

Polk Transportation Planning Organization

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

Draft March 15, 2020
(Adoption Scheduled for April 9, 2020)

Commissioner Charles Lake
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 McCarley
Commissioner Justin Troller
Commissioner Phillip Walker
Commissioner Scott Franklin

City of Winter Haven

Mayor Pro Tem Nat Birdsong
Commissioner William Twyford
Commissioner James Powell, Alt.

City of Auburndale

Commissioner Keith Cowie

City of Bartow

Commissioner Trish Pfeiffer

City of Haines City

Mayor Roy Tyler

City of Lake Wales

Mayor Eugene Fultz

South County Voting Block

Fort Meade – Commissioner Barbara
Manley*
Frostproof – Vice Mayor Jon Albert
Mulberry – Vice Mayor Collins Smith

East County Voting Bloc

Dundee – Commissioner Willie Quarles*
Lake Hamilton – Mayor Marlene Wagner
Lake Alfred – Commissioner Charles Lake
Eagle Lake – Commissioner Michael Burdelak
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

* 2020 Voting Bloc Member

Technical Advisory Committee

Chairperson, Doug Leonard, Town of Lake Hamilton

Vice-Chairperson, Amée 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 Wiegers, 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

Amée 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

Jerry Rodriguez

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 323 members that represent a broad, diverse cross-section of Polk County residents and



Polk Transportation

ADVISER NETWORK

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

To be inserted

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
WCFAQCC	West Central Florida Air Quality Coordinating Committee

Cost Analysis Certification

Polk Transportation Planning Organization (TPO)

FY 2020/21 – 2021/22 Unified Planning Work Program

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: Millie Brown

Community Liaison – District One

Title and District

Signature

Date

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 61 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)
Making roads safer for all users (motorists, bicyclists, Pedestrians and transit riders)						
The need to improve bicycle & pedestrian safety						
Connecting our existing multi-use trails						
Adding new multi-use trails						
The need for sidewalks close to schools						
Tracking trucks: where are they & where are they going?						
The need to educate motorists, pedestrians & bicyclists						
On the rules of the road						

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

Soft match (WPI Part IV Chapter 2): Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available.

The "soft match" amount being utilized to match the FHWA funding in the TPO's UPWP is \$204,271 in FY 2020/21 and \$178,433 in FY 2020/21. The soft match funds are 22% of the FHWA funding reflected in the TPO's UPWP. These dollar amounts are based on estimated availability.

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.

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 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							
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**

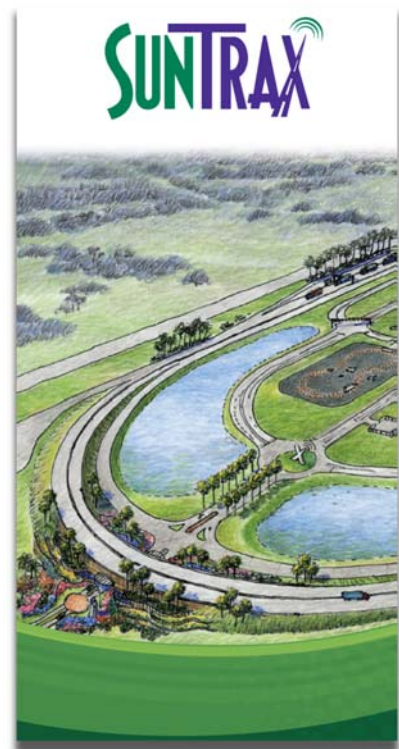
The TPO's plans and programs give significant consideration to connected transportation systems. This includes the connectivity between different modes of transportation, the

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. In terms of Resiliency, Momentum 2045 will place more emphasis on coordination with agency partners responsible for natural disaster risk reduction and also gives consideration to the additional costs associated with reducing vulnerability of the existing transportation infrastructure.

- **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.



