



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

UPWPP

Unified Planning Work Program

July 1, 2022 - June 30, 2023 and
July 1, 2023 - June 30, 2024

DRAFT

Orlando Urban Area Transportation Planning Process

The preparation of this report has been financed in part through a grant from the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration) in cooperation with the Florida Department of Transportation and various local governments and agencies within the Orlando (FL) Urbanized Area.

Highway Planning and Construction Grant, Federal Highway Administration
CFDA - #20.205 (FAP) - 0087-059-M FM 439332-4-14-01 (PL), 439332-4-14-02 (SU)
Federal Transit Technical Studies Grant, Federal Transit Administration CFDA - #20.505
FL-80-X015-00 and FM 431405-1-14-31 FL-80-X016-00

Transportation Disadvantaged Trust Fund - (FM) - 432029-1-14-03 - #55.002
Central Florida MPO Alliance - Space Coast TPO, River to Sea TPO, Ocala/Marion TPO, Lake/Sumter MPO, Polk TPO

www.metroplanorlando.org



TRANSPORTATION PLANNING PROCESS FOR ORLANDO & KISSIMMEE URBANIZED AREAS

UNIFIED PLANNING WORK PROGRAM

**July 1, 2022 - June 30, 2023
and
July 1, 2023 – June 30, 2024**

Prepared by:

**MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801-3458
(407) 481-5672 – Phone
(407) 481-5680 – Fax
www.metroplanorlando.org**

The preparation of this report has been financed in part through a grant from the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration) in cooperation with the Florida Department of Transportation and various local governments and agencies within the Orlando (FL) Urbanized Area.

Highway Planning and Construction Grant, Federal Highway Administration
CFDA - #20.205 (FAP) - 0087-059-M FM 439332-4-14-01 (PL), 439332-4-14-02 (SU)
Federal Transit Technical Studies Grant, Federal Transit Administration CFDA - #20.505
FL-80-X015-00 and FM 431405-1-14-31 FL-80-X016-00
Transportation Disadvantaged Trust Fund - (FM) - 432029-1-14-03 - #55.002
Central Florida MPO Alliance - Space Coast TPO, River to Sea TPO, Ocala/Marion TPO, Lake/Sumter MPO, Polk TPO

This document was developed for use by MetroPlan Orlando for planning purposes. MetroPlan Orlando is not liable for any direct, indirect, special, incidental, or consequential damages (such as, but not limited to damages for loss of profits, business, savings or data) related to the use of this document or information produced as a result of this document or its interpretation. **This information is publicly available and is provided with no warranty or promises of any kind whatsoever, expressed or implied, including warranties for merchantability or fitness for a particular purpose.** While every effort is made to confirm the accuracy of the information provided through this document and any analytical methods used to develop the information, no assurance of accuracy can be or is given. By using this document and the information therein in any way, the User is acknowledging this limitation, and is agreeing to use the document and the information therein at his or her own risk.

The UPWP complies with the public involvement provisions of Title VI. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons wishing to express their concerns relative to FDOT compliance with Title VI may do so by contacting Jennifer Smith, FDOT District Five Title VI Coordinator at Jennifer.Smith2@dot.state.fl.us.

METROPLAN ORLANDO
FY 2022/2023 & FY 2023/2024 UNIFIED PLANNING WORK PROGRAM
TABLE OF CONTENTS

Page Number

INTRODUCTION

Cost Analysis Certification	i
Introduction	ii
Organizational Chart	xii

UPWP TASKS

100 Administration & Management	1
110 Public Outreach	4
120 Transportation Improvement Program	7
130 Metropolitan Transportation Plan	9
140 Regional Activities	11
150 Transportation Systems Management & Operations	14
160 Data Development & Management	17
170 Special Studies	20
180 Multimodal Systems Planning	22
200 LYNX Planning Activities	25

SUMMARY BUDGET TABLES

TABLE 1 – Agency Participation	T-1
TABLE 2 – Funding Sources	T-2

APPENDICES

RESOLUTION	A
CERTIFICATIONS AND ASSURANCES	B
COST ALLOCATION	C
NEGOTIATED INDIRECT COST RATE AGREEMENT	
COST ALLOCATION PLAN	
TRAVEL POLICY	D
FLORIDA PLANNING EMPHASIS AREAS	E
DRAFT UPWP COMMENTS AND RESPONSES	F
FDOT	
FHWA & FTA	



Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

605 Suwannee Street
Tallahassee, FL 32399-0450

**MIKE DEW
SECRETARY**

Cost Analysis Certification

Select MPO name

Unified Planning Work Program - FY Enter Fiscal Year

Select Status Select Date

Revision Number: Select

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: MPO Liaison Name

Select to enter
Title and District

Signature Select Date

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

INTRODUCTION

DEFINITION AND PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM

This document outlines transportation planning activities to be accomplished by MetroPlan Orlando during the period July 1, 2022 - June 30, 2024.

The Unified Planning Work Program (UPWP) is the instrument for coordinating transportation and comprehensive planning in Orange, Osceola, and Seminole Counties which together comprise the Orlando and Kissimmee Urbanized Areas. The UPWP serves as a management tool for each of the participating entities. The transportation planning projects contained in the UPWP respond to the metropolitan planning requirements in the Federal reauthorization act entitled: Fixing America's Surface Transportation (FAST) Act. The planning requirements of the FAST Act call for the development and maintenance of a viable transportation planning process, a process viewed as particularly critical in the case of the Orlando and Kissimmee Urbanized Areas, which over the past thirty years has been one of the nation's fastest growing regions.

OVERVIEW OF MPO TRANSPORTATION PLANNING ACTIVITIES AND CONSISTENCY OF PLANNING EFFORT

The tasks outlined in this UPWP respond to the Orlando and Kissimmee Urbanized Areas' need for continued improvement of a multimodal transportation system, with a greater emphasis on accessibility to essential services, sustainability, health, and technology impacting the system. These are also objectives of the various regional agencies, such as the East Central Florida Regional Planning Council (ECFRPC) and the Central Florida Regional Transportation Authority (LYNX) as well as the local government comprehensive plans. This UPWP is consistent, to the maximum extent possible, with the approved local comprehensive plans within these urbanized areas, as well as the planning requirements of State and Federal agencies.

The UPWP contains the following 10 tasks which summarize the major activities of MetroPlan Orlando:

100 Administration & Management

To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the MetroPlan Orlando Planning Area as well as develop and maintain the Unified Planning Work Program (UPWP) including monitoring and maintaining grants and contract agreements and regularly invoicing for grant reimbursements.

110 Public Outreach

To improve the planning process and decision-making and strengthen community partnerships by providing traditionally underserved populations with opportunities to learn about and influence the ways transportation affects their lives.

120 Transportation Improvement Program

To maintain a current 5-Year Transportation Improvement Program (TIP) consistent with long-range planning activities and with statutory requirements. The TIP is a multiyear, multimodal investment plan of transportation improvement projects for the metropolitan planning area developed pursuant to 23 Code of Federal Regulations part 450, and consistent with the requirements established in Title 23 USC 134(h) and Section 339.175 of the Florida statutes.

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

130 Metropolitan Transportation Plan

To prepare and maintain a 20-year Transportation Vision Plan for the MetroPlan Orlando metropolitan planning area that is regional, multimodal, and comprehensive in scope, and that complies with the requirements of the federal transportation funding bills

140 Regional Activities

To coordinate with and assist those local agencies conducting studies of interest to MetroPlan Orlando and the area-wide transportation planning process and stay current with local government comprehensive planning; and to promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interests, through the Central Florida MPO Alliance (CFMPOA)

150 Transportation Systems Management & Operations

To promote an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

160 Data Development & Management

To collect and maintain an up-to-date inventory of planning data which includes, but is not limited to land use, travel patterns, travel mode, transit ridership, socio-economic information, and demographics for use in the MetroPlan Orlando's Geographic Information System (GIS) and travel demand forecasting databases. The MPO's data collection and analysis efforts are directly linked to the development of the MTP, Performance based project prioritization and Performance Measure monitoring and reporting.

170 Special Studies

To conduct special studies as requested and authorized by MetroPlan Orlando Executive Director. This task will require FHWA and FDOT scope approval prior to initiating.

180 Multimodal Systems Planning

To evaluate designated corridors and sub-areas of the MPO planning area for changes in development trends and mobility conditions and provide detailed implementation strategies to supplement the transportation policies of the MTP; to work with LYNX and MetroPlan Orlando Committees on Transit priority projects; and to encourage and integrate active and healthy communities through transportation planning. Healthy communities can be described by the health of the individual, health of the environment, and health of the roadway network.

200 LYNX Planning Activities

To conduct basic planning studies needed to assist in further implementation of transit service development in the Orlando and Kissimmee Urbanized Areas, using FTA Section 5305, 5307, 5309 and 5339 funds with local match and CTD funds.

PRIORITIES AND CHALLENGES

MetroPlan Orlando focuses on providing safe transportation options for everyone while connecting people to jobs. The cost of housing and transportation relative to household income is one of the most pressing issues. The combined housing and transportation costs in the three Counties and the City of Orlando range from 53% to 61%. This affordability crisis is affecting the region's economic growth and quality of life for current residents. The MetroPlan Orlando Performance Based Planning Process uses proximity and mobility measures to prioritize transportation investments to contribute to the lowering of that combined housing and transportation cost.

MetroPlan Orlando Unified Planning Work Program Fiscal Years 2022/2023 & 2023/2024

Safety is a top priority of the MetroPlan Orlando Board. The organization is committed to continuing to tackle this complex issue within its reach. There are 38 miles of State Roadways that represent more than 23 percent of all crashes on our system. The Metro-Orlando Region has been a top ranked most dangerous place for bicyclists and pedestrians for several years. MetroPlan Orlando and the Governing Board adopted Safety as the highest weighted goal with emphasis for vulnerable roadway users in the Performance Based Prioritization Process to invest in making the community safer for all.

The Orlando and Kissimmee Urbanized Areas have experienced some of the fastest population growth over the past 10 years. That growth has put a strain on the transportation infrastructure that serves the area. The transportation system will continue to be over-burdened as the area's economy prospers with more people, visitors and businesses moving to Central Florida. This overburdened infrastructure is largely due to the lack of available funding either for construction and/or the operations of the multimodal transportation system.

Federal regulations require MPOs to develop Metropolitan Transportation Plans (MTP) through a performance-driven, outcome-based approach to planning for metropolitan areas of the State. The metropolitan transportation planning process must be continuous, cooperative, and comprehensive; and provide for consideration and implementation of projects, strategies, and services that address federal and state planning factors.

The MTP establishes the vision of Central Florida's entire transportation system for Orange, Osceola and Seminole Counties. The Plan's purpose is to promote and guide development of a multimodal transportation system for the efficient movement of people and goods, using environmentally sound principles and fiscal constraint. As such, crafting the MTP involves multiple steps:

- Examining the condition of the current transportation system;
- Using data and creativity to establish goals and objectives;
- Gathering public input and coordinating with partners;
- Evaluating transportation needs through technical analysis and looking at various future scenarios that will affect the system;
- Compiling a list of projects for which we are likely to have adequate funding; and
- Presenting revisions and updates to the MetroPlan Orlando advisory committees and board.

Efforts are also continuing toward implementation of short-term transportation strategies designed to maximize existing resources using technology with Transportation Systems Management and Operations (TSMO) projects within the three-county metropolitan area. Planning efforts have been especially directed towards collection of more extensive crash data to improve the safety of the transportation system. MetroPlan Orlando is working with Best Foot Forward to conduct safety activities and is also working with local government partners on Safety Action Plans.

The MTP takes into account the reciprocal connections between land use, growth patterns and multi modal transportation system needs and development. It also identifies the mix of transportation strategies to address future transportation system needs. The MTP is interrelated with all other MetroPlan Orlando core work products. In particular, the MTP uses information, data and analysis resulting from the Congestion Management Process (CMP) to identify transportation needs and solutions. The MTP also serves to identify transportation projects and strategies to be funded by programming in the Transportation Improvement Program (TIP).

Within this UPWP, MetroPlan Orlando will monitor and report on transportation system performance, and implement the 2045 MTP programs and strategies with focus on the Plan's modal elements. MetroPlan Orlando will also propose updates and plan revisions to comply with federal law and guidance including updates or

MetroPlan Orlando Unified Planning Work Program Fiscal Years 2022/2023 & 2023/2024

amendments to reflect changing demographic trends, economic conditions, financial trends, regulations and study results, and to maintain consistency with state, local and other regional plans. Work pertaining to preparing data and scoping of the next MTP (2050) update will also take place.

STATEMENT OF CONSOLIDATE PLANNING GRANT (CPG) PARTICIPATION

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

SOFT MATCH

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07%. Soft Match for Federal FTA 5305(d) funds is comprised of toll revenues and equates to 20%. The soft match amount being utilized to match the FHWA funding in the UPWP can be found in Table 2.

COMMUNITY INVOLVEMENT

Community involvement is strongly encouraged in MetroPlan Orlando's regional transportation planning program. Increasing the communication among citizens, elected officials and technical staff is a continuing objective of the planning process so that these entities can work together to achieve desired goals. The community involvement program emphasizes the importance of public involvement at the local government and individual community level from the very initiation of the planning process. By involving the public in this manner, the direction and content of the planning effort will be more likely to address the wide range of issues that impact the region. All meetings of the MetroPlan Orlando Board and its committees are open to the public, and greater outreach efforts are continually implemented.

METROPLAN ORLANDO PLANNING FACTORS AND EMPHASIS AREAS

The planning factors identified in previous federal legislation are carried forward in the UPWP. The planning factors that we consider as part of the transportation planning process are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people, as well as freight and goods movement
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight and provide for multimodal connectivity

MetroPlan Orlando Unified Planning Work Program Fiscal Years 2022/2023 & 2023/2024

- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Emphasize the resiliency and reliability of the transportation system
- Support investments that enhance Central Florida visitors' mobility experience throughout the region
- Be more conscious of the effect of impervious surface areas on stormwater management
- Promote integration on intercity transportation facilities into existing public infrastructure

The MetroPlan Orlando Board annually discusses Emphasis Areas (Safety, Complete Streets, Trail Connectivity, SunRail & LYNX Connectivity, and Engage Younger Population) that support the Boards Policy on Transportation Management Area (TMA) funding of mobility in our region. The adoption of the 2045 Metropolitan Transportation Plan incorporated these multiyear emphasis areas into the Performance based planning process for the programs and projects that support the organization's goals and objectives.

