amount identified. SU funds still use the sliding scale for the match and need to be calculated using the ratio of 81.93:18.07. A column for the SU soft match amount also needs to be included in the Summary Budget Tables as well as the PL fund Soft Match Column.	We’ve checked and clarified the soft cash matches. The UPWP does not propose using SU funds for planning projects. However, we’ve added a footnote to the Summary Budget Tables to indicate that a soft cash match would apply if the UPWP is amended to include SU funds.	Appendix A & Page 3
FHWA	I suggest including necessary activities focused on monitoring, analyzing, and incorporating the upcoming 2020 Census data into the TPO’s essential planning documents.	An end product has been added to Task 2.1.	23
FHWA	Please include activities under the appropriate task to review and update the MPO’s COOP to consider pandemic scenarios. Additionally, it is suggested that the MPO 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.	End products have been added to Task 1.1 (Administration) and Task 3.5 (Public Participation Process). Some of these efforts are currently (FY 2019/20) being evaluated by the TPO.	14 & 35
FHWA	For the FY 2021/22 Summary Budget Table II Funding Source, please edit the FHWA and FTA Funding Summary section to reflect the appropriate Fiscal Year.	This has been corrected in the final document.	Appendix A