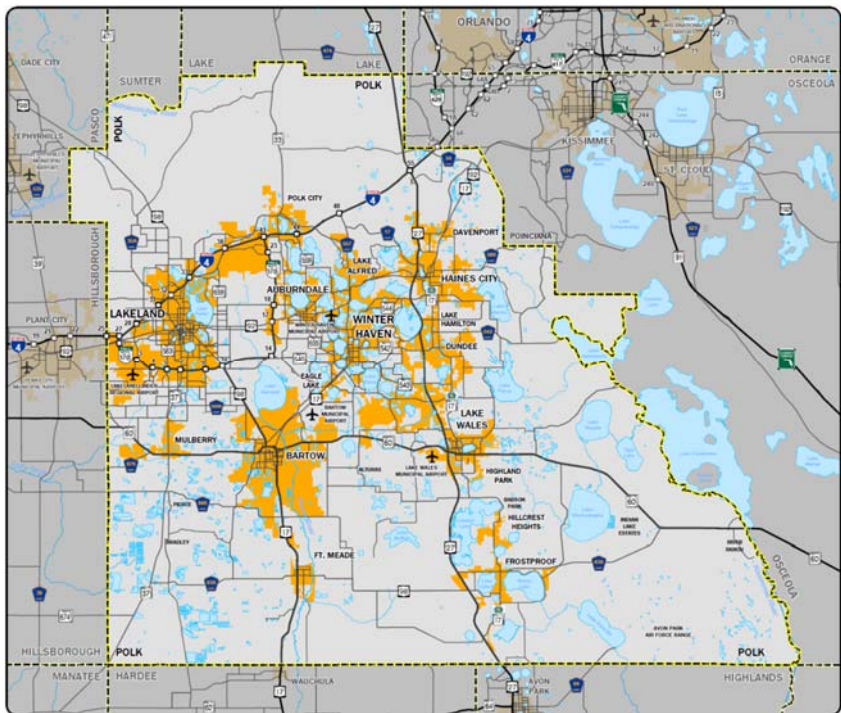
Organization and Management



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 Polk County's 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 *Adviser Network Community Forum*

Transportation Adviser 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.

- 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

FAST ACT PLANNING FACTORS	UPWP PLANNING TASKS						
	1.1	2.1	3.1	3.2	3.3	3.5	3.6
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 stormwater 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;
- TPO certification (annually);
- Preparation and adoption of FY 2022/23 – 2023/24 UPWP (May 2022);
- Preparation and adoption of UPWP amendments (FY 2020/21 – 2021/22) as needed;
- Prepare quarterly progress reports to monitor the completion of outlined planning tasks;

- 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	FTA Local Match	TD	Total
A. Personnel Services								
	Salary (100% Effort)							
	Fringe Benefits and other deductions	138,924.68	-	16,587.25	2,127.16	2,127.16	-	159,766.25
	-	-	-	-	-	-	-	
	Subtotal:	138,924.68		16,587.25	2,127.16	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	-	400	50	50	-	2,500
	Subtotal:	2,000	-	400	50	50	-	2,500
D. Other Direct Expenses								
	Professional Services	3,700	-	240	30	30	-	4,000
	Communications	2,000	-	800	100	100	-	3,000
	Rent/Lease Equipment	400	-	-	-	-	-	400
	Maintenance Equipment	200	-	80	10	10	-	300
	Print/Bind Outside	860	-	720	90	90	-	1,760
	Print Bind Inside	8,500	-	800	100	100	-	9,500
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	6,000	-	1,600	200	200	-	8,000
	Office Supplies	2,500	-	800	100	100	-	3,500
	Postage	1,600	-	800	100	100	-	2,600
	Furniture/Equip. < \$1,000	1,600	-	160	20	20	-	1,800
	Publications/Subscriptions	1,000	-	800	100	100	-	2,000
	Organization Membership	1,340	--	800	100	100	-	2,340