MAJOR GOALS

The 2045 MTP is guided by five overarching goals that together advance our vision for a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

- I. **Safety & Security:** Provide a safe and secure transportation system for all users.

MetroPlan Orlando and its planning partners are committed to improving public safety and security. In February 2022, the MetroPlan Orlando board unanimously supported the Florida Department of Transportation's Vision Zero statewide safety performance targets. This policy acknowledges human life and health is paramount and that no loss of life is acceptable. Safety and security are shared responsibilities between transportation users and the professionals that plan, design, and operate the regional system.

- II. **Reliability & Performance:** Leverage innovative solutions to optimize system performance.

Rapidly developing technological innovations have the potential to disrupt the way we think about transportation systems. These changes range from improvements to existing technologies including Intelligent Transportation Systems (ITS), shared mobility, traveler information tools, and connected or automated vehicles. These innovations could have an enormous influence on how and where people live, shop, work, and play, and how the region plans and designs roadways and other transportation infrastructure.

- III. **Access & Connectivity:** Enhance communities and lives through improved access to opportunities.

Transportation plays an integral role in supporting vibrant, prosperous communities and enabling individuals and families to access jobs, essential services, education, as well as other social, cultural, and recreational opportunities. MetroPlan Orlando will continue to work to make Central Florida's transportation system more accessible, inclusive, and responsive to the needs of the diverse communities it serves. The region's economy depends on a robust and resilient transportation system that connects people to places and efficiently moves freight and goods.

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

IV. Health & Environment: Protect and preserve our region’s public health and environmentally sensitive areas.

The region’s outstanding natural environment is a key element for economic progress and public health. Abundant natural resources, a beautiful setting, and vibrant communities make every industry more competitive in a global economy. Maintaining this advantage depends on a healthy, natural, and built environment with clean industries, good jobs, managed growth, and lively centers. MetroPlan Orlando will continue to enhance the planning process to give greater emphasis to public health, equity, land use, and other emerging issues.

V. Investment & Economy: Support economic prosperity through strategic transportation investment.

A safe and efficient transportation system serves as the backbone of the economy, and a healthy economy is vital to creating and maintaining a high standard of living and quality of life for residents of and visitors to Central Florida. To support stable and lasting prosperity, the 2045 Plan will focus on connecting businesses, people, and places. A sustainable transportation system will address the important task of preserving and maintaining existing transportation assets and making the current system work optimally. Strong regional growth requires continuous coordination to ensure that the region’s quality of life remains an economic asset in the future.

Emphasis areas for the MetroPlan Orlando Planning Area are a combination of Federal and State emphasis areas. The Federal Highway Administration and Federal Transit Administration developed emphasis areas for implementation of this UPWP and implementation of Performance Measures consistent with federal legislation

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 and can be seen below and in Appendix E.

Federal Highway Administration & Federal Transit Administration

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

Florida Department of Transportation

The Florida Department of Transportation has identified the following topics as focus areas for MPOs as UPWPs are developed:

- Safety
- Equity
- Resilience
- Emerging Mobility

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Task:	100	110	120	130	140	150	160	170	180	200
Planning Emphasis Areas										
Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	*	*	*	*	*	*	*	*	*	*
Equity and Justice40 in Transportation Planning	*	*	*	*	*	*	*	*	*	*
Complete Streets	*	*	*	*		*	*	*	*	*
Public Involvement	*	*	*	*	*	*	*	*	*	*
Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination	*			*	*	*	*		*	
Federal Land Management Agency (FLMA) Coordination	*		*	*	*	*	*		*	
Planning and Environment Linkages (PEL)	*	*	*	*	*	*	*	*	*	*
Data in Transportation Planning	*	*	*	*	*	*	*	*	*	*
Safety (State PEA)	*	*	*	*	*	*	*	*	*	*
Equity (State PEA)	*	*	*	*	*	*	*	*	*	*
Resilience (PEA)	*	*	*	*	*	*	*	*	*	*
Emerging Mobility (PEA)	*	*	*	*	*	*	*	*	*	*

The UPWP Task Matrix above documents how MetroPlan Orlando proposes to address the twelve planning emphasis areas through the UPWP and the transportation planning process. Those UPWP tasks that directly apply to specific emphasis areas have been identified in the matrix.

RESOLUTION STATEMENT

The Resolution dated **May 11, 2022** signed by **MetroPlan Orlando Chair Mayra Uribe** is available in Appendix **A**.

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

ORGANIZATION AND MANAGEMENT

The Orlando and Kissimmee Urbanized Areas' FY 2022/23 and FY 2023/24 UPWP was developed by MetroPlan Orlando staff in cooperation with FDOT and presented to the MetroPlan Orlando Advisory Committees and Board. The UPWP serves as the mechanism where transportation professionals, citizens at large, and elected officials can study and analyze area-wide transportation issues and implement solutions in an organized and meaningful manner. The UPWP is a flexible program, subject to change as the needs of the participating governments may change. The UPWP fulfills the requirements of the original Federal Aid Highway Act of 1962 (as amended) and its successors, for the establishment of a comprehensive, cooperative, and continuing transportation planning process.

Each of the tasks within the UPWP provides additional detail on how that task will be performed, who will perform it, the schedule for completing the task and the product to be produced. The funding source for each task is also identified.

A funding summary of the UPWP tasks is found in Tables 1 and 2. Table 1 presents an overview of which agencies will be conducting the tasks and the level of funding for each agency, on a task-by-task basis. Table 2 presents the sources of the funding per task. The recurring sources of funds for the UPWP are the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), Florida Transportation Disadvantaged Commission, and various local sources. The primary local source is the MetroPlan Orlando annual assessment of \$.50 per capita for those jurisdictions represented on the Board. Four transportation authorities (Central Florida Expressway Authority, Greater Orlando Aviation Authority, Central Florida Regional Transportation Authority/LYNX and Sanford Airport Authority) and member jurisdictions of the Municipal Advisory Committee also contribute to the annual assessment. For those tasks involving MetroPlan Orlando staff, a budget has been developed by estimating the amount of staff time required for each task. The individual salary, fringe, indirect and overhead costs were then calculated on a task-by-task basis. The final step was to develop the appropriate sources of funding for each task and to summarize this information in Tables 1 and 2.

MANAGEMENT

MetroPlan Orlando is the regional transportation partnership responsible for transportation planning in Orange, Osceola and Seminole Counties. MetroPlan Orlando's mission is to provide leadership in transportation planning by engaging the public and fostering effective partnerships. MetroPlan Orlando's Regional Transportation Vision is to have a regional transportation system that safely and efficiently moves people and goods through a variety of options that support the region's vitality.

The MetroPlan Orlando Board is comprised of elected and appointed officials from Orange, Osceola, and Seminole Counties and the largest cities in Central Florida, as well as representatives from the region's transportation operating agencies. The Board meets eight (8) times throughout the year to provide direction in planning future transportation projects and improvements.

The Community Advisory Committee (CAC) provides citizen input to the transportation planning process and strives to reflect the diversity of the Central Florida community, including those who are underserved or disadvantaged. The committee is structured to include interests from across the transportation spectrum, including bicyclists, pedestrians, drivers, and transit riders (bus and rail).

The Technical Advisory Committee (TAC) is made up of technical staff members that represent local governments within the MetroPlan Orlando service area. It is the responsibility of the TAC to review and evaluate transportation plans and projects and then make recommendations to the Board based upon technical sufficiency, accuracy and completeness.

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

The Transportation Systems Management & Operations Advisory Committee (TSMO) identifies and recommends relatively low-cost technology improvements to make the most of the existing transportation system. The committee also establishes measures to help reduce congestion and improve air quality in Central Florida.

The Municipal Advisory Committee (MAC) was established specifically to strengthen ties with the region's cities and towns that do not have direct representation on the MetroPlan Orlando Board. The Municipal Advisory Committee consists of those Mayors, or their appointees, of the municipalities that are not represented directly on the MetroPlan Orlando Board. The MAC is intended to ensure that the views of those municipalities are considered in the decision-making process so that broad-based support among the elected officials can be generated. The Chair of the MAC serves as a voting member of the MetroPlan Board.

Although an independent board, the Transportation Disadvantaged Local Coordinating Board (TDLCB) receives staff support from MetroPlan Orlando. Their purpose is to evaluate the service levels, safety and other issues of the door-to-door transportation provided through the Central Florida Regional Transportation Authority (LYNX) to disabled and otherwise disadvantaged citizens.

The following governments and agencies participate in the Orlando and Kissimmee Urbanized Areas' transportation planning process through participation on one or more of these committees:

- Orange County
- Osceola County
- Seminole County
- City of Altamonte Springs
- City of Apopka
- City of Belle Isle
- City of Casselberry
- Town of Eatonville
- City of Edgewood
- City of Kissimmee
- City of Lake Mary
- City of Longwood
- City of Maitland
- City of Ocoee
- City of Orlando
- City of Oviedo
- City of Sanford
- City of St. Cloud
- City of Windermere
- City of Winter Garden
- City of Winter Park
- City of Winter Springs

- Orange County Public School District
- Osceola County Public School District
- Seminole County Public School District
- Greater Orlando Aviation Authority
- Central Florida Expressway Authority
- Reedy Creek Improvement District
- Sanford Airport Authority

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Kissimmee Gateway Airport
Central Florida Regional Transportation Authority (LYNX)
SunRail
Florida Department of Transportation (FDOT)
Florida's Turnpike Enterprise
East Central Florida Regional Planning Council

MetroPlan Orlando and its committees also coordinate with the Florida Department of Environmental Protection and the Florida Department of Community Affairs and with the following Federal agencies:

Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Federal Aviation Administration (FAA)
Federal Land Management Agency (FLMA)

AGREEMENTS

MetroPlan Orlando maintains agreements with each of its member governments and agencies, through an Interlocal Agreement (525-010-01), which was created June 1, 2000, and amended from time to time. Signatory governments and agencies are Orange, Osceola and Seminole Counties, the Cities of Altamonte Springs, Apopka, Kissimmee, Orlando and Sanford, the Central Florida Expressway Authority, the Central Florida Regional Transportation Authority (LYNX), the Greater Orlando Aviation Authority, and the Sanford Airport Authority. Memorandums of agreement for funding transportation planning activities described in the UPWP are also maintained with the Florida Department of Transportation. The agreement for the provision of FHWA Section 112 PL funds is a two-year agreement coinciding with the two-year UPWP. MetroPlan Orlando also maintains an Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (525-010-03) (ICAR) with the East Central Florida Regional Planning Council, the Central Florida Regional Transportation Authority d/b/a LYNX, the Greater Orlando Aviation Authority, the Sanford Airport Authority, the Central Florida Expressway Authority, and the Florida Department of Transportation. This ICAR, last updated in 2021, is a five-year agreement which automatically renews.

CERTIFICATION

A certification review of the transportation planning process is conducted every four years by the Federal Highway Administration and the Federal Transit Administration, with the most recent review being conducted in March 2019. The Federal Review Team recognized eight (8) noteworthy practices, identified no corrective actions, and offered four (4) recommendations the MPO should consider for improving their planning processes. During the intervening years between the Federal Certification Review, FDOT conducts a review. There were no corrective actions in the last FDOT certification review, completed in February 2022.

REQUIRED FORMS, CERTIFICATION AND ASSURANCES

See appendix B for required forms, certifications, and assurances.

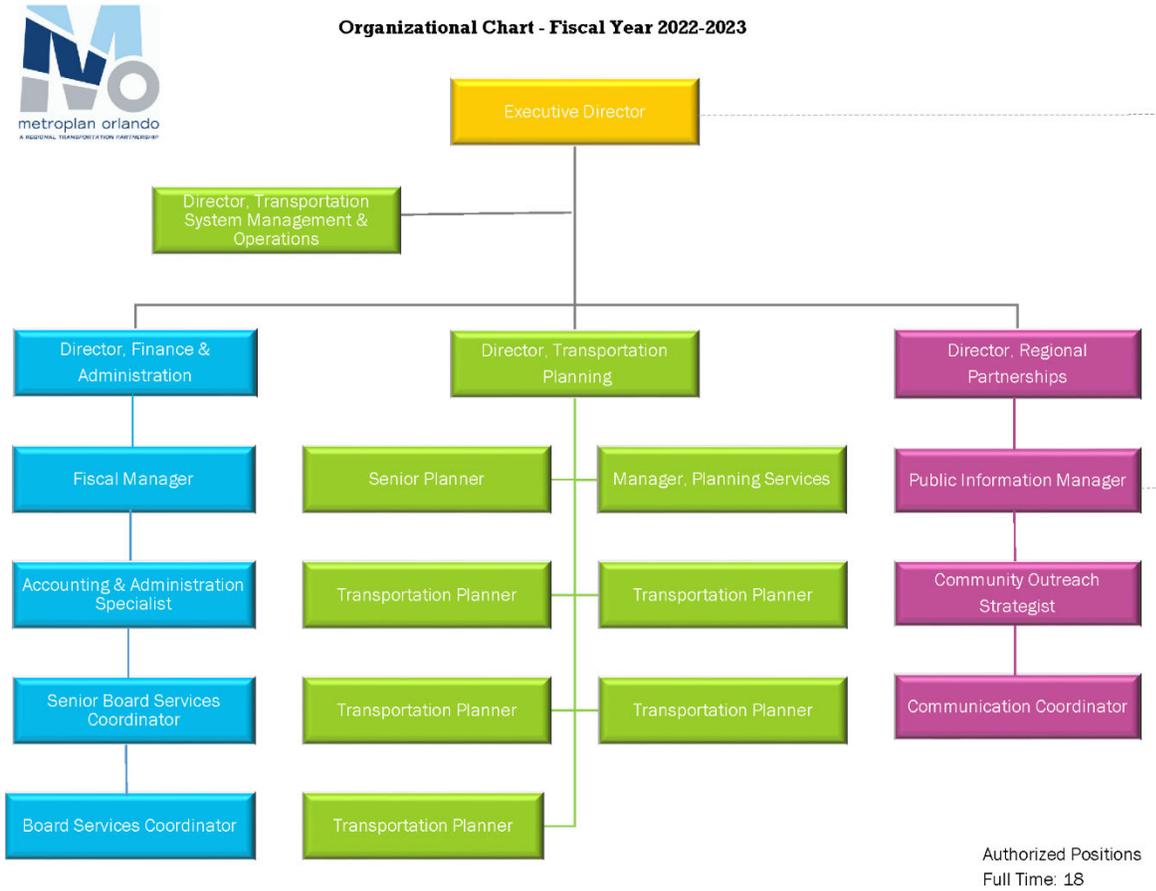
OPERATIONAL PROCEDURES AND BYLAWS

MetroPlan Orlando's role and responsibilities were established by Title 23, United States Code and Chapter 339, Florida Statutes. MetroPlan Orlando conducts its operations through an adopted set of Rules, established as Chapter 35 I-1, Florida Administrative Code. Operational procedures followed are generally those established by the FDOT; however, MetroPlan Orlando's Rules have been revised from time to time to accommodate more locally-

MetroPlan Orlando Unified Planning Work Program Fiscal Years 2022/2023 & 2023/2024

based procedures. Examples of such procedures included in the Rules are for amendments to the MTP and TIP, the re-designation of FHWA urbanized boundaries, and the implementation of a MetroPlan Orlando Public Involvement Process.