Task 1.1 Program Administration and Management							
Estimated Budget Detail for FY 2020/21							
Fees							
Admin. Service Fee	9,745.32	-	1,724.75	161.84	161.84	-	11,793.75
Subtotal:	39,445.32	-	9,324.75	1,111.84	1,111.84	-	50,993.75
Total:	180,370.00	-	26,312.00	3,289.00	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	FTA Local Match	Trans • Disad •	Total
F. Personnel Services								
	Salary (100% Effort)	141,624.41	-	17,470.48	2,183.93	2,183.93	-	163,462.75
	Fringe Benefits and other deductions							
	-	-	-	-	-	-		
	Subtotal:	141,624.41	-	17,470.48	2,183.93	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	-	400	50	50	-	2,500
	Subtotal:	2,000	-	400	50	50	-	2,500
I. Other Direct Expenses								
	Professional Services	3,700	-	240	30	30	-	4,000
	Communications	2,000	-	800	100	100	-	3,000
	Rent/Lease Equipment	400	-	-	-	-	-	400
	Maintenance Equipment	200	-	80	10	10	-	300
	Print/Bind Outside	800	-	720	90	90	-	1,700
	Print Bind Inside	8,500	-	800	100	100	-	9,500
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, etc.	6,060	-	1,600	200	200	-	8,060
	Office Supplies	2,500	-	800	100	100	-	3,500
	Postage	1,600	-	800	100	100	-	2,600
	Furniture/Equip. < \$1,000	1,600	-	160	20	20	-	1,800
	Publications/Subscriptions	1,000	-	800	100	100	-	2,000
	Organization Membership Fees	1,340	-	800	100	100	-	2,340
	Admin. Service Fee	9,926.59	-	1,224.52	153.07	153.07	-	11,457.25
	Subtotal:	39,626.59	-	8,824.52	1,103.07	1,103.07	-	50,657.25
	Total:	183,251	-	26,695.00	3,337.00	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	FTA Local Match	Trans. Disad.	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	FTA Local Match	Trans. Disad.	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).

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	FTA Local Match	Trans. Disad.	Total
O. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
P. Other Direct Expenses								
	Training/Education	4,000	-	1,600	200	200	-	6,000
	Subtotal:	4,000	-	1,600	200	200	-	6,000
	Total:	4,000	-	1,600	200	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	FTA Local Match	Trans. Disad.	Total
Q. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-
R. Other Direct Expenses								
	Training/Education	4,000	-	1,600	200	200	-	6,000
	Subtotal:	4,000	-	1,600	200	200	-	6,000
	Total:	4,000	-	1,600	200	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);
- 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	FTA Local Match	Trans. Disad.	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	FTA Local Match	Trans. Disad.	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;
- 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; 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	FTA Local Match	Trans. Disad.	Total
Y. Personnel Services								
	Salary (100% Effort)	122,141.95	-	6,906.24	863.38	863.38	-	130,774.95
	Fringe Benefits and other deductions							
	Subtotal:	122,141.95	-	6,906.24	863.38	863.38	-	130,774.95
Z. Consultant Services								
	2045 LRTP Update	100,000	-	-	-	-	-	100,000
	East Polk Transit Studies	-	-	140,000	17,500	17,500	-	175,000
	TDP Major Update	-	-	80,000	10,000	10,000	-	100,000
	-		-	-	-	-	-	-
	Subtotal:	100,000	-	220,000	27,500	27,500	-	375,000
AA. Other Direct Costs								
	Admin. Service Fee	8,561.05	-	483.76	60.62	60.62	-	9,166.05
	Subtotal:	8,561.05	-	483.76	60.62	60.62	-	9,166.05
	Total:	230,703	-	227,390	28,424	28,424	-	514,941

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	FTA Local Match	TD	Total
BB. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	124,794.06	-	7,598.61	949.83	949.83	-	134,292.33
	Subtotal:	124,794.06	-	7,598.61	949.83	949.83	-	134,292.33
CC. Consultant Services								
	TDP Major Update	-	-	40,000	5,000	5,000	-	50,000
	Subtotal:	-	-	40,000	5,000	5,000	-	50,000
DD. Other Direct Costs								
	Admin. Service Fee	8,746.94	-	532.59	66.57	66.57	-	9,412.67
	Subtotal:	8,746.94	-	532.59	66.57	66.57	-	9,412.67
	Total:	133,541	-	48,131.20	6,016.40	6,016.40	-	193,705

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;

- 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;
- 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;
- 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);
- 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);
- Conduct a complete streets analysis for logistics clusters within the Freight Logistics Zone to identify physical or operational deficiencies for freight traffic (completed by June 30, 2022);
- Implementation of Supplemental Safe Routes to Schools Education Program (completed by 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	FTA Local Match	TD	Total
EE. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	126,776.14	-	70,231.44	8,454.60	8,454.60	-	213,916.78
	Subtotal:	126,776.14	-	70,231.44	8,454.60	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	-	4,922.56	939.40	939.40	-	15,687.22
	Subtotal:	8,885.86	-	4,922.56	939.40	939.40	-	15,687.22
	Total:	215,662	-	75,154	9,394	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	FTA Local Match	Trans. Disad.	Total
HH. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	129,528.24	-	71,815.39	8,976.81	8,976.81	-	219,297.25
	Subtotal:	129,528.24	-	71,815.39	8,976.81	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	-	5,033.61	629.19	629.19	-	15,370.75
	Subtotal:	9,078.76	-	5,033.61	629.19	629.19	-	15,370.75
	Total:	188,607	-	76,849	9,606	9606	-	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	FTA Local Match	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	FTA Local Match	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/Advisor 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/Advisor 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;
- 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
- Conduct public outreach in support of the next major update to the Transit Development Plan (2021-2022).

RESPONSIBLE AGENCY: Polk TPO

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	FTA Local Match	TD	Local Funds ¹	Total
QQ. Personnel Services									
	Salary (100% Effort) Fringe Benefits and other deductions	92,150.11	-	4,895.66	612.10	612.10	-	12,500	110,769.97
	Subtotal:	92,150.11	-	4,895.66	612.10	612.10	-	12,500¹	110,769.97
RR. Consultant Services									
		-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-	-
SS. Other Direct Costs									
	Admin. Service Fee	6,458.89	-	340.34	42.90	42.90	-	-	6,885.03
	Subtotal:	6,458.89	-	340.34	42.90	42.90	-	-	6,885.03
	Total:	98,609	-	5,236	655	655	-	12,500¹	117,655

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	FTA Local Match	TD	Local Funds ¹	Total
QQ. Personnel Services									
	Salary (100% Effort) Fringe Benefits and other deductions	94,116.30	-	4,990.23	624.25	624.25	-	12,500	112,855.03
	Subtotal:	94,116.30	-	4,990.23	624.25	624.25	-	12,500¹	112,855.03
RR. Consultant Services									
		-	-	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-	-	-	-
SS. Other Direct Costs									
	Admin. Service Fee	6,596.70	-	349.77	43.75	43.75	-	-	7,033.97
	Subtotal:	6,596.70	-	349.77	43.75	43.75	-	-	7,033.97
	Total:	100,713	-	5,340	668	668	-	12,500¹	119,889

¹ – FHWA matching funds are in-kind services provided by Polk County BoCC.

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 Polk TPO became a member of the West Central Florida Metropolitan Planning Organization Chairs Coordinating Committee (CCC) in 2000 and a member of the Central Florida MPO Alliance in 2003.
- The TPO has participated in the development of Regional Transportation Plans for both the CCC and Central Florida MPO Alliance (CFMPOA).
- The TPO coordinated with its regional partners to identify a regional multi-use trail system.
- In 2005, the Polk TPO identified the “Regional Road Network” in Polk County as a source of candidate Transportation Regional Incentive Program (TRIP) Projects. This Regional Road Network was endorsed by both the CCC and CFMPOA and has been updated several times since. The TPO participated in the development of Regional Priority Projects for the referenced grant program.
- 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 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;
- 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);

- Conduct regional air quality conformity modeling and analysis and produce determinations for LRTPs and TIPs in the region and update the Regional LRTP as needed (CCC);
- Participation in regional highway and transit studies; 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;
- 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;
- Attend meetings of the Tampa Bay Regional Transit Authority (TBARTA) and provide input to the development of TBARTA's master planning efforts, as appropriate;
- Continue to participate and coordinate with FDOT District One's Coordinated Urban Transportation Studies (CUTS) Committee which is comprised of all the MPOs in District One;
- Local plan consistency with regional and state plans;
- Cross-county continuity in transportation facilities;
- 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;
- Contracts for administrative services for MetroPlan Orlando (CFMPOA); and
- Congestion Management Process (CMP) priorities and products.

RESPONSIBLE AGENCY: Polk TPO, CFMPOA and CCC.