ORGANIZATION CHART



UPWP TASKS

- 100 - Administration & Management
- 110 - Public Outreach
- 120 - Transportation Improvement Program
- 130 - Metropolitan Transportation Plan
- 140 - Regional Activities
- 150 - Transportation Systems Management & Operations
- 160 - Data Development & Management
- 170 - Special Studies
- 180 - Multimodal Systems Planning
- 200 - LYNX Planning Activities

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Task 100 – Administration & Management

Purpose
To conduct the metropolitan planning processes in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the MetroPlan Orlando Planning Area as well as develop and maintain the Unified Planning Work Program (UPWP) including monitoring and maintaining grants and contract agreements and regularly invoicing for grant reimbursements. The UPWP financially accounts for all MPO activities.

Previous Work	Adoption Date / Status
Strategic Business Plan	Adopted December 11, 2019
Administration of MetroPlan Orlando staff	Ongoing
Maintenance, purchasing, accounting, human resource functions, and clerical assistance necessary to establish an operational office for the MetroPlan Orlando staff are conducted by in-house staff	Ongoing
Continued program of upgrading computers and other office equipment to meet growing technology needs	Ongoing
Continuity of Operations Plan	Updated July 2020
FHWA/FTA and FDOT certification reviews	Federal – August 2019 State – February 2022
Legal and legislative assistance	Ongoing
Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service	Ongoing
Support of all MetroPlan Orlando Board and Committees including Transportation Disadvantaged Local Coordinating Board	Ongoing
Fiscal Year 2020/2021 & 2021/2022 Unified Planning Work Program	July 1, 2020 through June 30, 2022
UPWP amendments and updates	As needed
Maintenance of prior years' grants, contracts, and agreements	Ongoing
Invoicing and disbursement of funds	Weekly
Annual audits of previous UPWP	August of each year, approved in November of each year
General accounting of the MPO	Ongoing

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Previous Work	Adoption Date / Status

Required Activities & Products	Milestone / Target Date
General office support	Ongoing
Management and administration of MetroPlan Orlando personnel including recruitment, retention, training, and benefits	Ongoing
Daily operations and continued upkeep of the physical office	Ongoing
Implementation of the Strategic Business Plan	Ongoing
Continuity of Operations Plan	Updated as needed/ Tested Annually
Purchases including supplies and capital and lease of equipment	Ongoing
Legal and legislative assistance	Ongoing
Federal and State Certifications	Annual
Other activities include inventorying equipment, scheduling appointments, making travel arrangements, document sales and general customer service	Ongoing
Support of all MetroPlan Orlando Board and Committees including Transportation Disadvantaged Local Coordinating Board	Ongoing
Annual audit of MetroPlan Orlando to determine compliance with federal and state regulations regarding the management and expenditure of FHWA Section 112, FTA and FDOT funds	November 2022 & November 2023
Draft UPWP and Budgeting	March 2022
Final UPWP and Budgeting	May 2022
UPWP amendments	Ongoing, as needed
Grant invoicing	Monthly

Responsible Staff	Responsible Agency
Executive Director Director of Transportation Planning Director of Finance and Administration Director of Regional Partnerships	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

100 - Administration & Management						
Estimated Budget Detail for FY 2023						
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X016	Transportation Disadvantaged		Total
			Federal			
Personnel (salary and benefits)	\$ 710,787	\$ 545,225	\$ 55,298		\$ 23,225	\$ 1,334,535
Consultant Services	\$ 75,000	\$ -	\$ -		\$ -	\$ 75,000
Pass Through	\$ -	\$ -	\$ -		\$ -	\$ -
Travel Expenses	\$ 62,375	\$ -	\$ -		\$ 2,500	\$ 64,875
Indirect Expenses	\$ 101,241	\$ 95,650	\$ 9,702		\$ 3,811	\$ 210,404
Supplies	\$ 49,000	\$ -	\$ -		\$ -	\$ 49,000
Equipment	\$ 22,000	\$ -	\$ -		\$ -	\$ 22,000
Other Direct Expenses	\$ 243,733	\$ 23,000	\$ -		\$ 6,566	\$ 273,299
Total:	\$ 1,264,136	\$ 663,875	\$ 65,000		\$ 36,102	\$ 2,029,113
Estimated Budget Detail for FY 2024						
Budget Category/Description	Local	FHWA (PL)	FTA 5305(d) - X016	Transportation Disadvantaged		Total
			Federal			
Personnel (salary and benefits)	\$ 769,625	\$ 593,842			\$ 24,382	\$ 1,387,849
Consultant Services	\$ 75,000	\$ -			\$ -	\$ 75,000
Pass Through	\$ -	\$ -			\$ -	\$ -
Travel Expenses	\$ 63,875	\$ -			\$ 2,500	\$ 66,375
Indirect Expenses	\$ 110,700	\$ 102,175			\$ 3,937	\$ 216,812
Supplies	\$ 38,000	\$ -			\$ -	\$ 38,000
Equipment	\$ 22,000	\$ -			\$ -	\$ 22,000
Other Direct Expenses	\$ 193,733	\$ 24,000			\$ 5,283	\$ 223,016
Total:	\$ 1,272,933	\$ 720,017	\$ -		\$ 36,102	\$ 2,029,052

110 Public Outreach

Purpose
<p>Public involvement is essential to the planning process, improving decision-making, strengthening community partnerships and providing traditionally underserved populations with opportunities to learn about and influence the ways transportation affects their lives.</p> <p>The community outreach program is shaped by the goals, objectives, strategies and performance measures included in the MetroPlan Orlando Public Participation Plan and Title VI Program: Nondiscrimination & Language Plan. The organization is committed to an outreach process that:</p> <ul style="list-style-type: none"> • Is broad and inclusive, covering the three-county area. • Makes an effort to engage citizens considered traditionally underserved in the planning process. • Incorporates visualization techniques, ensuring that transportation content is clear and easy to understand. • Uses electronic publication to the maximum extent possible.

Previous Work	Adoption Date / Status
<p>Previous public outreach work includes:</p> <ul style="list-style-type: none"> • Events, including public hearings, speakers bureau presentations, meetings, and special events • Education, including electronic newsletter distribution, production and graphic design of printed and electronic materials, organization’s website, media relations activities, videos on various transportation topics, and programs for young people • Obtaining community input, including through market research, social media outreach, multicultural outreach, responses to public inquiries, and building partnerships with area organizations 	<p>Multiple events in FY 2018/19 & FY 2019/20</p>
<p>Previous consultant work has included:</p> <ul style="list-style-type: none"> • Graphic design of various printed and electronic educational materials • Video support (shooting footage and editing) • Design, technical development and maintenance for website • Market research for our public opinion survey 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2020</p>

Required Activities & Products	Milestone / Target Date
<p>Take part in outreach events to encourage two-way communication with the community on various transportation issues.</p>	<p>Ongoing</p>
<p>Continuously reach out to and get input from people who are not easily engaged because of age, ability, language, financial resources, access to technology, or other reasons. Include traditionally underserved populations in the region – senior citizens, economically disadvantaged, physically disabled, young people, and people with limited proficiency in English.</p>	<p>Ongoing</p>
<p>Develop an outreach program appropriate for Central Florida</p>	<p>Ongoing</p>

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Required Activities & Products	Milestone / Target Date
students, with an emphasis on planning a future transportation system and careers in transportation.	
Publish and distribute easy-to-read and visually appealing materials that use plain language to inform the public about significant accomplishments, key issues, upcoming events, and participation opportunities relating to the work of MetroPlan Orlando and transportation planning. (Example: annual report to highlight organizational accomplishments and upcoming transportation milestones)	Ongoing
Continue all activities necessary to achieve the objectives in the Public Participation Plan, including, but not limited to, partnering with transportation agencies, local governments, and interested parties to broaden outreach; positioning MetroPlan Orlando as an expert in transportation planning by posting relevant content on the website and social media channels; integrating key concepts from the Metropolitan Transportation Plan into outreach activities; etc.	Ongoing
Develop interactive tools for outreach activities to encourage conversation and input.	Ongoing
Maintain and explore improvements to the organization's website.	Ongoing
Develop presentations and informational materials that can be used by staff and partner organizations. This will potentially require development of engaging graphics and videos.	Ongoing
Create and distribute issue-specific publications, as needed.	Ongoing
Consultant services currently under contract include a graphic design agency of record and a video production company of record.	Ongoing
Title VI Update and Limited English Proficiency	June 2023
Public Participation Plan Update	June 2024
Public Opinion Survey	June 2024

Responsible Staff	Responsible Agency
Director of Regional Partnerships Public Information Manager Community Outreach Strategist Communication Coordinator	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

110 - Public Outreach			
Estimated Budget Detail for FY 2023			
Budget Category/Description	Local	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 44,657	\$ 267,976	\$ 312,633
Consultant Services	\$ 61,000	\$ 75,000	\$ 136,000
Pass Through	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 7,834	\$ 47,012	\$ 54,846
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other Direct Expenses	\$ 33,500	\$ -	\$ 33,500
Total:	\$ 146,991	\$ 389,988	\$ 536,979
Estimated Budget Detail for FY 2024			
Budget Category/Description	Local	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 47,031	\$ 282,222	\$ 329,253
Consultant Services	\$ 46,000	\$ 125,000	\$ 171,000
Pass Through	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 8,092	\$ 48,559	\$ 56,651
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other Direct Expenses	\$ 33,500	\$ -	\$ 33,500
Total:	\$ 134,623	\$ 455,781	\$ 590,404

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Task 120 – Transportation Improvement Program

Purpose
Maintain a current 5-Year Transportation Improvement Program (TIP) consistent with long-range planning activities and with statutory requirements. The TIP is a multiyear, multimodal investment plan of transportation improvement projects for the metropolitan planning area developed pursuant to 23 Code of Federal Regulations part 450, and consistent with the requirements established in Title 23 USC 134(h) and Section 339.175 of the Florida statutes.

Previous Work	Adoption Date / Status
FY 2020/2021 - FY 2024/2025 TIP FY 2020/2021 - FY 2025/2026 TIP	July 2020 July 2021
FY 2025/26 - FY 2034/35 Prioritized Project List (PPL) FY 2025/26 - FY 2034/35 Prioritized Project List (PPL)	July 2020 July 2021
Annual list of projects and funding plan for MetroPlan Orlando TMA funds	July 2020 & July 2021
Annual list of projects for which federal funds were obligated in the preceding fiscal year	October 2020 & October 2021

Required Activities & Products	Milestone / Target Date
Develop five-year TIP using projects drawn from adopted MTP and process TIP amendments as needed	July 2022 & July 2023
Maintain web-based interactive TIP	Ongoing - TIP Amendments
Update Prioritized Project List addressing performance-based planning targets for incorporation into the FDOT tentative work program's next fifth year.	July 2022 & July 2023
Prepare a list of projects for programming of MetroPlan Orlando TMA funds	July 2022 & July 2023
Prepare a list of projects for which federal funds have been obligated in the preceding fiscal year in order to meet federal requirements	October 2022 & October 2023
Coordinate with FDOT on TIP Amendments and TMA funds	Ongoing – monthly coordination
Initiate the ETDM Planning Screen review of major capacity projects	Ongoing – as needed
TIP Visualization and Plan Management Tool	January 2023
Consultant support may be needed to obtain and provide quantitative technical support for performance-based planning and prioritization.	Annual update June 2022 & June 2023

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Responsible Staff	Responsible Agency
Executive Director Director of Transportation Planning Manager of Planning Services Transportation Planner	MetroPlan Orlando

120 - Transportation Improvement Program			
Estimated Budget Detail for FY 2023			
Budget Category/Description	Local	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 1,685	\$ 210,026	\$ 211,711
Consultant Services	\$ -	\$ 50,000	\$ 50,000
Pass Through	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 296	\$ 36,845	\$ 37,141
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other Direct Expenses	\$ 750	\$ -	\$ 750
Total:	\$ 2,731	\$ 296,871	\$ 299,602
Estimated Budget Detail for FY 2024			
Budget Category/Description	Local	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 1,775	\$ 221,193	\$ 222,968
Consultant Services	\$ -	\$ 25,000	\$ 25,000
Pass Through	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 305	\$ 38,058	\$ 38,363
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other Direct Expenses	\$ 750	\$ -	\$ 750
Total:	\$ 2,830	\$ 284,251	\$ 287,081

Task 130 – Metropolitan Transportation Plan

Purpose
To prepare and maintain a 20-year Transportation Vision Plan for the MetroPlan Orlando metropolitan planning area that is regional, multimodal, and comprehensive in scope, and that complies with the requirements of the federal transportation funding bills

Previous Work	Adoption Date / Status
2045 MTP Cost Feasible Plan was adopted December 2020	December 2020
2045 MTP Cost Feasible Plan was amended to reflect incorporate the TIP into the cost feasible plan, Amendments to accommodate stimulus funds on the SIS, and a Major Amendment to update cost increases and FHWA best practices on bundling of projects	June 2021 November 2021 December 2021 March 2022
Management and Implementation of the 2045 Metropolitan Transportation Plan (MTP)	Ongoing

Required Activities & Products	Milestone / Target Date
Maintain the 2045 MTP with amendments and modifications, as necessary	Ongoing - MTP Amendments
Coordination and support of the FDOT Central Florida Regional Planning Model (CFRPM)	Ongoing – as needed
Coordination with FDOT on SIS and Freight Long Range Plans	Ongoing – as needed
Metropolitan Transportation Plan update (2050)	Start April 2023
Consultant support may be needed for updates and model support	Ongoing – as needed

Responsible Staff	Responsible Agency
Director, Transportation Systems Management & Operations Director of Transportation Planning Manager of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

130 - Metropolitan Transportation Plan			
Estimated Budget Detail for FY 2023			
Budget Category/Description	Local	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 11,332	\$ 134,201	\$ 145,533
Consultant Services	\$ -	\$ -	\$ -
Pass Through	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 1,988	\$ 23,543	\$ 25,531
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -
Total:	\$ 13,320	\$ 157,744	\$ 171,064
Estimated Budget Detail for FY 2024			
Budget Category/Description	Local	FHWA (PL)	Total
Personnel (salary and benefits)	\$ 11,837	\$ 141,339	\$ 153,176
Consultant Services	\$ -	\$ 250,000	\$ 250,000
Pass Through	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -
Indirect Expenses	\$ 2,037	\$ 24,319	\$ 26,356
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -
Total:	\$ 13,874	\$ 415,658	\$ 429,532

140 Regional Activities

Purpose
<p>To coordinate with and assist those local agencies conducting studies of interest to MetroPlan Orlando and the area-wide transportation planning process and stay current with local government comprehensive planning.</p> <p>To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interests, through the Central Florida MPO Alliance (CFMPOA). Participating MPOs / TPOs include: Space Coast TPO, River to Sea TPO, Ocala / Marion TPO, Lake / Sumter MPO, Polk TPO and MetroPlan Orlando.</p>

Previous Work	Adoption Date / Status
Staff participated in technical advisory committees as requested by partner agencies	Monthly meetings of the CTST, School Safety, LYNX & SunRail
Staff has attended monthly meetings of our partner agencies <ul style="list-style-type: none"> • CFX Board • LYNX Board • GOAA Board • Community Traffic Safety Teams & Student Safety Groups 	Monthly Meetings
Staff participated in local agency partnering meetings with FDOT	Quarterly
Staff participated on Project Advisory Committees or Groups with FDOT, Florida Turnpike Enterprise, The Central Florida Expressway Authority and LYNX.	Ongoing
Participate in Statewide MPO Advisory Council	Quarterly
Participate in statewide Model Task Force (MTF)	Bi-annually
CFMPOA ACTIVITY The Orlando/Volusia MPO Alliance formed in 1997 to address improvements needed at the St. Johns River Bridge, The Space Coast TPO, the Lake Sumter MPO, the Ocala/Marion TPO and the Polk TPO joined the Orlando/Volusia Alliance to form the Central Florida MPO Alliance (CFMPOA)	Ongoing
CFMPOA ACTIVITY The CFMPOA developed a regional priority project list in 2021 and 2022.	Annually Summer 2021 & 2022
CFMPOA ACTIVITY MetroPlan Orlando manages the administrative functions of the CFMPOA receiving funding from Space Coast TPO, River to Sea TPO, Ocala / Marion TPO, Polk TPO and Lake / Sumter MPO	Ongoing

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Previous Work	Adoption Date / Status
CFMPOA ACTIVITY The CFMPOA meets quarterly; once a year the CFMPOA meets with the TBARTA Chairs Coordinating Council from the Tampa Area.	Quarterly

Required Activities & Products	Milestone / Target Date
Serve on Project Advisory Committees for partner agencies	Ongoing
Attend meetings of local partners governing boards and advisory committees	Ongoing
Attendance and Coordination with local government partners and FDOT on LAP projects funded with MetroPlan Orlando TMA funds	Ongoing
Attendance at meetings of other MPO / TPO Boards in the region.	Ongoing
Attendance of State groups and committees (model task force, metropolitan planning partnership, MPO Advisory Council, etc.)	Ongoing – as needed
Attendance and participation with national groups and committees (TRB, NCHRP, AMPO, NARC, etc.)	Ongoing – as needed
CFMPOA ACTIVITY Coordination and management of administrative functions the Central Florida MPO Alliance	Ongoing Quarterly Meetings
CFMPOA ACTIVITY Continued coordination with the Central Florida MPO Alliance with the development of a Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA ACTIVITY Continued coordination with the Central Florida MPO Alliance with the development of a Regional Priority Project List	July 2022 July 2023

Responsible Staff	Responsible Agency
Director of Transportation Planning Director of Regional Partnerships Director, Transportation Systems Management & Operations Manager of Planning Services Sr. Transportation Planner / Project Manager Transportation Planner	MetroPlan Orlando Central Florida MPO Alliance (CFMPOA): MetroPlan Orlando River to Sea TPO Space Coast TPO Lake-Sumter MPO Ocala/Marion TPO Polk TPO

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

140 - Regional Activities					
Estimated Budget Detail for FY 2023					
Budget Category/Description		Local	CFMPOA	FHWA (PL)	Total
Funding Source	Regional Funding - CFMPOA				
Local	Lead Agency: MetroPlan Orlando		\$ 5,000		
PL	Lake/Sumter MPO		\$ 5,000		
PL	Ocala/Marion TPO		\$ 5,000		
PL	Polk TPO		\$ 5,000		
PL	River to Sea TPO		\$ 5,000		
PL	Space Coast TPO		\$ 5,000		
Total Regional Funding			\$ 30,000		
Personnel (salary and benefits)					
		\$ 5,939	\$ 23,353	\$ 213,858	\$ 243,150
Consultant Services					
		\$ -	\$ -	\$ -	\$ -
Pass Through					
		\$ -	\$ -	\$ -	\$ -
Travel Expenses					
		\$ -	\$ -	\$ -	\$ -
Indirect Expenses					
		\$ 1,042	\$ 4,097	\$ 37,518	\$ 42,657
Supplies					
		\$ -	\$ 1,500	\$ -	\$ 1,500
Equipment					
		\$ -	\$ -	\$ -	\$ -
Other Direct Expenses					
		\$ 500	\$ 1,050	\$ -	\$ 1,550
Total:		\$ 7,481	\$ 30,000	\$ 251,376	\$ 288,857
Estimated Budget Detail for FY 2024					
Budget Category/Description		Local	CFMPOA	FHWA (PL)	Total
Funding Source	Regional Funding - CFMPOA				
Local	Lead Agency: MetroPlan Orlando		\$ 5,000		
PL	Lake/Sumter MPO		\$ 5,000		
PL	Ocala/Marion TPO		\$ 5,000		
PL	Polk TPO		\$ 5,000		
PL	River to Sea TPO		\$ 5,000		
PL	Space Coast TPO		\$ 5,000		
Total Regional Funding			\$ 30,000		
Personnel (salary and benefits)					
		\$ 7,428	\$ 23,421	\$ 225,229	\$ 256,078
Consultant Services					
		\$ -	\$ -	\$ -	\$ -
Pass Through					
		\$ -	\$ -	\$ -	\$ -
Travel Expenses					
		\$ -	\$ -	\$ -	\$ -
Indirect Expenses					
		\$ 1,279	\$ 4,029	\$ 38,752	\$ 44,060
Supplies					
		\$ -	\$ 1,500	\$ -	\$ 1,500
Equipment					
		\$ -	\$ -	\$ -	\$ -
Other Direct Expenses					
		\$ 500	\$ 1,050	\$ -	\$ 1,550
Total:		\$ 9,207	\$ 30,000	\$ 263,981	\$ 303,188

Task 150 – Transportation Systems Management & Operations

Purpose
To promote an integrated program to optimize performance of infrastructure through implementation of systems, services, and projects to preserve capacity and improve the safety, security, enforcement, education, and reliability of a multimodal surface transportation system.

Previous Work	Adoption Date / Status
Staff support to the Transportation Systems, Management, and Operations (TSMO) Committee for continued deployment and implementation of TSMO products and services, such as ITS	Ongoing
Staff maintained its involvement with state and national activities through membership in the Intelligent Transportation Society of Florida and participation in ITS America . Information on emerging ITS developments have been presented to Committees and the Board when appropriate.	Ongoing
Managed and coordinated technology investments in traffic signal retiming program.	Ongoing
Project management of the Region-wide Crash Database.	Ongoing
Participated in monthly meetings of the Community Traffic Safety Teams (CTST) and quarterly meetings of the TSMO Consortium, Traffic Incident Management (TIM) Team, Central Florida CAV Partnership and the AMPO Connected/Automated Vehicle and Emerging Technologies Working Group National Center of Excellence	Ongoing
Teamed with FDOT D5 and University of Central Florida to submit an application to the FHWA Automated Traffic Congestion Management Technology Deployment Grant.	Ongoing
MetroPlan Orlando contracts consultant services to conduct traffic signal retiming and travel time delay (Before and After) studies.	Ongoing
Project management of Connected and Autonomous Vehicle (CAV) Readiness Study	Complete

Required Activities & Products	Milestone / Target Date
Advance recommendations from CAV Study	Ongoing
Monitor and advance recommendations and projects from ITS Master Plan	Ongoing
Evaluate Traffic Signal Timing and report on before and after benefits	July 2022 & July 2023

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Required Activities & Products	Milestone / Target Date
Implementation of the Congestion Management Process	Ongoing
Consultant services may fall under this task for planning support – Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Ongoing
Manage Regional TSMO Program	Ongoing
Work with regional partners to develop concepts for state and federal grant opportunities involving information, communication and technology applications in transportation.	Ongoing
As a sub-recipient to the Florida Department of Transportation (FDOT) for the use of the State Transportation Innovation Council (STIC) Incentive Program funds, MetroPlan Orlando will coordinate the integration of multi-jurisdictional collaboration, planning and research of TSMO strategies into MPO/TPO practices and procedures; work with the other MPOs/TPOs in Central Florida to enhance the role of TSMO in meeting mobility demands and safety concerns; and provide assistance as needed to cultivate a culture at the MPOs to enable a methodology for supporting TSMO projects. It is anticipated the Coalition will showcase the benefits of exercising TSMO in a Mega-Region.	December 2023
Develop scope of work for TSMO Master Plan. Manage completion of Master Plan using consultant services.	February 2022/September 2023
EV Charging Master Plan - Develop scope of work and implement using consultant services.	March 2022/July 2023
TSMO Workforce Development	Ongoing

Responsible Staff	Responsible Agency
Director, Transportation Systems Management & Operations Director of Transportation Planning Sr. Transportation Engineer / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

150 - Transportation Systems Management & Operations

Estimated Budget Detail for FY 2023

Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2023	VECTOR	Total
Personnel (salary and benefits)	\$ 3,261	\$ 77,543	\$ 144,040	\$ 9,603	\$ 234,447
Consultant Services	\$ -	\$ 130,000	\$ 1,176,947	\$ -	\$ 1,306,947
Pass Through	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 572	\$ 13,604	\$ 25,269	\$ 1,685	\$ 41,130
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 3,833	\$ 221,147	\$ 1,346,256	\$ 11,288	\$ 1,582,524

Estimated Budget Detail for FY 2024

Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2024	VECTOR	Total
Personnel (salary and benefits)	\$ 3,434	\$ 81,667	\$ 145,863	\$ 9,725	\$ 240,689
Consultant Services	\$ -	\$ 160,000	\$ 978,611	\$ -	\$ 1,138,611
Pass Through	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 591	\$ 14,051	\$ 25,097	\$ 1,673	\$ 41,412
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 4,025	\$ 255,718	\$ 1,149,571	\$ 11,398	\$ 1,420,712

Task 160 – Data Development & Management

Purpose
To collect and maintain an up-to-date inventory of planning data which includes, but is not limited to land use, travel patterns, travel mode, location-based service & connected vehicle data, transit ridership, socio-economic information and demographics for use in the MetroPlan Orlando's Geographic Information System (GIS) and travel demand forecasting databases. The MPO's data collection and analysis efforts are directly linked to the development of the MTP, Performance based project prioritization and Performance Measure monitoring and reporting.

Previous Work	Adoption Date / Status
Highway system data provided by the FDOT and our partnering counties and cities was collected and maintained	Annually
Aviation activity data is routinely collected from the Greater Orlando Aviation Authority, the Sanford Airport Authority, and Kissimmee Gateway Airport	Annually
Location Based Service (LBS) and Connected Vehicle (CV) data for travel time performance monitoring and Transportation Planning Studies	Ongoing
Crash data indexing for safety performance monitoring	Ongoing
Bicycle and pedestrian exposure data for safety performance monitoring	Weekly Counts
Accessibility to essential services using Land Overlaid on Transportation Information System (LOTIS)	June 2021
GIS Technical Support for MTP implementation and Priority List	June 2022

Required Activities & Products	Milestone / Target Date
Travel Time, Safety, Pavement, Bridge and Transit Assists data for annual performance report – Tracking the Trends	April 2023 and April 2024
Traffic counts, crash statistics, air quality, facility inventories and other data that describes the operation of the existing transportation system and can be used to develop the annual performance monitoring report and the Metropolitan Transportation Plan	Ongoing
Collect bicycle and pedestrian counts monthly at locations with high active transportation usage	Ongoing
Congestion Management Plan Visualization & Dashboard	Ongoing

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Required Activities & Products	Milestone / Target Date
Provide value added services with traveler attribute and location-based service and connected vehicle data for Local Government Transportation Planning	January 2022 & January 2023
Consultant services may fall under this task for data collection and calculations of Federal Performance Measures	Ongoing – as needed

Responsible Staff	Responsible Agency
Director of Transportation Planning	MetroPlan Orlando
Director of Transportation Systems Management & Operations	
Manager of Planning Services	University of Florida
Sr. Planner / Project Manager	
Transportation Planner	Florida Department of Transportation (FDOT)
	East Central Florida Regional Planning Council (ECFRPC)

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

160 - Data Development & Management				
Estimated Budget Detail for FY 2023				
Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2023	Total
Personnel (salary and benefits)	\$ 1,685	\$ 111,828	\$ -	\$ 113,513
Consultant Services	\$ -	\$ 158,150	\$ 550,429	\$ 708,579
Pass Through	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 296	\$ 19,618	\$ -	\$ 19,914
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ 1,981	\$ 289,596	\$ 550,429	\$ 842,006
Estimated Budget Detail for FY 2024				
Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2024	Total
Personnel (salary and benefits)	\$ 1,775	\$ 117,775	\$ -	\$ 119,550
Consultant Services	\$ -	\$ 140,000	\$ 550,429	\$ 690,429
Pass Through	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 305	\$ 20,264	\$ -	\$ 20,569
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ 2,080	\$ 278,039	\$ 550,429	\$ 830,548

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Task 170 – Special Studies

Purpose
To conduct special studies or technical tasks as requested and authorized by MetroPlan Orlando Executive Director. This task will require FHWA and FDOT scope approval prior to initiating.