FUNDING SOURCES:

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	FTA Local Match	Trans. Disad.	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								
	CFMPOA	5,000	-	-	-	-	-	5,000
	Subtotal:	5,000	-	-	-	-	-	5,000
YY. Other Direct Costs								
	Admin. Service Fee	2,931.45	-	-	-	-	-	2,931.45
	Subtotal:	2,931.45	-	-	-	-	-	2,931.45
	Total:	49,755	-	-	-	-	-	49,755

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	FTA Local Match	Trans. Disad.	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								
	CFMPOA	5,000	-	-	-	-	-	5,000
	Subtotal:	5,000	-	-	-	-	-	5,000
BBB. Other Direct Costs								
	Admin. Service Fee	2,996.76	-	-	-	-	-	2,996.76
	Subtotal:	2,996.76	-	-	-	-	-	2,996.76
	Total:	50,752	-	-	-	-	-	50,752

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	CTD	TOTAL ¹	CONSULTANTS ²
		PL	TMA SU		Soft Match	Cash Match				
1.0 Administration										
1.1	Program Administration and Management	\$180,370	\$0	\$26,312	\$39,781	\$3,289	\$3,289	\$0	\$213,260	\$0
1.1A	Multi-Media Presentations	\$12,500	\$0	\$0	\$2,757	\$0	\$0	\$0	\$9,743	\$0
1.2	Training Activities	\$4,000	\$0	\$1,600	\$882	\$200	\$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	\$230,703	\$0	\$227,390	\$50,882	\$28,424	\$28,424	\$0	\$514,941	\$375,000
3.2	Short Range Transportation Planning	\$215,662	\$0	\$75,154	\$47,565	\$9,394	\$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	\$5,236	\$21,749	\$655	\$655	\$0	\$117,655	\$0
3.6	Regional Planning and Coordination	\$49,755	\$0	\$0	\$10,974	\$0	\$0	\$0	\$49,755	\$5,000
	Total Cost for all UPWP Tasks	\$926,172	\$0	\$335,692	\$204,271	\$41,962	\$41,962	\$33,251	\$1,388,782	\$545,000

Table Notes:

¹ Total amount does not include FDOT soft cash match.

² Consultant funds are included in the 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		Soft Match	Cash Match				
1.0 Administration										
1.1	Program Administration and Management	\$183,251	\$0	\$26,695	\$40,417	\$3,337	\$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	\$1,600	\$882	\$200	\$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	\$48,132	\$29,453	\$6,016	\$6,016	\$0	\$193,705	\$50,000
3.2	Short Range Transportation Planning	\$188,607	\$0	\$76,849	\$41,598	\$9,606	\$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	\$5,340	\$22,213	\$668	\$668	\$0	\$119,889	\$0
3.6	Regional Planning and Coordination	\$50,752	\$0	\$0	\$11,194	\$0	\$0	\$0	\$50,752	\$5,000
	Total Cost for all UPWP Tasks	\$809,020	\$0	\$158,616	\$178,433	\$19,827	\$19,827	\$33,251	\$1,053,041	\$190,000

Table Notes:

¹ Total amount does not include FDOT soft cash match.

² Consultant funds are included in the total cost.

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

Task	Task Description	FHWA Metropolitan Planning Funds			FTA Section 5305(d) Funds			TMA SU Funds		TD Funds	Total			Total Cost
		Federal	State¹	Local	Federal	State	Local	Federal	State		Federal	State	Local	
1.0 Administration														
1.1	Program Administration and Management	\$180,370	\$39,781		\$26,312	\$3,289	\$3,289				\$206,682	\$43,070	\$3,289	\$253,041
1.1A	Multi-Media Presentations	\$12,500	\$2,757								\$12,500	\$2,757		\$15,257
1.2	Training Activities	\$4,000	\$882		\$1,600	\$200	\$200				\$5,600	\$1,082	\$200	\$6,882
2.0 Data Collection and Management Systems														
2.1	Travel Data and Strategies	\$134,573	\$29,681								\$134,573	\$29,681		\$164,254
3.0 Systems Planning														
3.1	Long Range Transportation Planning	\$230,703	\$50,882		\$227,390	\$28,424	\$28,424				\$458,093	\$79,306	\$28,424	\$565,823
3.2	Short Range Transportation Planning	\$215,662	\$47,565		\$75,154	\$9,394	\$9,394	\$0			\$290,816	\$56,959	\$9,394	\$357,169
3.3	Transportation Disadvantaged Program²									\$33,251		\$33,251		\$33,251
3.5	Public Participation Process	\$98,609	\$21,749	\$12,500³	\$5,236	\$655	\$655				\$103,845	\$22,404	\$13,155	\$139,404
3.6	Regional Planning and Coordination	\$49,755	\$10,974								\$49,755	\$10,974		\$60,729
Total Cost for all UPWP Tasks		\$926,172	\$204,271	\$12,500	\$335,692	\$41,962	\$41,962	\$0	\$33,251	\$1,261,864	\$279,484	\$54,462		\$1,595,810
FHWA and FTA Funding Summary														
	FY 2020/21 FHWA PL Allocation	\$696,853												
	FY 2020/21 FTA 5305(d) Allocation				\$162,754	\$20,344	\$20,344							
	Total Carryover from prior fiscal years	\$557,595			\$208,519	\$26,065	\$26,065							
	FY 2020/21 Total Available to Program	\$1,254,448			\$371,273	\$46,409	\$46,409							
	Carry Over Funds	\$328,277			\$35,581	\$4,447	\$4,447							