Previous Work	Adoption Date / Status
10th Street Complete Streets Concept Study	June 2022
Rock Springs Road & West Orange Trail Access Management and Trail Concept Study	Ongoing (complete December 2022)
City of Oviedo Mobility Plan (Transportation Element of Comprehensive Plan)	June 2022
Speed Management Network Screening	April 2023
Miscellaneous On-call Task Work Orders <ul style="list-style-type: none"> • GIS analysis and Mapping • Big Data and travel characteristic assessment • Data collection • Presentation and graphic support 	Ongoing

Required Activities & Products	Milestone / Target Date
Corridor Complete Streets and Concept Development Studies	Exec Director Authorization
Integrated Land Use & Transportation Studies	Exec Director Authorization
Planning and Feasibility Studies (Concept Development / Preliminary Engineering)	Exec Director Authorization
Consultant services may fall under this task for planning support- Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Exec Director Authorization
Task Work Orders for On-call Consultant Technical Support	Exec Director Authorization

Responsible Staff	Responsible Agency
Executive Director Director, Transportation Systems Management & Operations Director of Transportation Planning Manager of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

170 - Special Studies				
Estimated Budget Detail for FY 2023				
Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2023	Total
Personnel (salary and benefits)	\$ 4,466	\$ 194,920	\$ -	\$ 199,386
Consultant Services	\$ -	\$ 634,290	\$ 253,315	\$ 887,605
Pass Through	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 783	\$ 34,195	\$ -	\$ 34,978
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ 5,249	\$ 863,405	\$ 253,315	\$ 1,121,969
Estimated Budget Detail for FY 2024				
Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2024	Total
Personnel (salary and benefits)	\$ 4,703	\$ 205,283	\$ -	\$ 209,986
Consultant Services	\$ -	\$ 75,000	\$ 200,000	\$ 275,000
Pass Through	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 809	\$ 35,321	\$ -	\$ 36,130
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -
Total:	\$ 5,512	\$ 315,604	\$ 200,000	\$ 521,116

Task 180 – Multimodal Systems Planning

Purpose
<p>To evaluate designated corridors and sub-areas of the MPO planning area for changes in development trends and mobility conditions and provide detailed strategies to implement the transportation policies of the MTP. To focus on improving safety in our region by focusing on fatal and serious injuries with emphasis to vulnerable roadway users. To work with LYNX and MetroPlan Orlando Committees on Transit priority projects. To encourage and integrate active and healthy communities through transportation planning. Healthy communities can be described by the health of the individual, health of the environment, and health of the roadway network.</p>

Previous Work	Adoption Date / Status
<p>Highway Systems Planning</p> <ul style="list-style-type: none"> • Complete Streets Policy and Implementation • Review of Local Government’s Future Transportation Elements 	<p>Ongoing Ongoing</p>
<p>Freight & Goods Movement Planning</p> <ul style="list-style-type: none"> • Participation in Freight & Goods work lead by FDOT • Freight bottle neck analyses 	<p>Ongoing December 2020</p>
<p>Transit Planning</p> <ul style="list-style-type: none"> • Coordination meetings with LYNX • Member of the Regional Transit Working Group • Participation of the SunRail Technical Advisory Committee and attendance at the Central Florida Commuter Rail Commission 	<p>Monthly Ongoing Quarterly</p>
<p>Bicycle & Pedestrian Planning</p> <ul style="list-style-type: none"> • Staff worked with the Best Foot Forward program to educate users on road safety issues. • Research and Training on Bicycle facilities and usage 	<p>Ongoing Ongoing</p>
<p>Safety in Transportation Planning</p> <ul style="list-style-type: none"> • Safety Emphasis for Performance Based Prioritization Process • Safety Working Group 	<p>November 2021 September 2021</p>
<p>Health in Transportation Planning</p> <ul style="list-style-type: none"> • Health Strategic Plan • Staff participated in the Community Health Improvement Planning process for Orange, Osceola, and Seminole counties. • Staff participated in monthly Community Health Improvement Board meetings with the Florida Department of Health-Orange County 	<p>March 2022 Ongoing Monthly</p>
<p>Air Quality reports to board and committees.</p>	<p>April – October 2020 April – October 2021</p>

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Required Activities & Products	Milestone / Target Date
Implementation of MetroPlan Orlando Complete Streets Policy	Ongoing
Participation and Coordination in the development of the Florida Transportation Plan & Freight and Goods Movement Plan	Ongoing & Quarterly with MPOAC
Coordination on Transit Planning activities with LYNX and FDOT	Ongoing
Facilitate the TDLCB annual evaluation of the CTC	February 2023 February 2024
Staff support and cooperation with the Best Food Forward Program	Ongoing
Coordination on regional trail, bicycle and pedestrian implementation with local partners	Ongoing
Staff will continue to participate in the community health planning efforts led by the health departments in Orange, Osceola, and Seminole counties	Ongoing
Modal Master Plans (Bike / Ped, Transit, Complete Streets & Freight)	June 2024
Complete Street Corridor and Concept Development Study	June 2024
Small Area Safety Studies (Kissimmee, Sanford & TBD)	June 2024
Healthy Community Study	June 2024
Air Quality Reports for Orange, Osceola and Seminole Counties	Ongoing
Regional Air Quality & Contingency Study	June 2023
Consultant services may fall under this task for planning support -- Scopes of Services will be provided to FHWA, FTA, & FDOT for approval prior to issuing Task Work Order	Ongoing

Responsible Staff	Responsible Agency
Director of Transportation Planning Director of Regional Partnerships Manager of Planning Services Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando Central Florida Regional Transportation Authority (LYNX) Florida Department of Transportation (FDOT)
Director of Transportation Planning Sr. Planner / Project Manager Transportation Planner	MetroPlan Orlando

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

180 - Multimodal Systems Planning				
Estimated Budget Detail for FY 2023				
Budget Category/Description	Local	FHWA (PL)		Total
Personnel (salary and benefits)	\$ 10,812	\$ 84,013		\$ 94,825
Consultant Services	\$ -	\$ 325,355		\$ 325,355
Pass Through	\$ -	\$ -		\$ -
Travel Expenses	\$ -	\$ -		\$ -
Indirect Expenses	\$ 1,897	\$ 14,739		\$ 16,636
Supplies	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -		\$ -
Other Direct Expenses	\$ 100,000	\$ -		\$ 100,000
Total:	\$ 112,709	\$ 424,107	\$ -	\$ 536,816
Estimated Budget Detail for FY 2024				
Budget Category/Description	Local	FHWA (PL)	SU Funds FY 2024	Total
Personnel (salary and benefits)	\$ 11,388	\$ 88,480	\$ -	\$ 99,868
Consultant Services	\$ -	\$ 275,000	\$ 250,000	\$ 525,000
Pass Through	\$ -	\$ -	\$ -	\$ -
Travel Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 1,959	\$ 15,224	\$ -	\$ 17,183
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ 100,000	\$ -	\$ -	\$ 100,000
Total:	\$ 113,347	\$ 378,704	\$ 250,000	\$ 742,051

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Task 200 – LYNX Planning Activities

Purpose
To conduct basic planning studies needed to assist in further implementation of transit service development in the Orlando and Kissimmee Urbanized Areas, using FTA Section 5305, 5307, 5309 and 5339 funds with local match and CTD funds.

Previous Work	Adoption Date / Status
Autonomous Vehicle/Connected Vehicle Phase II Pilot	December 2021
Monthly meetings with LYNX and FDOT on multi-modal Coordination	Ongoing
LYNX Origin & Destination Studies (Annually)	Annually
ADA Transition Plan & Bus Stop Facilities Assessment	May 2021
LYNX Origin & Destination Studies (Annually)	Annually
Transit Asset Management (TAM) Plan LYNX Origin & Destination Studies (Annually)	Annually

Required Activities & Products	Milestone / Target Date
Autonomous Vehicle/Connected Vehicle Implementation	June 2024
ADA Transition Plan & Bus Stop Facilities Assessment	June 2024
Corridor Studies and related STOPS Modeling	June 2024
Transit Asset Management (TAM) Plan	June 2024
LYNX Origin & Destination Studies (Annually)	June 2024
Station Area Planning	June 2024
ADA Transition Plan & Bus Stop Facilities Assessment	June 2024
Maintenance and Operations Base Conceptual Design, Engineering and Design	June 2024
Security and Safety Plan Updates that include new Public Transportation Agency Safety Plan with Target Setting for annual Performance Monitoring.	June 2024
Station Area Planning	June 2024

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

Required Activities & Products	Milestone / Target Date
TDP & TDSP Update	June 2024
Performance Reports and Impact Surveys	June 2024
Security Planning	June 2024
ITS/GIS Next Generation Implementation	June 2024
Transit Monitoring Reports	June 2024
Project Development (Premium Corridors- SR 50, SR 436)	June 2024
Sustainability Initiatives	June 2024
Security Planning	June 2024
Fleet Management Plan	June 2024
Design Guidelines for Transit Stops and Amenities	June 2024

Responsible Staff	Responsible Agency
Director of Transportation Planning Director of Regional Partnerships Transportation Planner	MetroPlan Orlando
LYNX Staff	Central Florida Regional Transportation Authority (LYNX)

MetroPlan Orlando Unified Planning Work Program
Fiscal Years 2022/2023 & 2023/2024

200 - LYNX Planning Activities					
Estimated Budget Detail for FY 2023					
Budget Category/Description	FHWA (PL)	FTA 5305(d) - X015	FTA 5305(d) - X016	Transportation Disadvantaged	Total
		Federal	Federal		
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -
Pass Through	\$ 350,000	\$ 100,000	\$ 50,000	\$ 70,000	\$ 570,000
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 350,000	\$ 100,000	\$ 50,000	\$ 70,000	\$ 570,000

Estimated Budget Detail for FY 2024					
Budget Category/Description	FHWA (PL)	FTA 5305(d) - X015	FTA 5305(d) - X016	Transportation Disadvantaged	Total
		Federal	Federal		
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -
Pass Through	\$ 21,707	\$ -	\$ -	\$ 70,000	\$ 91,707
Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 21,707	\$ -	\$ -	\$ 70,000	\$ 91,707

Table 1 - Agency Participation

Funding Source Contract Fiscal Year Total Budget	Local		FHWA		FTA 5305(d) G2138		FTA 5305(d) G1192		CTD		VECTOR		CFMPOA Transfers In (PL)	
	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Task 100 - Administration & Management														
Personnel (salary and benefits)	\$ 710,787	\$ 769,625	\$ 545,225	\$ 593,842	\$ 55,298	\$ -	\$ -	\$ -	\$ 23,225	\$ 24,382	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 62,375	\$ 63,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 243,733	\$ 193,733	\$ 23,000	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 6,566	\$ 5,283	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 101,241	\$ 110,700	\$ 95,650	\$ 102,175	\$ 9,702	\$ -	\$ -	\$ -	\$ 3,811	\$ 3,937	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 49,000	\$ 38,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,264,136	\$ 1,272,933	\$ 663,875	\$ 720,017	\$ 65,000	\$ -	\$ -	\$ -	\$ 36,102	\$ 36,102	\$ -	\$ -	\$ -	\$ -
Task 110 - Public Outreach														
Personnel (salary and benefits)	\$ 44,657	\$ 47,031	\$ 267,976	\$ 282,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 61,000	\$ 46,000	\$ 75,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 33,500	\$ 33,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 7,834	\$ 8,092	\$ 47,012	\$ 48,559	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 146,991	\$ 134,623	\$ 389,988	\$ 455,781	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 120 - Transportation Improvement Program														
Personnel (salary and benefits)	\$ 1,685	\$ 1,775	\$ 210,026	\$ 221,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 750	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 296	\$ 305	\$ 36,845	\$ 38,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 2,731	\$ 2,830	\$ 296,871	\$ 284,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 130 - Metropolitan Transportation Plan														
Personnel (salary and benefits)	\$ 11,332	\$ 11,837	\$ 134,201	\$ 141,339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 1,988	\$ 2,037	\$ 23,543	\$ 24,319	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 13,320	\$ 13,874	\$ 157,744	\$ 415,658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 140 - Regional Activities														
Personnel (salary and benefits)	\$ 5,939	\$ 7,428	\$ 213,858	\$ 225,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,353	\$ 23,421
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050	\$ 1,050
Indirect Expenses	\$ 1,042	\$ 1,279	\$ 37,518	\$ 38,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,097	\$ 4,029
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 7,481	\$ 9,207	\$ 251,376	\$ 263,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Task 150 - Transportation Systems Management & Operations														
Personnel (salary and benefits)	\$ 3,261	\$ 3,434	\$ 221,583	\$ 227,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,603	\$ 9,725	\$ 9,603	\$ 9,725
Consultant	\$ -	\$ -	\$ 1,306,947	\$ 1,138,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 572	\$ 591	\$ 38,873	\$ 39,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,685	\$ 1,673	\$ 1,685	\$ 1,673
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 3,833	\$ 4,025	\$ 1,567,403	\$ 1,405,289	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,288	\$ 11,398	\$ 11,288	\$ 11,398
Task 160 - Data Development & Management														
Personnel (salary and benefits)	\$ 1,685	\$ 1,775	\$ 111,828	\$ 117,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 708,579	\$ 690,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 296	\$ 305	\$ 19,618	\$ 20,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 1,981	\$ 2,080	\$ 840,025	\$ 828,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 170 - Special Studies														
Personnel (salary and benefits)	\$ 4,466	\$ 4,703	\$ 194,920	\$ 205,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 887,605	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 783	\$ 809	\$ 34,195	\$ 35,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 5,249	\$ 5,512	\$ 1,116,720	\$ 515,604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 180 - Multimodal Systems Planning														
Personnel (salary and benefits)	\$ 10,812	\$ 11,388	\$ 84,013	\$ 88,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 325,355	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ 1,897	\$ 1,959	\$ 14,739	\$ 15,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 112,709	\$ 113,347	\$ 424,107	\$ 628,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 200 - LYNX Planning Activities														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pass Through	\$ -	\$ -	\$ 350,000	\$ 21,707	\$ 50,000	\$ -	\$ 100,000	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 350,000	\$ 21,707	\$ 50,000	\$ -	\$ 100,000	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAMMED	\$ 1,558,431	\$ 1,558,431	\$ 6,058,109	\$ 5,539,460	\$ 115,000	\$ -	\$ 100,000	\$ -	\$ 106,102	\$ 106,102	\$ 11,288	\$ 11,398	\$ 41,288	\$ 41,398

Table 2 - Funding Sources

Contract	Funding Source	Source Level	2023	2024	FY 2023 Funding Source				FY 2024 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
					Local	Local	Local	\$ 1,558,431	\$ 1,558,431	\$ -	\$ -	\$ -
		Local Local TOTAL	\$ 1,558,431	\$ 1,558,431	\$ -	\$ -	\$ -	\$ 1,558,431	\$ -	\$ -	\$ -	\$ 1,558,431
	FHWA	PL	\$ 3,908,109	\$ 3,389,460	\$ 861,949.59	\$ 3,908,109.00	\$ -	\$ -	\$ 747,559.41	\$ 3,389,460.00	\$ -	\$ -
		SU	\$ 2,150,000	\$ 2,150,000	\$ 474,191.38	\$ 2,150,000.00	\$ -	\$ -	\$ 474,191.38	\$ 2,150,000.00	\$ -	\$ -
		FHWA TOTAL	\$ 6,058,109	\$ 5,539,460	\$ 1,336,141	\$ 6,058,109	\$ -	\$ -	\$ 1,221,751	\$ 5,539,460	\$ -	\$ -
G2138	FTA 5305(d)	Federal	\$ 115,000	\$ -	\$ -	\$ 115,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FTA 5305(d) G2138 TOTAL	\$ 115,000	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G1T92	FTA 5305(d)	Federal	\$ 100,000	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FTA 5305(d) G1T92 TOTAL	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CTD	State	\$ 106,102	\$ 106,102	\$ -	\$ -	\$ 106,102.00	\$ -	\$ -	\$ -	\$ 106,102.00	\$ -
		CTD TOTAL	\$ 106,102	\$ 106,102	\$ -	\$ -	\$ 106,102	\$ -	\$ -	\$ -	\$ 106,102	\$ -
	VECTOR	Federal	\$ 11,288	\$ 11,398	\$ -	\$ 11,288.00	\$ -	\$ -	\$ -	\$ 11,398.00	\$ -	\$ -
		VECTOR TOTAL	\$ 11,288	\$ 11,398	\$ -	\$ 11,288	\$ -	\$ -	\$ -	\$ 11,398	\$ -	\$ -
Transfers In (PL)	CFMPOA	MetroPlan Orlando (Local)	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Space Coast TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		River to Sea TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Ocala/Marion TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Lake/Sumter MPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		Polk TPO	\$ 5,000	\$ 5,000	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
		CFMPOA Transfers In (PL) TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
TOTAL			\$ 7,978,930	\$ 7,245,391	\$ 1,336,141	\$ 6,214,397	\$ 106,102	\$ 1,558,431	\$ 1,221,751	\$ 5,580,858	\$ 106,102	\$ 1,558,431

APPENDICES

- A. RESOLUTION
- B. CERTIFICATIONS & ASSURANCES
- C. COST ALLOCATION
 - NEGOTIATED INDIRECT COST RATE AGREEMENT
 - COST ALLOCATION PLAN
- D. TRAVEL POLICY
- E. FLORIDA PLANNING EMPHASIS AREAS
- F. DRAFT UPWP COMMENTS & RESPONSES
 - FDOT
 - FHWA

APPENDIX A

RESOLUTION



RESOLUTION NO. 22-02

SUBJECT:

APPROVAL OF THE DRAFT FY 2022/2023 and FY 2023/2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET WITH AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE THE APPROPRIATE FEDERAL AUTHORIZATIONS AND ASSURANCES AND SUBMIT AND EXECUTE GRANT APPLICATIONS AND EXECUTE THE GRANT CONTRACTS WHEN AWARDED; APPROVE THE LINE ITEM BUDGET AND TRANSFER OF LINE ITEM FUNDS WITHIN A UPWP TASK; AUTHORIZE ADVERTISING OF BUDGET CONTRACTUAL/CONSULTING SERVICES; AUTHORIZE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE REGULAR BILLINGS FOR COSTS INCURRED AGAINST UNIFIED PLANNING WORK PROGRAM TASK ELEMENTS ON BEHALF OF METROPLAN ORLANDO

WHEREAS, the Orlando Urban Area Metropolitan Planning Organization (MPO), d.b.a. MetroPlan Orlando, is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Orlando and Kissimmee Urbanized Areas; and

WHEREAS, Florida Statutes 339.175 (8), and 23 CFR 450.314 require MPO's develop an annual Unified Planning Work Program for the purpose of programming, scheduling and managing the metropolitan planning activities for the program year; and

WHEREAS, the Florida Department of Transportation requires the MPO's to develop a two year Unified Planning Work Program for the purpose of programming, scheduling and managing the metropolitan planning activities for the program year; and

WHEREAS, a unified planning work program and budget has been developed for Fiscal Years 2022/2023 and 2023/2024, said fiscal years being from July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024; and

WHEREAS, the Fiscal Years 2022/2023 and 2023/2024 Draft Unified Planning Work Program is to be submitted to the Florida Department of Transportation and various federal agencies by March 15, 2022 for their review, comments and funding commitment; and

WHEREAS, concurrent with the submittal of the Unified Planning Work Program, various Federal authorizations and assurances are also required to be submitted.

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that the Fiscal Years 2022/2023 and 2023/2024 Orlando Urban Area Draft Unified Planning Work Program and budget are approved and authorized to be submitted to the Florida Department of Transportation and the appropriate Federal agencies and that the Executive Director is authorized to execute all appropriate Federal authorizations and assurances to support this document, submit and execute grant applications, contract awards and other documents relating to the receipt of grant funding; that the line item budget and transfer of line item funds within a UPWP task is approved; advertising of budgeted contractual/consulting services are approved; and that the Executive Director is authorized to sign and execute regular billings for costs incurred against Unified Planning Work Program Task elements on behalf of MetroPlan Orlando.

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 9th day of March, 2022.

CERTIFICATE

The undersigned duly qualified serving as Chair of the MetroPlan Orlando Board certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

Commissioner Mayra Uribe, Chair

Attest:

Lisa Smith, Board Services Coordinator
and Recording Secretary

APPENDIX B

CERTIFICATIONS & ASSURANCES

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

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The MetroPlan Orlando 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 MetroPlan Orlando also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: Gary Huttmann
Title: Executive Director

March 9, 2022 _____
Date

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

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the MetroPlan Orlando, 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 MetroPlan Orlando shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name: Gary Huttmann
Title: Executive Director

March 9, 2022_____
Date

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

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

The MetroPlan Orlando, 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 MetroPlan Orlando, in a non-discriminatory environment.

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

Name: Gary Huttmann
Title: Executive Director

March 9, 2022 _____
Date

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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the MetroPlan Orlando 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 MetroPlan Orlando further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

Name: Gary Huttmann
Title: Executive Director

March 9, 2022 _____
Date

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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

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

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

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

525-010-08
POLICY PLANNING
05/18

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

APPENDIX C

COST ALLOCATION

**NEGOTIATED INDIRECT COST RATE AGREEMENT
COST ALLOCATION PLAN**

NEGOTIATED INDIRECT COST RATE AGREEMENT

Between
MetroPlan Orlando
And
The Florida Department of Transportation

This agreement is made and entered into by MetroPlan Orlando (Agency) and the State of Florida, by and through its Department of Transportation (FDOT). The fixed indirect cost application rates contained in this agreement are for use by MetroPlan Orlando on grants and contracts with FDOT to which 2 CFR Part 200 applies, subject to the limitations contained in Section 2.A. of this agreement. The rates in this agreement were negotiated between MetroPlan Orlando and FDOT in accordance with the authority contained in 2 CFR Part 200, Appendix VII.

Section 1 Indirect Reimbursement Rates

- A. **Rates.** The negotiated and approved fixed indirect cost application rate for fiscal year ending June 30, 2022 is 17.14%.
- B. **Applicability and Effective Period.** This agreement is applicable to all programs not specifically exempted by law. The indirect rate shall be applied to MetroPlan Orlando's direct salaries and fringe benefits from July 1, 2021 through June 30, 2022.
- C. **Fringe Benefit Rates.** The approved fringe benefit rate to be applied during the fiscal year ending June 30, 2022, is 32.63%.

Section 2 General

- A. **Limitations.** Use and application of the rates contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rates agreed to herein is predicated upon the conditions: (1) That no costs other than those incurred by MetroPlan Orlando or allocated via an approved Central Service cost allocation plan were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of MetroPlan Orlando and allowable under the governing cost principles; (2) That the same costs that have been treated as indirect costs have not been claimed as direct costs; (3) That similar types of costs have been accorded consistent treatment, and (4) That the information provided by MetroPlan Orlando which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate. Should these conditions be breached, the rates will be subject to renegotiation at the discretion of the FDOT.
- B. **Audit.** Adjustments to amounts resulting from audit of the cost allocation plan upon which the negotiation of this agreement was based will be compensated for in subsequent negotiation.

- C. **Accounting Changes.** The fixed rates contained in this agreement were based on the organizational structure and the accounting system (Grants Management Systems) in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rates in this agreement require prior approval of the FDOT. Failure to obtain such approval may result in subsequent audit disallowances.

- D. **Fixed Rates.** The fixed rates contained in this agreement were based on an estimate of the costs which will be incurred during the period of the Agency’s fiscal year ending June 30, 2022. When the actual costs for such period have been determined, an adjustment will be made to the actual billed indirect expenses during the 2022-2023 fiscal year to account for the difference in the indirect billed and the indirect incurred.

- E. **Notification to Federal Agencies.** Copies of this document may be provided to other Federal offices as a means of notifying them of this agreement.

- F. **Special Remarks.** If any Federal contract, grant, or other agreement is reimbursing indirect costs by means other than the rates displayed in this agreement, MetroPlan Orlando shall notify the FDOT.

BY MetroPlan Orlando:

The Florida Department of Transportation

DocuSigned by:

 693FB1DFE4574E7

Jason S. Loschiano, CPA
Director of Finance & Administration

9/1/2021 | 2:06 PM PDT
_____ Date

DocuSigned by:

 BE5DD9FAF2CC4C5

Jason D. Adank, CPA
Deputy Comptroller, Financial Management

9/1/2021 | 4:52 PM EDT
_____ Date



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

COST ALLOCATION PLAN

Fiscal Years 2022/2023 and 2023/2024

INTRODUCTION

SCOPE

Indirect costs are those costs that benefit common activities and, therefore, cannot be readily assigned to a specific direct cost objective or project. In order to recover indirect costs, organizations such as MetroPlan Orlando must prepare cost allocation plans (CAPs) and maintain them on file for review and, if requested, submit them to the Federal cognizant agency, or directly to the Grantor(s) if requested, for indirect cost negotiation for approval. The following report explains our indirect cost plan and contains documentation for that system's basis. Organizations such as MetroPlan Orlando, by their nature, experience many accounting complexities. During the fiscal year, new grants may be added which were not included in the original budget. Some grants have fiscal years that do not correspond to MetroPlan Orlando's fiscal year. Problems such as these make the drawing of an overall budget difficult and complicate the bookkeeping process since some costs must be carried over more than one fiscal year to enable MetroPlan Orlando to report the grant expenditures correctly. It also causes many difficulties in the allocation of expenses. Since MetroPlan Orlando's financial makeup is based entirely on grants, matching funds, and partnership funds, the general overhead costs of maintaining the office must be shared by all sources of income.

2 CFR §200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" known as the "Uniform Guidance" defines, among other things, the cost accounting policies associated with the administration of Federal awards by non-profit organizations, states, local governments, and Indian tribal governments. Federal awards include Federal programs and cost-type contracts and may be in the form of grants, contracts, and other agreements. 2 CFR §200 indicates indirect costs of metropolitan planning organizations and local governments are allowable if supported by a cost allocation plan and indirect cost proposal approved in accordance with the provision of the 2 CFR §200. The cost allocation plan and indirect cost proposal shall be updated annually and retained by the MPO or local government, unless requested to be submitted to the Federal cognizant or oversight agency for negotiation and approval, for review at the time of the audit required in accordance with the 2 CFR §200.

OBJECTIVE

One of the objectives of 2 CFR §200 is to establish principles for determining the allowable costs incurred by state, local, Federally-recognized and Indian tribal governments under grants, cost reimbursement contracts, and other agreements with the Federal Government. The principles are for the purpose of cost determination and are not intended to identify the circumstances or dictate the extent of Federal or other governmental unit participation in the financing of a particular program or project. The principles are designed to provide that Federal awards bear their fair share of costs recognized under these principles, except where restricted or prohibited by law. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with the relative benefit received. Direct costs are those that can be identified specifically with a particular final cost objective. 2 CFR §200 provides means by which all grants may be charged a portion of those costs which are necessary to the operation of an organization but cannot be specifically identified as a cost of those grants. Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Indirect costs generally include general administrative costs such as the executive director's office, general accounting, payroll, etc., and facility costs such as rental costs and operations and maintenance costs that are not treated as direct costs. This document provides for the establishment of a "cost pool" where indirect costs may be accumulated and then prorated to various cost objectives on a reasonable and equitable basis. All direct costs will be charged directly to the appropriate cost objective, and the indirect costs will be accumulated in an account called the "Indirect Cost Pool." Within this cost pool, expenses will be broken down by selected items of cost. Through the indirect cost rate, these indirect costs are prorated back to the cost objectives.

A cost allocation is simply a process which sets out the projected direct costs, the projected indirect costs, and the projected base for allocation of these costs, thus arriving at an indirect cost rate for those costs. By using an indirect cost pool, the total cost of the pool for the year is related to the total base for the year and

assures all funding sources of their share regardless of when the program took place or when certain overhead charges were incurred during the year. The result is a distribution to all programs operating in the agency during the year on the same basis. Cost allocation amounts and distribution rates are recalculated on a year-to-date basis each time the books are closed at the end of the month. The result is a distribution of actual year-to-date cost allocation amounts, thus eliminating the need for year-end adjustments. Cost allocation locks enable the organization to finalize allocation amounts for a program when the program ends and to direct any adjustment in amounts to other allowed programs or to general operating local funds. The agencywide audit can test the pools and test the allocations. The organization's indirect cost rate is a ratio between total indirect costs and the direct personnel costs (salary, leave and fringe benefits). The organization has chosen personnel costs as the basis for proration because man hours for a particular project or task requires additional resources for that particular project or task. Our organization has only one major function, transportation planning, with all functions and products grant-eligible and personnel-intensive. This allocation method most appropriately charges the cost to the particular cost objective in accordance with the relative benefit received. All capital, all grant-ineligible or unallowable costs and all travel costs are charged to local general operating funds as direct costs.

This Cost Allocation Plan should provide a fair and equitable method for allocating indirect costs.

DIRECT VS. INDIRECT POLICY STATEMENT

The policy for determining which costs are direct and which are indirect is dependent on the definition contained in 2 CFR §200. Indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Using this basic principle, determination can be made for each expense.

Personnel Costs – Using the timesheet as a tool, time worked on any specific grant can be charged as a direct cost to that grant by using each employee's chargeable rate. All staff time is directly charged under this method. However, it is possible that there may be some job functions that cannot be charged to a specific program because the time expended is of benefit to all the programs in general and so should be considered indirect. Temporary contractual labor occasionally used to cover for temporary receptionist and secretarial absences may fall in this category and be charged to programs on an indirect basis. Indirect personnel costs are charged to the Indirect Cost Pool and charged out along with other indirect expenses. Other temporary contractual labor used to staff a permanent position vacancy is charged directly to the task on which they work, the same as the permanent position staff would charge their time.

At some future time, some of the work in the administrative category such as a portion of the work performed by the Executive Director; some of the time of the Director of Regional Partnerships; most duties of the Finance Department members; some secretarial and community relations personnel costs, where not directly chargeable to a specific grant, may be charged to programs on an indirect basis as well. Presently all of this is charged as a direct cost to local general operating funds when not specifically allocable to a specific grant.

Fringe Benefits – Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages and include employer expenses for Social Security, Medicare, worker compensation insurance, pension, health, dental, vision, disability and term life insurance, unemployment insurance benefits, and personal and holiday leave time as required by the personnel policy. Personal leave is accrued as earned and charged to the appropriate program based on total regular salaries. All other fringe costs are accumulated in a fringe benefit cost pool and allocated based on total salary and leave costs.

Pension costs – Pension costs, a set percentage of salary under a defined contribution plan, are accrued as earned and charged to the fringe benefit cost pool. All pension costs are funded bi-weekly. Forfeitures due to non-vested terminations serve to reduce the current year contribution.

Rent – All rent for office space and parking for employees is charged as an indirect cost. All the common areas, such as hallways, storage areas and reception area, and the use of conference or meeting rooms, are fragmented and indirect by nature. Space used by planners is indirect because the use increases directly with increases in the number of personnel performing planning functions, and most planners work on some phase of all grants. Finance, administrative and marketing personnel are all support staff to all members of the organization and, thus, space occupied by them is chargeable to all grants.

Rent that is paid for any other purpose, such as parking validation stickers or occasional rental of City parking spaces or other facilities, is charged out to local funds as a direct cost to general office operations expense.

Audit – An annual audit by an independent CPA firm is a requirement of the organization and is for the general benefit of all programs. The audit fee is either charged to local general operating funds as a direct charge or prorated to grants and/or local fund sources on the basis of the dollar amount of expenditures of the grant to total dollar amount of expenditures for the organization times the total audit cost for the period audited. Staff personnel costs associated with the audit are direct charged to local general operating funds and grants.

Computer Operations – Annual license fees, maintenance contracts for accounting software applications, Internet access, website fees, and e-mail accounts are charged as indirect costs through the indirect cost pool. Computer support on the LAN is charged to the indirect pool, as the servers are used by all staff. Since the indirect pool is spread based on personnel costs, this, in effect, spreads these costs based on usage of the system. Purchase of computer hardware equipment, additional memory, software/programs, etc., are charged as direct costs to local general operating funds.

Dues and Memberships – Dues and memberships for the organization at large are charged directly to the applicable grant or local fund task item where applicable. For example, the membership dues for the organization at large to the American Public Transportation Association could be charged to the grant-related task line item, while the dues to a local chamber of commerce, or any dues for an individual membership, would be paid as a direct charge from local funds to a line item.

Legal Fees – Legal fees related to administration of the program, attendance at Board meetings, advice on contracts and issues are charged as direct costs to local general operating funds. Costs may be charged directly to a task item as appropriate based on direct hours charged, for example, review of a contract award for a particular service.

Seminars and Conference Registrations – The costs of seminars and conference registrations and training for employee development are either charged as direct costs to the local general operating funds or may be charged to the appropriate related grant.

Pension Administration – The annual cost charged by the pension administrator should be applied as an indirect cost and spread to all grants based on the salary, leave and fringe charged to that grant. Under our current plan, there are no employer administrative costs, as we have a defined contribution plan, and these administrative costs are passed through to the individual. However, should management incur other administrative costs, such as professional assistance for actuarial or IRS issues, these may be charged as indirect.

Computer Software – The purchase of computer software is charged to local general operating funds as a direct cost.

Pass-Through Expense – These are expenditures listed in the Unified Planning Work Program as direct awards to subrecipients for particular task items and are charged accordingly as direct costs in the applicable grants.

Consultants – Consultant costs are directly charged to the task item in the grant as budgeted for the service provided.

Repair and Maintenance – General repair and maintenance of equipment and leasehold improvements are charged as direct costs to local general operating funds.

Advertising/Public Notice – Public notice advertising is charged directly to the task item based on the charge for the subject of the advertisement.

Awards and Promotional Expense – Recognition plaques for citizens, Committee and Board members, and promotional items are charged as direct costs to local general operating funds only.

Contributions – Contributions are charged only to local general operating funds as direct costs after approval of the contribution by the MetroPlan Orlando Board. These are never charged to grants.

Education Reimbursement – Full-time, permanent employees are allowed reimbursement for job-related educational courses, limited to three courses per term after successful completion with a passing grade of "C" or equivalent. These costs are charged as direct costs to local general operating funds only.

In-Kind Service – The value of donated services of technical and professional personnel may be used to meet cost sharing or matching requirements when allowed under the specific grant document. When used, this shall be charged as a direct cost based on salary and fringe benefit cost as allowed under the grant, with a portion of the indirect cost pool allocated proportionately.

Other Miscellaneous Expense – This category is used for expenditures which do not fit any of the above or below categories. Charges will be as a direct cost to local general operating funds.

Books, Publications and Subscriptions – This expense line item is for charging generally direct costs, most of which are from local funds. The maintenance of a library is for general use of the entire organization and the public and is accessible to anyone, thus making these charges Community Outreach eligible costs. Journals from various organizations are for the benefit of the entire organization. However, any dues, publications or subscriptions that are limited to the needs of a specific grant would be directly charged to that grant. Also included in this expense line item is the Organization's cable subscription, which is direct charged to Local operating funds.

Equipment Rent/Maintenance – The organization's machine rental and maintenance expenditures are covered under maintenance contract agreements. This expense covers rental on any temporary equipment, operating leases on all copier equipment, mail machine and maintenance on all office and audio/visual equipment. This maintenance does not increase the value or appreciably extend the life of the equipment, but rather keeps it in good operating condition. The maintenance of office equipment benefits everyone in general, and it would be impossible to calculate each grant's use of some of the various pieces of equipment. Thus, this is charged through the indirect cost pool. Due to the immateriality of the cost of copies and current postage usage, all copier and postage charges from leased equipment are charged to the indirect cost pool.

Office Supplies – By their nature, office supplies are consumable expenses that are not readily assignable to a specific grant because of a disproportionate amount of time involved to determine each program's use. Many of the supplies used also benefit all the programs in general. This account code includes pens, toner, copier paper, letterhead, etc. Most are charged as direct costs to local funds due to the difficulty in allocating to grants. A percentage of copier paper for large jobs, such as copy paper for printing the UPWP, and an estimated amount for each standing committee's agenda packets is charged to the appropriate line item in a grant. This also includes the cost of refreshments for public or committee meetings, which are paid from local funds only.

Graphic Printing/Binding – Some graphic supplies are purchased as general office supplies above. Supplies purchased for use on a specific program are charged as a direct expense to that program, i.e., custom covers for a particular publication such as the Transportation Improvement Program. This account is generally for out-of-house graphic printing and binding. Printing for a specific program is a direct charge and is determined by actual cost, for example, the Annual Report. Some printing is for general benefit (i.e., general office forms) and is charged to local general operating funds.

Telephone – The monthly service charges for VOIP services and cell phones are considered indirect, both because they are not readily assignable and because there is a large part of this cost which is for all programs in general (for instance, phones used by administration, staff assistants, public affairs personnel, etc.).

Postage – Most postage charges are considered direct costs and are charged as determined by the use of the postage log kept as mail is run through the postage meter. Some postage is for general use, such as administrative correspondence, vendor payables, purchase orders, etc., which is charged to local general operating funds but could be charged through the indirect cost pool in the future.

Travel – This expense is charged as a direct cost to local general operating funds only.

Insurance and Bonding – This expense covers General Liability/Fire and Casualty policies and bonding costs, etc. All of these policies are maintained for the general benefit of the organization and are indirect expenses, except for the charges related to the elimination of recourse endorsement on the fiduciary liability policies for the Organization's pension and deferred compensation plan policies, which are charged to local general operating funds. Worker compensation expense is charged through the fringe benefit cost pool.

Interest Expense – Under GASB Statement number 87 (Leases), most leases must be capitalized on the balance sheet as an asset of the organization and an amortization schedule must be maintained to reduce the asset over the life of the lease. Because of this requirement, MetroPlan Orlando accounts for the principal portion of each lease payment under Rent or Equipment Rent/Maintenance while the interest is accounted for under Interest Expense. Because all of the leased property and equipment are charged as indirect expenses, the interest portion of those expenses are also charged as indirect expenses as allowed by 2 CFR 200.449.

Contractual & Temporary Services -- Contractual temporary employment expenses are charged as direct costs to the appropriate grant or to local general operating funds when possible and are discussed under Personnel Costs above. All other contractual expenses are direct charges to the appropriate grant or to local general operating funds as direct costs.

Equipment and Furniture -- Fixed assets with a purchase price greater than \$1,000 are purchased by the organization from local general operating funds and expensed to the Equipment and Furniture account. Purchase costs are recovered from the projects by a generally accepted method of depreciation, which is charged directly to a local operating line item. Almost all assets purchased fall into this group. Where the asset is required for a particular project (example: a tradeshow exhibit for use in Community Outreach activities), the depreciation or use charges may be charged directly to that project using local funds, over an appropriate life/project period. Assets having general usage, such as desks, chairs, computers and file cabinets, may in the future be depreciated through the indirect pool using a generally accepted method of computing depreciation or usage charge. There is no intent to convert to a usage charge in the near future, but should future budgets dictate, we wish to maintain the option.

Contingency – Contingency is for local general operating funds only and is used for unexpected budgetary needs during the year, providing an available cash reserve for emergencies or unexpected projects.

Community Relations Sponsorships – This account is used for monetary support of various community-related events, expos, conventions, etc. All such sponsorships are charged as direct costs to local general operating funds.

Small Tools/Office Machinery -- This account is used to account for non-capitalized equipment and tools, and these purchases are charged as direct costs to local general operating funds.

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated March 9, 2022, to establish cost allocations or billings for Fiscal Years 2022-2023 and 2023-2024 are allowable in accordance with the requirements of 2 CFR §200 and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: MetroPlan Orlando

Signature: _____

Name of Official: Jason S. Loschiavo, CPA

Title: Director of Finance and Administration

Date of Execution: March 9, 2022

Approved:

Gary Huttmann

Executive Director

APPENDIX D

TRAVEL POLICY

TRAVEL POLICES AND PROCEDURES

TRAVEL PROCEDURES TO IMPLEMENT PURCHASING POLICY 7 D

TRAVEL AND TRAINING REGULATIONS

MetroPlan Orlando's travel policy applies to all board members, appointed officials, advisory board members, employees, interns, and other authorized officials traveling on official business paid for by MetroPlan Orlando.

Appointed officials, advisory board members, employees, and other authorized officials traveling on official business for MetroPlan Orlando are expected to use reasonably priced lodging accommodations and are required to use economy or tourist class air travel fares. Under no circumstances are travelers on MetroPlan Orlando business permitted to accept *gratuitous* upgrades to first class if the situation would conflict with the Code of Conduct Policy in Section 7.0 of the employee handbook. Meals, tips and lodging must be reasonable in relation to the area visited, and reimbursement will be limited to a reasonable allowance.

Preplanning by management to obtain advanced registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.

Travel, whether by public transportation, privately-owned automobile, or a for-hire conveyance, shall be over the most direct, practicable route. Any deviations from a direct route must be explained on the travel form.

TRAVEL AUTHORIZATION

The Board Chairperson, or Vice Chair in his/her absence, must authorize travel of the Executive Director. The Board must authorize all travel by any board members, all committee members, and all community representatives, including but not limited to the Community Advisory Committee (CAC), Technical Advisory Committee (TAC), Municipal Advisory Committee (MAC), Transportation System Management & Operations Advisory Committee (TSMO), Transportation Disadvantaged Local Coordinating Board (TDLCB) members. The authorizing official for each employee traveling for the benefit of MetroPlan Orlando shall be the Executive Director. All travel will be authorized in advance by the appropriate authority. The number of individuals traveling to any one event shall be monitored and limited to provide for sufficient coverage of the event while maintaining continuing educational opportunities for staff and for benefit of the Organization. All such travel must comply with all policies stated herein.

Out of state conferences – Attendance at an out of state conference will be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or providing a presentation. An exception can be made for a second (2) staff member to attend if they are part of a committee, panel, or presentation. Out of state conferences will not be used for certification maintenance only. Department directors may also consider seniority and request dates in their decision.

In state conferences - Attendance at an in state conference may or may not be limited to one (1) staff member. Preferences will be given to a staff member on a panel, committee, or

providing a presentation; who has not attended a conference in the fiscal year; and/or needs continuing professional education to maintain certification. Department directors may also consider seniority and request dates in their decision.

It is strongly encouraged that continuing professional education for certification maintenance be satisfied with local events and trainings.

Travel during work hours and/or at the Organization's expense outside of our service area (Orange, Seminole, and Osceola Counties) will be authorized in advance of travel. Specific expenses and/or conditions of travel must be authorized by the designated official as described below:

- a. Car rental.
- b. Use of privately-owned vehicle in-state.
- c. Training to maintain professional certification or license, i.e., Continuing Professional Education (CPE).
- d. To hold a position in a professional organization for which travel to meetings is required.
- e. Technical training necessary to complete the job assignment.
- f. General training for job performance enhancement.
- g. Waiver of reimbursement agreement.
- h. Entertainment expenses.

In the event of an emergency situation when the employee cannot obtain prior written authorization, verbal approval will be obtained, and travel documents shall be completed immediately upon the employee's return to work.

TRAVEL/TRAINING GUIDELINES

All travel covered by this policy must be for the direct benefit of MetroPlan Orlando. A direct benefit to the Organization will promote the purposes of the Organization or will provide for training opportunities through continuing professional education; new technological and management training; or represent the interest of the Organization at Board and committee meetings of an organization in which the employee was authorized to hold an office. Accordingly, all employees and Board members are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Travelers whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel Reimbursement Form and initiate a billing through the Department of Finance and Administration to the agency immediately upon return to work. A copy of the billing must accompany the final reconciliation submitted to the Department of Finance and Administration, and collection is the responsibility of the traveler.

PRIOR/POST-TRAVEL ACCOUNTABILITY

Although travel costs have been included in MetroPlan Orlando's budget, officials and employees shall obtain written approval to perform the travel, attend meetings, etc., through the process of completion and approval of the Travel Request Form, before making any commitment to pay registration fees, to purchase a transportation ticket, or to incur any other cost. Each official or employee shall first prepare a Travel Request Form for individual expenses and submit it to the appropriate authorizing official. A meeting program or brochure shall be attached to the travel authorization request. In no event shall a travel form be submitted for approval unless funds for payment of the proposed travel are available in the proper line item budget charge code.

When the travel form has been approved and funds certified as available, the official or employee is then authorized to be absent from work for the period specified to travel, to incur expense and to be reimbursed, to draw a travel advance and to initiate invoices for payment in advance for room deposits, registration or tuition fees, and tickets on common carriers. The traveler shall use the Travel Request and Travel Reimbursement Forms to account for all expenses. At the completion of travel, the traveler will sum each category of expense and transfer the total to the appropriate item of the Travel Reimbursement Form.

Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the completed Travel Reimbursement Form. All items for which a receipt cannot or was not obtained must be explained in writing. Any item without a receipt, other than straight per diem, is subject to denial. All items of a miscellaneous nature must be itemized.

Upon return to the office, the complete Travel Reimbursement Form must be prepared by the traveler, signed, and submitted to the authorizing official within seven working days of completing travel. The official should review the forms before approving and should obtain explanation on any questionable item, keeping in mind they are certifying that the expenses were incurred on MetroPlan Orlando's business and are a legal obligation of the Organization. If costs incurred exceed the amount of expense authorized by the appropriate official, and the traveler requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Director of Finance and Administration. All forms must be submitted to the Department of Finance and Administration within ten working days of completing travel.

The Department of Finance and Administration shall review the expenses to make certain that all items of expense are properly charged and are not otherwise questionable. If additional information is needed for approval, the form shall be returned to the traveler for revision. If the charges are found to be correct and allowable, the voucher will be forwarded to the Department of Finance and Administration for final audit and payment.

All unused portions of money paid to the traveler or advanced by use of MetroPlan Orlando's credit cards for non-MetroPlan Orlando charges shall be repaid within ten (10) working days from time of return to work. The employee may request that a deduction be made from his/her next salary payment. If the traveler has not settled the cash advance(s) within 30 calendar days of return to work, the employee traveler shall be requested to authorize a deduction of the unused amount advanced, in full, from the employee traveler's next salary payment.

GOVERNING REGULATIONS

The following regulations are established and will be the basis upon which reimbursement of expenses will be approved. All reimbursements shall require proper receipts or other documentation. Without sufficient documentation, reimbursement may be denied.

- (1) Transportation
 - a. Travelers are expected to use the mode of travel that is most advantageous to MetroPlan Orlando. This would include consideration of bus or airport van service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location), whichever is the shorter distance.

The use of a privately-owned vehicle for official travel in lieu of publicly-owned vehicles or common carriers may be authorized by the Executive Director. Whenever travel is by privately-owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate per mile, not to exceed the amount specified in Florida Statutes Chapter 112.061, or the air carrier rate for such travel, whichever is lower. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement.

Employees deviating from the most direct route will have to bear the extra cost.

b. Taxicabs/Ride Share

Reimbursement for taxicabs or ride share services to and from airports, train stations, etc., will be made only when receipts are provided.

c. Car Rentals

Prior approval must be received from the Executive Director if the traveler must rent a car. Car rentals must be mid-size or smaller. Upgrades must be paid by the traveler.

All staff renting vehicles while on MetroPlan Orlando business shall purchase rental insurance unless the contracted rate with the rental car provider includes rental insurance.

d. Airline

Airline reservations may be acquired if approved by the appropriate official. Tickets may be purchased by the Organization or the traveler may purchase the tickets and request reimbursement.

Air travel will be reimbursed for economy or similar level fares from an Orlando area airport. Cost comparisons should be made for similar fares to determine the most economical option in that class. If the traveler decides to fly on a fare type above economy or from a more convenient airport, the traveler shall reimburse MetroPlan Orlando for the additional costs. A comparison of flights on the same day and same time shall be conducted to compare prices and determine the additional costs due from the traveler.

Air travelers shall attach their boarding passes and ticket stub or printout to the Travel Reimbursement Form for final accountability. If a digital ticket/boarding pass is used, the air traveler shall take a screen shot of the digital ticket/boarding pass and include a printout of the screen shot as proof of travel.

e. Reimbursable Local Travel

Travelers within the local service area (Orange, Seminole, Osceola Counties) shall not be reimbursed for lodging unless extenuating circumstances exist and then only when justifiable cause is documented in writing and pre-approved by the Executive Director.

Staff members may be reimbursed for mileage traveled in the local service area, for MetroPlan Orlando business, to the extent it exceeds the mileage the traveler would have traveled to commute to the office and home via automobile and only for the excess amount. Employees will not receive a reimbursement for the amount of miles that it takes to travel to the office and home via automobile. Exception: when traveling on a non-work day, all mileage from home and back will count for reimbursement.

For employees who live outside the three-county area, if the local travel is within the county in which the employee resides, the employee shall use the standard travel policy (e.) above as if the county were part of the service area.

Employees must complete the MetroPlan Orlando "Local Travel Reimbursement Form" to be reimbursed for local travel mileage. Facsimiles showing date, travel from point of origin and destination, purpose or reason, hour of departure and hour of return, per diem (or class A & B or class C meals), map or actual mileage claimed, vicinity mileage claimed, and documented other charges such as tolls, parking, etc. may be accepted. Such reimbursement shall be at the rate specified in Florida Statutes Chapter 112.061.

The use of taxis or ride share providers is an allowable, reimbursable expense for bona fide MetroPlan Orlando business for local (non-commute) travel based on one of the following:

1. An employee may receive local travel reimbursement up to the lesser of the cost of the taxi/ride share fare or the amount of mileage reimbursement that would be due to the employee if a personal vehicle was used instead.
2. Employees who do not have a MetroPlan Orlando paid parking benefit may receive full reimbursements for the cost of ride share services up to a monthly amount equivalent to the cost of a MetroPlan Orlando paid parking benefit.

(2) Lodging

- a. Expenses may vary in different areas traveled to, but all expenditures must be reasonable; primary responsibility for the reasonableness of amounts charged rests with the official who authorized the voucher. Excessive charges will be questioned by the Department of Finance and Administration, and justification must be explained fully in a written memorandum by the Department Director. Excess is subject to denial for reimbursement at the

discretion of the Executive Director for costs not pre-approved on the travel voucher.

Reimbursement for tips for transportation & lodging (i.e., bellman and taxi/ride share) shall be limited to \$5.00 per day.

When additional nights of lodging and subsistence or per diems are charged to the Organization based on more economical air fares for weekend stays, a cost comparison prepared by an independent party with third-party verification (i.e., travel agent, airline rate schedule) must be approved and attached to the completed Travel Request and Reimbursement Form.

- b. When traveling in the State of Florida, the advance check should be made payable to the hotel, motel, lodge, etc., to ensure exemption of sales tax. The Department of Finance & Administration will include the tax-exempt number on the check stub and submit a copy of the tax-exempt certificate to the vendor with the payment check. When lodging is not paid in advance, the traveler must seek exemption from payment of tax on rental of hotel rooms. All travelers will be provided a tax-exempt certificate. If the hotel does not honor the tax exemption, please indicate in your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the employee if exemption was available.
- c. Employees or any official travelling on MetroPlan business who live outside the three county area shall not be reimbursed for lodging for events that takes place within the county in which their home resides unless under extenuating circumstances and only with prior approval in writing by the Executive Director.

(3) Meals and Tips

- a. Reimbursement for meals and tips is based on the following amount in FS. 112.061, as amended. Current rates are:

Meal	Traveler Must Depart Before:	And Return After:	To Claim Meal Allowance of:
Breakfast	6:00 a.m.	8:00 a.m.	\$6.00
Lunch	12:00 noon	2:00 p.m.	\$11.00
Dinner	6:00 p.m.	8:00 p.m.	\$19.00
All Day	6:00 a.m.	8:00 p.m.	\$36.00

- b. Same day travel out of the area (that is beyond Orange, Seminole and Osceola Counties) by employees or elected officials, for MetroPlan Orlando business, is reimbursable for reasonable meal expenses, provided that the employee or official does not reside in the county where the business occurred. In cases where the traveler did not find it necessary to spend the night out of town, but was unable to return home by 8:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the traveler finds it necessary to leave home before 6:00 a.m., reimbursement for breakfast is permitted. Employees engaged in constant, daily, routine travel are not reimbursed for meals. Meals are not reimbursed

in the tri-county area unless part of a formal program registration fee. Same day out of area travel may be reimbursed using the local travel reimbursement form in place of the out of area travel form.

- c. Reimbursement of \$100.00 per day, in lieu of the meals, tips, and lodging costs, may be authorized by the Executive Director, provided that the \$100.00 per day does not exceed the amount permitted in paragraph (3) for meals and tips, plus the estimated average daily cost of lodging for the individual reimbursed.
- d. Meals provided as part of registration or by an airline should be reported on the Travel Reimbursement Form as meals furnished. Similarly, meals provided by a vendor should be reported as meals furnished, however, meals provided by a vendor must not exceed the limit stipulated in Employee Handbook Section 7.5(A). Snacks, hors d'oeuvres, or other items provided for consumption that do not constitute a meal will not be considered a furnished meal and per diem will still be available for that time period.

(4) Other

- a. Registration fees for functions related to MetroPlan Orlando business may be reimbursed when an employee is expected to attend due to the nature of the position.
- b. Telephone calls related to official business and paid for by the traveler may be claimed on the reimbursement voucher. The traveler must explain toll calls shown on the hotel bill or personal phone bill including the location, parties, and purpose. One three-minute personal call home per day is allowable for reimbursement. No other personal calls are reimbursable.
- c. While entertainment on behalf of MetroPlan Orlando, under certain circumstances and conditions, clearly meets a public purpose, these instances are subject to planning and preparation and, thus, it is a specific policy of MetroPlan Orlando to require approval by the Board Chairperson or the Executive Director of the nature, purpose, and anticipated cost of entertainment to be undertaken with public funds. For purposes of this policy, "entertainment" means meals or social activities. When approval is granted, it is specifically required that the nature of the entertainment, those present and a brief summary of the business discussed be provided for inclusion in the Organization's records. These expenses shall be reasonable and shall not include alcoholic beverages. The following exceptions/classification to this policy are stated and made a part hereof:
 - (1) When MetroPlan Orlando agrees to reimburse a job applicant for expenses to come to an interview (airfare, lodging, and meals), the meal allowances applied will be consistent with the existing travel policy.
 - (2) While MetroPlan Orlando acknowledges that attendance and participation in professional association meetings constitutes a public purpose in relation to the training and education of its professionals,

MetroPlan Orlando will reimburse the cost of meals and attendance to such meetings only if it is established that the meeting has a *professional* and not social purpose, and the fee for the meal is at a standard rate per attendee.

- d. Out-of-state travel by personal or rental vehicle, in excess of 1,000 miles for the round trip, requires prior written approval by the Executive Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, “en-route” expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of economy or coach air fare will not be reimbursed. Travel time in excess of the most advantageous mode of travel to MetroPlan Orlando will be chargeable as personal leave to the employee(s).

APPENDIX E

FLORIDA PLANNING EMPHASIS AREAS

Florida Planning Emphasis Areas 2021

The Florida Department of Transportation (FDOT) Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of metropolitan planning organizations' (MPOs) respective Unified Planning Work Programs (UPWPs). 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.

Florida MPOs should consider emphasizing the following four (4) planning topics when updating their UPWPs.

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Equity

Executive Order 14008, [*Tackling the Climate Crisis at Home and Abroad*](#), created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, [*Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*](#), outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: "Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing



conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP should recognize the important influence of emerging mobility on the multi-modal transportation system and include related planning studies, collaboration efforts, research, or other activities.

Contact Information:

Abra Horne, FDOT, Metropolitan Planning Administrator

850-414-4901

Abra.Horne@dot.state.fl.us

APPENDIX F

DRAFT UPWP COMMENTS & RESPONSES FDOT FHWA

(MetroPlan Orlando will add comments and responses on the draft UPWP when received.)