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. This amount represents the soft match required (both state and local) 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 The funding for FTA funded tasks in the UPWP will be drawn from JPA Contract G0844.

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

Task	Task Description	FHWA Metropolitan Planning Funds			FTA Section 5305(d) Funds			TMA SU Funds		TD Funds	Total			Total Cost
		Federal	State¹	Local	Federal	State	Local	Federal	State		Federal	State	Local	
1.0 Administration														
1.1	Program Administration and Management	\$183,251	\$40,417		\$26,695	\$3,337	\$3,337				\$209,946	\$43,754	\$3,337	\$257,037
1.1A	Multi-Media Presentations	\$12,500	\$2,757								\$12,500	\$2,757		\$15,257
1.2	Training Activities	\$4,000	\$882		\$1,600	\$200	\$200				\$5,600	\$1,082	\$200	\$6,882
2.0 Data Collection and Management Systems														
2.1	Travel Data and Strategies	\$135,656	\$29,919								\$135,656	\$29,919		\$165,575
3.0 Systems Planning														
3.1	Long Range Transportation Planning	\$133,541	\$29,453		\$48,132	\$6,016	\$6,016				\$181,673	\$35,469	\$6,016	\$223,158
3.2	Short Range Transportation Planning	\$188,607	\$41,598		\$76,849	\$9,606	\$9,606	\$0			\$265,456	\$51,204	\$9,606	\$326,266
3.3	Transportation Disadvantaged Program²									\$33,251				\$33,251
3.5	Public Participation Process	\$100,713	\$22,213	\$12,500³	\$5,340	\$668	\$668				\$106,053	\$22,881	\$13,168	\$142,102
3.6	Regional Planning and Coordination	\$50,752	\$11,194								\$50,752	\$11,194		\$61,946
Total Cost for all UPWP Tasks		\$809,020	\$178,433	\$12,500	\$158,616	\$19,827	\$19,827	\$0	\$33,251		\$967,636	\$231,511	\$32,327	\$1,231,474
FHWA and FTA Funding Summary														
	FY 2020/21 FHWA PL Allocation	\$696,853												
	FY 2020/21 FTA 5305(d) Allocation				\$162,754	\$20,344	\$20,344							
	Total Carryover from prior fiscal years	\$328,277			\$35,581	\$4,447	\$4,447							
	FY 2020/21 Total Available to Program	\$1,025,130			\$198,333	\$24,792	\$24,792							
	Carry Over Funds	\$216,110			\$39,717	\$4,965	\$4,965							

Table Notes:

¹ For FY 2021/22, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. This amount represents the soft match required (both state and local) 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 The funding for FTA funded tasks in the UPWP will be drawn from JPA Contract G0844.

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	\$1,098,390	\$328,277
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	\$328,277	NA	\$1,025,130	\$809,020	\$216,110

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	\$100,000	\$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	3.2	\$100,000 ¹	\$50,000 ¹	\$0
East Polk County Transit Studies	3.2	\$175,000 ¹	\$0	\$0
Regional Planning and Coordination				
CFMPOA Support ³	3.6	\$5,000	\$5,000	\$5,000
Total		\$545,000	\$190,000	\$90,000

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	\$216,110
Total Available to Program	\$1,254,448	\$1,025,130	\$912,963
Staff Services and Costs			
TPO Staff Support ⁵	\$656,171	\$669,020	\$689,091
Consultant Services	\$270,000	\$140,000	\$90,000
Total Costs	\$926,171	\$809,020	\$779,091
			-
Carryover Funds	\$328,277	\$216,110	\$133,872

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	\$203,442	\$203,442	\$203,442
Previous Year(s) Carryover	\$260,649	\$44,475	\$49,647
Total Available to Program	\$464,091	\$247,917	\$253,089
Staff Services and Costs			
TPO Staff Support ⁵	\$144,616	\$148,270	\$152,718
Consultant Services	\$275,000	\$50,000	\$0
Total Costs	\$419,616	\$198,270	\$152,718
			-
Carryover Funds	\$44,475	\$49,647	\$100,371

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 (each) to CFMPOA for administrative and planning support.

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

⁵ Includes staff services and other direct costs.

APPENDIX C
FTA SECTION 5305(d)
GRANT APPLICATION

To be Inserted

APPENDIX D

CERTIFICATIONS

DEBARTMENT and SUSPENSION CERTIFICATION

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

(1) The Polk Transportation Planning Organization (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.

Charles Lake, Polk TPO Chairman

April 9, 2020
Date

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 Transportation Planning Organization (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.

Charles Lake, Polk TPO Chairman

April 9, 2020
Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Polk Transportation Planning Organization (TPO) that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of TPO 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.

Charles Lake, Polk TPO Chairman

April 9, 2020
Date

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

Pursuant to Section 9 of US DOT Order 1050.2A, the Polk Transportation Planning Organization (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 agrees to the following responsibilities 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 *Appendix 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.

Dated: April 9, 2020

by _____
Charles Lake, Polk TPO Chairman

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.

(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 sub-contractor 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 the planning studies sponsored under the FY 2020/21 – 2021/22 Unified Planning Work Program (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

To be Inserted

APPENDIX H

CERTIFICATION OF THE TPO'S PLANNING PROCESS

To be Inserted

APPENDIX I

TPO RESOLUTION 2016-07 – GUIDELINES GOVERNING TRAVEL EXPENDITURES

TPO RESOLUTION 2016-07

RESOLUTION ESTABLISHING GUIDELINES GOVERNING TRAVEL EXPENDITURES RELATING TO FEDERALLY REIMBURSED AND NON-FEDERALLY FUNDED TRAVEL EXPENDITURES

WHEREAS, Florida Statutes 112.061 establishes standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency; and

WHEREAS, 112.061(14), Florida Statutes allow MPOs to establish rates that vary from the per diem rate established by the State of Florida; and

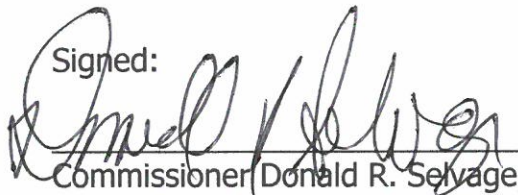
WHEREAS, the Polk Transportation Planning Organization (Polk TPO) wishes to adopt policies governing travel expenditures for costs considered necessary and reasonable, and that applies to federally reimbursed and non-federally funded travel, as defined by Federal regulation 2 CFR 200, Subpart E – Cost Principles; and

NOW, THEREFORE, BE IT RESOLVED that the Polk TPO hereby adopts the policies governing travel expenditures consistent with those established by Polk County.

This Resolution shall become effective immediately upon adoption.

PASSED and ADOPTED THIS 14th Day of April, 2016.

Signed:



Commissioner Donald R. Selvage, Chairman
Polk Transportation Planning Organization (TPO)

April 14, 2016

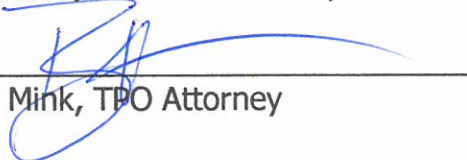
Date

ATTEST:



Thomas M. Deardorff, AICP, TPO Director

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



Randy Mink, TPO Attorney

APPENDIX J

TPO RESPONSES TO FHWA, FTA & FDOT DRAFT UPWP COMMENTS

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE