Hernando/Citrus

Metropolitan Planning Organization

Regular Meeting

Minutes - Final

May 1, 2025

CALL TO ORDER

MPO Board Chair, Rebecca Bays, called the meeting to order at 1:30 p.m., on Thursday, May 1, 2025, at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting was publicly noticed on the Hernando County, Citrus County, and Hernando/Citrus MPO websites.

MEMBERS PRESENT
Rebecca Bays, Chair, Citrus County Commissioner
Brian Hawkins, Vice Chair, Hernando County Commissioner
Jerry Campbell, Hernando County Commissioner
John Allocco, Hernando County Commissioner
Steve Champion, Hernando County Commissioner
Christa Tanner, Mayor, City of Brooksville
Elisa Joyner, Non-Voting Advisor, Florida Department of Transportation, District 7

MEMBERS ABSENT
Jeff Kinnard, Citrus County Commissioner
Gene Davis, Councilman, City of Inverness
Joe Meek, Mayor, City of Crystal River

OTHERS PRESENT
Bob Esposito, MPO Executive Director
Mary Elwin, MPO Coordinator
Joy Turner, MPO Executive Assistant
Mike Cowan, Assistant County Attorney, Hernando County
Siaosi Fine, Florida Turnpike Enterprise
Karen Watkins, Florida Department of Transportation, District 7

Invocation

Pledge of Allegiance

MPO Board & Staff Introductions

The Pledge of Allegiance and the introductions of Board and staff followed the Invocation.

Enter Proof of Publication into the Record

A quorum was declared, and Ms. Turner noted for the record that the public notice for the meeting was posted in accordance with the adopted policies.

APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

Motion

A motion was made by Commissioner Champion to approve the agenda. The motion was seconded by Vice Chair Hawkins and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

CONSENT ITEMS

Mr. Esposito provided an overview of the four items on the Consent Agenda which were:

Review and Approval of the February 6, 2025, Meeting Minutes of the Hernando/Citrus Metropolitan Planning Organization (MPO) Board — 15624

Review and Approval of the First Addendum to the Lease Agreement for the Hernando/Citrus Metropolitan Planning Organization (MPO) Office Space — 15644

Review and Approval of the Update to the Hernando/Citrus MPO's Public Participation Plan (PPP) — 15412

Florida Department of Transportation (FDOT) and Hernando/Citrus MPO Annual Certification Summary and Joint Certification Statement — 15688

Motion

A motion was made by Commissioner Champion to approve Consent Agenda Items 1 through 4. The motion was seconded by Mayor Tanner and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Christa Tanner
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

ACTION ITEMS

Annual Review and Approval of the List of Priority Projects (LOPP) for FY2026-FY2030 — 15806

Commissioner Champion acknowledged and appreciated adding Barclay Avenue as project 8, however, expressed that County Line Road (Project #2) and Barclay Avenue should be the

top two priorities for Hernando County. Mr. Esposito noted that Project #2, County Line Road, is the top priority for Hernando County. Projects #4 (US41/SR 50A One Way Pairs) and Project #6 (US 41/SR 45 -Broad Street at CR 576/Ayers Street intersection improvement) are smaller projects that are underway, and Lake Lindsay will not take priority over Barclay Avenue noting the importance of just adding Barclay Avenue to the list for visibility.

Commissioner Allocco asked why adding a roundabout at US 41 and Lake Lindsey Road was on the List of Priority Projects but a roundabout on Culbreath Road and Ayers Road was not listed. Mr. Esposito stated that the Florida Department of Transportation (FDOT) has noted several safety concerns on US 41 and programmed the roundabout at Lake Lindsey Road last year. *[Culbreath Road and Ayers Road are local County roads.]*

Commissioner Allocco requested an update regarding his proposal to add additional northbound left turn lanes at Suncoast Parkway interchange at SR50/Cortez Boulevard. Siaosi Fine, Florida Turnpike Enterprise (FTE) Liaison, relayed that FTE is conducting a study on additional northbound left turn lanes at the Spring Hill Drive and SR50/Cortez Boulevard interchanges. The study will be completed in July.

Chairman Bays inquired about the possibility of adding additional signage on eastbound SR 44 to indicate that the Suncoast Parkway is the next exit to prevent drivers from inadvertently turning onto West Crystal Oaks Drive. Later in the meeting, Siaosi Fine provided an update that this section of the Suncoast Parkway is scheduled for completion on June 30, 2025, and it is too late to add signage as part of the construction project. He recommended that the MPO collaborate with the Florida Department of Transportation (FDOT) District 7 to pursue the addition of trailblazing signage on SR 44. Elisa Joyner, the FDOT District 7 Liaison, noted this request for further follow-up.

Mayor Tanner asked for clarification regarding Project #9 on the Production List, which involves intersection improvements on US 98/US 41/SR 700/SR 50A. She wanted to confirm whether this project is being conducted simultaneously with Project #4, which focuses on the One-Way Pairs for US 41 and SR 50A. Mr. Esposito confirmed that both projects will enable the City of Brooksville to gain control over that section of the road.

Commissioner Champion commended the effective operation of the roundabout at the intersection of US 98 and Citrus Way.

Motion

A motion was made by Vice Chair Hawkins to approve the List of Priority Projects (LOPP) for FY2026-FY2030. The motion was seconded by Commissioner Champion and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

Review and Approval of Revision 1 of the Hernando/Citrus MPO's Unified Planning Work Program (UPWP) for FY2025-FY2026 by Adoption of Resolution 2025-01 to Transfer Consultant Services Funds to Salaries and Fringe Benefits for Activities Performed by MPO Staff, and Minor Adjustments to Direct Expenses for FY2025 15805

Vice Chair Hawkins inquired whether the MPO was collaborating with or paying any fees to the Tampa Bay Regional Planning Council (TBRPC). Mr. Esposito confirmed that the MPO does not pay annual fees to the TBRPC but does contract with them for special studies as needed. Ms. Elwin added that, while there is no direct contractor relationship for specific projects, the TBRPC is coordinating with all FDOT District 7 MPOs and municipalities on resilience planning. Commissioner Allocco asked if the resilience planning was focused solely on coastal areas, noting that there are issues with some Drainage Retention Areas (DRAs) in east Hernando County that are intended to take water off the roadways. Ms. Elwin clarified that the resilience planning is currently in the fact-finding stage and in the process of establishing boundaries and goals; they recently held their first quarterly meeting. She confirmed that the MPO will share the DRA concerns with the TBRPC.

Chairman Bays asked if the transfer of funds from Consultant Services to Salaries and Fringe Benefits was related to increased staff salaries. Ms. Elwin responded that no changes are being made to the amount paid to staff for staff salaries with this revision.

Motion

A motion was made by Vice Chair Hawkins to approve Revision 1 of the Hernando/Citrus MPO's Unified Planning Work Program (UPWP) for FY2025-FY2026 by Adoption of Resolution 2025-01 to Transfer Consultant Services Funds to Salaries and Fringe Benefits for Activities Performed by MPO Staff, and Minor Adjustments to Direct Expenses for FY2025. The motion was seconded by Commissioner Champion and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

Review and Approval of Revision 2 of the Hernando/Citrus MPO's Unified Planning Work Program (UPWP) for FY2025-FY2026 by Adoption of Resolution 2025-2 Amending PL Contract PL #G2V07 to Recognize Additional Funding 15691

The Board discussed MPO staff salaries, and Chairman Bays requested that staff provide information on how the Hernando/Citrus MPO compares with similar MPOs in Florida at a future meeting.

Motion

A motion was made by Vice Chair Hawkins to approve Revision 2 of the Hernando/Citrus MPO's Unified Planning Work Program (UPWP) for FY2025-FY2026 by Adoption of

Resolution 2025-02 Amending PL Contract PL #G2V07 to Recognize Additional Funding. The motion was seconded by Commissioner Allocco and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	John Allocco
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

Appointment/Reappointment of Members to the Citizens Advisory Committee (CAC) 15807

Commissioner Allocco asked whether the individuals seeking reappointment were consistent participants in their previous roles. Mr. Esposito responded in the affirmative.

Motion

A motion was made by Commissioner Hawkins to appoint Ana Arias-Caceres to serve on the Citizens Advisory Committee (CAC) as a representative in the Citrus County-Low Income and/or Minority position and to reappoint Shannon Sokolowski and Stephen Hohman in their respective membership roles for a period of two (2) years (May 1, 2025, through April 30, 2027). The motion was seconded by Commissioner Campbell and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Jerry Campbell
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

CITIZENS COMMENTS

There were no citizen comments.

MPO DIRECTOR COMMENTS

Mr. Esposito shared the following updates:

- Justin Hall was named the FDOT District 7 Secretary replacing David Gwynn who has retired.
- Discussions continue with Pasco County, Hernando County, and FDOT on County Line Road. (FDOT bringing $65MM including row and construction). Current timeframe for construction is tentatively scheduled for FY2031 if it is a 4-lane facility and FY2032 if it is a future 6-lane facility.
- Road Project Updates for Citrus County:
  - US41 and CR491 in Citrus County, the eastbound phase on CR491 left-turn signal has been added.
  - Gospel Island and SR44 will get a traffic signal during the resurfacing that is

currently underway (estimated completion is spring of 2026, FDOT Project #448040-1-52-01 & 443981-1-52-01).

- Road Project Updates for Hernando County:
  - A dedicated right turn lane will be added at Ayers and US41 when the resurfacing project begins (summer 2026, FDOT Project #447935-1-52-01).
  - The Florida Turnpike Enterprise is conducting a study of the Suncoast Parkway interchange at Spring Hill Drive and SR 50 regarding the request for additional northbound left turn lanes. The study will be completed in July.
  - Turnpike formally kicked off the Suncoast Parkway at Centralia interchange study at the beginning of April. The study will go through the end of 2025. FTE is currently collecting preliminary information.
- The Withlacoochee State Trail was repaired and repaved in several areas in or near the city of Inverness and the Hernando area in Citrus County. Design began in May 2024, construction began August 14, 2024, and the project was accepted by FDOT from the contractor as completed as of Monday, February 3, 2025.
- Sherry Bechtel, City of Inverness Representative member on the BPAC announced that the City of Inverness was named #3 Best Small Town in the South in USA Today and the Withlacoochee State Trail was named #2 Best Recreational Trail 2025 (U.S.) as published April 22, 2025.
- The Sun Coast Transportation Planning Alliance (SCTPA) will conduct an in-person meeting on Friday, May 23, 2025, in Tampa. Commissioner Kinnard or Commissioner Champion, as Alternate, are slated to attend.
- The 2025 MPOAC Weekend Institute will take place on Friday, May 16, and Saturday, May 17, 2025, in Tampa at the Embassy Suites Tampa Airport Westshore. The Friday session will be an optional meet-and-greet, while the main session on Saturday will start at 9:00 a.m. Contact MPO staff if further information is needed.

BOARD COMMENTS

Commissioner Allocco requested an update on the development occurring on the Pasco County side of County Line Road, as well as how the expected increase in traffic will be managed or if there will be a frontage road requirement on the Pasco County side. Scott Herring, the County Engineer and Public Works Director for Hernando County, indicated that he will coordinate with the Hernando County Planning Department to provide the Board with an update.

ADJOURNMENT

Chair Bays adjourned the meeting at 2:30 p.m.

Motion

A motion was made by Commissioner Allocco to adjourn the meeting. The motion was seconded by Commissioner Champion and the motion passed 6-0.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, John Allocco, and Steve Champion
ABSENT:	Gene Davis, Jeff Kinnard, and Joe Meek

UPCOMING MEETING:

The next regular meeting of the Metropolitan Planning Organization is tentatively scheduled for Thursday, June 5, 2025, beginning at 1:30 pm, in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida.

The meeting agenda and back-up material are available online at www.hernandocounty.us

Metropolitan Planning Organization

AGENDA ITEM

Meeting: 05/01/2025
Department: MPO
Prepared By: Joy Turner
Initiator: Robert Esposito
DOC ID: 15624
Legal Request Number:
Bid/Contract Number:

TITLE
Review and Approval of the February 6, 2025, Meeting Minutes of the Hernando/Citrus Metropolitan Planning Organization (MPO) Board

BRIEF OVERVIEW
The previous meeting of the Hernando/Citrus MPO Board was conducted on February 6, 2025. Attached for approval are the Minutes of the February 6, 2025, meeting of the Hernando/Citrus MPO Board.

FINANCIAL IMPACT
N/A

LEGAL NOTE
Pursuant to Chapter 339.175, Florida Statutes, the Hernando/Citrus MPO Board has the authority to take the recommended action.

RECOMMENDATION
It is recommended the Hernando/Citrus MPO Board review and approve the Minutes of the February 6, 2026, meeting.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Christa Tanner
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

Hernando/Citrus

Metropolitan Planning Organization

Regular Meeting

Minutes - Draft

February 6, 2025

CALL TO ORDER

MPO Board Chair for 2024, Jerry Campbell, called the meeting to order at 1:30 p.m., on Thursday, February 6, 2025, at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting was publicly noticed on the Hernando County, Citrus County, and Hernando/Citrus MPO websites.

MEMBERS PRESENT
Jerry Campbell, Hernando County Commissioner
John Allocco, Hernando County Commissioner
Steve Champion, Hernando County Commissioner
Brian Hawkins, Hernando County Commissioner
Jeff Kinnard, Citrus County Commissioner
Rebecca Bays, Citrus County Commissioner
Christa Tanner, Mayor, City of Brooksville
Joe Meek, Mayor, City of Crystal River
Gene Davis, Councilman, City of Inverness
Suzanne Ziegler, Non-Voting Advisor, Florida Department of Transportation, District 7

OTHERS PRESENT
Bob Esposito, MPO Executive Director
Mary Elwin, MPO Coordinator
Joy Turner, MPO Executive Assistant
Melissa Tartaglia, Assistant County Attorney, Hernando County
Siaosi Fine, Florida Turnpike Enterprise
Elisa Joyner, Non-Voting Advisor, Florida Department of Transportation, District 7

Invocation

Pledge of Allegiance

MPO Board & Staff Introductions

The Pledge of Allegiance and the introductions of Board and staff followed the Invocation.

Enter Proof of Publication into the Record

A quorum was declared, and Ms. Turner noted for the record that the public notice for the meeting was posted in accordance with the adopted policies.

APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

Motion

A motion was made by Commissioner Champion to approve the agenda. The motion was seconded by Mayor Meek and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Jeff Kinnard
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

ANNUAL ELECTION OF MPO OFFICERS AND APPOINTMENTS

Annual Election of the Hernando/County Metropolitan Planning Organization (MPO) Board Officers and Appointments for 2025 — 15386

Hernando/Citrus MPO Board Chair for 2025

Motion

A motion was made by Commissioner Allocco to elect Commissioner Bays as Hernando/Citrus MPO Board Chair for 2025. The motion was seconded by Commissioner Hawkins and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Hernando/Citrus MPO Board Vice Chair for 2025

Motion

A motion was made by Commissioner Champion to elect Commissioner Hawkins as Hernando/Citrus MPO Board Vice Chair for 2025. The motion was seconded by Commissioner Kinnard and the motion passed 9-0

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Sun Coast Transportation Planning Alliance (SCTPA) Chairs Coordinating Committee (CCC) Representative and Alternate for 2025

Motion

A motion was made by Commissioner Allocco to maintain the same SCTPA CCC representatives the MPO Board named during the October 3, 2024, meeting which were Commissioner Kinnard as the SCTPA CCC Representative and Commissioner Champion as the alternate representative. The motion was seconded by Commissioner Champion and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Steve Champion
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Transportation Management Area (TMA) Leadership Group Representative for 2025

Motion

A motion was made by Commissioner Champion to elect Bob Esposito as representative for the TMA Leadership Group for 2025. The motion was seconded by Mayor Meek and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Joe Meek
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Florida MPO Advisory Council (MPOAC) Representative and Alternate for 2025

Motion

A motion was made by Commissioner Allocco to elect Commissioner Kinnard as representative and Commissioner Champion as alternate representative for MPOAC for 2025. The motion was seconded by Commissioner Hawkins and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	John Allocco
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) Chair for 2025

The Hernando County Board of County Commissioners proffered John Allocco as Chair of the Hernando County Transportation Disadvantaged Local Coordinating Board for 2025.

Motion
A motion was made by Commissioner Champion to ratify Commissioner Allocco as TDLCB Chair for 2025. The motion was seconded by Commissioner Hawkins and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Chair for 2025

The Citrus County Commission proffered Janet Barek as the Chair for the Citrus County Transportation Disadvantaged Local Coordinating Board for 2025.

Motion
A motion was made by Commissioner Champion to ratify Commissioner Barek as LCB Chair for 2025. The motion was seconded by Commissioner Hawkins and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

CONSENT ITEMS

Mr. Esposito provided an overview from the agenda packet of the four items on the Consent Agenda which were:

1. Review and Approval of the December 5, 2024, Meeting Minutes of the Hernando/Citrus Metropolitan Planning Organization (MPO) Board
2. Transportation Alternative Projects Interlocal Agreement Between Hernando County, the City of Brooksville, and Hernando/Citrus MPO for Coordination of Engineering Services
3. Adopt the Annual Safety Performance Measures Targets (Highway Safety, PM-1)
4. Adopt the Florida Department of Transportation's updated Performance Targets for System Preservation Pavement and Bridge Conditions (PM2) and System Preservation Travel Time Reliability (PM3)

Commissioner Allocco shared that he recently met with the Hernando County Sheriff's Department and Hernando County Fire Rescue to discuss opportunities to reduce accidents

that would not only minimize human risk, but to reduce the cost of auto insurance. He noted ways to reduce the risks when driving vehicles. He encouraged the Hernando/Citrus MPO, Hernando County Department of Public Works, Hernando County Sheriff's, Fire, and EMS collaborate on methods to educate the public on high-risk factors such as time of day, days of the week, and to further study high-risk intersections such as:

- Mariner Boulevard @ SR 50
- Mariner Boulevard @ Spring Hill Drive
- Ayers Road and Culbreath Road
- Barclay Avenue @ Powell Road
- Barclay @ Spring Hill Drive

Mr. Esposito noted that MPO staff is reviewing data to provide to the MPO Board as related to safety concerns involving vehicles as Commissioner Allocco requested this past week.

A motion was made by Commissioner Champion to approve Consent Agenda Items 1 through 4. The motion was seconded by Commissioner Kinnard and the motion passed 9-0.

Review and Approval of the December 5, 2024, Meeting Minutes of the Hernando/Citrus Metropolitan Planning Organization (MPO) Board 15183

Transportation Alternative Projects Interlocal Agreement Between Hernando County, the City of Brooksville, and the Hernando/Citrus MPO for Coordination of Engineering Services 15441

Adopt the Annual Safety Performance Measures Targets (Highway Safety, PM-1) 15466

Adopt the Florida Department of Transportation's Updated Targets for System Performance Pavement and Bridge Conditions (PM2) and System Performance Travel Time Reliability (PM3) 13346

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Jeff Kinnard
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

ACTION ITEMS

Reappointment of Member to the Citizens Advisory Committee (CAC) 15384

Motion

A motion was made by Commissioner Kinnard to reappoint Scarlett Sharpe to serve on the Citizens Advisory Committee as a representative in the Hernando County-Unincorporated position for a period of two (2) years (February 20, 2025, through February 19, 2027). The motion was seconded by Commissioner Champion and the motion passed 9-0.

RESULT:	**ADOPTED**
MOVER:	Jeff Kinnard
SECONDER:	Steve Champion
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

CITIZENS COMMENTS

There were no citizens comments.

MPO DIRECTOR COMMENTS

Mr. Esposito shared the following updates:

- Mr. Esposito hosted a telephone call with State Senator Nick DiCeglie and Commissioner Bays on February 3, 2025, to advocate for rural arterial funds for Hernando and Citrus Counties. He encouraged the Board members to support similar efforts when meeting with State officials. At Commissioner Allocco's request, Mr. Esposito confirmed rural arterial funds are allocated from general revenue monies and not the Transportation Trust Fund.
- Bob hosted a Teams meeting with FDOT, Pasco County, and Hernando County staff members on January 27, 2025, to discuss County Line Road. The Florida Department of Transportation (FDOT) has agreed to include funding for the design portion between Mariner Boulevard/Shady Hills Road to the Suncoast Parkway in the FY2025 Work Program. The construction phase will be programmed in FY2033 at one-half with the counties sharing the other half. The next follow-up Teams meeting is scheduled for April 28, 2025.

  Commissioner Hawkins expressed his appreciation to FDOT and is thankful to see movement *[on improvements]* on County Line Road between Mariner Boulevard and Anderson Snow Road, but he stated that the bigger problem on County Line Road is west of Mariner Boulevard to the waterfall area on US 19. He noted that the improvements were started at the intersection, widened County Line Road at the commercial area, and then County Line Road narrows in either direction. Mr. Esposito noted that it would be preferred to begin next segment planning during construction of the current segment to keep progress moving. Commissioner Hawkins asked if utilities are planned to continue to move from Mariner Boulevard to the waterfall at US 19. Mr. Esposito will investigate and provide an update to the MPO Board.

Commissioner Allocco noted that the projects are too large to fund by the local jurisdictions particularly at the $100 million dollar level. He asked Mr. Esposito who was involved in the County Line Road discussions. Mr. Esposito responded that discussions involved Jeff Rogers, Hernando County's Administrator; the Assistant County Administrator for Pasco County *[Brandon Adumuah],* Scott Herring and Todd Crosby from Hernando County Public Works, the Hernando County Planning Department, Nick Uhren (Pasco's Public Works Department), and Tania Gorman, MPO Executive Director for Pasco County.

Commissioner Bays asked if a letter of intent was in process to ensure that both counties are vested in the project. Mr. Esposito responded in the affirmative that it [*interlocal agreement*] was in process. Commissioner Bays asked if it is appropriate to have a worksheet summary of the funding priorities or needs for the County for the MPO Board members to have when communicating with lawmakers. Mr. Esposito indicated that he would provide the MPO Board with a summary of Hernando/Citrus MPO transportation funding priorities. *[Subsequent to the meeting, this information was emailed to the MPO Board members on Thursday, February 6, 2025.]*

- Mr. Esposito noted that the Sun Coast Transportation Planning Alliance (SCTPA) is working on the Regional 2050 LRTP. County Line Road was recently added to the Regional Priorities List and Mr. Esposito is going to ask to have SR200 (Citrus) added later this summer.
- Mr. Esposito attended the Pasco MPO Board meeting December 11, 2024, and he participated in a second radio interview (WWJB) [*on January 15, 2025*] to encourage the public on the importance and ways to get funding sources for local roads, especially for local county roads.
- The MPO Board has been provided with a copy of a few relevant slides from the Driving Florida's Future: Economic Trends and Transportation Insights webinar[*which was conducted on January 31, 2025*]. Mr. Esposito highlighted Florida's population growth and that 16 million of the 23 million people in Florida are located in the central part of the state.
- Mr. Esposito announced that as an efficiency goal to reduce the number of MPO Board meetings, Board meetings will be scheduled when it is necessary to meet state and federal deadlines.
- The October 9, 2024, Gulf Streets Safe Summit Dignitary Panel was rescheduled to February 13, 2025. Commissioner Bays (Citrus) and Todd Crosby, Assistant County Engineer for Hernando County, have agreed to attend as panelists. Meeting time and location: 1:00 p.m. to 5:00 p.m. at the Port Tampa Bay Cruise Terminal-2, 651 Channelside Drive, Tampa, Florida.

BOARD COMMENTS

- Commissioner Champion recognized newly elected Hernando County Commissioner Ryan Amsler, who was in attendance to observe the MPO Board meeting and he also thanked the Citrus County sheriff's department for providing a deputy to attend and offer protection during the meeting.
- City of Crystal River, Mayor Meek, raised two items for the Board's consideration. The next phases of the Suncoast Parkway are scheduled for completion in the next three to four years and will include an exit at CR495/Citrus Avenue. He asked the MPO Board to contemplate turn lane improvements on Emerald Oaks Road and CR495/Citrus Avenue and intersection improvements at CR495/Citrus Avenue and N Turkey Oak Drive to route traffic around the CR495/Citrus Avenue and the US 19 historic district. Mr. Esposito acknowledged the mayor's request and affirmed the MPO will continue to monitor.
- Commissioner Allocco inquired if were any legislative bills coming forward to address electric vehicles (EV) paying of any road taxes. . Mr. Esposito affirmed the MPO staff would investigate and report back to the MPO Board.

- City of Brooksville, Mayor Tanner, asked when the SR 50 Bypass project would be completed and if there were impacts to the schedule. Mr. Esposito acknowledged the mayor's request and will provide an update to the MPO Board. *[Subsequent to the meeting, Mr. Esposito provided the following update: The construction project on SR 50 is anticipated to be completed in summer 2025. Weather delays and added drainage improvements have impacted the schedule. The project identified a drainage issue following significant rainfall events last year that resulted in erosion of a newly constructed drainage ditch. The designer revised the plans, adding a drainage structure, roadway widening, and curb and gutter. Therefore, additional time was added to the project for the added work and fabrication time for the drainage structure.]*
- Chair Bays acknowledged and thanked the Florida Department of Transportation (FDOT), Florida Turnpike Enterprises (FTE), and MPO staff, the state and local partners that attended the meeting, the presence of law enforcement, and the City of Brooksville for hosting the 2024 MPO Board meetings.

ITEM DISTRIBUTED DURING THE MEETING 15611

Driving Florida's Future: Economic Trends & Transportation Insights (slides from the webinar which was conducted on January 31, 2025)

UPCOMING MEETING:

The next regular meeting of the Metropolitan Planning Organization Board is tentatively scheduled for Thursday, March 6, 2025, but may be cancelled. If not cancelled, it will begin at 1:30 pm, in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. Brooksville, Florida.

ADJOURNMENT

Motion

A motion was made by Commissioner Champion to adjourn the meeting. The motion was seconded by Commissioner Hawkins and carried unanimously.

Chairman Bays adjourned the meeting at 2:07 p.m.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Brian Hawkins
AYES:	Rebecca Bays, Christa Tanner, Brian Hawkins, Jerry Campbell, Gene Davis, John Allocco, Jeff Kinnard, Steve Champion, and Joe Meek

Meeting: 05/01/2025
Department: MPO
Prepared By: Mary Elwin
Initiator: Robert Esposito
DOC ID: 15644
Legal Request Number: LR23-140-8
Bid/Contract Number: N/A

TITLE

Review and Approval of the First Addendum to the Lease Agreement for the Hernando/Citrus Metropolitan Planning Organization (MPO) Office Space

BRIEF OVERVIEW

The current lease agreement (copy attached) between the Hernando/Citrus Metropolitan Planning Organization (MPO) and the Hernando County Board of County Commissioners (Building Division) began July 1, 2024,and expires on June 30, 2025, with optional three one-year annual renew periods.

Upon discussion and coordination with the County Administrator, and in an effort to be more efficient by addressing the lease every three years rather than on an annual basis, the MPO Staff is requesting the MPO Board approve a First Addendum (copy attached) to the Lease Agreement to extend it for a three-year period commencing on July 1, 2025, and expiring at midnight on June 30, 2028. Prior to expiration, the parties may agree to extend the term of the lease by approving an addendum to the First Addendum to the original lease agreement.

Furthermore, an additional change in the lease was made allowing for the Landlord to have the right to relocate the MPO office if needed. The Hernando County Board of County Commissioners will need to approve the First Addendum after it is approved by the MPO Board.

FINANCIAL IMPACT

The annual MPO Office lease in the amount of $12,535.00 is eligible for reimbursement by federal PL grant funding allocated to the MPO, approved in the Unified Planning Work Program, and approved in the Hernando County adopted budgets in the MPO Fund 1031.

LEGAL NOTE

The First Addendum was prepared by the Property Management Office, reviewed by the County Attorney's office, and has been stamped as to form and legal sufficiency. Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended Action.

RECOMMENDATION

It is recommended the MPO Board approve the First Addendum to the Lease for office space with the Hernando County Board of County Commissioners (Building Division) at 789 Providence Boulevard, Brooksville, Florida, at an annual rate of $12,535 for a three-year period commencing July 1, 2025, through June 30, 2028, and authorize the Chair's signature thereupon.

RESULT: **ADOPTED**
MOVER: Steve Champion
SECONDER: Christa Tanner

AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

FIRST ADDENDUM TO LEASE AGREEMENT

THIS FIRST ADDENDUM TO LEASE AGREEMENT is entered into this ____ day of _____, 2025, by and between **HERNANDO COUNTY**, a political subdivision of the State of Florida, 15470 Flight Path Dr., Brooksville, FL 34604, hereinafter ("Landlord") and **HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION**, 789 Providence Blvd., Brooksville, FL 34601, hereinafter ("Tenant") and collectively the "Parties."

SECTION 1. TERM – The Parties hereby agree to extend the Lease term for an additional three (3) years, commencing on July 1, 2025 and expiring at midnight on June 30, 2028. During any time prior to the expiration date stated herein, the parties may agree to extend the term of the lease by entering into an addendum to this first addendum and the original lease agreement.

SECTION 2. RELOCATION OF TENANT – The Landlord shall have the right to relocate the tenant. If relocation is needed, no less than a sixty (60) days notice shall be provided by the Landlord.

ALL OTHER TERMS AND CONDITIONS within the original Lease Agreement dated July 1, 2024, are hereby restated, and remain in full force and effect and are hereby extended to the Term set forth within this addendum, no further modifications have been agreed to by the parties.

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
(LANDLORD)

Attest: _____
Douglas A. Chorvat, Jr., Clerk

By: _____
Brian Hawkins, Chairman

Approved as to form and Legal Sufficiency

_____
County Attorney's Office

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
(TENANT)

Attest: _____
Print Name: _____
Title: MPO Clerk

By: _____
Rebecca Bays, Chairperson

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter the "Lease") made this 14th day of May, 2024, by and between HERNANDO COUNTY, a political subdivision of the State of Florida ("Landlord"), and HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, an intergovernmental transportation planning agency ("Tenant"), collectively the "Parties."

RECITALS

WHEREAS, the Florida Interlocal Cooperation Act of 1969, Fla. Stat. § 163.01, authorizes the Landlord and the Tenant to enter into an interlocal agreement with each other in order to exercise any "power, privilege, or authority which such agencies share in common and which each might exercise separately;" and,

WHEREAS, on July 22, 2014, the Parties entered into the "Interlocal Agreement for Administrative Services by and Between Hernando County and the Hernando/Citrus Metropolitan Planning Organization" (hereinafter the "Administrative Services Interlocal"); and,

WHEREAS, pursuant to § 3(d) of the Administrative Services Interlocal, the County is required to provide the MPO with adequate office space, for which the MPO must pay rent; and,

WHEREAS, this Lease Agreement is authorized pursuant to Fla. Stat. §§ 125.01(1)(p) and 163.01 as an interlocal agreement.

NOW, THEREFORE, in consideration of the premises and mutual promises contained herein, the Parties hereto agree as follows:

1. **Recitals.** The above recitals are true and accurate and are incorporated herein as essential terms of this Lease.

2. **Premises.** The Premises consist of the approximately 1,090 square feet of the offices located at 789 Providence Blvd., Brooksville, Florida 34601 (the "Office Building"), that are designated in yellow on Exhibit "A" attached hereto. The Landlord reserves the right, but not the obligation, to lease the remainder of the Office Building to a private party of its sole choosing or to use any or all of the remainder for its own use.

3. **Use of Premises.** The Tenant shall use the Premises for general offices and storage purposes and for no other purpose without the Landlord's prior written approval. Tenant shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises or might be considered hazardous by a responsible insurance company.

4. **Initial Term; Possession.** The term of this Lease will begin on **July 1, 2024** (the "Commencement Date") and **will terminate one (1) year from said date** on **June 30,**

2025 (the "Initial Term") unless renewed pursuant to Paragraph 5 below. The Tenant shall be entitled to possession on the first day of the term of this Lease and shall yield possession to the Landlord on the last day of the term of this Lease, unless renewed or otherwise agreed to by both Parties in writing. Upon the Tenant providing acceptable proof of insurance in accordance with Paragraph 10 below, the Landlord, in its sole option, may allow the Tenant to occupy the Premises early without charge.

5. **Renewal Options.** The Tenant shall have the option to renew this Lease for up to three (3) one-year terms annually ("Renewal Period") under the same terms and conditions as this Lease. In order to exercise its renewal option, the Tenant shall provide the Landlord written notice no later than ninety (90) days prior to the end of the term then in effect of its intent to renew this Lease for an additional one-year term; the failure of the Tenant to provide timely notice to the Landlord shall constitute a waiver of the Tenant's option to renew this Lease under this provision.

6. **Termination Option.** During any Renewal Period hereto, the Tenant shall have the right to terminate this Lease by providing the Landlord with ninety (90) days prior written notice of its intent to terminate. Following proper notice and termination of this Lease, upon all Base Rent and other obligations owed to the Landlord having been paid and/or performed by the Tenant, and upon the Tenant surrendering possession of the premises to the Landlord with the Premises being vacant, clean and free of all trash and debris, then this Lease shall be deemed canceled and each party shall release the other from all claims, disputes, actions and appeals relating to or arising under this lease.

7. **Base Rent.** The Tenant shall pay to the Landlord Annual Base Rent of $12,535.00 in twelve equal monthly installments of $1,044.58, payable on the first day of each month, during the first year of this Lease. Base Rent shall be delivered to the Landlord at Hernando County Building Division, 789 Providence Blvd., Brooksville, FL 34601. Base Rent received by the Landlord after the tenth (10^{th}) day of the month will be charged a five percent (5.0%) late fee ($30.04/month). Rental rate is based on a charge of $11.50 per square foot of space.

8. **Landlord Responsibilities.**

a. Availability of Utility Services. The Landlord shall provide utility services to the Premises adequate for the intended Use of the Premises per Paragraph 3 above.

b. Landlord Maintenance. The Landlord shall be responsible for maintaining: (i) the exterior of the Premises; (ii) roof; (iii) roof drains; (iv) exterior walls; (v) foundations; (vi) structural portions; (vii) HVAC systems; (viii) plumbing systems, pipes, and drains (excluding any clogs or stoppages caused by the Tenant); (ix) electrical systems; (x) existing landscaping; (xi) existing striped parking areas; (xii) common areas if any (xiii) replacement of light bulbs and ballasts; (xiv) replacement of HVAC filters; (xv) doors, locks, and keys; (xvi) janitorial service and supplies; (xvii) cleaning; (xviii) pest control service; (xix) garbage and trash removal; (xx) removal of litter in the parking and exterior areas.

c. Real Property Taxes. To the extent not otherwise exempt in whole or part, the Landlord shall pay any real property taxes due on the Premises.

9. Tenant Responsibilities.

a. Tenant Maintenance. The Tenant shall be responsible for maintaining: (i) the interior of the Premises; (ii) security systems if any; (iii) internal telephone and data systems.

10. Insurance. The Landlord shall provide fire and extended casualty insurance coverage for the Premises. The Tenant shall provide proof of insurance for its contents and general liability insurance. The general liability insurance shall be in such amount acceptable to the Landlord's Risk Manager.

11. Improvements and Alterations to the Office Area. The Tenant shall have the right to improve/alter the interior of the Premises by installing floor coverings, painting interior walls, removing/relocating existing interior walls, removing /relocating millwork, and similar interior improvements and alterations (the "Tenant Improvements"), subject to the prior approval of the Landlord and which approval shall not be unreasonable withheld, conditioned, or delayed. All Tenant Improvements shall be at the Tenant's sole cost and expense. All Tenant Improvements shall be performed in a good workmanship-like manner by the appropriately licensed contractors and tradesmen, and all applicable permits obtained.

12. Tenant Improvement Allowance. The Tenant shall not receive any allowance, credit, or offset from the Landlord for any alterations or improvements it undertakes, or causes to be undertaken, to the Premises in connection with this Lease.

13. Security Deposit. No security deposit shall be required from the Tenant.

14. Exterior Sign. With the prior approval of the Landlord, which approval shall not be unreasonably withheld, conditioned, or delayed, the Tenant may install an exterior sign in accordance with the County's land development regulations. Tenant shall be responsible for all fees and permits associated with signage.

15. Parking. The Tenant shall have the exclusive right to utilize the existing striped parking area associated with the Premises on the south side of the building.

16. Indemnification/Hold Harmless. To the extent permitted by law and subject to the limitations contained in Fla. Stat. § 768.28, the Landlord shall indemnify and hold harmless the Tenant and its agents and employees from and against any and all claims, damages, losses, bodily injuries (including death), and expenses, including attorney's fees, arising out of or resulting from any services provided pursuant to this Agreement, but only to the extent such claim, damage, loss or expense is caused in whole or in part by the negligence of the Tenant.

To the extent permitted by law and subject to the limitations contained in Fla. Stat. § 768.28, the Tenant shall indemnify and hold harmless the Landlord and its agents and employees from and against any and all claims, damages, losses, bodily injuries (including death), and expenses, including attorney's fees, arising out of or resulting from any services provided pursuant to this Agreement, but only to the extent such claim, damage, loss or expense is caused in whole or in part by the negligence of the Landlord.

In agreeing to this provision, neither party intends to waive any defense of sovereign immunity or limits on damage to which it may be entitled under Fla. Stat. § 768.28 or as otherwise provided by law. Nothing herein shall be construed as consent by the Landlord or the Tenant to be sued by third parties in any matter arising out of any contract. The parties acknowledge that specific consideration has been exchanged for this provision.

17. **Disclaimer of Third-Party Beneficiaries.** This Lease is solely for the benefit of the Parties and no right or cause of action shall accrue to or for the benefit of any third party that is not a formal party hereto. Nothing in this Lease, express or implied, is intended or shall be construed to confer upon or give any person or corporation other than the Parties any right, remedy, or claim under or by reason of this Agreement or any provisions or conditions of it; and all of the provisions, covenants, and conditions herein contained shall inure to the sole benefit of and shall be binding upon the Parties.

18. **Security.** The Tenant shall have the right to install its own security system at its sole costs and expense. In the event the Tenant installs a security system, such security system shall remain part of the Premises at the time the Tenant surrenders the Premises. Tenant shall be responsible for all fees and permits associated with installation of a security system.

19. **Keys and Access.** The Tenant shall have access to the Premises 24 hours a day, 7 days per week. Notwithstanding the foregoing, the Landlord may enter the Premises from time to time, during normal business hours and upon reasonable advance notice to the Tenant, to perform the Landlord's maintenance responsibilities pursuant to Paragraph 8 above and/or to ensure that the Tenant is performing its responsibilities in accordance with Paragraph 9 above.

20. **No Sublease.** The Tenant may not sublease space within the Premises.

21. **Dispute Resolution.** Any dispute to this Lease shall be resolved pursuant to the Florida Governmental Conflict Resolution Act set forth in Fla. Stat. Ch. 164.

22. **Abandonment.** The Tenant's early vacation of the Premises shall not be construed as abandonment, nor shall it be an event of default as long as the Tenant continues to timely make its monthly rental payments to the Landlord and maintains the Premises in accordance with Paragraph 9 above.

23. **Relocation of Tenant.** The Landlord shall not have the right to relocate the Tenant.

24. **Subordination, Non-Disturbance and Attornment Agreement.** The Tenant shall receive appropriate non-disturbance agreements from any present or future mortgagees or holder of any other superior interest in the Premises, if any.

25. **Expiration of Term or Surrender of the Premises.** The Tenant shall not be obligated to restore the Premises to its original layout and condition upon expiration of term or surrender of the Premises; however, the Tenant shall remove all its personal property, goods and effects and peaceably yield up the Premises to the Landlord with the Premises being vacant, clean, and free of all trash and debris. Any alterations or improvements to the Premises made or caused by the Tenant shall remain with the Premises at the time the Tenant surrenders the premises.

26. **Approvals.** This Lease is subject to the approval of the Hernando County Board of County Commissioners and the Hernando/Citrus Metropolitan Planning Organization.

27. **Destruction or Condemnation of Premises.** If the Premises are damaged or destroyed by fire or other casualty to the extent that enjoyment of the unit is substantially impaired, the Landlord, in its sole discretion may elect to repair the Premises or terminate the Lease upon thirty (30) days written notice to the Tenant. If the premises are condemned or cannot be repaired within sixty (60) days, this lease will terminate upon thirty (30) days written notice by either party.

28. **Governing Law, Venue, Fees, and Jury Trial Waiver.** This Lease shall be construed in accordance with Florida law. Venue of any claim, dispute, or action shall be Hernando County, Florida. Each party to such claim, dispute, action, or appeal shall bear its own attorney fees and costs. **IN THE EVENT THAT LITIGATION IS FILED BY ANY PARTY TO ENFORCE ANY TERMS OF THIS AGREEMENT, THEN ALL PARTIES AGREE THAT THEY HEREBY WAIVE ANY RIGHT TO A JURY TRIAL ON ANY ISSUES ARISING OUT OF THIS AGREEMENT.**

29. **Public Records.** The Parties shall allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, which have been made or received in conjunction with this Lease.

30. **Force Majeure.** In the event that performance of this Lease by any party is prevented or interrupted by a Force Majeure Event, said party shall not be liable for such nonperformance, but only for the duration or to the extent of said Force Majeure Event and only if said party is not directly or indirectly responsible therefor. Any party claiming to be relieved of any duty pursuant to this Section shall give prompt written notice thereof to the other party. The Parties agree, however, to remedy with all reasonable dispatch the cause or causes preventing a party from carrying out this Agreement. For purposes of this Section, the phrase

"Force Majeure Event" shall mean an event not the fault of, and beyond the reasonable control of, the party claiming excuse which makes it impossible or extremely impracticable for such party to perform obligations imposed on it by this Agreement, by virtue of its effect on the physical facilities and their operation or employees essential to such performance. Force Majeure Events include (a) an "act of God" such as a hurricane, tornado, hail storm, drought, earthquake, flood, climatic event, earth movement, or similar catastrophic event; (b) an act of the public enemy, terrorism, sabotage, civil disturbance or similar event; (c) a strike, work stoppage, picketing or similar concerted labor action; (d) delays in construction caused by unanticipated negligence or breach of contract by a third party or inability to obtain environmental permits or essential materials after diligent and timely efforts; (e) an order or regulation issued by a federal, state, regional or local regulatory agency after the Effective Date or a judgment or order entered by a federal or state court after the Effective Date; or (f) any other action by any third party that makes it impossible or extremely impracticable for a party to perform its obligations under this Agreement.

31. **Mechanics Liens.** Neither the Tenant nor anyone claiming through the Tenant shall have the right to file mechanics liens or any kind of lien on the Premises and the filing of this lease constitutes notice that such liens are invalid. Further, the Tenant agrees to (1) give actual advance notice to any contractors, subcontractors, or suppliers of goods, labor, or services that such liens will not be valid, and (2) take whatever additional steps necessary to keep the premises free of all liens resulting from construction done by or for the Tenant.

32. **Entire Agreement.** This lease contains the entire agreement of the parties and there are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Lease.

33. **Amendments.** This Lease may only be modified or amended by a writing duly approved and signed by the Landlord and the Tenant.

34. **Binding Effect.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors, and assigns.

35. **Assignment.** This Lease shall not be assigned.

36. **Effective Date.** This Lease shall be effective upon the date signed by the last party hereto.

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IN WITNESS WHEREOF, the Parties have set their hands and seals below.

ATTEST:

Mary R Elwin
MPO Clerk

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (TENANT)

By: Jerry Campbell
Jerry Campbell, Chairman
Date: 4-4-2024

ATTEST:

Douglas Chorvat, Jr.
Clerk and Comptroller

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS (LANDLORD)

By: _____
Elizabeth Narverud, Chairperson
Date: _____

Approved for Form & Legal Sufficiency

Jon Jouben
County/MPO Attorney

IN WITNESS WHEREOF, the Parties have set their hands and seals below.

ATTEST:

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (TENANT)

_____
MPO Clerk

By: _____
Jerry Campbell, Chairman
Date: _____

ATTEST:

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS (LANDLORD)

SEAL

Douglas Chorvat, Jr.
Clerk and Comptroller

By: _____
Elizabeth Narverud, Chairperson
Date: 5-14-2024

Approved for Form & Legal Sufficiency

_____
County/MPO Attorney

DEVELOPMENT SERVICES

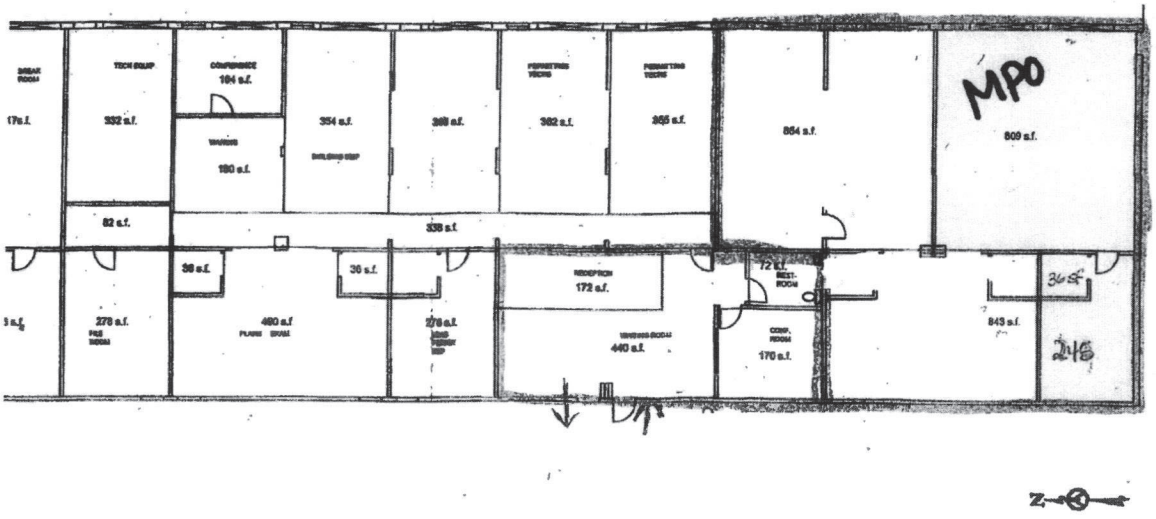

EXHIBIT "A"

FIRST ADDENDUM TO LEASE AGREEMENT

THIS FIRST ADDENDUM TO LEASE AGREEMENT is entered into this ____ day of _____, 2025, by and between **HERNANDO COUNTY**, a political subdivision of the State of Florida, 15470 Flight Path Dr., Brooksville, FL 34604, hereinafter ("Landlord") and **HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION**, 789 Providence Blvd., Brooksville, FL 34601, hereinafter ("Tenant") and collectively the "Parties."

SECTION 1. TERM – The Parties hereby agree to extend the Lease term for an additional three (3) years, commencing on July 1, 2025 and expiring at midnight on June 30, 2028. During any time prior to the expiration date stated herein, the parties may agree to extend the term of the lease by entering into an addendum to this first addendum and the original lease agreement.

SECTION 2. RELOCATION OF TENANT – The Landlord shall have the right to relocate the tenant. If relocation is needed, no less than a sixty (60) days notice shall be provided by the Landlord.

ALL OTHER TERMS AND CONDITIONS within the original Lease Agreement dated July 1, 2024, are hereby restated, and remain in full force and effect and are hereby extended to the Term set forth within this addendum, no further modifications have been agreed to by the parties.

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
(LANDLORD)

Attest: _____
Douglas A. Chorvat, Jr., Clerk

By: _____
Brian Hawkins, Chairman

Approved as to form and Legal Sufficiency

_____
County Attorney's Office

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
(TENANT)

Attest: Mary R Elwin
Print Name: Mary R. Elwin
Title: MPO Clerk

By: Rebecca Bays
Rebecca Bays, Chairperson

FIRST ADDENDUM TO LEASE AGREEMENT

THIS FIRST ADDENDUM TO LEASE AGREEMENT is entered into this 13th day of May, 2025, by and between **HERNANDO COUNTY**, a political subdivision of the State of Florida, 15470 Flight Path Dr., Brooksville, FL 34604, hereinafter ("Landlord") and **HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION**, 789 Providence Blvd., Brooksville, FL 34601, hereinafter ("Tenant") and collectively the "Parties."

SECTION 1. TERM – The Parties hereby agree to extend the Lease term for an additional three (3) years, commencing on July 1, 2025 and expiring at midnight on June 30, 2028. During any time prior to the expiration date stated herein, the parties may agree to extend the term of the lease by entering into an addendum to this first addendum and the original lease agreement.

SECTION 2. RELOCATION OF TENANT – The Landlord shall have the right to relocate the tenant. If relocation is needed, no less than a sixty (60) days notice shall be provided by the Landlord.

ALL OTHER TERMS AND CONDITIONS within the original Lease Agreement dated July 1, 2024, are hereby restated, and remain in full force and effect and are hereby extended to the Term set forth within this addendum, no further modifications have been agreed to by the parties.

HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
(LANDLORD)

Attest: Heidi Prause, Deputy Clerk
Douglas A. Chorvat, Jr., Clerk

By: _____
Brian Hawkins, Chairman

BOARD OF COUNTY COMMISSIONERS SEAL HERNANDO COUNTY, FLORIDA

Approved as to form and Legal Sufficiency

_____
County Attorney's Office

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
(TENANT)

Attest: Mary R Elwin
Print Name: Mary R. Elwin
Title: MPO Clerk

By: _____
Rebecca Bays, Chairperson

Metropolitan Planning Organization

AGENDA ITEM

Meeting: 05/01/2025
Department: MPO
Prepared By: Robert Esposito
Initiator: Robert Esposito
DOC ID: 15412
Legal Request Number: LR 2022-500-6
Bid/Contract Number:

TITLE

Review and Approval of the Update to the Hernando/Citrus MPO's Public Participation Plan (PPP)

BRIEF OVERVIEW

Pursuant to 23 C.F.R. 450.316, each Metropolitan Planning Organization (MPO) is required to adopt a Public Participation Plan (PPP). The PPP is intended to provide direction for public involvement activities to be conducted and strives to include all interested parties. PPPs are required to be periodically reviewed to ensure a full and open participation process. The last update was adopted on December 7, 2023. The major updates to the PPP include the following:

- The Florida Department of Transportation made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the PPP.
- Per the Florida MPO Handbook, authorize the MPO Executive Director to approve roll forward TIP amendments between the start of the State and Federal Fiscal Year Align committee meeting details with the respective committee Bylaws.
- Update and/or add MPO staff information.
- Address the ability to conduct unplanned or emergency meetings.
- Updated the Glossary adding the Tampa Bay Regional Planning Council (TBRPC) and Visualization Techniques.
- Administrative updates.

The PPP was reviewed and approved by the MPO's Assistant County Attorney on January 7, 2025, and by the Florida Department of Transportation on February 3, 2025.

A 45-day public review period is required on the PPP prior to MPO Board adoption. The comment period began February 24, 2025, and was advertised in the Hernando Sun on February 21, 2025, and in the Citrus Chronicle on February 22, 2025. The PPP was posted to the MPO website within the review schedule. The MPO's Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee will review and recommend approval of the PPP update on April 24, 2025.

FINANCIAL IMPACT

N/A

LEGAL NOTE

Pursuant to Chapter 339.175, F.S, the Hernando/Citrus MPO Board has the authority to take the recommended action.

RECOMMENDATION

It is recommended the MPO Board review and approve the update to the Public Participation Plan.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Christa Tanner
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

DRAFT

PUBLIC PARTICIPATION PLAN (PPP)

Hernando/Citrus Metropolitan Planning Organization

Adopted: December 7, 2023
Updated: April 3, 2025

789 Providence Boulevard
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

~~*2-6-24 Updated address~~

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ACKNOWLEDGEMENTS

Preparation of this document was supported in part with funds provided by the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), and Federal Transit Administration (FTA) through cooperative agreements with the Hernando/Citrus Metropolitan Planning Organization (MPO). Development of the plan was made possible by the leadership of the Hernando/Citrus MPO Board, the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), ~~and~~ Bicycle Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Boards for Hernando County and Citrus County.

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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:

Bob Esposito, Hernando/Citrus MPO Executive Director
789 Providence Boulevard, Brooksville, Florida 34601 / Phone: (352) 540-6523
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

~~*2-6-24 Updated address~~

PUBLIC PARTICIPATION PLAN (PPP)

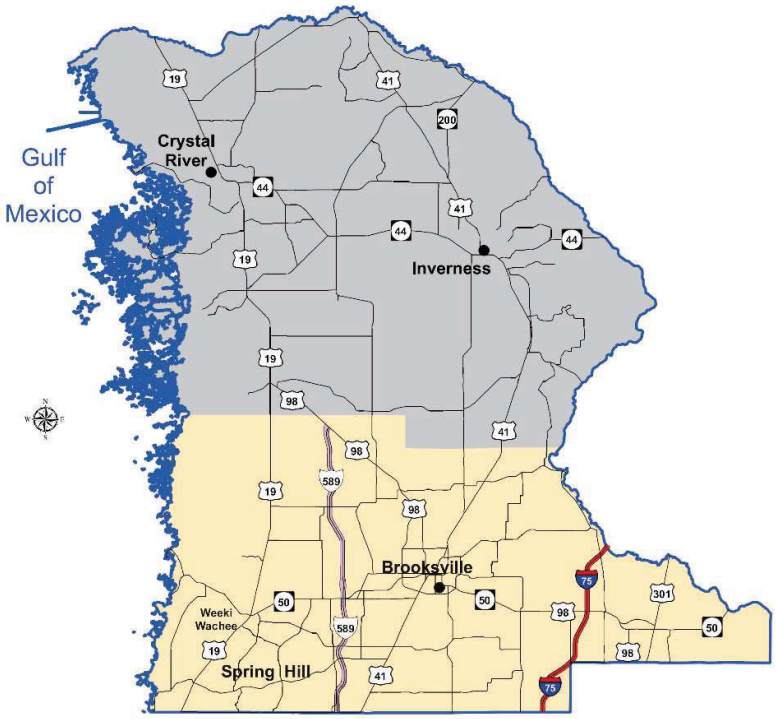
The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was initially adopted on September 30, 2014, and subsequently amended per the list of revisions in Appendix A. ~~, and updated on September 18, 2018, December 15, 2022, and December 7, 2023~~[1] The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando/Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. ~~provides guidance to the public regarding when and how to participate in the transportation planning and decision-making process.~~ The MPO makes every effort to make plans and programs easy to understand by the public.

The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, stakeholders, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and transportation related planning and programming processes.

ABOUT THE HERNANDO/CITRUS MPO

The Hernando/Citrus MPO Area



The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River, and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged "a *Continuing*, *Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C's)." The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C's planning process. Each urban area in the United States has

[1] ~~added December 7, 2023, date on March 13, 2024~~

an MPO which acts as a liaison between local communities, their citizens, and the state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and the ~~two~~ Transportation Disadvantaged Local Coordinating Boards (TDLCB) for Citrus County and Hernando County.

FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando/Citrus MPO complies with the following federal requirements:

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO (Bob Esposito, MPO Executive Director).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities (42 U.S.C. 12131-12134).

Environmental Justice – Executive Order 12898

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not

their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT RESPOSITO@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES, AND STAFF

Hernando/Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, Florida Statutes~~.S.~~]*

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. an annually updated Transportation Improvement Program (TIP),
3. an annual Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP).

MPO Board Meeting Details

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. Public meeting notices are posted on the MPO website 5-10 days prior to any public MPO Board meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at ~~www.HernandoCountyMPO.us~~ www.HernandoCitrusMPO.us. ~~Please refer to the~~ The MPO website contains the ~~for adopted meeting(s)~~ calendar of meetings and locations. All meetings are open to the public and ~~your~~ participation is encouraged.

MPO Meeting Location/Time – location alternates annually

Even Numbered Years-Hernando County
Brooksville City Council Chambers~~*~~
201 Howell Avenue
Brooksville, Florida 34601
Time: 1:30 p.m.

Odd Numbered Years-Citrus County
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 1:30 p.m.

~~*As approved October 5, 2023, unless otherwise posted on the MPO website for meeting location.~~

Opportunities for Public Participation

The Hernando/Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- Bicycle/Pedestrian Advisory Committee (BPAC)

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando/Citrus MPO website at www.HernandoCitrusMPO.us.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

TDLCB Meeting Details

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in the Hernando Sun and Citrus Chronicle for each respective Board ~~a newspaper of general circulation in the home county~~ 5-10 days prior to any public TDLCB meeting. Additionally, public meeting notices are posted on the MPO website 5-10 days prior to any public TDLCB meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. ~~the meeting notice will be posted to the MPO website 5-10 days prior to meeting.~~ Agendas are posted in advance of the meetings and are available online at www.HernandoCitrus~~ounty~~MPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and ~~your~~ participation is encouraged.

TDLCB Meeting Location/Time

Citrus County TDLCB
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:30 a.m.

Hernando County TDLCB
Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 1:30 p.m.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statutes Chapter 339.175.

TAC Meeting Details

The TAC generally meets quarterly ~~Committee meetings are required four times a year~~ with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. ~~Please refer to the MPO website for the adopted meeting(s) calendar/location at www.HernandoCitrusountyMPO.us.~~ Public meeting notices are posted on the MPO website 5-10 days prior to any public TAC meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. ~~Meeting notices and~~ Aagendas are~~will be~~ posted in advance of the meetings ~~-~~and are available online at www.HernandoCitrusMPO.us ~~to the MPO website 5-10 days prior to the meeting~~. ~~Please refer to the~~ The MPO website contains the ~~for adopted meeting(s)~~ calendar of meetings and locations. All meetings are open to the public and ~~your~~ participation is encouraged.

TAC Meeting Location/Time

Hernando County
Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 9:00 a.m.

Citrus County
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:00 a.m.

Stakeholder Group for the Vulnerability & Risk Assessment Study for Transportation Infrastructure (2023)

Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, citizens with physical disabilities/challenges, and citizens in the Hernando/Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175. The CAC conducts joint meetings with the BPAC and may meet separately on an as-needed basis.

Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists the MPO in the development of priority plans and programs important to bicycle/pedestrian modes of transportation. The BPAC is comprised of volunteer members from the community who have technical, professional, or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. The membership includes citizen volunteers and agency representatives. The BPAC conducts joint meetings with the CAC and may meet separately on an as-needed basis. The BPAC is not statutorily required but exists at the pleasure of the MPO Board.

Joint Meeting Details of the CAC and BPAC

Committees generally meet ~~meetings are required~~ quarterly~~four times a year~~ with additional meetings scheduled monthly as needed.

The CAC and BPAC may meet jointly with other committees on an as-needed basis.

The CAC and BPAC typically meet on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. ~~Please refer to the MPO website for the adopted meeting(s) calendar/location at~~ www.HernandoCitrusountyMPO.us~~.~~ Public meeting notices are posted on the MPO website 5-10 days prior to any public meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. ~~Meeting notices and A~~agendas are~~will be~~ posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us ~~to the MPO website 5-10 days prior to the meeting~~. ~~Please refer to the~~ The MPO website contains the ~~for adopted meeting(s)~~ calendar of meetings and locations. All meetings are open to the public and ~~your~~ participation is encouraged.

Joint CAC and BPAC Meeting Location/Time

Hernando County	**Citrus County**
Hernando County Building Training Facility	Lecanto Government Building
1661 Blaise Drive, Brooksville, Florida 34601	3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461
Time: 10:30 a.m.	***Time: 10:30 a.m.***

MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Executive ~~Administrative~~ Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, stakeholders, community agencies, consultants, ~~and the~~ Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures. For additional information, please contact Bob Esposito, MPO Executive Director or:

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082

MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at www.HernandoCitrusMPO.us, and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

Methods for Recruitment

- Media releases are issued to county Public Information Officers for Hernando County and Citrus County~~MPO member governments~~ with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- ~~Provide flyers to Transit operators in both counties with a request to post on buses and transit offices.~~
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando/Citrus MPO website under the "Volunteer Application & Public Participation" section of the homepage at www.HernandoCitrusMPO.us~~.~~

PUBLIC PARTICIPATION AND OUTREACH POLICIES

The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCitrusMPO.us.

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program. ~~The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCountyMPO.us.~~

Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the

proceedings to allow adequate coordination time~~. The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCountyMPO.us.~~

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards. ~~The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCountyMPO.us.~~

Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains lists which may ~~an up-to-date database of contacts which~~ include~~s~~:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email data base at any time. Please contact MPO staff.

MPO OUTREACH STRATEGIES

The following outreach strategies are currently~~regularly~~ used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando/Citrus Metropolitan Planning Organization (MPO).

- Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.

- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.

- All transportation plans and project documents are posted to the MPO's website (www.HernandoCitrusMPO.us) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.

- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.

- Comments may also be submitted via email *(mpo@hernandocounty.us*) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.

- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.

- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, display boards, and pictures, etc.

- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.

- Coordination with the statewide transportation planning public involvement and consultation processes.

- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- Meeting notices and media releases shall be published on the MPO website (www.HernandoCitrusMPO.us). When required by specific plans or programs, meeting notices shall be

published in a newspaper of general circulation in the ~~required~~ applicable jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- Email announcements and MPO information will be emailed to interested persons that have submitted their email addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website (www.HernandoCitrusMPO.us) and/~~-~~or the Hernando County and Citrus County Public Information Offices ~~of the jurisdictions of the metropolitan planning area~~. The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly. In addition, the Continuity of Operations Plan (COOP)~~.~~ addresses the ability to conduct unplanned or emergency meetings.

PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

Long-Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies, and projects to address the planning factors required by [23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

LRTP DEVELOPMENT	**Every five (5) years** Consult the FL MPO Handbook for additional guidance on thresholds, consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LRTP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review ~~notice~~ prior to the MPO Board adoption meeting is ~~must be~~ advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites~~.~~ • The MPO Board adoption public meeting ~~public~~ notice is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites~~.~~ • Public meeting notice for workshops and public engagement meetings are advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By a roll-call vote of the majority of the ~~-~~MPO Board members present, and two public meetings advertised in the Hernando Sun and Citrus Chronicle newspapers ~~public meetings~~ are required for adoption. • LRTP documentation is~~must be~~ posted to the website and ~~be~~ available in the MPO office no later than 90 days after adoption.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Public Meeting Notices	Not required~~applicable~~.
Approval	Administrative.

LRTP *(cont.)* **AMENDMENT**	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, project/project phase initiation dates, or a major change in ~~and/or~~ design concept ~~and~~ or design scope, (e.g. changing project termini, the ~~such as changing project locations or the~~ number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Consult MPO Handbook for additional threshold guidance**, and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LRTP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public meeting notice is placed on ~~posted to~~ the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at ~~an advertised~~ a public meeting. • By a r~~R~~oll-c~~C~~all v~~V~~ote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. *[Chapter 339.175(13), Florida Statutes]*

Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (Titles 23 Code of Federal Regulations 450.332(b) ~~USC~~ and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Titles 23 CFR 450 and ~~Title~~ 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando/Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando/Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando/Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP).The process includes the review and recommendation of the TIP by the MPO's public committees, i.e., the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC), and is posted on the MPO's website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law. ~~{[~~*Chapter 339.175 (8), Florida Statutes*~~]}.~~

TIP DEVELOPMENT	**TIPs are developed annually and cover a 5-year period (5th year is illustrative)** Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft TIP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day ~~public~~ notice for public review prior to the MPO Board adoption meeting is ~~must be~~ advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. • ~~Public notice is posted to the MPO website 5-10 days prior to the meeting.~~
Approval	• By the MPO Board at a public meeting. • By a recorded roll-call vote of the majority of the MPO Board members present.~~By the MPO Board at an advertised public meeting Roll call vote.~~

TIP *(cont.)* **MODIFICATION**	Minor changes to project costs (i.e., less than 20 percent and $2 million), ~~text, project/project phase costs,~~ funding sources of previously included projects, termini changes for minor changes in length, and project ~~and/or project/project phase~~ initiation dates. Consult MPO handbook for guidance**, and posting of documentation to the Florida GAP system.**
Public Review	No formal review required; modified TIP is ~~modifications are~~ posted to the website.
Public Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major ~~revision~~ change including ~~to the TIP, such as~~ add~~ing~~tion or deletion of ~~or deleting~~ a project, project cost increase (more than 20% and $2 million), or change in ~~a major change in project costs, initiation dates, and/or~~ design concept ~~and~~ or project scope~~,~~ (i.e., changing project termini – increase or descrease of ½ mile and 20%, or the number of through traffic lanes). ~~such as changing project locations or the number of through traffic lanes. Consult MPO Handbook for additional threshold guidance.~~ **TIP/STIP Amendment requests that are received by Office of Policy and Planning (OPP)/Federal Aid Management Office (FAMO) for review by the 10th of each month will be included in the STIP Amendment for that month. This will enable FHWA to routinely approve the amendment by the end of the month.** **Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP).**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft TIP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a~~n advertised~~ a public meeting. • By a recorded roll-call vote of the majority of the MPO Board members present ~~Roll Call Vote~~ if amendment affects projects in the first 3 years. *[Chapter 339.175, Florida Statutes.]*
ADMINISTRATIVE TIP/STIP AMENDMENT	During the Tentative Work Program development cycle, if a new project is added to Year One (1), this project will appear in the new TIP, but it is not recognized by FHWA until October 1. This becomes an issue between July 1 to September 30 when FHWA does not yet recognize the new TIP as being in effect and the project requires federal authorization prior to October 1. FHWA and FTA allow Administrative TIP/STIP Amendment during the three-month gap between the start of the new state fiscal year and the beginning of the new Federal fiscal year-without the requirement of full MPO Board Action and allowing for MPO Executive Director approval. Administrative TIP/STIP Amendments may take place between July 1 and August 31 only. *(MPO Program*

	Management Handbook, 12/19/2024, Chapter 4.3.1.5), and posting of documentation to the Florida GAP system.
Public Review	• Not required.
Public Meeting Notices	• Not required.
Approval	• By the MPO Executive Director.
ROLL FORWARD AMENDMENT	• If there is a project in any of the four (4) federally recognized years of the old TIP that did not get authorized by June 30, the project can still be authorized based on the old TIP, as long as the request is made between July 1 and September 30. • There is a need to ensure such projects are in the new TIP if the projects are to be authorized after September 30. This is accomplished through the Roll Forward TIP Amendment which must be adopted by the MPO Board before October 1. • ~~Takes place between July 1 and September 30.~~ • ~~Project must appear in the amendment exactly as the newly adopted TIP.~~ • No public meetings with MPO committees (TAC, CAC, BPAC) are required. • MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting.

List of Priority Projects (LOPP)

The Hernando/Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory, Bicycle/Pedestrian Advisory, and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 20505~~45~~ Long-Range Transportation Plan (LRTP).

This prioritization will also incorporate Complete Streets elements that rely on FDOT's Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 20505~~45~~ Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board's advisory committees (Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee).

LOPP DEVELOPMENT	Annually
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LOPP is posted to the MPO website at least 10 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public meeting notice is posted to the MPO Website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By a majority vote of the ~~the~~ MPO Board members present~~at an advertised public meeting~~.
MODIFICATION	Minor changes to text or project description for clarification. Consult MPO handbook for guidance.
Public Review	No formal review required; modified LOPP is posted to the website.
Public Meeting Notices	Not required.
Approval	By MPO Executive Director.

LOPP *(cont.)* ~~**MODIFICATION/**~~ **AMENDMENT**	Any changes to project priorities, project scope or addition/deletion of projects.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LOPP amendment is posted to ~~Documents are available on~~ the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment.~~for public review and comment for a minimum of 10 days prior to final action~~. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a majority vote of the MPO Board members present.

~~**scrivener error remove roll call*~~

"Bicycling on the Suncoast Trail"
Photo by: Kimberly Poppke

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered "new UPWP development," the 2nd year update is the "UPWP Revision." A revision can be categorized as a modification or amendment depending on the threshold of revision.

UPWP DEVELOPMENT	**New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate. *Consult the Florida MPO Handbook for guidance and the requirements and posting of documentation to the Florida GAP system.***
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is ~~notice must be~~ advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. • The MPO Board adoption meeting p~~P~~ublic notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By approval of a Resolution by the majority of the MPO Board members present at a public meeting. ~~in which public notice was provided on the MPO website.~~
UPWP MODIFICATION	Modifications that do ~~Does~~ not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the FDOT~~MPO~~ d~~D~~ocument p~~P~~ortal (Florida GAP). An example of a modification would be to transfer tasks between current tasks of the UPWP.
Public~~Meeting~~ Notices	Not required~~applicable~~.
Approval	Administrative.

UPWP AMENDMENT	~~Changes the approved FHWA and FTA budget, changes the scope of FHWA and FTA work task(s), or add or delete a work task(s). *Note: changes may also require funding agreement amendment.*~~ *Amendments to the UPWP are required in the following actions per 2 CFR 200.308 and 29 CFR 1470.30.* Refer to the MPO Handbook for guidance on de-obligating funds and the posting of documents in the Florida GAP system.
Financial vs. Non-Financial Amendment	Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Items e-j below represent non-financial amendments. a) Any revision resulting in the need to increase or decrease the UPWP budget ceiling by adding new funding or reducing overall approved funding; b) Adding/deleting a task/subtask; c) Transferring funds between tasks/sub-tasks that exceed a combined amount greater than or equal to $100,000 OR 10 percent of the total budget of that task/sub-task, whichever is more restrictive; d) Reducing the budget of a task/sub-task by more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved; • Note that item d above may change the task, scope, budget, and deliverables. For item h below, an amendment is required for any activity the MPO was previously going to complete but contracted out instead. e) Change in the scope or objective of the program/task, even if there is no associated budget revision (this also applies to when a task scope changes); f) Change in key person (the MPO staff director); g) Extending the period of performance past the approved work program period (i.e., no-cost time extension); h) Sub-awarding, transferring, or contracting out any of the activities in the UPWP; i) The disengagement from a project for more than three months or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and j) The inclusion of costs that require prior approval (e.g., capital and equipment purchases of $5,000 and above per unit cost). ~~a) Change in the scope or objective of the program or task;~~ ~~b) Change in key person, i.e., MPO Staff Director;~~ ~~c) Extension of the period of performance past the approved work program period;~~ ~~d) Sub awarding, transferring, or contracting out any of the activities in the UPWP;~~ ~~e) Disengaging from a project for more than 3 months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator;~~ f) ~~Including costs that require prior approval (e.g., capital and equipment purchases $5,000 and above per unit cost).~~
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public~~Meeting~~ Notices	• The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the majority vote of the ~~-~~MPO Board members present at a public meeting.~~*~~

~~*Note 1-31-2024: A scrivener's error was corrected on pages 19-20.~~

Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando/Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to MPO Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on www.HernandoCitrusMPO.us.

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed Annually
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft PPP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 45-day ~~public~~ notice for public review prior to the MPO Board adoption meeting is ~~must be~~ advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. *[23 CFR 450.316(a)(3)]* • The MPO Board adoption meeting p~~P~~ublic notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the majority vote of the MPO Board members present at a~~n advertised~~ public meeting.

Transit Development Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the next 10 years. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted to their respective website and available for a 30-day review period for new TDPs, and 10-day review for TDP amendments or annual progress reports.

Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, clarifications, etc.).

State of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in-person meeting.

The MPO's Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services ~~due to an emergency~~. The COOP addresses the ability of the MPO to conduct unplanned or emergency meetings. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.

2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to Florida ~~.~~Statutes~~.~~ Chapter~~Section~~ 120.54(5)(b)2, and waiving official recommendations from MPO committees.

APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REVISION #	CHANGE TYPE	EXPLANATION OF THE CHANGE
9-18-18	1	Annual review and update.	MPO staff reviewed the PPP and made updates to ensure the plan is consistent with current regulations. Additionally, staff from Federal Highway Administration (FHWA) met with the MPO to conduct a more detailed review of the PPP.
12-15-22	2	Annual review and update.	Formatting changes throughout the document. Information for public participation in Spanish and Telecommunication Relay services for hearing or speech disability was added, and Title VI and Noncompliance contact information was updated. Federal requirements were moved to an appendix in the back of the document. The PPP purpose section was enhanced. A section was added describing the MPO Board and Committee(s) membership regarding roles, meeting frequency and information, and a provision was added to allow committee meetings to be jointly conducted. Enhanced description of the MPO core plans and programs, along with tables outlining public review periods, advertising requirements and approval processes were added. A limited approval process was included for TIP roll forward amendments. Guidance was added to address a State of Emergency when it impacts the MPO Board's ability to produce, approve and submit one of the core plans and programs in accordance

12-15-22 (cont.)			with statutory mandates and timelines.
12-7-23	3	Annual review and update.	Legal citations were added, where applicable. Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage. Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites. The UPWP section was updated for definitions on financial modifications/amendments in accordance with requirements of the Florida Department of Transportation. MPO Committee and Transportation Disadvantaged Local Coordinating Board meeting details were updated. The MPO volunteer application was updated and incorporated into the PPP. Appendix A was updated to reflect PPP amendments and modifications post adoption.
4-3-25	4	Annual review and update.	FDOT made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the MPO PPP.

APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
v. **Holding any public meetings at convenient and accessible locations and times**.
vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.

(b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
   1) Recipients of assistance under title 49 U.S.C. Chapter 53.
   2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
   3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016: 82 FR 56544, Nov. 29, 2017]

APPENDIX D: GLOSSARY

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

BOCC **Board of County Commissioners.** The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.

BPAC **Bicycle/Pedestrian Advisory Committee.** The BPAC is a standing committee appointed by the MPO Board.

CAC **Citizens Advisory Committee.** The CAC is a statutorily required committee of which the members are appointed by the MPO Board.

CIP **Capital Improvement Program.** The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.

CM **Congestion Mitigation.** The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.

CMP **Congestion Management Process.** The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.

CMS Congestion Management System. The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.

COOP **Continuity of Operations Plan.** The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.

CTC **Community Transportation Coordinator.** The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.

CTD Commission for Transportation Disadvantaged. The CTD is the State-level policy board for the coordination of transportation disadvantaged services.

DOPA **Designated Official Planning Agency.** The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

EJ **Environmental Justice.** Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

FDOT **Florida Department of Transportation.** FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida's Turnpike Enterprise.

FHWA **Federal Highway Administration.** The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.

FTA **Federal Transit Administration.** The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.

FTC **Florida Transportation Commission.** The mission of the FTC is to provide leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.

FTE **Florida's Turnpike Enterprise.** Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).

FTP **Florida Transportation Plan.** The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.

FS **Florida Statute.** A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.

FY **Fiscal Year.** A fiscal year is a 12-month period used in government accounting and financial reporting.

HISP **Highway Safety Improvement Program.** The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.

ICAR **Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.** The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.

LCB **Local Coordinating Board.** The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.

LEP **Limited English Proficiency.** LEP refers to individuals who have a limited ability to read, speak, write, or understand English.

LOPP **List of Priority Projects**. The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP

LOS **Level of Service.** LOS is a qualitative assessment of a road's operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).

LRTP **Long-Range Transportation Plan.** The LRTP is a ~~25~~20-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and

economic factors in determining overall regional goals and consider how transportation can best meet these goals.

MPO **Metropolitan Planning Organization.** The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

MPA **Metropolitan Planning Area.**

MPOAC **Metropolitan Planning Organization Advisory Council.** The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.

NHFP **National Highway Freight Program.** The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).

PPP **Public Participation Plan.** One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

PTGA **Public Transportation Grant Agreement.** A PTGA is an agreement between an agency and FDOT for transportation related projects.

SCOP **Small County Outreach Program source of funding**

SCTPA **Sun Coast Transportation Planning Alliance.** The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.

SIS **Strategic Intermodal System.** The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.

STIP **State Transportation Improvement Program.** The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.

TA **Transportation Alternatives**. As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

TAC **Technical Advisory Committee.** A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.

TBRPC Tampa Bay Regional Planning Council. The Tampa Bay Regional Planning Council is governed by elected county and municipal representatives, gubernatorial appointees, and non-voting ex-officios representing state and regional agencies. The Council serves as a forum for the

coordination and review of planning and development activities that affect the six-county region: Hernando, Citrus, Pasco, Pinellas, Hillsborough, and Manatee.

TD **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Florida Statutes, Chapter~~Section~~ 411.202, ~~Florida Statutes~~.

TDLCB **Transportation Disadvantaged Local Coordinating Board.** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statutes, Chapter 427.

TDP **Transit Development Plan.** The Transportation Development Plan is required per Florida Administrative Code 14-73.

TDSP **Transportation Disadvantaged Service Plan.** The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.

TIP **Transportation Improvement Program.** A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.

TITLE VI **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

TRIP **Transportation Regional Incentive Program.** State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.

TRT **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.

UPWP **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.

USDOT **United States Department of Transportation.**

Visualization Techniques: means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

APPENDIX E: VOLUNTEER APPLICATION

Hernando/Citrus Metropolitan Planning Organization
Board & Committee Volunteer Application
(Please type or print clearly)

Name: _____
~~*(Your name must be listed as it appears on your driver's license)*~~

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County?_____ For how long? _____

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____

Physical Address _____City _____ Zip _____

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) _____ Business/Other_____ Email _____

Occupation _____

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes_____ No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

_____

_____

Why are you interested in serving on this Board/Committee?_____

_____

Please list three references, including address, phone numbers and email address.

1. _____
2. _____
3. _____

Board/Committee Interested in Volunteering for:

_____**BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members**

_____**CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members**

_____**HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)**

_____**CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)**

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

_____

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendre (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?
(Answering Yes does not automatically disqualify you for consideration) **Yes _____ No _____**

If yes, state the court, crime committed, disposition of case, and dates_____

_____

Emergency Contact #1:_____**Relationship:**_____ **Phone No.** _____

Emergency Contact #2:_____**Relationship:**_____ **Phone No.** _____

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree ____ I do NOT agree____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

_____
(Printed Name)

_____ _____
(Signature) (Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

~~*12-6-24 Updated address*~~

DRAFT

PUBLIC PARTICIPATION PLAN (PPP)

Hernando/Citrus Metropolitan Planning Organization

Adopted: December 7, 2023
Updated: May 1, 2025

789 Providence Boulevard
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

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ACKNOWLEDGEMENTS

Preparation of this document was supported in part with funds provided by the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), and Federal Transit Administration (FTA) through cooperative agreements with the Hernando/Citrus Metropolitan Planning Organization (MPO). Development of the plan was made possible by the leadership of the Hernando/Citrus MPO Board, the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Boards for Hernando County and Citrus County.

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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:

Bob Esposito, Hernando/Citrus MPO Executive Director
789 Providence Boulevard, Brooksville, Florida 34601 / Phone: (352) 540-6523
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

PUBLIC PARTICIPATION PLAN (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was initially adopted on September 30, 2014, and subsequently amended per the list of revisions in Appendix A. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando/Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

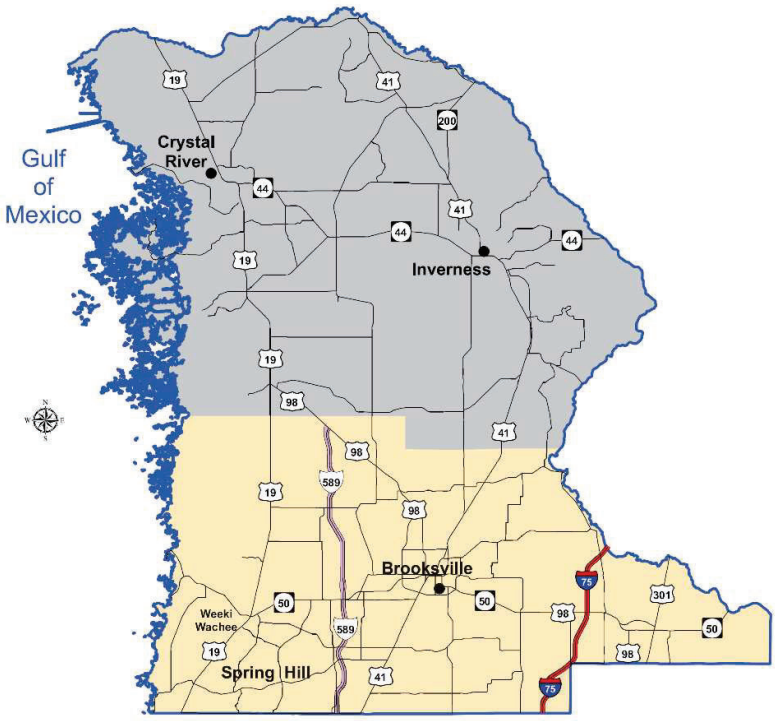
The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. The MPO makes every effort to make plans and programs easy to understand by the public.

The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, stakeholders, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and transportation related planning and programming processes.

ABOUT THE HERNANDO/CITRUS MPO

The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River, and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

The Hernando/Citrus MPO Area



With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged "a *Continuing*, *Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C's)." The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C's planning process. Each urban area in the United States has an MPO which acts as a liaison between local communities, their citizens, and the

state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Boards (TDLCB) for Citrus County and Hernando County.

FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando/Citrus MPO complies with the following federal requirements:

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO (Bob Esposito, MPO Executive Director).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities (42 U.S.C. 12131-12134).

Environmental Justice – Executive Order 12898

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not

their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT RESPOSITO@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES, AND STAFF

Hernando/Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, Florida Statutes]*

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. an annually updated Transportation Improvement Program (TIP),
3. an annual Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP).

MPO Board Meeting Details

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. Public meeting notices are posted on the MPO website 5-10 days prior to any public MPO Board meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

MPO Meeting Location/Time – location alternates annually

Even Numbered Years-Hernando County
Brooksville City Council Chambers
201 Howell Avenue
Brooksville, Florida 34601
Time: 1:30 p.m.

Odd Numbered Years-Citrus County
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 1:30 p.m.

Opportunities for Public Participation

The Hernando/Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- Bicycle/Pedestrian Advisory Committee (BPAC)

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando/Citrus MPO website at www.HernandoCitrusMPO.us.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

TDLCB Meeting Details

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in the Hernando Sun and Citrus Chronicle for each respective Board 5-10 days prior to any public TDLCB meeting. Additionally, public meeting notices are posted on the MPO website 5-10 days prior to any public TDLCB meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TDLCB Meeting Location/Time

Citrus County TDLCB
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:30 a.m.

Hernando County TDLCB
Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 1:30 p.m.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statutes Chapter 339.175.

TAC Meeting Details

The TAC generally meets quarterly with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public TAC meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TAC Meeting Location/Time

Hernando County
Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 9:00 a.m.

Citrus County
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:00 a.m.

Stakeholder Group for the Vulnerability & Risk Assessment Study for Transportation Infrastructure (2023)

Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, citizens with physical disabilities/challenges, and citizens in the Hernando/Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175. The CAC conducts joint meetings with the BPAC and may meet separately on an as-needed basis.

Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists the MPO in the development of priority plans and programs important to bicycle/pedestrian modes of transportation. The BPAC is comprised of volunteer members from the community who have technical, professional, or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. The membership includes citizen volunteers and agency representatives. The BPAC conducts joint meetings with the CAC and may meet separately on an as-needed basis. The BPAC is not statutorily required but exists at the pleasure of the MPO Board.

Joint Meeting Details of the CAC and BPAC

Committees generally meet quarterly with additional meetings scheduled monthly as needed.

The CAC and BPAC may meet jointly with other committees on an as-needed basis.

The CAC and BPAC typically meet on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

Joint CAC and BPAC Meeting Location/Time

Hernando County	**Citrus County**
Hernando County Building Training Facility 1661 Blaise Drive, Brooksville, Florida 34601 ***Time: 10:30 a.m.***	Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461 ***Time: 10:30 a.m.***

MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Executive Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, stakeholders, community agencies, consultants, Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures. For additional information, please contact Bob Esposito, MPO Executive Director or:

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082

MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at www.HernandoCitrusMPO.us, and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

Methods for Recruitment

- Media releases are issued to county Public Information Officers for Hernando County and Citrus County with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando/Citrus MPO website under the "Volunteer Application & Public Participation" section of the homepage at www.HernandoCitrusMPO.us.

PUBLIC PARTICIPATION AND OUTREACH POLICIES

The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCitrusMPO.us.

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program.

Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the proceedings to allow adequate coordination time

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards.

Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains lists which may include:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email data base at any time. Please contact MPO staff.

MPO OUTREACH STRATEGIES

The following outreach strategies are currently used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando/Citrus Metropolitan Planning Organization (MPO).

- Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.

- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.

- All transportation plans and project documents are posted to the MPO's website (www.HernandoCitrusMPO.us) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.

- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.

- Comments may also be submitted via email *(mpo@hernandocounty.us*) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.

- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.

- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, display boards, and pictures, etc.

- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.

- Coordination with the statewide transportation planning public involvement and consultation processes.

- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- Meeting notices and media releases shall be published on the MPO website (www.HernandoCitrusMPO.us). When required by specific plans or programs, meeting notices shall be

published in a newspaper of general circulation in the applicable jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- Email announcements and MPO information will be emailed to interested persons that have submitted their email addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website (www.HernandoCitrusMPO.us) and/or the Hernando County and Citrus County Public Information Offices . The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly. In addition, the Continuity of Operations Plan (COOP) addresses the ability to conduct unplanned or emergency meetings.

PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

Long-Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies, and projects to address the planning factors required by [23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

LRTP DEVELOPMENT	**Every five (5) years** **Consult the FL MPO Handbook for additional guidance on thresholds, consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LRTP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites • The MPO Board adoption public meeting notice is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites • Public meeting notice for workshops and public engagement meetings are advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By a roll-call vote of the majority of the MPO Board members present, and two public meetings advertised in the Hernando Sun and Citrus Chronicle newspapers are required for adoption. • LRTP documentation is posted to the website and available in the MPO office no later than 90 days after adoption.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Public Meeting Notices	Not required.
Approval	Administrative.

LRTP *(cont.)* **AMENDMENT**	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope, (e.g. changing project termini, the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Consult MPO Handbook for additional threshold guidance and posting of documentation to the Florida GAP system.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LRTP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public meeting notice is placed on the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. *[Chapter 339.175(13), Florida Statutes]*

Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (Titles 23 Code of Federal Regulations 450.332(b) and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Titles 23 CFR 450 and 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando/Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando/Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando/Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP).The process includes the review and recommendation of the TIP by the MPO's public committees, i.e., the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC), and is posted on the MPO's website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law. *[Chapter 339.175 (8), Florida Statutes]*

TIP DEVELOPMENT	**TIPs are developed annually and cover a 5-year period (5th year is illustrative)** **Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft TIP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a recorded roll-call vote of the majority of the MPO Board members present.

TIP *(cont.)* **MODIFICATION**	Minor changes to project costs (i.e., less than 20 percent and $2 million), funding sources of previously included projects, termini changes for minor changes in length, and project initiation dates. Consult MPO handbook for guidance and posting of documentation to the Florida GAP system.
Public Review	No formal review required; modified TIP is posted to the website.
Public Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major change including addition or deletion of a project, project cost increase (more than 20% and $2 million), or change in design concept or project scope (i.e., changing project termini – increase or decrease of ½ mile and 20%, or the number of through traffic lanes). TIP/STIP Amendment requests that are received by Office of Policy and Planning (OPP)/Federal Aid Management Office (FAMO) for review by the 10th of each month will be included in the STIP Amendment for that month. This will enable FHWA to routinely approve the amendment by the end of the month. Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP).
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft TIP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a recorded roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. *[Chapter 339.175, Florida Statutes]*
ADMINISTRATIVE TIP/STIP AMENDMENT	During the Tentative Work Program development cycle, if a new project is added to Year One (1), this project will appear in the new TIP, but it is not recognized by FHWA until October 1. This becomes an issue between July 1 to September 30 when FHWA does not yet recognize the new TIP as being in effect and the project requires federal authorization prior to October 1. FHWA and FTA allow Administrative TIP/STIP Amendment during the three-month gap between the start of the new state fiscal year and the beginning of the new Federal fiscal year-without the requirement of full MPO Board Action and allowing for MPO Executive Director approval. Administrative TIP/STIP Amendments may take place between July 1 and August 31 only. *(MPO Program Management Handbook, 12/19/2024, Chapter 4.3.1.5), and posting of documentation to the Florida GAP system.*
Public Review	• Not required.
Public Meeting Notices	• Not required.
Approval	• By the MPO Executive Director.

TIP *(cont.)* **ROLL FORWARD AMENDMENT**	• If there is a project in any of the four (4) federally recognized years of the old TIP that did not get authorized by June 30, the project can still be authorized based on the old TIP, as long as the request is made between July 1 and September 30. • There is a need to ensure such projects are in the new TIP if the projects are to be authorized after September 30. This is accomplished through the Roll Forward TIP Amendment which must be adopted by the MPO Board before October 1. • No public meetings with MPO committees (TAC, CAC, BPAC) are required. • MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting.

List of Priority Projects (LOPP)

The Hernando/Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory, Bicycle/Pedestrian Advisory, and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 2050 Long-Range Transportation Plan (LRTP).

This prioritization will also incorporate Complete Streets elements that rely on FDOT's Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 2050 Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board's advisory committees (Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee).

LOPP DEVELOPMENT	**Annually**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LOPP is posted to the MPO website at least 10 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public meeting notice is posted to the MPO Website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By a majority vote of the MPO Board members present.
MODIFICATION	Minor changes to text or project description for clarification. Consult MPO handbook for guidance.
Public Review	No formal review required; modified LOPP is posted to the website.
Public Meeting Notices	Not required.
Approval	By MPO Executive Director.

LOPP *(cont.)* **AMENDMENT**	Any changes to project priorities, project scope or addition/deletion of projects.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LOPP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a majority vote of the MPO Board members present.

"Bicycling on the Suncoast Trail"
Photo by: Kimberly Poppke

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered "new UPWP development," the 2nd year update is the "UPWP Revision." A revision can be categorized as a modification or amendment depending on the threshold of revision.

UPWP DEVELOPMENT	**New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate. Consult the Florida MPO Handbook for guidance and the requirements and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. • The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By approval of a Resolution by the majority of the MPO Board members present at a public meeting.
UPWP MODIFICATION	Modifications that do not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the FDOT document portal (Florida GAP). An example of a modification would be to transfer tasks between current tasks of the UPWP.
Public Meeting Notices	Not required.
Approval	Administrative.

UPWP AMENDMENT	Amendments to the UPWP are required in the following actions per 2 CFR 200.308 and 29 CFR 1470.30. Refer to the MPO Handbook for guidance on de-obligating funds and the posting of documents in the Florida GAP system.
Financial vs. Non-Financial Amendment	Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Items e-j below represent non-financial amendments. a) Any revision resulting in the need to increase or decrease the UPWP budget ceiling by adding new funding or reducing overall approved funding; b) Adding/deleting a task/subtask; c) Transferring funds between tasks/sub-tasks that exceed a combined amount greater than or equal to $100,000 OR 10 percent of the total budget of that task/sub-task, whichever is more restrictive; d) Reducing the budget of a task/sub-task by more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved; • Note that item d above may change the task, scope, budget, and deliverables. For item h below, an amendment is required for any activity the MPO was previously going to complete but contracted out instead. e) Change in the scope or objective of the program/task, even if there is no associated budget revision (this also applies to when a task scope changes); f) Change in key person (the MPO staff director); g) Extending the period of performance past the approved work program period (i.e., no-cost time extension); h) Sub-awarding, transferring, or contracting out any of the activities in the UPWP; i) The disengagement from a project for more than three months or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and j) The inclusion of costs that require prior approval (e.g., capital and equipment purchases of $5,000 and above per unit cost).
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By the majority vote of the MPO Board members present at a public meeting.

Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando/Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to MPO Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on www.HernandoCitrusMPO.us.

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed Annually
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft PPP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 45-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. *[23 CFR 450.316(a)(3)]* • The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the majority vote of the MPO Board members present at a public meeting.

Transit Development Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the next 10 years. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted to their respective website and available for a 30-day review period for new TDPs, and 10-day review for TDP amendments or annual progress reports.

Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, clarifications, etc.).

State of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in-person meeting.

The MPO's Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services . The COOP addresses the ability of the MPO to conduct unplanned or emergency meetings. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.

2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to Florida Statutes Chapter 120.54(5)(b)2, and waiving official recommendations from MPO committees.

APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REV #	CHANGE TYPE	EXPLANATION OF THE CHANGE
9-18-18	1	Annual review and update.	MPO staff reviewed the PPP and made updates to ensure the plan is consistent with current regulations. Additionally, staff from Federal Highway Administration (FHWA) met with the MPO to conduct a more detailed review of the PPP.
12-15-22	2	Annual review and update.	Formatting changes throughout the document. Information for public participation in Spanish and Telecommunication Relay services for hearing or speech disability was added, and Title VI and Noncompliance contact information was updated. Federal requirements were moved to an appendix in the back of the document. The PPP purpose section was enhanced. A section was added describing the MPO Board and Committee(s) membership regarding roles, meeting frequency and information, and a provision was added to allow committee meetings to be jointly conducted. Enhanced description of the MPO core plans and programs, along with tables outlining public review periods, advertising requirements and approval processes were added. A limited approval process was included for TIP roll forward amendments. Guidance was added to address a State of Emergency when it impacts the MPO Board's ability to produce, approve and submit one of the core plans and programs in accordance with statutory mandates and timelines.
12-7-23	3	Annual review and update.	Legal citations were added, where applicable. Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage. Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites. The UPWP section was updated for definitions on financial modifications/amendments in accordance with requirements of the Florida Department of Transportation. MPO Committee and Transportation Disadvantaged Local Coordinating Board meeting details were updated. The MPO volunteer application was

12-7-23 (cont.)			updated and incorporated into the PPP. Appendix A was updated to reflect PPP amendments and modifications post adoption.
4-3-25	4	Annual review and update.	FDOT made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the MPO PPP.

APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
v. **Holding any public meetings at convenient and accessible locations and times**.
vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.

(b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
   1) Recipients of assistance under title 49 U.S.C. Chapter 53.
   2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
   3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016: 82 FR 56544, Nov. 29, 2017]

APPENDIX D: GLOSSARY

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

BOCC **Board of County Commissioners.** The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.

BPAC **Bicycle/Pedestrian Advisory Committee.** The BPAC is a standing committee appointed by the MPO Board.

CAC **Citizens Advisory Committee.** The CAC is a statutorily required committee of which the members are appointed by the MPO Board.

CIP **Capital Improvement Program.** The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.

CM **Congestion Mitigation.** The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.

CMP **Congestion Management Process.** The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.

CMS Congestion Management System. The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.

COOP **Continuity of Operations Plan.** The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.

CTC **Community Transportation Coordinator.** The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.

CTD Commission for Transportation Disadvantaged. The CTD is the State-level policy board for the coordination of transportation disadvantaged services.

DOPA **Designated Official Planning Agency.** The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

EJ **Environmental Justice.** Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

FDOT **Florida Department of Transportation.** FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida's Turnpike Enterprise.

FHWA **Federal Highway Administration.** The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.

FTA **Federal Transit Administration.** The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.

FTC **Florida Transportation Commission.** The mission of the FTC is to provide leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.

FTE **Florida's Turnpike Enterprise.** Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).

FTP **Florida Transportation Plan.** The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.

FS **Florida Statute.** A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.

FY **Fiscal Year.** A fiscal year is a 12-month period used in government accounting and financial reporting.

HISP **Highway Safety Improvement Program.** The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.

ICAR **Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.** The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.

LCB **Local Coordinating Board.** The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.

LEP **Limited English Proficiency.** LEP refers to individuals who have a limited ability to read, speak, write, or understand English.

LOPP **List of Priority Projects**. The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP

LOS **Level of Service.** LOS is a qualitative assessment of a road's operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).

LRTP **Long-Range Transportation Plan.** The LRTP is a 20-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and

economic factors in determining overall regional goals and consider how transportation can best meet these goals.

MPO **Metropolitan Planning Organization.** The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

MPA **Metropolitan Planning Area.**

MPOAC **Metropolitan Planning Organization Advisory Council.** The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.

NHFP **National Highway Freight Program.** The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).

PPP **Public Participation Plan.** One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

PTGA **Public Transportation Grant Agreement.** A PTGA is an agreement between an agency and FDOT for transportation related projects.

SCOP **Small County Outreach Program source of funding**

SCTPA **Sun Coast Transportation Planning Alliance.** The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.

SIS **Strategic Intermodal System.** The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.

STIP **State Transportation Improvement Program.** The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.

TA **Transportation Alternatives**. As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

TAC **Technical Advisory Committee.** A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.

TBRPC Tampa Bay Regional Planning Council. The Tampa Bay Regional Planning Council is governed by elected county and municipal representatives, gubernatorial appointees, and non-voting ex-officios representing state and regional agencies. The Council serves as a forum for the

coordination and review of planning and development activities that affect the six-county region: Hernando, Citrus, Pasco, Pinellas, Hillsborough, and Manatee.

TD **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Florida Statutes, Chapter 411.202.

TDLCB **Transportation Disadvantaged Local Coordinating Board.** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statutes, Chapter 427.

TDP **Transit Development Plan.** The Transportation Development Plan is required per Florida Administrative Code 14-73.

TDSP **Transportation Disadvantaged Service Plan.** The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.

TIP **Transportation Improvement Program.** A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.

TITLE VI **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

TRIP **Transportation Regional Incentive Program.** State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.

TRT **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.

UPWP **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.

USDOT **United States Department of Transportation.**

Visualization Techniques: means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

APPENDIX E: VOLUNTEER APPLICATION

Hernando/Citrus Metropolitan Planning Organization
Board & Committee Volunteer Application
(Please type or print clearly)

Name: _____

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County?_____ For how long? _____

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____

Physical Address _____ City _____ Zip _____

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) _____ Business/Other_____ Email _____

Occupation _____

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes_____ No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

_____

_____

Why are you interested in serving on this Board/Committee?_____

_____

Please list three references, including address, phone numbers and email address.

1. _____
2. _____
3. _____

Board/Committee Interested in Volunteering for:

_____BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members

_____CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members

_____HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)

_____CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

_____

Page 1 of 2

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendre (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?
(Answering Yes does not automatically disqualify you for consideration) **Yes _____ No _____**

If yes, state the court, crime committed, disposition of case, and dates_____

_____

Emergency Contact #1:_____Relationship:_____ Phone No. _____

Emergency Contact #2:_____Relationship:_____ Phone No. _____

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree ____I do NOT agree____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

_____
(Printed Name)

_____ _____
(Signature) (Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

PUBLIC PARTICIPATION PLAN (PPP)

Hernando/Citrus Metropolitan Planning Organization

Adopted: December 7, 2023
Updated: May 1, 2025

789 Providence Boulevard
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

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ACKNOWLEDGEMENTS

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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:

Bob Esposito, Hernando/Citrus MPO Executive Director
789 Providence Boulevard, Brooksville, Florida 34601 / Phone: (352) 540-6523
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

PUBLIC PARTICIPATION PLAN (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was initially adopted on September 30, 2014, and subsequently amended per the list of revisions in Appendix A. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando/Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

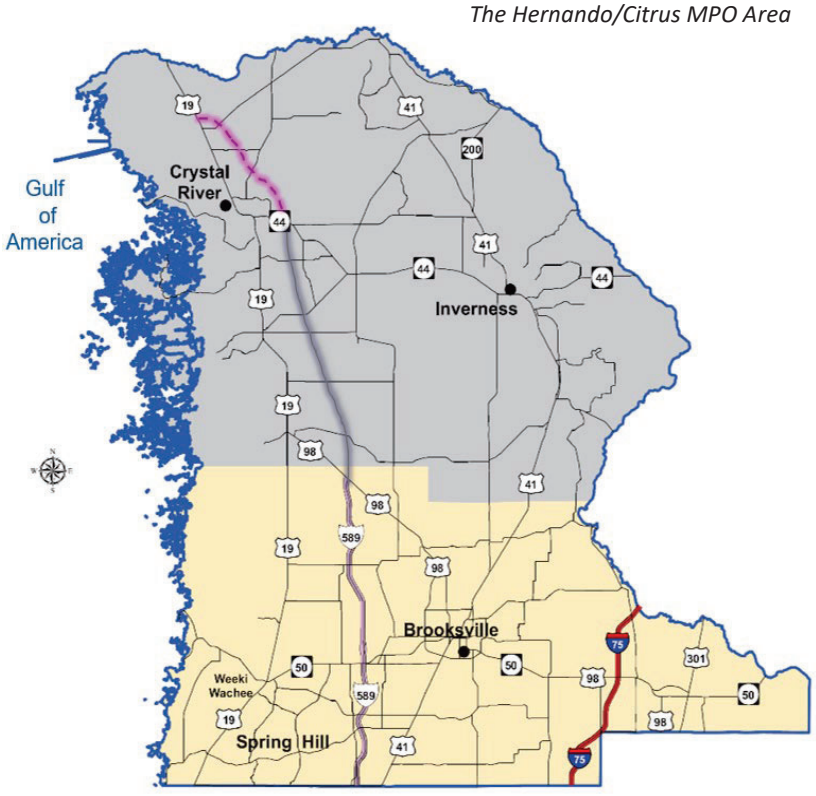
The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. The MPO makes every effort to make plans and programs easy to understand by the public.

The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, stakeholders, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and transportation related planning and programming processes.

ABOUT THE HERNANDO/CITRUS MPO

The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River, and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

The Hernando/Citrus MPO Area



With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged "a *Continuing*, *Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C's)." The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C's planning process. Each urban area in the United States has an MPO which acts as a liaison between local communities, their citizens, and the

state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Boards (TDLCB) for Citrus County and Hernando County.

FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando/Citrus MPO complies with the following federal requirements:

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO (Bob Esposito, MPO Executive Director).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities (42 U.S.C. 12131-12134).

Environmental Justice – Executive Order 12898

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not

their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT RESPOSITO@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES, AND STAFF

Hernando/Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, Florida Statutes]*

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. an annually updated Transportation Improvement Program (TIP),
3. an annual Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP).

MPO Board Meeting Details

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. Public meeting notices are posted on the MPO website 5-10 days prior to any public MPO Board meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

MPO Meeting Location/Time – location alternates annually

Even Numbered Years-Hernando County
Brooksville City Council Chambers
201 Howell Avenue
Brooksville, Florida 34601
Time: 1:30 p.m.

Odd Numbered Years-Citrus County
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 1:30 p.m.

Opportunities for Public Participation

The Hernando/Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- Bicycle/Pedestrian Advisory Committee (BPAC)

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando/Citrus MPO website at www.HernandoCitrusMPO.us.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

TDLCB Meeting Details

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in the Hernando Sun and Citrus Chronicle for each respective Board 5-10 days prior to any public TDLCB meeting. Additionally, public meeting notices are posted on the MPO website 5-10 days prior to any public TDLCB meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TDLCB Meeting Location/Time

Citrus County TDLCB
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:30 a.m.

Hernando County TDLCB
Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 1:30 p.m.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statutes Chapter 339.175.

TAC Meeting Details

The TAC generally meets quarterly with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public TAC meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TAC Meeting Location/Time

Hernando County
Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 9:00 a.m.

Citrus County
Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:00 a.m.

Stakeholder Group for the Vulnerability & Risk Assessment Study for Transportation Infrastructure (2023)

Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, citizens with physical disabilities/challenges, and citizens in the Hernando/Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175. The CAC conducts joint meetings with the BPAC and may meet separately on an as-needed basis.

Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists the MPO in the development of priority plans and programs important to bicycle/pedestrian modes of transportation. The BPAC is comprised of volunteer members from the community who have technical, professional, or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. The membership includes citizen volunteers and agency representatives. The BPAC conducts joint meetings with the CAC and may meet separately on an as-needed basis. The BPAC is not statutorily required but exists at the pleasure of the MPO Board.

Joint Meeting Details of the CAC and BPAC

Committees generally meet quarterly with additional meetings scheduled monthly as needed.

The CAC and BPAC may meet jointly with other committees on an as-needed basis.

The CAC and BPAC typically meet on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

Joint CAC and BPAC Meeting Location/Time

Hernando County	**Citrus County**
Hernando County Building Training Facility 1661 Blaise Drive, Brooksville, Florida 34601 ***Time: 10:30 a.m.***	Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461 ***Time: 10:30 a.m.***

MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Executive Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, stakeholders, community agencies, consultants, Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures. For additional information, please contact Bob Esposito, MPO Executive Director or:

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082

MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at www.HernandoCitrusMPO.us, and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

Methods for Recruitment

- Media releases are issued to county Public Information Officers for Hernando County and Citrus County with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando/Citrus MPO website under the "Volunteer Application & Public Participation" section of the homepage at www.HernandoCitrusMPO.us.

PUBLIC PARTICIPATION AND OUTREACH POLICIES

The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCitrusMPO.us.

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program.

Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the proceedings to allow adequate coordination time

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards.

Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains lists which may include:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email data base at any time. Please contact MPO staff.

MPO OUTREACH STRATEGIES

The following outreach strategies are currently used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando/Citrus Metropolitan Planning Organization (MPO).

- Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.

- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.

- All transportation plans and project documents are posted to the MPO's website (www.HernandoCitrusMPO.us) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.

- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.

- Comments may also be submitted via email *(mpo@hernandocounty.us*) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.

- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.

- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, display boards, and pictures, etc.

- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.

- Coordination with the statewide transportation planning public involvement and consultation processes.

- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- Meeting notices and media releases shall be published on the MPO website (www.HernandoCitrusMPO.us). When required by specific plans or programs, meeting notices shall be

published in a newspaper of general circulation in the applicable jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- Email announcements and MPO information will be emailed to interested persons that have submitted their email addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website (www.HernandoCitrusMPO.us) and/or the Hernando County and Citrus County Public Information Offices . The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly. In addition, the Continuity of Operations Plan (COOP) addresses the ability to conduct unplanned or emergency meetings.

PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

Long-Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies, and projects to address the planning factors required by [23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

LRTP DEVELOPMENT	**Every five (5) years** **Consult the FL MPO Handbook for additional guidance on thresholds, consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LRTP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites • The MPO Board adoption public meeting notice is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites • Public meeting notice for workshops and public engagement meetings are advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By a roll-call vote of the majority of the MPO Board members present, and two public meetings advertised in the Hernando Sun and Citrus Chronicle newspapers are required for adoption. • LRTP documentation is posted to the website and available in the MPO office no later than 90 days after adoption.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Public Meeting Notices	Not required.
Approval	Administrative.

LRTP *(cont.)* **AMENDMENT**	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope, (e.g. changing project termini, the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Consult MPO Handbook for additional threshold guidance and posting of documentation to the Florida GAP system.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LRTP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public meeting notice is placed on the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. *[Chapter 339.175(13), Florida Statutes]*

Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (Titles 23 Code of Federal Regulations 450.332(b) and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Titles 23 CFR 450 and 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando/Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando/Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando/Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP).The process includes the review and recommendation of the TIP by the MPO's public committees, i.e., the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC), and is posted on the MPO's website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law. *[Chapter 339.175 (8), Florida Statutes]*

TIP DEVELOPMENT	**TIPs are developed annually and cover a 5-year period (5th year is illustrative)** **Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft TIP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a recorded roll-call vote of the majority of the MPO Board members present.

TIP *(cont.)* **MODIFICATION**	Minor changes to project costs (i.e., less than 20 percent and $2 million), funding sources of previously included projects, termini changes for minor changes in length, and project initiation dates. Consult MPO handbook for guidance and posting of documentation to the Florida GAP system.
Public Review	No formal review required; modified TIP is posted to the website.
Public Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major change including addition or deletion of a project, project cost increase (more than 20% and $2 million), or change in design concept or project scope (i.e., changing project termini – increase or decrease of ½ mile and 20%, or the number of through traffic lanes). TIP/STIP Amendment requests that are received by Office of Policy and Planning (OPP)/Federal Aid Management Office (FAMO) for review by the 10th of each month will be included in the STIP Amendment for that month. This will enable FHWA to routinely approve the amendment by the end of the month. Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP).
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft TIP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a recorded roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. *[Chapter 339.175, Florida Statutes]*
ADMINISTRATIVE TIP/STIP AMENDMENT	During the Tentative Work Program development cycle, if a new project is added to Year One (1), this project will appear in the new TIP, but it is not recognized by FHWA until October 1. This becomes an issue between July 1 to September 30 when FHWA does not yet recognize the new TIP as being in effect and the project requires federal authorization prior to October 1. FHWA and FTA allow Administrative TIP/STIP Amendment during the three-month gap between the start of the new state fiscal year and the beginning of the new Federal fiscal year-without the requirement of full MPO Board Action and allowing for MPO Executive Director approval. Administrative TIP/STIP Amendments may take place between July 1 and August 31 only. *(MPO Program Management Handbook, 12/19/2024, Chapter 4.3.1.5), and posting of documentation to the Florida GAP system.*
Public Review	• Not required.
Public Meeting Notices	• Not required.
Approval	• By the MPO Executive Director.

TIP *(cont.)* **ROLL FORWARD AMENDMENT**	• If there is a project in any of the four (4) federally recognized years of the old TIP that did not get authorized by June 30, the project can still be authorized based on the old TIP, as long as the request is made between July 1 and September 30. • There is a need to ensure such projects are in the new TIP if the projects are to be authorized after September 30. This is accomplished through the Roll Forward TIP Amendment which must be adopted by the MPO Board before October 1. • No public meetings with MPO committees (TAC, CAC, BPAC) are required. • MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting.

List of Priority Projects (LOPP)

The Hernando/Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory, Bicycle/Pedestrian Advisory, and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 2050 Long-Range Transportation Plan (LRTP).

This prioritization will also incorporate Complete Streets elements that rely on FDOT's Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 2050 Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board's advisory committees (Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee).

LOPP DEVELOPMENT	**Annually**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LOPP is posted to the MPO website at least 10 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public meeting notice is posted to the MPO Website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By a majority vote of the MPO Board members present.
MODIFICATION	Minor changes to text or project description for clarification. Consult MPO handbook for guidance.
Public Review	No formal review required; modified LOPP is posted to the website.
Public Meeting Notices	Not required.
Approval	By MPO Executive Director.

LOPP *(cont.)* **AMENDMENT**	Any changes to project priorities, project scope or addition/deletion of projects.
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft LOPP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the MPO Board at a public meeting. • By a majority vote of the MPO Board members present.

"Bicycling on the Suncoast Trail"
Photo by: Kimberly Poppke

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered "new UPWP development," the 2nd year update is the "UPWP Revision." A revision can be categorized as a modification or amendment depending on the threshold of revision.

UPWP DEVELOPMENT	**New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate. Consult the Florida MPO Handbook for guidance and the requirements and posting of documentation to the Florida GAP system.**
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. • The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By approval of a Resolution by the majority of the MPO Board members present at a public meeting.
UPWP MODIFICATION	Modifications that do not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the FDOT document portal (Florida GAP). An example of a modification would be to transfer tasks between current tasks of the UPWP.
Public Meeting Notices	Not required.
Approval	Administrative.

UPWP AMENDMENT	Amendments to the UPWP are required in the following actions per 2 CFR 200.308 and 29 CFR 1470.30. Refer to the MPO Handbook for guidance on de-obligating funds and the posting of documents in the Florida GAP system.
Financial vs. Non-Financial Amendment	Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Items e-j below represent non-financial amendments. a) Any revision resulting in the need to increase or decrease the UPWP budget ceiling by adding new funding or reducing overall approved funding; b) Adding/deleting a task/subtask; c) Transferring funds between tasks/sub-tasks that exceed a combined amount greater than or equal to $100,000 OR 10 percent of the total budget of that task/sub-task, whichever is more restrictive; d) Reducing the budget of a task/sub-task by more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved; • Note that item d above may change the task, scope, budget, and deliverables. For item h below, an amendment is required for any activity the MPO was previously going to complete but contracted out instead. e) Change in the scope or objective of the program/task, even if there is no associated budget revision (this also applies to when a task scope changes); f) Change in key person (the MPO staff director); g) Extending the period of performance past the approved work program period (i.e., no-cost time extension); h) Sub-awarding, transferring, or contracting out any of the activities in the UPWP; i) The disengagement from a project for more than three months or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and j) The inclusion of costs that require prior approval (e.g., capital and equipment purchases of $5,000 and above per unit cost).
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By the majority vote of the MPO Board members present at a public meeting.

Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando/Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to MPO Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on www.HernandoCitrusMPO.us.

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed Annually
Public Review	• Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft PPP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 45-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. *[23 CFR 450.316(a)(3)]* • The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the majority vote of the MPO Board members present at a public meeting.

Transit Development Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the next 10 years. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted to their respective website and available for a 30-day review period for new TDPs, and 10-day review for TDP amendments or annual progress reports.

Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, clarifications, etc.).

State of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in-person meeting.

The MPO's Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services . The COOP addresses the ability of the MPO to conduct unplanned or emergency meetings. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.

2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to Florida Statutes Chapter 120.54(5)(b)2, and waiving official recommendations from MPO committees.

APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REV #	CHANGE TYPE	EXPLANATION OF THE CHANGE
9-18-18	1	Annual review and update.	MPO staff reviewed the PPP and made updates to ensure the plan is consistent with current regulations. Additionally, staff from Federal Highway Administration (FHWA) met with the MPO to conduct a more detailed review of the PPP.
12-15-22	2	Annual review and update.	Formatting changes throughout the document. Information for public participation in Spanish and Telecommunication Relay services for hearing or speech disability was added, and Title VI and Noncompliance contact information was updated. Federal requirements were moved to an appendix in the back of the document. The PPP purpose section was enhanced. A section was added describing the MPO Board and Committee(s) membership regarding roles, meeting frequency and information, and a provision was added to allow committee meetings to be jointly conducted. Enhanced description of the MPO core plans and programs, along with tables outlining public review periods, advertising requirements and approval processes were added. A limited approval process was included for TIP roll forward amendments. Guidance was added to address a State of Emergency when it impacts the MPO Board's ability to produce, approve and submit one of the core plans and programs in accordance with statutory mandates and timelines.
12-7-23	3	Annual review and update.	Legal citations were added, where applicable. Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage. Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites. The UPWP section was updated for definitions on financial modifications/amendments in accordance with requirements of the Florida Department of Transportation. MPO Committee and Transportation Disadvantaged Local Coordinating Board meeting details were updated. The MPO volunteer application was

12-7-23 (cont.)			updated and incorporated into the PPP. Appendix A was updated to reflect PPP amendments and modifications post adoption.
4-3-25	4	Annual review and update.	FDOT made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the MPO PPP.

APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
v. **Holding any public meetings at convenient and accessible locations and times**.
vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.

(b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
   1) Recipients of assistance under title 49 U.S.C. Chapter 53.
   2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
   3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016: 82 FR 56544, Nov. 29, 2017]

APPENDIX D: GLOSSARY

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

BOCC **Board of County Commissioners.** The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.

BPAC **Bicycle/Pedestrian Advisory Committee.** The BPAC is a standing committee appointed by the MPO Board.

CAC **Citizens Advisory Committee.** The CAC is a statutorily required committee of which the members are appointed by the MPO Board.

CIP **Capital Improvement Program.** The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.

CM **Congestion Mitigation.** The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.

CMP **Congestion Management Process.** The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.

CMS Congestion Management System. The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.

COOP **Continuity of Operations Plan.** The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.

CTC **Community Transportation Coordinator.** The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.

CTD Commission for Transportation Disadvantaged. The CTD is the State-level policy board for the coordination of transportation disadvantaged services.

DOPA **Designated Official Planning Agency.** The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

EJ **Environmental Justice.** Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

FDOT **Florida Department of Transportation.** FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida's Turnpike Enterprise.

FHWA **Federal Highway Administration.** The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.

FTA **Federal Transit Administration.** The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.

FTC **Florida Transportation Commission.** The mission of the FTC is to provide leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.

FTE **Florida's Turnpike Enterprise.** Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).

FTP **Florida Transportation Plan.** The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.

FS **Florida Statute.** A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.

FY **Fiscal Year.** A fiscal year is a 12-month period used in government accounting and financial reporting.

HISP **Highway Safety Improvement Program.** The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.

ICAR **Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.** The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.

LCB **Local Coordinating Board.** The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.

LEP **Limited English Proficiency.** LEP refers to individuals who have a limited ability to read, speak, write, or understand English.

LOPP **List of Priority Projects**. The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP

LOS **Level of Service.** LOS is a qualitative assessment of a road's operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).

LRTP **Long-Range Transportation Plan.** The LRTP is a 20-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and

economic factors in determining overall regional goals and consider how transportation can best meet these goals.

MPO **Metropolitan Planning Organization.** The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

MPA **Metropolitan Planning Area.**

MPOAC **Metropolitan Planning Organization Advisory Council.** The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.

NHFP **National Highway Freight Program.** The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).

PPP **Public Participation Plan.** One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

PTGA **Public Transportation Grant Agreement.** A PTGA is an agreement between an agency and FDOT for transportation related projects.

SCOP **Small County Outreach Program source of funding**

SCTPA **Sun Coast Transportation Planning Alliance.** The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.

SIS **Strategic Intermodal System.** The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.

STIP **State Transportation Improvement Program.** The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.

TA **Transportation Alternatives**. As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

TAC **Technical Advisory Committee.** A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.

TBRPC Tampa Bay Regional Planning Council. The Tampa Bay Regional Planning Council is governed by elected county and municipal representatives, gubernatorial appointees, and non-voting ex-officios representing state and regional agencies. The Council serves as a forum for the

coordination and review of planning and development activities that affect the six-county region: Hernando, Citrus, Pasco, Pinellas, Hillsborough, and Manatee.

TD **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Florida Statutes, Chapter 411.202.

TDLCB **Transportation Disadvantaged Local Coordinating Board.** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statutes, Chapter 427.

TDP **Transit Development Plan.** The Transportation Development Plan is required per Florida Administrative Code 14-73.

TDSP **Transportation Disadvantaged Service Plan.** The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.

TIP **Transportation Improvement Program.** A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.

TITLE VI **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

TRIP **Transportation Regional Incentive Program.** State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.

TRT **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.

UPWP **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.

USDOT **United States Department of Transportation.**

Visualization Techniques: means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

APPENDIX E: VOLUNTEER APPLICATION

Hernando/Citrus Metropolitan Planning Organization
Board & Committee Volunteer Application
(Please type or print clearly)

Name: _____

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County?_____ For how long? _____

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____

Physical Address _____ City _____ Zip _____

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) _____ Business/Other_____ Email _____

Occupation _____

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes_____ No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

_____

_____

Why are you interested in serving on this Board/Committee?_____

_____

Please list three references, including address, phone numbers and email address.

1. _____
2. _____
3. _____

Board/Committee Interested in Volunteering for:

_____BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members

_____CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members

_____HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)

_____CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

_____

Page 1 of 2

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendre (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?
(Answering Yes does not automatically disqualify you for consideration) **Yes _____ No _____**

If yes, state the court, crime committed, disposition of case, and dates_____

_____

Emergency Contact #1:_____Relationship:_____ Phone No. _____

Emergency Contact #2:_____Relationship:_____ Phone No. _____

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree ____I do NOT agree____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

_____
(Printed Name)

_____ _____
(Signature) (Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

Meeting: 05/01/2025
Department: MPO
Prepared By: Joy Turner
Initiator: Robert Esposito
DOC ID: 15688
Legal Request Number: LR-171-6
Bid/Contract Number:

TITLE

Florida Department of Transportation (FDOT) and Hernando/Citrus MPO Annual Certification Summary and Joint Certification Statement

BRIEF OVERVIEW

The Federal Highway Administration (FHWA), with the assistance of the FDOT, annually certifies Metropolitan Planning Organizations. The annual review for the Hernando/Citrus MPO's Joint FDOT/MPO Certification for the period January 1, 2024, to December 31, 2024, was conducted on February 11, 2025. The annual review is required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. The Hernando/Citrus MPO was found to be in compliance with federal and state guidelines for metropolitan transportation planning. The Florida Department of Transportation (FDOT) is recommending actions to the MPO as follows:

- The MPO should consider developing a methodology to assist with ranking projects on the MPO's Priority Lists.
- The MPO should communicate challenges, questions, and concerns to FDOT Liaison staff directly to facilitate appropriate resolution.
- The MPO should continue to coordinate with local governments to identify low-cost solutions to transportation challenges.

The Certification Summary also contains the noteworthy accomplishments of the MPO and is accompanied by a Joint Certification Statement which is required to be signed by the Chair of the MPO Board and returned to the FDOT.

FINANCIAL IMPACT

N/A

LEGAL NOTE

Pursuant to Chapter 339.175, Florida Statutes and 49 USC, Chapter 53, the MPO Board has the authority to take the recommended action.

RECOMMENDATION

It is recommended that the MPO Board review and approve the Certification Summary, authorize the MPO Chair to execute the MPO Joint Certification Statement and authorize staff to submit the documents to the Florida Department of Transportation for further processing.

RESULT:	**ADOPTED**
MOVER:	Steve Champion
SECONDER:	Christa Tanner
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

JOINT MPO/FDOT CERTIFICATION SUMMARY

Hernando-Citrus Metropolitan Planning Organization

The Annual Joint FDOT/MPO Certification for January 1, 2024 to December 31, 2024, review was conducted on February 11, 2025, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws**. The Hernando-Citrus MPO was found to be in compliance with federal and state guidelines for metropolitan transportation planning**.

The following is a summary of the Department's findings:

Notable Achievements

- ***Adopted the 2050 Long Range Transportation Plan (LRTP)***
- ***Continued coordination on improvements to the Ayers/US41 intersection and adding planned signalization improvements on US 41 and CR 491***
- ***Ribbon cutting ceremony for the Good Neighbor Trail***
- ***Participated in meetings and collaborated with Pasco County MPO, Lake Sumter MPO, and Ocala-Marion TPO***
- ***Continued to work with District 7, Ocala-Marion TPO, and District 5 on potential funding strategies on SR 200 in both Citrus and Marion Counties***
- ***Finalized a Traffic Study for US 41 and County Line Road in Hernando County and for US 41 and SR 200 in Citrus County***
- ***Completed the annual update of the Continuity of Operations Plan (COOP) for the MPO. The Plan served as a guide during the Hernando County Cyber24 incident that began April 1, 2024 and the three major hurricanes (Debby, Helene, and Milton) that severely impacted Hernando and Citrus Counties and the State of Florida***

Recommended Actions

- The MPO should consider developing a methodology to assist with ranking projects on the MPO's Priority Lists.
- The MPO should communicate challenges, questions, and concerns to FDOT Liaison staff directly to facilitate appropriate resolution.
- The MPO should continue to coordinate with local governments to identify low-cost solutions to transportation challenges.

Corrective Actions

- None

MPO JOINT CERTIFICATION STATEMENT

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Hernando/Citrus MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 11, 2025.

Based on a joint review and evaluation, the Florida Department of Transportation and the Hernando/Citrus MPO recommend that the Metropolitan Planning Process for the Hernando/Citrus MPO be certified.

Name: Justin Hall
Title: District Secretary

Date

Name: Rebecca Bays
Title: MPO Chairman

Date

FOR THE USE AND RELIANCE OF MPO ONLY, APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Victoria Anderson
Hernando Couty
Assistant County Attorney

MPO JOINT CERTIFICATION STATEMENT

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Name: Justin Hall
Title: District Secretary

Date

Name: Rebecca Bays
Title: MPO Chairman

5-1-2025
Date

FOR THE USE AND RELIANCE OF MPO ONLY, APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Victoria Anderson
Hernando Couty
Assistant County Attorney

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MPO JOINT CERTIFICATION STATEMENT

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Based on a joint review and evaluation, the Florida Department of Transportation and the Hernando/Citrus MPO recommend that the Metropolitan Planning Process for the Hernando/Citrus MPO be certified.

DocuSigned by:
Justin Hall
1CDBAE37B48D4D0...

Name: Justin Hall
Title: District Secretary

05/07/2025 | 4:18 PM EDT
Date

Rebecca Bays

Name: Rebecca Bays
Title: MPO Chairman

5-1-2025
Date

FOR THE USE AND RELIANCE OF MPO ONLY, APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Victoria Anderson
Hernando Couty
Assistant County Attorney

Metropolitan Planning Organization

AGENDA ITEM

Meeting: 05/01/2025
Department: MPO
Prepared By: Joy Turner
Initiator: Robert Esposito
DOC ID: 15806
Legal Request Number:
Bid/Contract Number:

TITLE

Annual Review and Approval of the List of Priority Projects (LOPP) for FY2026-FY2030

BRIEF OVERVIEW

Pursuant to Section 339.175(8), Florida Statutes, Florida MPOs are required to annually develop and submit a list of priority projects to FDOT. The List of Priority Projects (LOPP) is developed based upon the following:

- the approved Long-Range Transportation Plan (2050 LRTP for Hernando/Citrus)
- the Strategic Intermodal System Plan
- the Transportation Regional Incentive Program (TRIP)
- transportation management systems, and
- the MPO's public involvement procedures.

The Hernando/Citrus MPO's LOPP contains Major Improvement/Congestion Management Projects and Transportation Alternative Projects. Changes from the prior year's LOPP are reflected in the attached draft and shown in redline/strikethrough text. Changes include:

- adding *Barclay Avenue Phase I and Phase II & III* (adding two lanes) as number 8 on the Major Improvement & Congestion Management List,
- removing current number 15 (*Croft Avenue* in Citrus County) from the LOPP at this time,
- adding to the "In Production" list number 9 (*US 98/US41/SR 700/SR50A) intersection improvements from North Broad Street to East of Jefferson Street* (Hernando County),
- reflection of the application being submitted for the *N Independence Hwy-PS/Sidewalk from E Gulf to Lake Hwy (SR44) to N Florida Avenue (US41)*, and
- reflection of the *Good Neighbor Trail Gap Connector from SR 50/Cortez Blvd. to the Good Neighbor Trail* being deleted as the project was completed on June 21, 2024.

The MPO received and incorporated comments from the Florida Department of Transportation on the draft LOPP.

The MPO Board's Committees (Technical Advisory Committee, Citizen's Advisory Committee, and the Bicycle/Pedestrian Advisory Committee) will have conducted their meetings on April 24, 2025. Comments received from the committees will be provided to the MPO Board at the May 1, 2025, meeting.

FINANCIAL IMPACT

N/A

LEGAL NOTE

Pursuant to Chapter 339.175, Florida Statutes, the Hernando/Citrus MPO Board has the authority to take the recommended action.

RECOMMENDATION

It is recommended the Hernando/Citrus MPO Board review and approve the Draft List of Priority Projects (LOPP) for Major Projects/Congestion Management, and Transportation Alternative Projects, and incorporate the LOPP into the FY 2026 - FY 2030 Transportation Improvement Program (TIP).

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

Hernando/Citrus MPO List of Priority Projects - Major Improvement & Congestion Management

MPO Board - May 1, 2025 (Draft-Revised 4-17-25)

PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	YEAR	REASON FOR CHANGE
1	257165-2	FDOT	US 41 (SR 45) from E Arlington Street St to N of SR 200 (Divided into 257165-6, 257165-7, 257165-8) *Project is phased below in segments for funding purposes.*							
	257165-6	FDOT	*US 41 (SR 45)*	Citrus	E Arlington St	E Louisiana Lane	Add 2 lanes (existing 2)	Design 45% complete, ROW underway		
	257165-7	FDOT	*US 41 (SR 45)*	Citrus	E Louisiana Lane	S of CR 486	Add 2 lanes (existing 2)	Design 45% complete		
	257165-8	FDOT	*US 41 (SR 45)*	Citrus	CR 486	N of SR 200	Add 2 lanes (existing 2)	Design 45% complete		
2	257298	FDOT	CR 578 (County Line Road) from E of East Rd to W of Suncoast Parkway (Divided into 257298-3 and 257298-4)							
	257298 3		*CR 578 (County Line Road)*	Hern	East of East Rd	Springtime St	Add 2 lanes (existing 2)			
	257298 4		*CR 578 (County Line Road)*	Hern	East of Mariner Blvd	W of the Suncoast Parkway	Add 2 lanes (existing 2)			
3		FDOT	SR 200 (N Carl G. Rose Hwy)	Citrus	US 41	Marion County Line	Add 2 lanes (existing 2)			
4			US 41/SR 50A One Way Pairs	Hern	Mildred Avenue	May Avenue	Revert One-Way Pairs Back to Two-Way Traffic in Downtown Brooksville			
5			US 41 at Lake Lindsey Rd	Hern			Roundabout			
6		FDOT	US 41/SR 45 (Broad Street) at CR 576 (Ayers Rd)	Hern			Intersection Improvement/add a turn lane			
7		FDOT	CR 491 (N. Lecanto Hwy.)	Citrus	W. Pine Ridge Blvd.	SR 200	Add 2 lanes (existing 2)			
8		FDOT	Barclay Avenue - Phase I	Hern	SR 50	Lucky Lane	Add 2 lanes (Construction)			
			Barclay Avenue - Phase II & III	Hern	Lucky Lane	Elgin Boulevard/Powell Road	Road Design, Right-of-Way Acquisition, Utilities			
~~8~~ 9		FDOT	US 41/SR 45 (Florida Avenue) at CR 491 (N Lecanto Highway)	Citrus	CR 491	Northbound US41 and Southbound US 41	Signal Improvement on Left Turn Lanes from CR491 to NB US41 & SB US41			
~~9~~ 10		FDOT	Cardinal St	Citrus	US 19	CR 491	Add 2 lanes (existing 2)			
~~10~~ 11		FDOT	US 41 (SR 45)	Hern	Spring Hill Dr.	Powell Rd.	Add 2 lanes (existing 4)			
~~11~~ 12	405822 5	FDOT	US 19 (SR 55)/US 98	Citrus	Cardinal Street	Green Acres	Add 2 lanes (existing 4)			
~~12~~ 13	257299	FDOT	CR 485 (Cobb Rd)/SR 50 *(Project is phased below in segments for funding.)*	Hern	SR 50	N of Fort Dade	4-lane or 3-lane cross section			
	257299-3		*CR 485 (Cobb Rd)*	Hern	SR 50/50A/Cortez Blvd	Brooksville Water Reclamation Dr	Add 2 lanes (existing 2)			
			CR 485 (Cobb Rd)	Hern	Brooksville Water Reclamation Dr	Yontz Rd	Add 2 lanes (existing 2)			
			CR 485 (Cobb Rd)	Hern	Yontz Rd	US 98 (Ponce de Leon Blvd)	Add 2 lanes (existing 2)			
~~13~~ 14		FDOT	US 41 @ North Citrus Springs Blvd.	Citrus	Intersection		Roundabout			
~~14~~ 15		FDOT	CR 490 (Homosassa Trail)	Citrus	US 19 (SR 55)/US 98	SR 44 (W. Gulf to Lake Hwy.)	Add 2 lanes (existing 2)			
~~15~~		~~FDOT~~	~~Croft Ave.~~	~~Citrus~~	~~SR 44 (E. Gulf to Lake Hwy.)~~	~~E. Hayes St.~~	~~Add 2 lanes (existing 2)~~			
16		FDOT	Rock Crusher Road	Citrus	CR 490	SR 44	Add 2 lanes (existing 2)			
17		FDOT	Venable St. / Crystal Oaks Dr.	Citrus	US 19	SR 44	Add 2 lanes (existing 2)			
18		FDOT	CR 490A (W. Grover Cleveland Blvd.)	Citrus	US 19 (SR 55)/US 98	CR 491 (S. Lecanto Hwy.)	Add 2 lanes (existing 2)			

Proposed changes appear in redline and ~~strikethrough~~ text.

Hernando/Citrus MPO List of Priority Projects In Production - Major Improvement & Congestion Management

MPO Board - May 1, 2025 (Draft - Revised 4-17-25)

Line #	PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	COST	YEAR
1	Production	405822 3	FDOT	US 19 (SR 55) / US 98	Citrus	W. Jump Ct.	W. Fort Island Trail	Add 2 lanes (existing 4)	CONST	$37,962,912	UNDERWAY
2	Production	416733 2	FDOT	SR 50 Bypass	Hern	CR 485 (Cobb Rd.)	W. of Buck Hope Road	Design 45% complete, ROW underway	CONST	$11,192,916	UNDERWAY
3	Production	416735 1	FDOT	SR 50 Bypass	Hern	W. of Buck Hope Road	Jefferson Street (50A)	Add 2 lanes (existing 4)	CONST	$41,323,243	UNDERWAY
4	Production	442835 1	FDOT	SR 50 (Cortez Blvd.)	Hern	US 301 / SR 35 (Treiman Blvd.)	Hernando/Sumter Co. Line	Add 2 lanes (existing 2)	CONST	$54,317,918	UNDERWAY
5	Production	257165-3	FDOT	US 41 (SR 45)	Citrus	SR 44	S of Withlacoochee Trail Bridge	Add 2 lanes (existing 2)	CONST	$14,985,303	UNDERWAY
6	Production	257165-4	FDOT	US 41 (SR 45)	Citrus	S. of Withlacoochee Trail Bridge	N of Sportsman Pt	Add 2 lanes (existing 2)	CONST	$21,511,308	Summer 2025
7	Production	447536 3	FDOT	US 301	Hern	Pasco County Line	SR 50/Cortez Blvd	PE to Add 2 lanes (existing 2)	CONST		UNDERWAY
8	Production	257165-5	FDOT	US 41 (SR 45)	Citrus	N of N Sportsman Pt	E of Arlington St	Add 2 lanes (existing 2)	CONST		Winter 2027
9	Production	452924-1	FDOT	US 98/US 41/SR 700/SR50A	Hern	North Broad Street	East of Jefferson Street	Intersection Improvement	CONST		Begin 2027

Proposed changes appear in redline and ~~strikethrough~~ text.

Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - May 1, 2025 (Draft)

Priority #	FPN / Resp.	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
1	443358 1 /FDOT	Withlacoochee State Trail (WST) – Rehabilitation	Hernando / Citrus County Line	Citrus / Marion County Line	Citrus County	TA	RRR 2021
1d		Section d (6.38 Miles)	Citrus / Hernando County Border	Floral City	Citrus County	TA	RRR 2021
1e		Section e (6.97 Miles)	Floral City	North Apopka Ave.	Citrus County	TA	RRR 2021
1f		Section f (5.07 Miles)	North Apopka Ave.	Norvell Bryant Hwy.	Citrus County	TA	RRR 2021
1g		Section g (5.05 Miles)	Norvell Bryant Hwy.	CR 491	Citrus County (City of Inverness)	TA	RRR 2021
1 h		Section h (5.34 Miles)	CR 491	SR 200	Citrus County	TA	RRR 2021
2		N Independence Hwy-PS/Sidewalk	E Gulf to Lake Hwy (SR 44)	N Florida Ave (US 41)	Citrus County	TA	~~No Application~~ Application Submitted
3		Sunshine Grove Rd. - Sidewalk	Ken Austin Pkwy.	Hexam Rd.	Hernando County	TA	Application Submitted
4		Three Sisters Springs Connector - Multi-Use Trail	US 19 / Kings Bay Drive	486 Trail	Citrus County (Crystal River)	TBD	Application Submitted
5		California St. / Powell Rd. - Sidewalk	Spring Hill Dr. / California St.	Powell Rd./Rowan Rd.	Hernando County	TA	Application Submitted
6		Cobblestone Dr. - Sidewalk	Pinehurst Dr.	County Line Rd.	Hernando County	TA	Application Submitted
7		Good Neighbor Trail (GNT) - Rehabilitation	Jefferson St.	Jasmine St.	Hernando County	TA	Application Submitted
8		W. Linden Dr. - Sidewalk	Spring Hill Dr.	Mariner Blvd.	Hernando County	TA	Application Submitted
9		Rock Crusher Sidewalk	W. Homosassa Trail (CR490)	W. Gulf to Bay Hwy (SR44)	Citrus County	TA	No Application
10		Amero Ln. - Sidewalk	Coronado Dr.	Anderson Snow Rd.	Hernando County	TA	Application Submitted
11		E. Vine St.& E. Gospel Is. Rd.- Sidewalk	N. Apopka Ave.	W. Gulf to Lake Hwy (SR 44)	Citrus County	TA	No Application
12		Nightwalker Rd. - Sidewalk	Cortez Blvd. (SR 50)	Madrid Rd.	Hernando County	TA	Application Submitted
13		W. Cardinal St. - Sidewalk	US 19 (S. Suncoast Blvd.)	S. Lecanto Hwy (CR 491)	Citrus County	TA	No Application
14		Sugarmill Woods - Multi-Use Trail along US 98	Oak Village Blvd.	Trailhead / Parking lot near the Suncoast Parkway II	Citrus County	TA	No Application
15		US 19 Trailhead & Crossing	Crosstown Trail at US 19 - (In City of Crystal River)		Citrus County (Crystal River)	TA	No Application

Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - May 1, 2025 (Draft)

Priority #	FPN / Resp.	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
16		Withlacoochee State Trail (WST) – Reconstruction	Pasco/Hernando County Line	Citrus/Hernando County Line	Hernando County	TBD	No Application
16a		Section a (3.15 Miles)	Pasco/Hernando Border	SR 50	Hernando County	TBD	No Application
16b		Section b (5.15 Miles)	SR 50	Croom Rd.	Hernando County	TBD	No Application
16c		Section c (5.90 Miles)	Croom Rd.	Hernando/Citrus Border	Hernando County	TBD	No Application
17		South Apopka Connector - Phase I	Dampier St.	Highland Blvd.	Citrus County (City of Inverness)	TA	No Application
18		Suncoast Trail/U.S. 98 - Trailhead/Restroom	Suncoast Trail/US 98		Hernando County	TA	No Application
19		W. Halls River Rd. (CR 490A) - Sidewalk	S. Riverview Circle	US 19 (S. Suncoast Blvd.)	Citrus County	TA	No Application
20		Spring Hill Dr. - Sidewalk	US 19	Ken Lake Ave.	Hernando County	TA	No Application
21		Eden Dr. Connector/Sidewalk	WST	Martinis Dr.	Citrus County (City of Inverness)	TA	No Application
22		Spring Hill Dr. - Sidewalk	Spring Park Way	US 41	Hernando County	TA	Application Submitted
23		Forest Dr. Sidewalk	W. Main St. (SR44)	Independence Hwy.	Citrus County	TA	No Application
24		Turner Camp Rd./Ella Ave. - PS/Sidewalk	US 41	Inverness MS	Citrus County	TA	No Application
25		Citrus Springs Blvd. - Bicycle Lane/PS	Dunklin Blvd.	W. Deltona Blvd.	Citrus County	TA	No Application
26		Suncoast Trail (SCT) – Rehabilitation	County Line Road	US 98	Hernando County	TA	Application Submitted
26a		Section a	County Line Road	Spring Hill Drive	Hernando County	TBD	Application Submitted
26b		Section b	Spring Hill Drive	SR 50	Hernando County	TBD	Application Submitted
26c		Section c	SR 50	US 98	Hernando County	TBD	Application Submitted
26d		Section d	Centralia Rd.	US 98	Hernando County	TBD	Application Submitted
27		Elkcam Blvd. - Bicycle Lane/PS	Pine Ridge Blvd	N Citrus Springs Blvd.	Citrus County	TA	No Application
28		Pine Ridge Blvd. - Multiuse Trail	CR 486	CR 491	Citrus County	TA	No Application

Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - May 1, 2025 (Draft)

Priority #	FPN / Resp.	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
29		South Apopka Connector - Phase II	Highland Blvd.	E Anna Jo Dr.	Citrus County (City of Inverness)	TA	No Application
30		Mossy Oak Sidewalk	US 41 and Eden Dr.	WST	Citrus County	TA	No Application
31		Sugarmill Woods Bicycle Lane along:			Citrus County	TA	No Application
31a		Section a. W. Oak Park Blvd.	Shoppes at Sugarmill Woods	Corkwood Blvd.	Citrus County	TA	No Application
31b		Section b. Cypress Blvd. E	W. Oak Park Blvd.	Cypress Circle E	Citrus County	TA	No Application
32		W. Miss Maggie Dr. (CR 480) - Sidewalk/PS	Chassahowitzka River Campground	US 19 (S. Suncoast Blvd.)	Citrus County	TA	ROW issues
33		North Ave. - Sidewalk	Howell Ave.	Zoller St.	Hernando County (City of Brooksville)	TA	ROW issues
34		Kass Circle Improvements	Kass Circle		Hernando County	TA	Under Review
35a		Shelter/Restroom Amenities	Cardinal Boulevard Trailhead		Citrus County	TA	
35b		Shelter/Restroom Amenities	SR 44 @ Suncoast Parkway		Citrus County	TA	
36		Ft. Island Trail - Multi-Use Trail	Gulf of Mexico	Three Sisters Trail	Citrus County (Crystal River)	TBD	Consultant Study Complete / ETDM

Note: Applications for projects are the responsibility of the jurisdictional entity.

Proposed changes appear in redline and ~~strikethrough~~ text.

Hernando/Citrus MPO Transportation Alternatives In Production - List of Priority Projects

MPO Board - May 1, 2025 (Draft)

Line #	Priority	FPN / Resp. Agency	Project/Corridor	From	To	Area	Project Type	Project Phase/Year	Disposition
~~1~~	~~Production~~	~~437264 2/FDOT~~	~~GNT GAP Connector~~	~~SR 50/Cortez Blvd~~	~~GNT~~	~~Hernando County (City of Brooksville)~~	~~TA~~	~~CST 2022~~	Completed 6-21-24
~~2~~ 1	Production	437484 1/FDOT	W. Landover Blvd.	Northcliffe Blvd.	Elgin Blvd.	Hernando County	TA	CST 2023	
~~3~~ 2	Production	438651 1/FDOT	S Linden Dr. - Sidewalk	County Line Rd.	Spring Hill Dr.	Hernando County	TA	Design 45% complete, ROW	
~~4~~ 3	Production	441107 1/FDOT	Eastside Elementary – Sidewalk, Raley Rd	US 98/SR 50/Cortez Blvd	Roper Road	Hernando County	SRTS	CST 2024	
~~5~~ 4	Production	441103 1/FDOT	Freeport Dr	Deltona Blvd	Northcliffe Blvd	Hernando County	SRTS	CST 2024	
~~6~~ 5	Production	441105-1	Forest Ridge Elementary Ph 2 Sidewalk	W Lake Beverly Dr	W Colbert Ct	Citrus County	SRTS	PE 2024, CST 2026	

Proposed changes appear in redline and ~~strikethrough~~ text.

Hernando/Citrus MPO List of Priority Projects - Major Improvement & Congestion Management

MPO Board - Adopted May 1, 2025

PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	YEAR	REASON FOR CHANGE
1	257165-2	FDOT	US 41 (SR 45) from E Arlington Street St to N of SR 200 (Divided into 257165-6, 257165-7, 257165-8) *Project is phased below in segments for funding purposes.*							
	257165-6	FDOT	*US 41 (SR 45)*	Citrus	E Arlington St	E Louisiana Lane	Add 2 lanes (existing 2)	Design 45% complete, ROW underway		
	257165-7	FDOT	*US 41 (SR 45)*	Citrus	E Louisiana Lane	S of CR 486	Add 2 lanes (existing 2)	Design 45% complete		
	257165-8	FDOT	*US 41 (SR 45)*	Citrus	CR 486	N of SR 200	Add 2 lanes (existing 2)	Design 45% complete		
2	257298	FDOT	CR 578 (County Line Road) from E of East Rd to W of Suncoast Parkway (Divided into 257298-3 and 257298-4)							
	257298 3		*CR 578 (County Line Road)*	Hern	East of East Rd	Springtime St	Add 2 lanes (existing 2)			
	257298 4		*CR 578 (County Line Road)*	Hern	East of Mariner Blvd	W of the Suncoast Parkway	Add 2 lanes (existing 2)			
3		FDOT	SR 200 (N Carl G. Rose Hwy)	Citrus	US 41	Marion County Line	Add 2 lanes (existing 2)			
4			US 41/SR 50A One Way Pairs	Hern	Mildred Avenue	May Avenue	Revert One-Way Pairs Back to Two-Way Traffic in Downtown Brooksville			
5			US 41 at Lake Lindsey Rd	Hern			Roundabout			
6		FDOT	US 41/SR 45 (Broad Street) at CR 576 (Ayers Rd)	Hern			Intersection Improvement/add a turn lane			
7		FDOT	CR 491 (N. Lecanto Hwy.)	Citrus	W. Pine Ridge Blvd.	SR 200	Add 2 lanes (existing 2)			
8		HERN	Barclay Avenue - Phase I	Hern	SR 50	Lucky Lane	Add 2 lanes (Construction)			
			Barclay Avenue - Phase II & III	Hern	Lucky Lane	Elgin Boulevard/Powell Road	Road Design, Right-of-Way Acquisition, Utilities			
9		FDOT	US 41/SR 45 (Florida Avenue) at CR 491 (N Lecanto Highway)	Citrus	CR 491	Northbound US41 and Southbound US 41	Signal Improvement on Left Turn Lanes from CR491 to NB US41 & SB US41			
10		FDOT	Cardinal St	Citrus	US 19	CR 491	Add 2 lanes (existing 2)			
11		FDOT	US 41 (SR 45)	Hern	Spring Hill Dr.	Powell Rd.	Add 2 lanes (existing 4)			
12	405822 5	FDOT	US 19 (SR 55)/US 98	Citrus	Cardinal Street	Green Acres	Add 2 lanes (existing 4)			
13	257299	FDOT	CR 485 (Cobb Rd)/SR 50 *(Project is phased below in segments for funding.)*	Hern	SR 50	N of Fort Dade	4-lane or 3-lane cross section			
	257299-3		*CR 485 (Cobb Rd)*	Hern	SR 50/50A/Cortez Blvd	Brooksville Water Reclamation Dr	Add 2 lanes (existing 2)			
			CR 485 (Cobb Rd)	Hern	Brooksville Water Reclamation Dr	Yontz Rd	Add 2 lanes (existing 2)			
			CR 485 (Cobb Rd)	Hern	Yontz Rd	US 98 (Ponce de Leon Blvd)	Add 2 lanes (existing 2)			
14		FDOT	US 41 @ North Citrus Springs Blvd.	Citrus	Intersection		Roundabout			
15		FDOT	CR 490 (Homosassa Trail)	Citrus	US 19 (SR 55)/US 98	SR 44 (W. Gulf to Lake Hwy.)	Add 2 lanes (existing 2)			
16		FDOT	Rock Crusher Road	Citrus	CR 490	SR 44	Add 2 lanes (existing 2)			
17		FDOT	Venable St. / Crystal Oaks Dr.	Citrus	US 19	SR 44	Add 2 lanes (existing 2)			
18		FDOT	CR 490A (W. Grover Cleveland Blvd.)	Citrus	US 19 (SR 55)/US 98	CR 491 (S. Lecanto Hwy.)	Add 2 lanes (existing 2)			

Hernando/Citrus MPO List of Priority Projects In Production - Major Improvement & Congestion Management

MPO Board - Adopted May 1, 2025

Line #	PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	COST	YEAR
1	Production	405822 3	FDOT	US 19 (SR 55) / US 98	Citrus	W. Jump Ct.	W. Fort Island Trail	Add 2 lanes (existing 4)	CONST	$37,962,912	UNDERWAY
2	Production	416733 2	FDOT	SR 50 Bypass	Hern	CR 485 (Cobb Rd.)	W. of Buck Hope Road	Design 45% complete, ROW underway	CONST	$11,192,916	UNDERWAY
3	Production	416735 1	FDOT	SR 50 Bypass	Hern	W. of Buck Hope Road	Jefferson Street (50A)	Add 2 lanes (existing 4)	CONST	$41,323,243	UNDERWAY
4	Production	442835 1	FDOT	SR 50 (Cortez Blvd.)	Hern	US 301 / SR 35 (Treiman Blvd.)	Hernando/Sumter Co. Line	Add 2 lanes (existing 2)	CONST	$54,317,918	UNDERWAY
5	Production	257165-3	FDOT	US 41 (SR 45)	Citrus	SR 44	S of Withlacoochee Trail Bridge	Add 2 lanes (existing 2)	CONST	$14,985,303	UNDERWAY
6	Production	257165-4	FDOT	US 41 (SR 45)	Citrus	S. of Withlacoochee Trail Bridge	N of Sportsman Pt	Add 2 lanes (existing 2)	CONST	$21,511,308	Summer 2025
7	Production	447536 3	FDOT	US 301	Hern	Pasco County Line	SR 50/Cortez Blvd	PE to Add 2 lanes (existing 2)	CONST		UNDERWAY
8	Production	257165-5	FDOT	US 41 (SR 45)	Citrus	N of N Sportsman Pt	E of Arlington St	Add 2 lanes (existing 2)	CONST		Winter 2027
9	Production	452924-1	FDOT	US 98/US 41/SR 700/SR50A	Hern	North Broad Street	East of Jefferson Street	Intersection Improvement	CONST		Begin 2027

Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - Adopted May 1, 2025

Priority #	FPN / Resp.	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
1		N Independence Hwy-PS/Sidewalk	E Gulf to Lake Hwy (SR 44)	N Florida Ave (US 41)	Citrus County	TA	Application Submitted
2		Sunshine Grove Rd. - Sidewalk	Ken Austin Pkwy.	Hexam Rd.	Hernando County	TA	Application Submitted
3		Three Sisters Springs Connector - Multi-Use Trail	US 19 / Kings Bay Drive	486 Trail	Citrus County (Crystal River)	TBD	Application Submitted
4		California St. / Powell Rd. - Sidewalk	Spring Hill Dr. / California St.	Powell Rd./Rowan Rd.	Hernando County	TA	Application Submitted
5		Cobblestone Dr. - Sidewalk	Pinehurst Dr.	County Line Rd.	Hernando County	TA	Application Submitted
6		Good Neighbor Trail (GNT) - Rehabilitation	Jefferson St.	Jasmine St.	Hernando County	TA	Application Submitted
7		W. Linden Dr. - Sidewalk	Spring Hill Dr.	Mariner Blvd.	Hernando County	TA	Application Submitted
8		Rock Crusher Sidewalk	W. Homosassa Trail (CR490)	W. Gulf to Bay Hwy (SR44)	Citrus County	TA	No Application
9		Amero Ln. - Sidewalk	Coronado Dr.	Anderson Snow Rd.	Hernando County	TA	Application Submitted
10		E. Vine St.& E. Gospel Is. Rd.- Sidewalk	N. Apopka Ave.	W. Gulf to Lake Hwy (SR 44)	Citrus County	TA	No Application
11		Nightwalker Rd. - Sidewalk	Cortez Blvd. (SR 50)	Madrid Rd.	Hernando County	TA	Add 2 lanes (existing 2)
12		W. Cardinal St.	US 19 (S. Suncoast Blvd.)	S. Lecanto Hwy (CR 491)	Citrus County	TA	No Application
13		Sugarmill Woods - Multi-Use Trail along US 98	Oak Village Blvd.	Trailhead / Parking lot near the Suncoast Parkway II	Citrus County	TA	No Application
14		US 19 Trailhead & Crossing	Crosstown Trail at US 19 - (In City of Crystal River)		Citrus County (Crystal River)	TA	No Application
15		Withlacoochee State Trail (WST) – Reconstruction	Pasco/Hernando County Line	Citrus/Hernando County Line	Hernando County	TBD	No Application
15a		Section a (3.15 Miles)	Pasco/Hernando Border	SR 50	Hernando County	TBD	No Application
15b		Section b (5.15 Miles)	SR 50	Croom Rd.	Hernando County	TBD	No Application
16		Section c (5.90 Miles)	Croom Rd.	Hernando/Citrus Border	Hernando County	TBD	No Application
17		South Apopka Connector - Phase I	Dampier St.	Highland Blvd.	Citrus County (City of Inverness)	TA	No Application
18		W. Halls River Rd. (CR 490A) - Sidewalk	S. Riverview Circle	US 19 (S. Suncoast Blvd.)	Citrus County	TA	No Application
19		Spring Hill Dr. - Sidewalk	US 19	Ken Lake Ave.	Hernando County	TA	No Application

Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - Adopted May 1, 2025

Priority #	FPN / Resp.	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
20		Eden Dr. Connector/Sidewalk	WST	Martinis Dr.	Citrus County (City of Inverness)	TA	No Application
21		Spring Hill Dr. - Sidewalk	Spring Park Way	US 41	Hernando County	TA	Application Submitted
22		Forest Dr. Sidewalk	W. Main St. (SR44)	Independence Hwy.	Citrus County	TA	No Application
23		Turner Camp Rd./Ella Ave. - PS/Sidewalk	US 41	Inverness MS	Citrus County	TA	No Application
24		Citrus Springs Blvd. - Bicycle Lane/PS	Dunklin Blvd.	W. Deltona Blvd.	Citrus County	TA	No Application
25		Suncoast Trail (SCT) – Rehabilitation	County Line Road	US 98	Hernando County	TA	Application Submitted
25a		Section a	County Line Road	Spring Hill Drive	Hernando County	TBD	Application Submitted
25b		Section b	Spring Hill Drive	SR 50	Hernando County	TBD	Application Submitted
25c		Section c	SR 50	US 98	Hernando County	TBD	Application Submitted
25d		Section d	Centralia Rd.	US 98	Hernando County	TBD	Application Submitted
26		Elkcam Blvd. - Bicycle Lane/PS	Pine Ridge Blvd	N Citrus Springs Blvd.	Citrus County	TA	No Application
27		Pine Ridge Blvd. - Multiuse Trail	CR 486	CR 491	Citrus County	TA	No Application
28		South Apopka Connector - Phase II	Highland Blvd.	E Anna Jo Dr.	Citrus County (City of Inverness)	TA	No Application
29		Mossy Oak Sidewalk	US 41 and Eden Dr.	WST	Citrus County	TA	No Application
30		Sugarmill Woods Bicycle Lane along the following sections:			Citrus County	TA	No Application
30a		Section a. W. Oak Park Blvd.	Shoppes at Sugarmill Woods	Corkwood Blvd.	Citrus County	TA	No Application
30b		Section b. Cypress Blvd. E	W. Oak Park Blvd.	Cypress Circle E	Citrus County	TA	No Application
31		W. Miss Maggie Dr. (CR 480) - Sidewalk/PS	Chassahowitzka River Campground	US 19 (S. Suncoast Blvd.)	Citrus County	TA	ROW issues
32		North Ave. - Sidewalk	Howell Ave.	Zoller St.	Hernando County (City of Brooksville)	TA	ROW issues
33		Kass Circle Improvements	Kass Circle		Hernando County	TA	Under Review
34a		Shelter/Restroom Amenities	Cardinal Boulevard Trailhead		Citrus County	TA	
34b		Shelter/Restroom Amenities	SR 44 @ Suncoast Parkway		Citrus County	TA	
35		Ft. Island Trail - Multi-Use Trail	Gulf of Mexico	Three Sisters Trail	Citrus County (Crystal River)	TBD	Consultant Study Complete / ETDM

Note: Applications for projects are the responsibility of the jurisdictional entity.

Hernando/Citrus MPO Transportation Alternatives In Production - List of Priority Projects

MPO Board - Adopted May 1, 2025

Line #	Status	FPN / Resp. Agency	Project/Corridor	From	To	Area	Project Type	Project Phase/Year	Disposition
1	Production	437484 1/FDOT	W. Landover Blvd.	Northcliffe Blvd.	Elgin Blvd.	Hernando County	TA	CST 2023	
2	Production	438651 1/FDOT	S Linden Dr. - Sidewalk	County Line Rd.	Spring Hill Dr.	Hernando County	TA	Design 45% complete, ROW	
3	Production	441107 1/FDOT	Eastside Elementary – Sidewalk, Raley Rd	US 98/SR 50/Cortez Blvd	Roper Road	Hernando County	SRTS	CST 2024	
4	Production	441103 1/FDOT	Freeport Dr	Deltona Blvd	Northcliffe Blvd	Hernando County	SRTS	CST 2024	
5	Production	441105-1	Forest Ridge Elementary Ph 2 Sidewalk	W Lake Beverly Dr	W Colbert Ct	Citrus County	SRTS	PE 2024, CST 2026	

Metropolitan Planning Organization

AGENDA ITEM

Meeting: 05/01/2025
Department: MPO
Prepared By: Joy Turner
Initiator: Robert Esposito
DOC ID: 15805
Legal Request Number: LR 2024-160-3
Bid/Contract Number:

TITLE

Review and Approval of Revision 1 of the Hernando/Citrus MPO's Unified Planning Work Program (UPWP) for FY2025-FY2026 by Adoption of Resolution 2025-01 to Transfer Consultant Services Funds to Salaries and Fringe Benefits for Activities Performed by MPO Staff, and Minor Adjustments to Direct Expenses for FY2025

BRIEF OVERVIEW

Revision 1 to the FY2025-FY2026 UPWP is an amendment involving the transfer of Consultant Services to Salaries and Fringe Benefits for Tasks 2-6 as the activities are being performed by MPO staff. Additionally, minor adjustments to Direct Expenses have been reflected for alignment. The transfer of FY 2025 funds between Tasks will not increase or decrease the two-year funding agreement #G2V07 in the amount of $1,403,057. The amendment will need to be adopted by Resolution 2025-01.

Additionally, Revision 1 reflects the awarded TD Contract G2Z98 (Citrus County) for FY25 in the amount of $25,645, and TD Contract G3O12 (Hernando County) for FY25 in the amount of $26,591.

A second amendment (Revision 2) to the FY2025-FY2026 UPWP will be forthcoming to carry forward remaining funds from FY2024.

FINANCIAL IMPACT

Revision 1 does not change the amount of the PL Funding Agreement (Contract #G2V07).

LEGAL NOTE

Pursuant to Chapters 339.175 and 427.0157, Florida Statutes, the MPO Board has the authority to take the recommended action.

RECOMMENDATION

It is recommended the MPO Board review and approve Revision 1 which amends the FY2025-FY2026 UPWP by transferring amounts between tasks and reflects the contract numbers and awarded amounts for Transportation Disadvantaged contracts #G2Z98 in the amount of $25,645 for Citrus County, and #G3O12 for Hernando County in the amount of $26,591. Additionally, it is recommended to authorize the MPO Chair to execute the associated Resolution 2025-01, and for the MPO Staff to transmit the documents to the Florida Department of Transportation for processing.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Steve Champion
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion

ABSENT:	Davis, Kinnard and Meek

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2025-2026

Effective: July 1, 2024-June 30, 2026

Adopted: May 2, 2024
Revision 1 (Amendment to FY2025): May 1, 2025

The UPWP was prepared by:
Hernando/Citrus Metropolitan Planning Organization
789 Providence Boulevard
Brooksville, Florida 34601
Telephone: 352-754-4082
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

Catalogue of Federal Domestic Assistance (CFDA) Numbers:
20.205 Highway Planning Construction Grant Federal Highway Administration
20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)
FHWA Federal Aid Number: FAP 0412-062-M, Contract #G2V07
FPN: 439335-5-14-01

Funded Jointly By:
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Florida Department of Transportation (FDOT)
Hernando County Board of County Commissioners
Citrus County Board of County Commissioners

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program] Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views of the U.S. Department of Transportation.

UPWP FY2025-FY2026 – REVISION HISTORY

Date	Revision #	Change Type	Explanation of the change
5-1-25	1	Amendment	Amendment to FY2025 to transfer funds from Consultant Services to Salaries and Fringe Benefits for activities performed by MPO staff, minor adjustments to direct expenses, updated MPO Board members effective February 6, 2025, and updated adoption dates of applicable planning documents and agreements.

The Hernando/Citrus MPO has established a set of goals, objectives, and performance measures, within the LRTP, to provide a basis for performance-based planning that will best serve the community and environment currently and for the future.

These goals are:

Safety: Increase safety for the users of the counties' transportation system.
Preservation: Preserve and maintain transportation infrastructure and transit assets.
Intermodal: Maintain existing transportation system.
Economy: Support economic development.
Mobility: Provide for the multi-modal mobility needs of the community.
Livability: Preserve, and where possible, enhance social, cultural, physical, and environmental values.

The UPWP provides a description and estimated budget for specific planning tasks to be undertaken by the MPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities and be consistent with the requirements of FHWA, FTA and the Florida Department of Transportation (FDOT).

The federal and state governments provide funding to support the MPO through FDOT and the Florida Commission for Transportation Disadvantaged (CTD), including the following primary funding sources: FHWA (Combined Planning (PL) and FTA Section 5305(d) funds), and the CTD Transportation Disadvantaged grant. FDOT is fulfilling the required 18.07% non-federal share (also known as a soft match) in the combined FHWA/FTA grant by using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

2050 Long-Range Transportation Plan (LRTP)

The Long-Range Transportation Plan (LRTP) is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPO's responsibility to carry-out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019.

The development of the 2050 LRTP began in Fiscal Year 2023 using a multi-phased scope approach to its development and was adopted on October 3, 2024. ~~The 2050 LRTP has a target date for adoption of October 3, 2024 (deadline is December 4, 2024).~~ The MPO worked ~~has been working~~ closely with its general planning consultants, FDOT District 7 and the Sun Coast Transportation Alliance (SCTPA) on its 2050 LRTP content and elements for consistency with local comprehensive plans of its member jurisdictions, state, and federal requirements for long-range transportation planning. The 2050 LRTP was~~will be~~ presented to the MPO's Technical Advisory Committee, Citizen Advisory Committee, and Bicycle/Pedestrian Advisory Committee throughout its multi-phased development for public engagement opportunities as addressed in the Public Participation Plan. Funding is reflected in Task 1 of this UPWP to finalize the 2050 LRTP for adoption.

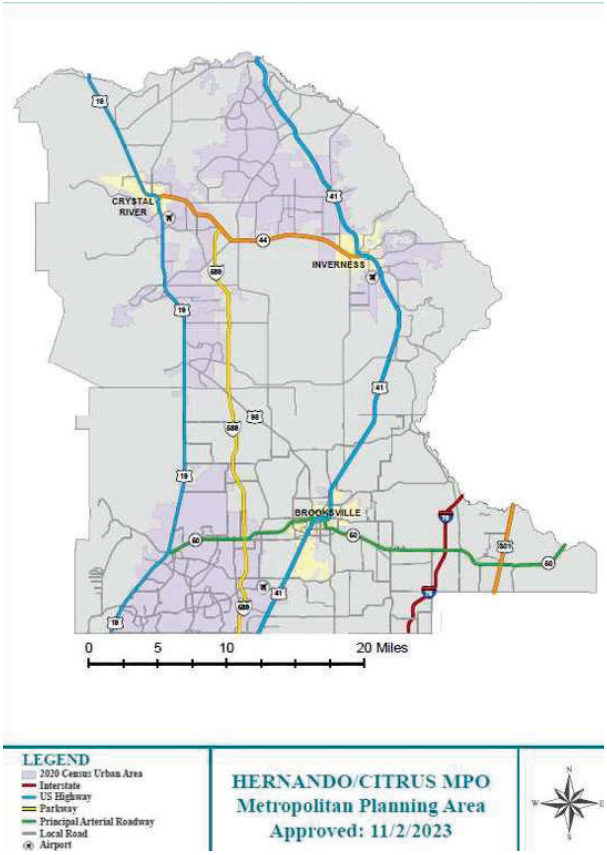
Transportation Improvement Program (TIP)

The MPO produces the five-year Transportation Improvement Program (TIP) and ensures coordination between the FDOT Work Program, the MPO's Long-Range Transportation Plan (LRTP), and the Hernando and Citrus transit agencies for reflecting capital improvement programs (CIP) of the respective county and transit systems, and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects. The List of Priority Projects (LOPP) is reflected in the TIP. Funding is contained in the budget tables under Task 2 to reflect the activities associated with the development the annual TIP.

SECTION 3 - MPO ORGANIZATION AND MANAGEMENT

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned, and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County. On November 2, 2023, pursuant to the 2020 Census, the Hernando/Citrus MPO Apportionment Plan was adopted by the MPO Board. The urbanized boundary lines are being adjusted based upon the 2020 Census, but the MPO Board structure remains the same as changes were not necessary.

Hernando and Citrus counties are in the central part of Florida on the west coast commonly known as the nature coast. A map of the metropolitan planning boundary area is shown below.



Participants and their role in the development of the Unified Planning Work Program are reflected below.

Metropolitan Planning Organization (MPO) Board

The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system. As of February 6, 2025~~1, 2024~~, the MPO Board includes the following representatives of the member jurisdictions:

Hernando County, Florida
Commissioner ~~Elizabeth Narverud~~ Brian Hawkins, Vice Chair
Commissioner John Allocco
Commissioner Steve Champion
Commissioner Jerry Campbell~~, Chair~~
Commissioner ~~Brian Hawkins~~Ryan Amsler, Alternate

Citrus County, Florida
Commissioner ~~Ruthie Davis Schlabach~~ Rebecca Bays, Chair
Commissioner Jeff Kinnard~~, Vice Chair~~
Commissioner ~~Rebecca Bays~~Diana Finegan, Alternate

City of Brooksville in Hernando County, Florida
Mayor ~~Blake Bell~~Christa Tanner
Council Member ~~Christa Tanner~~Betty Erhard, Alternate
Council Member Louis Hallal, Alternate

City of Crystal River in Citrus County, Florida
Mayor Joe Meek
Council Member Robert Holmes, Alternate
Council Member ~~Ken Brown~~Chris Ensing, Alternate

City of Inverness in Citrus County, Florida
Council Member ~~Cabot McBride~~Gene Davis
Council Member ~~Gene Davis~~Tom Craig, Alternate

Hernando/Citrus MPO Executive Director
Robert M. Esposito

Florida Department of Transportation, Nonvoting Advisor
Justin Hall~~David Gwynn P.E.~~, Secretary, District 7

The MPO staff consists of an Executive Director, MPO Coordinator, and an Executive Assistant. General planning consultants serve as an extension of staff by contract.

MPO Agreements

The following agreements exist between for the Hernando/Citrus Metropolitan Planning Organization:

- Interlocal Agreement for Creation of the MPO; No Expiration-Review Every 5 Years
  Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (Approved 6/18/2014)

- Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (ICAR); No Expiration, Period Reviews
  An intergovernmental agreement with the Florida Department of Transportation, the Hernando/Citrus MPO, the Tampa Bay Area Regional ~~Transit Authority (TBARTA), the Regional~~ Planning Council, the Hernando County Board of County Commissioners, and the Citrus County Board of County Commissioners (Approved 2/10/25~~7/15/14~~)

- Interlocal Agreement for Local Agency Planning (LAP); Expires February 24, 2030~~March 12, 2025~~
  Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the Local Agency Program (LAP) Administrator (Approved 2/25/25~~3/12/20~~)

- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central Florida; No Expiration Date
  Agreement created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (now known as Sun Coast Transportation Planning Alliance (SCTPA); (Approved 2/13/20)

- Administrative Services Agreement with Hernando County, Florida - No Expiration
  An interlocal agreement between the MPO and the Hernando County Board of County Commissioners for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space (Approved 7/22/14).

- Agreement Between Citrus County, Hernando County, and the Hernando/Citrus Metropolitan Planning Organization - No Expiration
  An interlocal funding agreement to provide the MPO with funds to help manage the continuous, cooperative, and comprehensive metropolitan planning process (Approved 8/19/2021)

- Planning Activities for Administering the Transportation Disadvantaged Local Coordinating Program for Hernando County for Fiscal Year 2024/25 (Contract Expires 6/30/25)

- Planning Activities Contract for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County for Fiscal Year 2024/25 (Contract Expires 6/30/25)

- Consolidated Planning Grant FY 2024-FY 2025 (Contract #G2V07); Expires June 30, 2026

Operational Procedures and Bylaws

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Statutes, Chapter 339. The MPO Board conducts itself pursuant to Chapter 139, F.S., and by-laws that were adopted on July 15, 2014, and amended on February 1, 2024.

The MPO has a Continuity of Operations Plan (COOP) which was updated on August 28, 20245~~, 2023~~, and is reviewed annually. The COOP was developed to implement and maintain continuity of operations upon an adverse condition impeding otherwise normal operations. The COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65.

Certifications and Assurances

The attached Appendix E includes the following certifications:

- Disadvantaged Business Enterprise Utilization
- Debarment and Suspension Certification
- Lobbying Certification for Grants, Loans, and Cooperative Agreements
- Title VI/Nondiscrimination Assurances

Indirect Cost Rates

The Hernando/Citrus MPO does not utilize an indirect cost rate.

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	2025 Total
Personnel (salary and benefits)	$ 10,353	$ 10,353
Consultant	$ -	$ -
2025 Totals	**$ 10,353**	**$ 10,353**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source	**PL**	2026 Total
Personnel (salary and benefits)	$ 12,570	$ 12,570
Consultant	$ 70,000	$ 70,000
2026 Totals	**$ 82,570**	**$ 82,570**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 22,923
Consultant	$ 70,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 92,923**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 92,923**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 92,923**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	**FHWA**	
Contract Number	**GXXXXPL**	
Source Level	**PL**	2025 Total
Personnel (salary and benefits)	$ 12,069	$ 12,069
Consultant	$ 30,000	$ 30,000
2025 Totals	**$ 42,069**	**$ 42,069**
2026		
Funding Source	**FHWA**	
Contract Number	**GXXXXPL**	
Source	**PL**	2026 Total
Personnel (salary and benefits)	$ 12,570	$ 12,570
Consultant	$ 70,000	$ 70,000
2026 Totals	**$ 82,570**	**$ 82,570**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 24,639
Consultant	$ 100,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 124,639**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 124,639**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 124,639**

Task 3 Administration									
2025									
Funding Source	**FHWA**		**CTD**		**CTD**				2025 Total
Contract Number	**G2V07PL**		**G2Z98 Citrus**		**G3O12 Hern**				
Source Level	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 380,314	**$ 380,314**	$ 6,163	**$ 6,163**	$ 7,050	**$ 7,050**	$ 393,527		
Consultant	$ -	**$ -**	$ -	**$ -**	$ -	**$ -**	$ -		
Travel	$ 976	**$ 976**	$ 400	**$ 400**	$ 400	**$ 400**	$ 1,776		
Direct Expenses	$ 45,810	**$ 45,810**	$ 1,380	**$ 1,380**	$ 1,403	**$ 1,403**	$ 48,593		
Supplies	$ 1,750	**$ 1,750**	$ -	**$ -**	$ -	**$ -**	$ 1,750		
Equipment	$ 3,000	**$ 3,000**	$ -	**$ -**	$ -	**$ -**	$ 3,000		
2025 Totals	**$ 431,850**	**$ 431,850**	**$ 7,943**	**$ 7,943**	**$ 8,853**	**$ 8,853**	**$ 448,646**		
2026									
Funding Source	**FHWA**		**CTD**		**CTD**				2026 Total
Contract Number	**G2V07PL**		**G2Z98 Citrus**		**G3O12 Hern**				
Source	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 319,053	**$ 319,053**	$ 6,163	**$ 6,163**	$ 7,050	**$ 7,050**	$ 332,266		
Consultant	$ 15,000	**$ 15,000**	$ -	**$ -**	$ -	**$ -**	$ 15,000		
Travel	$ 976	**$ 976**	$ 400	**$ 400**	$ 400	**$ 400**	$ 1,776		
Direct Expenses	$ 30,328	**$ 30,328**	$ 335	**$ 335**	$ 335	**$ 335**	$ 30,998		
Indirect Expenses	$ -	**$ -**	$ -	**$ -**	$ -	**$ -**	$ -		
Supplies	$ 1,750	**$ 1,750**	$ -	**$ -**	$ -	**$ -**	$ 1,750		
Equipment	$ 4,500	**$ 4,500**	$ -	**$ -**	$ -	**$ -**	$ 4,500		
2026 Totals	**$ 371,607**	**$ 371,607**	**$ 6,898**	**$ 6,898**	**$ 7,785**	**$ 7,785**	**$ 386,290**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	**$ 725,793**
Consultant	**$ 15,000**
Travel	**$ 3,552**
Direct Expenses	**$ 79,591**
Indirect Expenses	**$ -**
Supplies	**$ 3,500**
Equipment	**$ 7,500**
Total	**$ 834,936**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 834,936**
Total De-ob. Funds (PL)	**$ -**
Total De-ob. (Other Source)	**$ -**
Sub-Total (less the de-obligated funds)	**$ 834,936**

Notes: No funding was de-obligated from UPWP FY 2023-FY 2024.
Any equipment purchase that is equal to or greater than $5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.

Task 3 Administration									
2025									
Funding Source	**FHWA**		**CTD**		**CTD**				2025 Total
Contract Number	**GXXXXPL**		**GXXXX Citrus**		**GXXXX Hern**				
Source Level	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 306,343	**$ 306,343**	$ 6,163	**$ 6,163**	$ 7,050	**$ 7,050**	$ 319,556		
Consultant	$ 29,188	**$ 29,188**	$ -	**$ -**	$ -	**$ -**	$ 29,188		
Travel	$ 976	**$ 976**	$ 400	**$ 400**	$ 400	**$ 400**	$ 1,776		
Direct Expenses	$ 30,328	**$ 30,328**	$ 335	**$ 335**	$ 335	**$ 335**	$ 30,998		
Supplies	$ 1,750	**$ 1,750**	$ -	**$ -**	$ -	**$ -**	$ 1,750		
Equipment	$ 3,000	**$ 3,000**	$ -	**$ -**	$ -	**$ -**	$ 3,000		
2025 Totals	**$ 371,585**	**$ 371,585**	**$ 6,898**	**$ 6,898**	**$ 7,785**	**$ 7,785**	**$ 386,268**		
2026									
Funding Source	**FHWA**		**CTD**		**CTD**				2026 Total
Contract Number	**GXXXXPL**		**GXXXX Citrus**		**GXXXX Hern**				
Source	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 319,053	**$ 319,053**	$ 6,163	**$ 6,163**	$ 7,050	**$ 7,050**	$ 332,266		
Consultant	$ 15,000	**$ 15,000**	$ -	**$ -**	$ -	**$ -**	$ 15,000		
Travel	$ 976	**$ 976**	$ 400	**$ 400**	$ 400	**$ 400**	$ 1,776		
Direct Expenses	$ 30,328	**$ 30,328**	$ 335	**$ 335**	$ 335	**$ 335**	$ 30,998		
Indirect Expenses	$ -	**$ -**	$ -	**$ -**	$ -	**$ -**	$ -		
Supplies	$ 1,750	**$ 1,750**	$ -	**$ -**	$ -	**$ -**	$ 1,750		
Equipment	$ 4,500	**$ 4,500**	$ -	**$ -**	$ -	**$ -**	$ 4,500		
2026 Totals	**$ 371,607**	**$ 371,607**	**$ 6,898**	**$ 6,898**	**$ 7,785**	**$ 7,785**	**$ 386,290**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	**$ 651,822**
Consultant	**$ 44,188**
Travel	**$ 3,552**
Direct Expenses	**$ 61,996**
Indirect Expenses	**$ -**
Supplies	**$ 3,500**
Equipment	**$ 7,500**
Total	**$ 772,558**

	FY 2025 & 2026 TOTAL De-
Total	**$ 772,558**
Total De-ob. Funds	**$ -**
Total De-ob. (Other	**$ -**
Sub-Total (less the	**$ 772,558**

Task 4 Data Development & Management		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 720	$ 720
Consultant	$ -	$ -
2025 Totals	**$ 720**	**$ 720**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 1,479	$ 1,479
Consultant	$ 62,500	$ 62,500
2026 Totals	**$ 63,979**	**$ 63,979**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 2,199
Consultant	$ 62,500
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 64,699**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 64,699**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 64,699**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 4 Data Development & Management		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**GXXXXPL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 1,420	$ 1,420
Consultant	$ 12,500	$ 12,500
2025 Totals	**$ 13,920**	**$ 13,920**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**GXXXXPL**	
Source	**PL**	
Personnel (salary and benefits)	$ 1,479	$ 1,479
Consultant	$ 62,500	$ 62,500
2026 Totals	**$ 63,979**	**$ 63,979**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 2,899
Consultant	$ 75,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 77,899**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 77,899**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 77,899**

Task 5 Special Projects & Studies									
2025									
Funding Source	FHWA		CTD		CTD		2025 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source Level	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 3,901	$ 3,901	$ 17,702	$ 17,702	$ 17,738	$ 17,738	$ 39,341		
Consultant	$ 113,225	$ 113,225	$ -	$ -	$ -	$ -	$ 113,225		
2025 Totals	**$ 117,126**	**$ 117,126**	**$ 17,702**	**$ 17,702**	**$ 17,738**	**$ 17,738**	**$ 152,566**		
2026									
Funding Source	FHWA		CTD		CTD		2026 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 15,159	$ 15,159	$ -	$ -	$ -	$ -	$ 15,159		
Consultant	$ 48,740	$ 48,740	$ 18,777	$ 18,777	$ 18,776	$ 18,776	$ 86,293		
2026 Totals	**$ 63,899**	**$ 63,899**	**$ 18,777**	**$ 18,777**	**$ 18,776**	**$ 18,776**	**$ 101,452**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 54,500
Consultant	$ 199,518
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 254,018**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 254,018**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 254,018**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 5 Special Projects & Studies									
2025									
Funding Source	FHWA		CTD		CTD		2025 Total		
Contract Number	GXXXXPL		GXXXX Citrus		GXXXX Hern				
Source Level	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 14,557	$ 14,557	$ -	$ -	$ -	$ -	$ 14,557		
Consultant	$ 121,830	$ 121,830	$ 18,777	$ 18,777	$ 18,776	$ 18,776	$ 159,383		
2025 Totals	**$ 136,387**	**$ 136,387**	**$ 18,777**	**$ 18,777**	**$ 18,776**	**$ 18,776**	**$ 173,940**		
2026									
Funding Source	FHWA		CTD		CTD		2026 Total		
Contract Number	GXXXXPL		GXXXX Citrus		GXXXX Hern				
Source	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 15,159	$ 15,159	$ -	$ -	$ -	$ -	$ 15,159		
Consultant	$ 48,740	$ 48,740	$ 18,777	$ 18,777	$ 18,776	$ 18,776	$ 86,293		
2026 Totals	**$ 63,899**	**$ 63,899**	**$ 18,777**	**$ 18,777**	**$ 18,776**	**$ 18,776**	**$ 101,452**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 29,716
Consultant	$ 245,676
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 275,392**

	FY 2025 & 2026 TOTAL
Total	**$ 275,392**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 275,392**

Task 6 Regional Coordination		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 15,269	$ 15,269
2025 Totals	**$ 15,269**	**$ 15,269**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 11,830	$ 11,830
2026 Totals	**$ 11,830**	**$ 11,830**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 27,099
Consultant	$ -
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 27,099**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 27,099**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 27,099**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 6 Regional Coordination			
2025			
Funding Source	**FHWA**		2025 Total
Contract Number	**GXXXXPL**		
Source Level	**PL**	***Total***	
Personnel (salary and benefits)	$ 11,357	**$ 11,357**	$ 11,357
2025 Totals	**$ 11,357**	**$ 11,357**	**$ 11,357**
2026			
Funding Source	**FHWA**		2026 Total
Contract Number	**GXXXXPL**		
Source	**PL**	***Total***	
Personnel (salary and benefits)	$ 11,830	**$ 11,830**	$ 11,830
2026 Totals	**$ 11,830**	**$ 11,830**	**$ 11,830**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 23,187
Consultant	$ -
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 23,187**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 23,187**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 23,187**

APPENDIX A - FUNDING SOURCE TABLE

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G2Z98 Citrus	CTD	State	$ 25,645	$ 25,675	$ -	$ -	$ 25,645	$ -	$ -	$ 25,675
		CTD G2Z98 Citrus TOTAL	**$ 25,645**	**$ 25,675**	**$ -**	**$ -**	**$ 25,645**	**$ -**	**$ -**	**$ 25,675**
G3O12 Hern	CTD	State	$ 26,591	$ 26,561	$ -	$ -	$ 26,591	$ -	$ -	$ 26,561
		CTD G3O12 Hern TOTAL	**$ 26,591**	**$ 26,561**	**$ -**	**$ -**	**$ 26,591**	**$ -**	**$ -**	**$ 26,561**
G2V07PL	FHWA	PL	$697,924	$705,133	$ 153,930	$ 697,924	$ -	$ 155,520	$ 705,133	$ -
		FHWA G2V07PL TOTAL	**$697,924**	**$705,133**	**$ 153,930**	**$ 697,924**	**$ -**	**$ 155,520**	**$ 705,133**	**$ -**
		TOTAL	**$750,160**	**$757,369**	**$ 153,930**	**$ 697,924**	**$ 52,236**	**$ 155,520**	**$ 705,133**	**$ 52,236**

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
GXXXX Citrus	CTD	State	$ 25,675	$ 25,675	$ -	$ -	$ 25,675	$ -	$ -	$ 25,675
		CTD GXXXX Citrus TOTAL	**$ 25,675**	**$ 25,675**	**$ -**	**$ -**	**$ 25,675**	**$ -**	**$ -**	**$ 25,675**
GXXXX Hern	CTD	State	$ 26,561	$ 26,561	$ -	$ -	$ 26,561	$ -	$ -	$ 26,561
		CTD GXXXX Hern TOTAL	**$ 26,561**	**$ 26,561**	**$ -**	**$ -**	**$ 26,561**	**$ -**	**$ -**	**$ 26,561**
G2V07PL PL	FHWA	PL	$697,924	$705,133	$ 153,930	$ 697,924	$ -	$ 155,520	$ 705,133	$ -
		FHWA G2V07PL TOTAL	**$697,924**	**$705,133**	**$ 153,930**	**$ 697,924**	**$ -**	**$ 155,520**	**$ 705,133**	**$ -**
		TOTAL	**$750,160**	**$757,369**	**$ 153,930**	**$ 697,924**	**$ 52,236**	**$ 155,520**	**$ 705,133**	**$ 52,236**

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

Funding Source	CTD		CTD		FHWA	
Contract	G2Z98 Citrus		G3O12 Hern		G2V07PL	
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	$ 25,645	$ 25,675	$ 26,591	$ 26,561	$ 697,924	$ 705,133
Task 1 Long-Range Transportation Plan (LRTP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 9,229	$ 9,612
Consultant	$ -	$ -	$ -	$ -	$ 108,377	$ 96,636
Sub Total	$ -	$ -	$ -	$ -	$ 117,606	$ 106,248
Task 2 Transportation Improvement Plan (TIP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 10,353	$ 12,570
Consultant	$ -	$ -	$ -	$ -	$ -	$ 70,000
Sub Total	$ -	$ -	$ -	$ -	$ 10,353	$ 82,570
Task 3 Administration						
Personnel (salary and benefits)	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$ 380,314	$ 319,053
Consultant	$ -	$ -	$ -	$ -	$ -	$ 15,000
Travel	$ 400	$ 400	$ 400	$ 400	$ 976	$ 976
Direct Expenses	$ 1,380	$ 335	$ 1,403	$ 335	$ 45,810	$ 30,328
Supplies	$ -	$ -	$ -	$ -	$ 1,750	$ 1,750
Equipment	$ -	$ -	$ -	$ -	$ 3,000	$ 4,500
Sub Total	$ 7,943	$ 6,898	$ 8,853	$ 7,785	$ 431,850	$ 371,607
Task 4 Data Development & Management						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 720	$ 1,479
Consultant	$ -	$ -	$ -	$ -	$ -	$ 62,500
Sub Total	$ -	$ -	$ -	$ -	$ 720	$ 63,979
Task 5 Special Projects & Studies						
Personnel (salary and benefits)	$ 17,702	$ -	$ 17,738	$ -	$ 3,901	$ 15,159
Consultant	$ -	$ 18,777	$ -	$ 18,776	$ 113,225	$ 48,740
Sub Total	$ 17,702	$ 18,777	$ 17,738	$ 18,776	$ 117,126	$ 63,899
Task 6 Regional Coordination						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 15,269	$ 11,830
Sub Total	$ -	$ -	$ -	$ -	$ 15,269	$ 11,830
7 SCTPA Support and Shared Resources						
Consultant	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
Sub Total	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
TOTAL PROGRAMMED	**$ 25,645**	**$ 25,675**	**$ 26,591**	**$ 26,561**	**$ 697,924**	**$ 705,133**

Agency Participation

Funding Source	*CTD*		*CTD*		*FHWA*	
Contract	*GXXXX Citrus*		*GXXXX Hern*		*GXXXXPL*	
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	$ 25,675	$ 25,675	$ 26,561	$ 26,561	$ 697,924	$ 705,133
Task 1 Long-Range Transportation Plan (LRTP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 9,229	$ 9,612
Consultant	$ -	$ -	$ -	$ -	$ 108,377	$ 96,636
Sub Total	$ -	$ -	$ -	$ -	$ 117,606	$ 106,248
Task 2 Transportation Improvement Plan (TIP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 12,069	$ 12,570
Consultant	$ -	$ -	$ -	$ -	$ 30,000	$ 70,000
Sub Total	$ -	$ -	$ -	$ -	$ 42,069	$ 82,570
Task 3 Administration						
Personnel (salary and benefits)	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$ 306,343	$ 319,053
Consultant	$ -	$ -	$ -	$ -	$ 29,188	$ 15,000
Travel	$ 400	$ 400	$ 400	$ 400	$ 976	$ 976
Direct Expenses	$ 335	$ 335	$ 335	$ 335	$ 30,328	$ 30,328
Sub Total	$ 6,898	$ 6,898	$ 7,785	$ 7,785	$ 371,585	$ 371,607
Task 4 Data Development & Management						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 1,420	$ 1,479
Consultant	$ -	$ -	$ -	$ -	$ 12,500	$ 62,500
Sub Total	$ -	$ -	$ -	$ -	$ 13,920	$ 63,979
Task 5 Special Projects & Studies						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 14,557	$ 15,159
Consultant	$ 18,777	$ 18,777	$ 18,776	$ 18,776	$ 121,830	$ 48,740
Sub Total	$ 18,777	$ 18,777	$ 18,776	$ 18,776	$ 136,387	$ 63,899
Task 6 Regional Coordination						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 11,357	$ 11,830
Sub Total	$ -	$ -	$ -	$ -	$ 11,357	$ 11,830
7 SCTPA Support and Shared Resources						
Consultant	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
Sub Total	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
TOTAL PROGRAMMED	**$ 25,675**	**$ 25,675**	**$ 26,561**	**$ 26,561**	**$ 697,924**	**$ 705,133**

RESOLUTION 2025-01

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and**,**

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and,

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and,

WHEREAS, revision (1) to amend the FY 2025 of the UPWP serves to transfer funds from PL funding for Consultant Services to Salaries/Fringe Benefits in Tasks 2-6 for activities performed by MPO staff. Additionally, minor adjustments were made to align operating expenses.

WHEREAS, the amendment of FY 2025 will not increase or decrease the two-year funding agreement #G2V07 in the amount of $1,403,057.

WHEREAS, revision (1) also serves to recognize the awarded contract numbers and amounts for FY 2025 that became effective July 1, 2024, i.e., Contract #G2Z98 (Citrus) and Contract #G3O12 (Hernando), the updated adoption dates of applicable agreements, and updated MPO Board members since the November 2024 election cycle.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby adopts the amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest:

_____ _____

Rebecca Bays, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY Victoria Anderson
MPO Attorney

RESOLUTION 2025-01

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and,

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and,

WHEREAS, revision (1) to amend the FY 2025 of the UPWP serves to transfer funds from PL funding for Consultant Services to Salaries/Fringe Benefits in Tasks 2-6 for activities performed by MPO staff. Additionally, minor adjustments were made to align operating expenses.

WHEREAS, the amendment of FY 2025 will not increase or decrease the two-year funding agreement #G2V07 in the amount of $1,403,057.

WHEREAS, revision (1) also serves to recognize the awarded contract numbers and amounts for FY 2025 that became effective July 1, 2024, i.e., Contract #G2Z98 (Citrus) and Contract #G3O12 (Hernando), the updated adoption dates of applicable agreements, and updated MPO Board members since the November 2024 election cycle.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby adopts the amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest:

Rebecca Bays, MPO Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY Victoria Anderson
MPO Attorney

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2025-2026

Effective: July 1, 2024-June 30, 2026

Adopted: May 2, 2024
Revision 1 (Amendment to FY2025): May 1, 2025

The UPWP was prepared by:
Hernando/Citrus Metropolitan Planning Organization
789 Providence Boulevard
Brooksville, Florida 34601
Telephone: 352-754-4082
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

Catalogue of Federal Domestic Assistance (CFDA) Numbers:
20.205 Highway Planning Construction Grant Federal Highway Administration
20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)
FHWA Federal Aid Number: FAP 0412-062-M, Contract #G2V07
FPN: 439335-5-14-01

Funded Jointly By:
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Florida Department of Transportation (FDOT)
Hernando County Board of County Commissioners
Citrus County Board of County Commissioners

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program] Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views of the U.S. Department of Transportation.

Statement of Non-Discrimination

The Hernando/Citrus Metropolitan Planning Organization processes, programs and plans comply with the public involvement procedures of Title VI and subsequent directives which state:

> "No persons in the United States shall, on the grounds of race, color, national origin, age, sex, disability, or family status, or place of origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal, financial assistance."

UPWP FY2025-FY2026 – REVISION HISTORY

Date	Revision #	Change Type	Explanation of the change
5-1-25	1	Amendment	Amendment to FY2025 to transfer funds from Consultant Services to Salaries and Fringe Benefits for activities performed by MPO staff, minor adjustments to direct expenses, updated MPO Board members effective February 6, 2025, and updated adoption dates of applicable planning documents and agreements.

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SECTION 1 - COST ANALYSIS CERTIFICATION

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Hernando/Citrus MPO

Unified Planning Work Program - FY 2025-2026

Adopted 5/2/2024

Revision Number: Initial Adoption

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

Name: Suzanne Ziegler

Government Liaison Manager
Title and District

DocuSigned by:
Suzanne Ziegler
39427090431E4C5...
Signature

5/10/2024

SECTION 2 - INTRODUCTION

Definition and Purpose of the UPWP

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be conducted within a metropolitan planning area. The UPWP, at a minimum, includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, and the source(s) of funds (23 CFR 450.104).

The UPWP is required as a basis and condition for federal funding assistance by the planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The planning activities in the UPWP must also follow a **C**ontinuing, **C**ooperative and **C**omprehensive ('3C') transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), Title 49 (Public Transportation) Chapter 53, and Florida Statutes (F.S.) Chapter 339.175(9).

Overview of MPO's Comprehensive Transportation Planning Activities

The U.S. Department of Transportation (USDOT) requires the MPO to carry out a **C**ontinuing, **C**ooperative and **C**omprehensive (3C) transportation process.

Continuing: Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision,
Cooperative: The process must include the entire region and all partners through a public participation process, and
Comprehensive: The process must cover all modes of transportation and consistent with local plans and priorities.

A summary of planning activities, budget, and matching funds for the two-year period are provided within this document. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026).

Significant growth is expected in both Hernando and Citrus counties over the next 20 years. The population and employment forecasts, developed for the 2045 LRTP, estimated that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County's population is expected to increase by 41% by 2045 with an employment increase of 35%.

While the population and employment will be growing, the MPO faces declining transportation revenue from state and federal sources, which is a trend that is likely to continue. Anticipated revenue shortfalls will present challenges in the programming and implementation of needed transportation projects.

The Hernando/Citrus MPO has established a set of goals, objectives, and performance measures, within the LRTP, to provide a basis for performance-based planning that will best serve the community and environment currently and for the future.

These goals are:

Safety: Increase safety for the users of the counties' transportation system.
Preservation: Preserve and maintain transportation infrastructure and transit assets.
Intermodal: Maintain existing transportation system.
Economy: Support economic development.
Mobility: Provide for the multi-modal mobility needs of the community.
Livability: Preserve, and where possible, enhance social, cultural, physical, and environmental values.

The UPWP provides a description and estimated budget for specific planning tasks to be undertaken by the MPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities and be consistent with the requirements of FHWA, FTA and the Florida Department of Transportation (FDOT).

The federal and state governments provide funding to support the MPO through FDOT and the Florida Commission for Transportation Disadvantaged (CTD), including the following primary funding sources: FHWA (Combined Planning (PL) and FTA Section 5305(d) funds), and the CTD Transportation Disadvantaged grant. FDOT is fulfilling the required 18.07% non-federal share (also known as a soft match) in the combined FHWA/FTA grant by using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

2050 Long-Range Transportation Plan (LRTP)

The Long-Range Transportation Plan (LRTP) is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPO's responsibility to carry-out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019.

The development of the 2050 LRTP began in Fiscal Year 2023 using a multi-phased scope approach to its development and was adopted on October 3, 2024. The MPO worked closely with its general planning consultants, FDOT District 7 and the Sun Coast Transportation Alliance (SCTPA) on its 2050 LRTP content and elements for consistency with local comprehensive plans of its member jurisdictions, state, and federal requirements for long-range transportation planning. The 2050 LRTP was presented to the MPO's Technical Advisory Committee, Citizen Advisory Committee, and Bicycle/Pedestrian Advisory Committee throughout its multi-phased development for public engagement opportunities as addressed in the Public Participation Plan. Funding is reflected in Task 1 of this UPWP to finalize the 2050 LRTP for adoption.

Transportation Improvement Program (TIP)

The MPO produces the five-year Transportation Improvement Program (TIP) and ensures coordination between the FDOT Work Program, the MPO's Long-Range Transportation Plan (LRTP), and the Hernando and Citrus transit agencies for reflecting capital improvement programs (CIP) of the respective county and transit systems, and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects. The List of Priority Projects (LOPP) is reflected in the TIP. Funding is contained in the budget tables under Task 2 to reflect the activities associated with the development the annual TIP.

Unified Planning Work Program (UPWP)

A summary of planning activities, budget and matching funds for the two-year period are provided within this UPWP. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026). Work involved in the development, amending, or modifying the UPWP is contained in Task 3.

Public Participation Plan (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was last updated on December 7, 2023. The plan is periodically reviewed to ensure consistency with applicable regulations and changes are made when necessary. The Hernando/Citrus MPO encourages participation by the public in the transportation planning and decision-making processes. The MPO makes every effort to ensure plans and programs are easy to understand and available for public review and participation in the processes and at meetings. Documents are available on its website. The PPP provides the citizens, public agencies, and transportation related entities, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Transportation Disadvantaged Service Plan (TDSP), the Unified Planning Work Program (UPWP), and transportation related planning and programming documents and processes. Work activities involving the updating the PPP is contained in Task 5 of the UPWP.

Transportation Disadvantaged Local Coordinating Board (TCLCB)

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinators (CTC) that provide services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. The CTC for Hernando County is Mid Florida Community Services doing business as Trans-Hernando. The CTC for Citrus County is the Citrus County Board of County Commissioners. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB). The MPO Board serves as the Designated Official Planning Agency (DOPA) for both Hernando County and Citrus County. The Chairs of the Transportation Disadvantaged Local Coordinating Boards are members of the County Commissions in which they serve. The TDLCB Board member positions are established by Florida Administrative Code, Rule 41-2. The TDLCB Boards are comprised of citizen and agency representatives. Funding for activities associated with the Transportation Disadvantaged Program is provided by the Florida Commission of Transportation Disadvantaged and is reflected in Tasks 3 and 5 of the UPWP.

Special Projects and Studies

Special projects and activities that are non-recurring, such as planning studies and research in support of federal and state planning emphasis areas and MPO planning priorities, are contained in Task 5 of the UPWP. Projects in Task 5 include: congestion management, safety planning implementation and performance measurement, an ACES (Automated, Connected, Electric, Shared-Use) Vehicles Study, and, and transportation/corridor studies.

Statement of Consolidated Grant Program Participation

The FDOT and the Hernando/Citrus MPO 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 Section 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 USC Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

Definition of Soft Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $309,450.

Public Involvement Process for the UPWP

The development of the UPWP is consistent with the MPO’s adopted Public Participation Plan (PPP) discussed on the previous page under Public Participation Plan (PPP). Pursuant to the PPP, the UPWP is reviewed by the MPO’s Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee, volunteer bodies meeting in public forums representing both a technical perspective and a citizen involvement component working together on the programming of projects.

MPO staff will respond in writing to input and comments received from the public. All comments received, including from FHWA, FTA and the FDOT will be addressed and incorporated into the final document.

Citizens are also encouraged to contact the MPO directly to express concerns for information or provide input through the following means: telephone: 352-754-4082, email: mpo@hernandocounty.us, website: www.HernandoCitrusMPO.us or in writing at Hernando/Citrus MPO, 789 Providence Boulevard, Brooksville, Florida 34601.

The Federal Planning Factors

In December 2015, the Fixing America’s Surface Transportation (FAST) Act was signed into law. The FAST Act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP. A matrix of the Federal Planning Factors and how they are incorporated in the UPWP are identified in the following table.

[See Federal Planning Factors Matrix on next page.]

	Federal Planning Factors	Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Development & Management	Task 5: Special Projects & Studies	Task 6: Regional Coordination	Task 7: SCTPA Support & Shared Task
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;	x	x	x	x	x	x	x
2	Increase the safety of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
3	Increase the security of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
4	Increase accessibility and mobility of people and freight;	x	x		x	x	x	x
5	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;	x	x		x	x	x	x
6	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;	x	x		x	x	x	x
7	Promote efficient system management and operation;	x	x	x	x	x	x	
8	Emphasize the preservation of the existing transportation system;	x	x	x	x	x	x	x
9	Improve the resilience and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and	x	x		x	x	x	
10	Enhance travel and tourism.	x	x	x	x	x	x	x

In addition to the planning factors mentioned above, MAP-21 required that State DOTs and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to national goals which include:

- Improving Safety
- Maintaining Infrastructure Condition
- Reducing Traffic Congestion
- Improving the Efficiency of the System and Freight Movement
- Protecting the Environment
- Reducing Delays in Project Delivery

The FAST Act supplemented the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own.

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation's transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching, and deploying new technologies, and improving safety for all users.

Federal Planning Emphasis Areas

The FHWA and FTA issued Planning Emphasis Areas (PEA) in 2021. They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP's. The Federal Planning Emphasis Areas are as follows:

1. **Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future:** Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change.

   Appropriate Unified Planning Work Program projects include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce green-house gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

2. **Equity and Justice in Transportation Planning:** FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations. Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals

who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian 4 3 Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of "equity." In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

3. **Complete Streets:** Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

FHWA division and FTA regional offices works with State DOTs, MPOs, and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. The work includes provisions for safety in future transportation infrastructure.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration's 2020 data, 65.9 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to

creating complete travel networks for those without access to single-occupancy vehicles.

4. **Public Involvement:** Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

5. **Strategic Highway Network (STRAHNET)/UD Department of Defense (DOD) Coordination:** FHWA and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than two hundred (200) military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

6. **Federal Land Management Agency (FLMA) Coordination:** FHWA division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPO's must appropriately involve FLMAs in the development of the metropolitan transportation plan

and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201I (23 CFR 450.218I).

7. **Planning and Environmental Linkages (PEL):** FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

8. **Data in Transportation Planning:** To address the emerging topic areas of data sharing, needs, and analytics, FHWA and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

The Federal Planning Emphasis Areas are addressed in the work plan tasks as follows:

UPWP Tasks	Federal Planning Emphasis Areas (1-8)							
	1	2	3	4	5	6	7	8
1 Long-Range Transportation Plan	X	X	X	X	X	X	X	X
2 Transportation Improvement Plan	X	X	X	X	X	X	X	X
3 Administration	X	X	X	X	X	X	X	X
4 Data Development & Management	X	X	X	X	X	X	X	X
5 Special Projects & Studies	X	X	X	X	X	X	X	X
6 Regional Coordination	X	X	X	X	X	X	X	X
7 SCTPA Support & Shared Resources	X	X	X	X	X	X	X	X

Florida Planning Emphasis Areas

The FDOT Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Unified Planning Work Programs by the metropolitan planning organizations. Emphasis areas set planning priorities, support the Florida Transportation Plan (FTP), and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the goals of the FTP 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.

- **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 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 resilience 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 the 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 recognizes the important influence of emerging mobility of the multimodal transportation system and include related planning studies, collaboration efforts, research, or other activities.

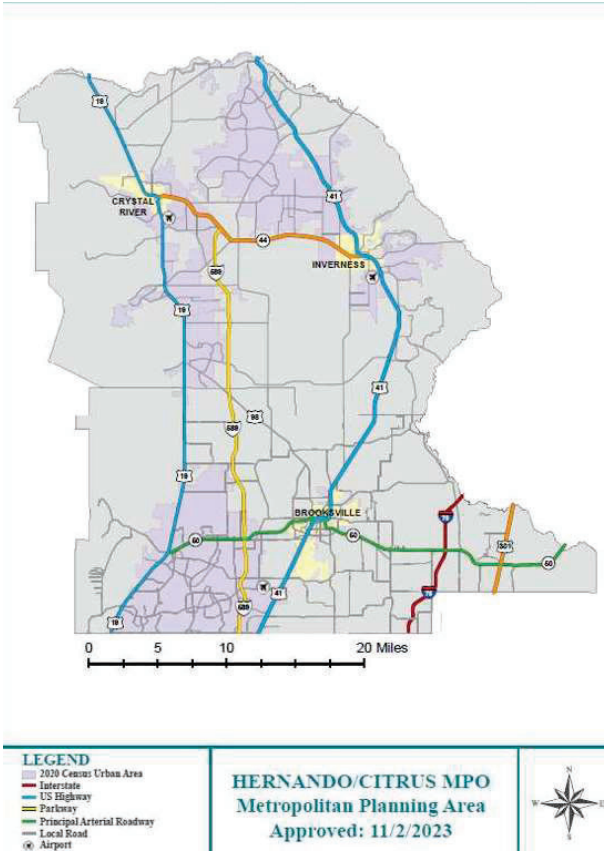
Attainment Statement

The Hernando/Citrus MPO is in attainment for air quality.

SECTION 3 - MPO ORGANIZATION AND MANAGEMENT

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned, and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County. On November 2, 2023, pursuant to the 2020 Census, the Hernando/Citrus MPO Apportionment Plan was adopted by the MPO Board. The urbanized boundary lines are being adjusted based upon the 2020 Census, but the MPO Board structure remains the same as changes were not necessary.

Hernando and Citrus counties are in the central part of Florida on the west coast commonly known as the nature coast. A map of the metropolitan planning boundary area is shown below.



Participants and their role in the development of the Unified Planning Work Program are reflected below.

Metropolitan Planning Organization (MPO) Board

The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system. As of February 6, 2025, the MPO Board includes the following representatives of the member jurisdictions:

Hernando County, Florida

Commissioner Brian Hawkins, Vice Chair
Commissioner John Allocco
Commissioner Steve Champion
Commissioner Jerry Campbell
Commissioner Ryan Amsler, Alternate

Citrus County, Florida

Commissioner Rebecca Bays, Chair
Commissioner Jeff Kinnard
Commissioner Diana Finegan, Alternate

City of Brooksville in Hernando County, Florida

Mayor Christa Tanner
Council Member Betty Erhard, Alternate
Council Member Louis Hallal, Alternate

City of Crystal River in Citrus County, Florida

Mayor Joe Meek
Council Member Robert Holmes, Alternate
Council Member Chris Ensing, Alternate

City of Inverness in Citrus County, Florida

Council Member Gene Davis
Council Member Tom Craig, Alternate

Hernando/Citrus MPO Executive Director

Robert M. Esposito

Florida Department of Transportation, Nonvoting Advisor

Justin Hall, Secretary, District 7

The MPO staff consists of an Executive Director, MPO Coordinator, and an Executive Assistant. General planning consultants serve as an extension of staff by contract.

MPO Agreements

The following agreements exist between for the Hernando/Citrus Metropolitan Planning Organization:

- Interlocal Agreement for Creation of the MPO; No Expiration-Review Every 5 Years
  Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (Approved 6/18/2014)

- Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (ICAR); No Expiration, Period Reviews
  An intergovernmental agreement with the Florida Department of Transportation, the Hernando/Citrus MPO, the Tampa Bay Area Regional Planning Council, the Hernando County Board of County Commissioners, and the Citrus County Board of County Commissioners (Approved 2/10/25)

- Interlocal Agreement for Local Agency Planning (LAP); Expires February 24, 2030
  Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the Local Agency Program (LAP) Administrator (Approved 2/25/25)

- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central Florida; No Expiration Date
  Agreement created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (now known as Sun Coast Transportation Planning Alliance (SCTPA); (Approved 2/13/20)

- Administrative Services Agreement with Hernando County, Florida - No Expiration
  An interlocal agreement between the MPO and the Hernando County Board of County Commissioners for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space (Approved 7/22/14).

- Agreement Between Citrus County, Hernando County, and the Hernando/Citrus Metropolitan Planning Organization - No Expiration
  An interlocal funding agreement to provide the MPO with funds to help manage the continuous, cooperative, and comprehensive metropolitan planning process (Approved 8/19/2021)

- Planning Activities for Administering the Transportation Disadvantaged Local Coordinating Program for Hernando County for Fiscal Year 2024/25 (Contract Expires 6/30/25)

- Planning Activities Contract for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County for Fiscal Year 2024/25 (Contract Expires 6/30/25)

- Consolidated Planning Grant FY 2024-FY 2025 (Contract #G2V07); Expires June 30, 2026

Operational Procedures and Bylaws

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Statutes, Chapter 339. The MPO Board conducts itself pursuant to Chapter 139, F.S., and by-laws that were adopted on July 15, 2014, and amended on February 1, 2024.

The MPO has a Continuity of Operations Plan (COOP) which was updated on August 28, 2024, and is reviewed annually. The COOP was developed to implement and maintain continuity of operations upon an adverse condition impeding otherwise normal operations. The COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65.

Certifications and Assurances

The attached Appendix E includes the following certifications:

- Disadvantaged Business Enterprise Utilization
- Debarment and Suspension Certification
- Lobbying Certification for Grants, Loans, and Cooperative Agreements
- Title VI/Nondiscrimination Assurances

Indirect Cost Rates

The Hernando/Citrus MPO does not utilize an indirect cost rate.

SECTION 4 - UPWP PLANNING TASKS

To facilitate the activities and continue to conduct a successful 3-C (Comprehensive, Cooperative, and Continuing) work program, the following work tasks have been included in this UPWP.

Task 1: Long-Range Transportation Plan 2050 (LRTP)
Includes work related to the development and maintenance of the Long-Range Transportation Plan (LRTP), performance management, as well as the Efficient Transportation Decision Making Process (ETDM).

Task 2: Transportation Improvement Program (TIP)
Includes development of the annual Transportation Improvement Program (TIP) and Priority Project development process and reviews of impacts to the transportation system.

Task 3: Administration
Identifies all administrative functions to carry out the continuous, cooperative, and comprehensive transportation planning process for the MPO area.

Task 4: Data Development and Management
Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis to document changes within the MPO transportation area.

Task 5: Special Projects & Studies
Identifies all short-term projects and/or planning studies deemed reasonable and necessary for the MPO for state and federal consistency in preparation of its plans and in support of the goals and objectives of its plans.

Task 6: Regional Coordination
Identifies the funds allocated for staff and consultants to participate and coordinate on regional transportation planning activities.

Task 7: SCTPA Support & Shared Task
Identifies the funds allocated to Forward Pinellas in support of the Sun Coast Transportation Planning Alliance (SCTPA) for regional planning activities.

Each task is contained in its own section beginning on the next page. Additionally, a budget estimate is included in each task that identifies the level of work by the following types:

A. Personnel Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, and life insurance.
B. Consultant Costs for services in support of MPO planning activities.
C. Costs for travel related to MPO activities including local, state, and regional meetings, workshops, and training activities.
D. Direct Expenses - Costs for public notices, office/operating supplies, computer software/hardware equipment, copier lease/printing, postage, organizational professional dues, insurance, and other related office expenses deemed necessary and reasonable in the performance of the MPO. *Note: Any equipment purchase that is equal to or greater than $5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.*

Task 1: 2050 Long-Range Transportation Plan (LRTP)

Purpose - The Long-Range Transportation Plan is the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(i), Title 49 USC §5303/5305, Title 23 CFR §450.322, and Section 339.175(7), Florida Statutes.

Previous Work - Development with consultant services on the 2050 Long-Range Transportation Plan began in late 2022 and continued throughout 2023. Performance measures and targets including safety were adopted. Conducted public outreach through board and committee meetings.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

Task 1 Activities	End Product	Completion Date
Finalize the 2050 LRTP, including, but not limited to data collection and analysis; goals, objectives, regional needs assessment, and performance measures, environmental coordination, transportation projects to be included for partner agencies; public involvement, creation of GIS layers. Coordination with FDOT and member jurisdictions. (Consultant services will be utilized.)	2050 LRTP Adoption	December 2024
Process amendments to the LRTP. (Consultant services will be utilized.)	LRTP Amendments	June 2026
Participate with the Sun Coast Transportation Planning Alliance (SCTPA) in the Regional Transportation Analysis (RTA) process, the Transportation Management Area (TMA), and the Transportation Review Team (TRT) activities associated with the long-range transportation plan. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Coordinate with funding and implementing agencies regarding the LRTP's congestion management and Intelligent Transportation Systems (ITS) improvements for consistency with the adopted regional architecture. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Participate in the review of enhancements to the Tampa Bay Regional Planning Model as part of the MPO's Technical Review Team (TRT) responsibilities. (Consultant services will be utilized.)	Consistency in Regional Data in Plans and Programs	June 2026
Participate in air quality review and monitoring. (Consultant services will be utilized.)	Air Quality Monitoring	June 2026
Attend Efficient Transportation Decision Making (ETDM) forums.	Efficient Decision Making	June 2026
Perform bicycle/pedestrian master plan updates. (Consultant services will be utilized.)	Updated Master Plans	June 2026
Conduct Automated, Connected, Electric, Shared (ACES) Study for the MPO area. (Consultant services will be utilized for this task.)	ACES Study	June 2026
Environmental coordination as part of the LRTP amendment process. (Consultant services will be utilized for this task.)	LRTP Consistency	June 2026
Continue to implement and update the Complete Streets program. Note: The MPO will utilize a minimum of 2.5% of its PL allocation towards this effort. (Consultant services will be utilized.)	Implementation of Complete Streets strategies in Planning Documents	June 2026
Continue to update and implement the Congestion Management Strategies. (Consultant services will be utilized.)	Implementation of Congestion Management Strategies in Planning Documents	June 2026

[Task 1 - LRTP is continued on next page.]

Task 1 Long-Range Transportation Plan (LRTP)		
2025		
Funding Source	**FHWA**	**2025 Total**
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 9,229	$ 9,229
Consultant*	$ 108,377	$ 108,377
2025 Totals	**$ 117,606**	**$ 117,606**
2026		
Funding Source	**FHWA**	**2026 Total**
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 9,612	$ 9,612
Consultant*	$ 96,636	$ 96,636
2026 Totals	**$ 106,248**	**$ 106,248**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 18,841
Consultant*	$ 205,013
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 223,854**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 223,854**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 223,854**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

*These PL funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [Section 11206 (b)]. The total amount of funds used by the MPO for Complete Streets planning for FY 2024/25 is $17,448 of $697,924 and for FY 2025/26 is $17,629 of $705,133. The Long-Range Transportation Plan achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [Section 11206]

Task 2: Transportation Improvement Program (TIP)

Purpose - The Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long-Range Transportation Plan, and pursuant to Titles 23 USC §134(j), 49 USC §5303/5305, 23 CFR §450.324 and Section 339.175(8), F.S. Amendments and modifications to the TIP are performed as needed or required.

Previous Work - The Transportation Improvement Plan for FY2024-FY2028 was adopted on June 1, 2023, and subsequently amended on October 5, 2023, and November 2, 2023. The Transportation Improvement Plan reflects for Hernando and Citrus counties and is inclusive of the List of Priority Projects, capital improvement projects, transportation disadvantaged programs, and transit-related projects.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

Task 2 Activities	End Product	Completion Date
Prepare the FY2025-2029 Transportation Improvement Program (TIP) including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	July 2025
Prepare the FY2026-2030 TIP including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	June 2026
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board. (Consultant services will be utilized.)	5-Year Work Program Consistent with LRTP	June 2026
Participate in regional air quality planning activities. (Consultant services will be utilized.)	Ensuring Air Quality Standards are Being Met	June 2026
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans. (Consultant services will be utilized.)	Master Plan Consistency with the LRTP	June 2026
Intelligent Transportation System coordination with member jurisdictions and FDOT. (Consultant services will be utilized.)	RITSA Data Updated	June 2026
Manage TIP project priorities with FDOT District 7 and the SCTPA coordination process.	Regional TIP Priority Project Consistency	June 2026
Amendments to TIPs as needed. (Consultant services will be utilized.)	Amended TIPs	June 2026
Develop and implement green house gas strategies, targets, performance measures as required. (Consultant services will be utilized.)	Development of Performance Standards & Metrics	June 2026
Annually Update the List of Priority Projects (LOPP) using the ETDM principles	Updated Annual LOPP	June 2026
Annually update data pertaining to performance measures including safety. (Consultants will be utilized.)	Adopted Performance Measures	June 2026

Task 2 - TIP is continued on next page.]

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	2025 Total
Personnel (salary and benefits)	$ 10,353	$ 10,353
Consultant	$ -	$ -
2025 Totals	**$ 10,353**	**$ 10,353**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source	**PL**	2026 Total
Personnel (salary and benefits)	$ 12,570	$ 12,570
Consultant	$ 70,000	$ 70,000
2026 Totals	**$ 82,570**	**$ 82,570**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 22,923
Consultant	$ 70,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 92,923**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 92,923**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 92,923**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 3: Administration

Purpose - To responsibly manage and carry out the continuous, cooperative, and comprehensive metropolitan transportation planning process for the MPO. This task includes public involvement activities and administrative support for MPO planning and programs in general and to the MPO Board and its committees and boards, and its Federal, State, and local partners, as needed.

Previous Work - Staff performed required and necessary administrative activities for the MPO, the MPO Board, and its advisory committees [Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC)]; participated in required audits, submitted invoices and reports; executed required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; amended and updated the prior UPWP, developed the MPO budget for inclusion in the Hernando County budget, and updated the MPO's Continuity of Operations Plan (COOP) on August 25, 2023. Additionally, the MPO staff updated the Hernando/Citrus MPO planning area for the updated Apportionment Plan adopted by the MPO Board on November 2, 2023, participated with Hernando County in the bid and selection process for general planning consultants for the MPO, and completed the annual FDOT Certification process.

Local, state, and federal partners were included in the appropriate planning projects such as the Long-Range planning documents, the Transportation Improvement Plan, and special projects involving traffic counts and analysis. Staff attended meetings of the statewide Florida Metropolitan Planning Partnership, Metropolitan Planning Organization Advisory Council (MPOAC), regional Sun Coast Transportation Planning Alliance (SCTPA), and participated in the planning and administrative meetings involving the MPO's programs. More information concerning the SCTPA can be found in Tasks 6 and 7.

Resources were provided to recruit and engage the public in an open, cooperative, and collaborative process to provide opportunities for participation and project prioritization process in accordance with the adopted Public Participation Plan (PPP) which includes compliance with the American Disability Act (ADA). The PPP was recently updated and approved by the MPO Board on December 7, 2023. The Title VI Policy and Limited English Proficiency Plan (LEP) were updated and adopted in December of 2022.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

[Task 3 - Administration is continued on next page.]

Task 3: Administration (*Continued*)

Task 3 Activities	End Product	Completion Date
Process Amendments and Modifications to the FY 2025-FY 2026 adopted UPWP. (Consultant services may be utilized).	Amended UPWP	June 2026
Develop the FY 2027-FY 2028 UPWP. (Consultant services may be utilized.)	Adopted UPWP	June 2026
Performing financial activities including: reconciliation of ledgers, project/time tracking, Single Audit Act/audit reports, UPWP and County budgetary preparation, financial and fiscal recordkeeping, preparation of grant invoices, processing, and reporting, procurement of goods and services, insurance, professional services, legal counsel, travel, communication (computers, wireless, cell phone, internet), postage, rental/lease of buildings and equipment (copier), printing costs, software licensing, public notice ads, procurement and replacement of non-capital equipment including audio/visual or electronic, organizational dues/memberships (no membership will be for an individual), educational/training activities, contract monitoring, payment of invoices, personnel services, and coordination of activities pursuant to the Staff Services Agreement.	Progress Reports and Invoices for MPO Operating in Conformance with Local, State, and Federal Requirements	June 2026
Attend workshops, seminars, and other meetings sponsored by FHWA, FDOT, FTA, MPOAC, SCTPA, and other transportation planning partners.	Consistent MPO Management	June 2026
Perform administration functions for the MPO, MPO Board and its advisory committees including the scheduling of meetings, creation of agendas and meeting packets, preparation of agenda materials, presentations, public notice, and the necessary post-meeting follow-up activities to ensure consistency with state and federal requirements. (Consultant services may be utilized).	Public Engagement in MPO Meetings	June 2026
Perform annual joint MPO Certification with FDOT in 2025	Annual Certification	June 2025
Perform annual joint MPO Certification with FDOT in 2026	Annual Certification	June 2026
Annually update the MPO's Continuity of Operations Plan (COOP) for 2025	Updated COOP	June 2025
Annually update the MPO's Continuity of Operations Plan (COOP) for 2026	Updated COOP	June 2026
Execute, review, and administer program grants, contracts, and agreements annually which includes the Transportation Disadvantaged contracts for Citrus and Hernando Counties. (Consultant services may be utilized.)	Executed Contracts and Grants	June 2026
Monitor Notices of Funding Opportunities in order to pursuant new grant opportunities to support transportation and related planning projects. (Consultant services may be utilized.)	Grant Applications	June 2026
Examine and modify/update committee bylaws, as needed.	By-laws are Updated	June 2026
Equipment purchase, lease/rental (copier) including black/white and color printing. No purchase for any one item equal to or greater than $5,000 will occur unless approved by FDOT and FHWA.	Required Production of Documents	June 2026
Examine and modify/update program documents for consistency with federal/state regulations. (Consultants may be utilized.)	Documents are Updated	June 2026
Maintain/upgrade software and office equipment less than $5,000 and supplies, including identification materials (signs, display materials, etc.).	Office Equipment & Supplies as Necessary and Reasonable	June 2026
Attorney services for the MPO including the review of MPO Board agenda items, legal documents, and associated legal assistance pursuant to the Staff Services Agreement.	Legal Consistency with Required Regulations	June 2026
Monthly rental/lease expense for MPO's office space.	MPO Office Space & Public Meeting Venue	June 2026
Speak at public engagements on the transportation planning processes and activities.	Public Engagement	June 2026
Update, enhance, and maintain the MPO website. (Consultant services may be utilized.)	Public Engagement	June 2026

[Task 3 - Administration is continued on next page.]

Task 3 Administration								
2025								
Funding Source	**FHWA**		**CTD**		**CTD**		2025 Total	
Contract Number	**G2V07PL**		**G2Z98 Citrus**		**G3O12 Hern**			
Source Level	**PL**	***Total***	**State**	***Total***	**State**	***Total***		
Personnel (salary and benefits)	$ 380,314	**$ 380,314**	$ 6,163	**$ 6,163**	$ 7,050	**$ 7,050**	$	393,527
Consultant	$ -	**$ -**	$ -	**$ -**	$ -	**$ -**	$	-
Travel	$ 976	**$ 976**	$ 400	**$ 400**	$ 400	**$ 400**	$	1,776
Direct Expenses	$ 45,810	**$ 45,810**	$ 1,380	**$ 1,380**	$ 1,403	**$ 1,403**	$	48,593
Supplies	$ 1,750	**$ 1,750**	$ -	**$ -**	$ -	**$ -**	$	1,750
Equipment	$ 3,000	**$ 3,000**	$ -	**$ -**	$ -	**$ -**	$	3,000
2025 Totals	**$ 431,850**	**$ 431,850**	**$ 7,943**	**$ 7,943**	**$ 8,853**	**$ 8,853**	**$**	**448,646**
2026								
Funding Source	**FHWA**		**CTD**		**CTD**		2026 Total	
Contract Number	**G2V07PL**		**G2Z98 Citrus**		**G3O12 Hern**			
Source	**PL**	***Total***	**State**	***Total***	**State**	***Total***		
Personnel (salary and benefits)	$ 319,053	**$ 319,053**	$ 6,163	**$ 6,163**	$ 7,050	**$ 7,050**	$	332,266
Consultant	$ 15,000	**$ 15,000**	$ -	**$ -**	$ -	**$ -**	$	15,000
Travel	$ 976	**$ 976**	$ 400	**$ 400**	$ 400	**$ 400**	$	1,776
Direct Expenses	$ 30,328	**$ 30,328**	$ 335	**$ 335**	$ 335	**$ 335**	$	30,998
Indirect Expenses	$ -	**$ -**	$ -	**$ -**	$ -	**$ -**	$	-
Supplies	$ 1,750	**$ 1,750**	$ -	**$ -**	$ -	**$ -**	$	1,750
Equipment	$ 4,500	**$ 4,500**	$ -	**$ -**	$ -	**$ -**	$	4,500
2026 Totals	**$ 371,607**	**$ 371,607**	**$ 6,898**	**$ 6,898**	**$ 7,785**	**$ 7,785**	**$**	**386,290**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	**$ 725,793**
Consultant	**$ 15,000**
Travel	**$ 3,552**
Direct Expenses	**$ 79,591**
Indirect Expenses	**$ -**
Supplies	**$ 3,500**
Equipment	**$ 7,500**
Total	**$ 834,936**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 834,936**
Total De-ob. Funds (PL)	**$ -**
Total De-ob. (Other Source)	**$ -**
Sub-Total (less the de-obligated funds)	**$ 834,936**

Notes: No funding was de-obligated from UPWP FY 2023-FY 2024.
Any equipment purchase that is equal to or greater than $5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.

Task 4: Data Development and Management

Purpose - To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the MPO area. Data development and management includes evaluation of the condition of the transportation network, as well as transportation related socio-economic and land use data.

Previous Work - Monitored traffic volume data, including link volumes and counts at major intersections. This information is used to evaluate the operating efficiency and condition of the existing classified transportation network, including the local and state-maintained systems.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

Task 4 Activities	End Product	Completion Date
Develop, maintain, and/or manage data for the transportation planning processes. (Consultants will be utilized.)	Current Data	June 2026
Coordinate with Hernando and Citrus counties to perform traffic counts for the MPO study areas. (Consultant services will be utilized.)	Updated Traffic Counts	June 2026
Develop GIS Layers and maps related to existing and future roadway levels of service, conduct traffic counts, evaluate the performance measures for roadways and transit programs; identify needed improvement areas and congested corridors. (Consultant services will be utilized.)	Updated GIS Layers, Maps, and Resources	June 2026

[Task 4 is continued on next page.]

Task 4 Data Development & Management		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 720	$ 720
Consultant	$ -	$ -
2025 Totals	**$ 720**	**$ 720**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 1,479	$ 1,479
Consultant	$ 62,500	$ 62,500
2026 Totals	**$ 63,979**	**$ 63,979**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 2,199
Consultant	$ 62,500
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 64,699**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 64,699**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 64,699**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 5: Special Projects & Studies

Purpose - To provide planning and evaluation of activities to support a secure, safe, accessible and context sensitive multimodal transportation network for all users of the system. Project planning efforts include mass transit, transportation disadvantaged services, short range planning, bicycle/pedestrian planning, and traffic analysis.

Provide planning, technical, and grant administrative assistance for the operation of fixed-route and deviated fixed-route transit. Perform major Transit Development Plan (TDP) updates in accordance with state guidelines. Incorporate TDP analysis results into the MPO's transit operations and long-range transportation process.

Previous Work - The MPO Board serves as the Designated Official Planning Agency (DOPA) for the Transportation Disadvantaged (TD) Programs for Hernando and Citrus Counties. The MPO assists the Commission for the Transportation Disadvantaged (CTD), the Transportation Disadvantaged Local Coordinating Boards (TDLCB), and the Community Transportation Coordinators (CTC) by optimizing services to the elderly, handicapped, and those who qualify under the Americans with Disabilities Act (ADA) and any other transportation disadvantaged individuals.

TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the DOPA. Included Transportation Disadvantaged Elements in the Transportation Improvement Program. Staff participated in annual training opportunities provided by the CTD. MPO staff coordinated selection of CTC for Hernando County and completed the evaluation of the Citrus County CTC.

Continuous transportation disadvantaged coordination occurred between the MPO, the Local Coordinating Boards for Hernando and Citrus Counties, and the CTC for each county. The MPO staff provided administrative support for the annual public workshops and the quarterly meetings of the Hernando County and Citrus County Local Coordinating Boards. A video demonstration for the public was created utilizing the members of the TDLCBs to demonstrate the boarding and off-boarding on vehicles. These videos are featured on the MPO's website.

Completed the Crystal River Bypass Study to analyze impacts associated with the interim termination of the Suncoast Parkway at SR 44. Continued work toward completion of Complete Streets Implementation plan.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

[Task 5 is continued on the next page.]

Task 5: Special Projects & Studies (Continued)

Task 5 Activities	End Product	Completion Date
Perform program management activities including coordination of planning tasks with public transit operators.	Consistency in Planning Transportation Documents	June 2026
Prepare a major update of the Citrus County Transit Development Plan (prior adoption year 2020). (Consultant services will be utilized.)	New 5-Year Transit Development Plan	September 2025
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP. (Consultant services will be utilized.)	Public Engagement	June 2026
Annually monitor and evaluate the performance of the Community Transportation Coordinators for Hernando and Citrus counties. (Consultant services will be utilized.)	CTC Evaluations Completed	June 2025, June 2026
Annually perform necessary grant-related support of the Transportation Disadvantaged program, meeting support, attendance at meetings, review and update of the Transportation Disadvantaged Service Plans, Grievance Processes, training, etc. (Consultant services will be utilized.)	Compliance with TD Grants	June 2026
Analyze roadway improvements consistent with the plans and programs including the analysis and preparation of support materials necessary for funding. (Consultant services will be utilized.)	Improved Roadways	June 2026
Participate in the West Central Florida Community Traffic Safety Team (CTST) regarding safety related activities.	Safety Improvements	June 2026
Pursue, apply, and administer funding sources to educate and promote transportation safety initiatives. (Consultant services may be utilized.)	Promotion of Education & Safety Initiatives	June 2026
Assist in the preparation and update of Transportation Alternatives (TA) applications. (Consultant services will be utilized.)	TA Applications	June 2026
Update Tier 1 Spreadsheet for Hernando County's Concurrency Review Process. (Consultants services will be utilized for this task.)	Tier 1 Spreadsheet	June 2026
Annually evaluate and update as necessary the Public Participation Plan. (Consultant Services may be utilized.)	Public Engagement	June 2026

Task 5 Special Projects & Studies									
2025									
Funding Source	FHWA		CTD		CTD		2025 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source Level	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 3,901	**$ 3,901**	$ 17,702	**$ 17,702**	$ 17,738	**$ 17,738**	$ 39,341		
Consultant	$ 113,225	**$ 113,225**	$ -	**$ -**	$ -	**$ -**	$ 113,225		
2025 Totals	**$ 117,126**	**$ 117,126**	**$ 17,702**	**$ 17,702**	**$ 17,738**	**$ 17,738**	**$ 152,566**		
2026									
Funding Source	FHWA		CTD		CTD		2026 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 15,159	**$ 15,159**	$ -	**$ -**	$ -	**$ -**	$ 15,159		
Consultant	$ 48,740	**$ 48,740**	$ 18,777	**$ 18,777**	$ 18,776	**$ 18,776**	$ 86,293		
2026 Totals	**$ 63,899**	**$ 63,899**	**$ 18,777**	**$ 18,777**	**$ 18,776**	**$ 18,776**	**$ 101,452**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	**$ 54,500**
Consultant	**$ 199,518**
Travel	**$ -**
Direct Expenses	**$ -**
Indirect Expenses	**$ -**
Supplies	**$ -**
Equipment	**$ -**
Total	**$ 254,018**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 254,018**
Total De-ob. Funds (PL)	**$ -**
Total De-ob. (Other Source)	**$ -**
Sub-Total (less the de-obligated funds)	**$ 254,018**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 6: Regional Coordination

Purpose - Maintain and enhance the ongoing multi-county collaborative transportation planning process. Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system. Activities in this task are district, regional, and statewide in nature and do not involve the transfer of funds between MPOs.

Previous Work - Participated in the meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), Sun Coast Transportation Planning Alliance (SCTPA), and Regional Transportation Interagency Exchange (RTIE). Hosted the June 2023 meeting of the SCTPA meeting (an activity that is rotated among the member jurisdictions) in Tampa at the Florida Department of Transportation headquarters for District 7. Coordinated and collaborated with Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.

Responsible Agency(s) and Completion of Work:
Hernando/Citrus MPO Staff

Task 6 Activities	End Product	Completion Date
Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes.	Consistency in Planning Practices & Programs	June 2026
Coordinate and collaborate with other MPOs/TPOs such as Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.	Consistency in Regional Programs, Priorities & Documents, Strategies	June 2026
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the SCTPA.	Consistency in Regional Programs, Priorities & Documents	June 2026
Support regional transit planning through SCTPA, FDOT, and local agencies.	Consistency in Regional Programs, Priorities & Documents	June 2026
Perform tasks in support of the regional congestion management processes and/or regional performance measures.	Consistency in Regional Programs, Priorities & Documents	June 2026
Work with District 7 regional agencies to develop and refine regional priority lists for major projects as appropriate.	Consistency in Regional Programs, Priorities & Documents	June 2026
Provide input on the Florida Strategic Intermodal System (SIS) and FTP.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model similar travel demand models.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate with the Florida Model Task Force on consistent travel demand analysis methods and technical advances statewide.	Consistency in Statewide/Regional Programs, Data & Documents	June 2026
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.	Consistency in Regional Programs, Priorities & Documents	June 2026

Task 6 Regional Coordination		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 15,269	$ 15,269
2025 Totals	**$ 15,269**	**$ 15,269**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 11,830	$ 11,830
2026 Totals	**$ 11,830**	**$ 11,830**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 27,099
Consultant	$ -
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 27,099**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 27,099**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 27,099**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 7: SCTPA Support and Shared Task - Includes Shared or Transferred Funds and Agreements/MOU

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

Previous Work - Regional Needs Assessment

Responsible Agency(s) and Completion of Work:

Lead Agency: Forward Pinellas

Responsible agencies: Hernando/Citrus MPO, Hillsborough TPO, Pasco County MPO, Sarasota/Manatee MPO, and Polk County TPO

Stakeholders: TBRPC, FDOT, and Other Regional/Statewide Partners

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

Ongoing Activities
On-Going Activities
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

Required Activities	End Product	Completion Date
Regional LRTP		
Create a Regional Long-Range Transportation Plan, reflective of the individual MPO Plan.	Regional Long-Range Transportation Plan	Ongoing through FY 2026
Produce and create content materials, presentations, website, and graphics for the SCTPA	Social Media Content Production, Website Maintenance & Creation	Ongoing through FY 2026

[Task 7 is continued on the next page.}

7 SCTPA Support and Shared Resources		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	FY 2025 Total
Consultant		
Forward Pinellas for SCTPA & Regional Coordination	$ 5,000	$ 5,000
Consultant Subtotal	**$ 5,000**	$ 5,000
Total	**$ 5,000**	**$ 5,000**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	FY 2026 Total
Consultant		
Forward Pinellas for SCTPA & Regional Coordination	$ 5,000	$ 5,000
Consultant Subtotal	**$ 5,000**	$ 5,000
Total	**$ 5,000**	**$ 5,000**

7 SCTPA Detailed Breakdown			
FY 2025			
Funding Source		**Transfer from**	**FHWA**
Source Level			**PL**
Lead Agency:	**Forward Pinellas**	**No**	$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	*$ 5,000*
	Pasco County MPO	Yes	*$ 5,000*
	Polk TPO	Yes	*$ 5,000*
	Sarasota/Manatee	Yes	*$ 5,000*
	Hernando/Citrus	Yes	*$ 5,000*
Subtotal			**$ 30,000**
Total			**$ 30,000**
FY 2026			
Funding Source		**Transfer from**	**FHWA**
Source Level			**PL**
MPO Budget Reference			
Lead Agency:	**Forward Pinellas**	**No**	$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	*$ 5,000*
	Pasco County MPO	Yes	*$ 5,000*
	Polk TPO	Yes	*$ 5,000*
	Sarasota/Manatee	Yes	*$ 5,000*
	Hernando/Citrus	Yes	*$ 5,000*
Subtotal			**$ 30,000**
Total			**$ 30,000**

APPENDIX A - FUNDING SOURCE TABLE

APPENDIX A - FUNDING SOURCE TABLE

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G2Z98 Citrus	CTD	State	$ 25,645	$ 25,675	$ -	$ -	$ 25,645	$ -	$ -	$ 25,675
		CTD G2Z98 Citrus TOTAL	**$ 25,645**	**$ 25,675**	**$ -**	**$ -**	**$ 25,645**	**$ -**	**$ -**	**$ 25,675**
G3O12 Hern	CTD	State	$ 26,591	$ 26,561	$ -	$ -	$ 26,591	$ -	$ -	$ 26,561
		CTD G3O12 Hern TOTAL	**$ 26,591**	**$ 26,561**	**$ -**	**$ -**	**$ 26,591**	**$ -**	**$ -**	**$ 26,561**
G2V07PL	FHWA	PL	$697,924	$705,133	$ 153,930	$ 697,924	$ -	$ 155,520	$ 705,133	$ -
		FHWA G2V07PL TOTAL	**$697,924**	**$705,133**	**$ 153,930**	**$ 697,924**	**$ -**	**$ 155,520**	**$ 705,133**	**$ -**
		TOTAL	**$750,160**	**$757,369**	**$ 153,930**	**$ 697,924**	**$ 52,236**	**$ 155,520**	**$ 705,133**	**$ 52,236**

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

Funding Source	*CTD*		*CTD*		*FHWA*	
Contract	*G2Z98 Citrus*		*G3O12 Hern*		*G2V07PL*	
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	$ 25,645	$ 25,675	$ 26,591	$ 26,561	$ 697,924	$ 705,133
Task 1 Long-Range Transportation Plan (LRTP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 9,229	$ 9,612
Consultant	$ -	$ -	$ -	$ -	$ 108,377	$ 96,636
Sub Total	$ -	$ -	$ -	$ -	$ 117,606	$ 106,248
Task 2 Transportation Improvement Plan (TIP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 10,353	$ 12,570
Consultant	$ -	$ -	$ -	$ -	$ -	$ 70,000
Sub Total	$ -	$ -	$ -	$ -	$ 10,353	$ 82,570
Task 3 Administration						
Personnel (salary and benefits)	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$ 380,314	$ 319,053
Consultant	$ -	$ -	$ -	$ -	$ -	$ 15,000
Travel	$ 400	$ 400	$ 400	$ 400	$ 976	$ 976
Direct Expenses	$ 1,380	$ 335	$ 1,403	$ 335	$ 45,810	$ 30,328
Supplies	$ -	$ -	$ -	$ -	$ 1,750	$ 1,750
Equipment	$ -	$ -	$ -	$ -	$ 3,000	$ 4,500
Sub Total	$ 7,943	$ 6,898	$ 8,853	$ 7,785	$ 431,850	$ 371,607
Task 4 Data Development & Management						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 720	$ 1,479
Consultant	$ -	$ -	$ -	$ -	$ -	$ 62,500
Sub Total	$ -	$ -	$ -	$ -	$ 720	$ 63,979
Task 5 Special Projects & Studies						
Personnel (salary and benefits)	$ 17,702	$ -	$ 17,738	$ -	$ 3,901	$ 15,159
Consultant	$ -	$ 18,777	$ -	$ 18,776	$ 113,225	$ 48,740
Sub Total	$ 17,702	$ 18,777	$ 17,738	$ 18,776	$ 117,126	$ 63,899
Task 6 Regional Coordination						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 15,269	$ 11,830
Sub Total	$ -	$ -	$ -	$ -	$ 15,269	$ 11,830
7 SCTPA Support and Shared Resources						
Consultant	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
Sub Total	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
TOTAL PROGRAMMED	**$ 25,645**	**$ 25,675**	**$ 26,591**	**$ 26,561**	**$ 697,924**	**$ 705,133**

APPENDIX C - GLOSSARY OF TERMS & ACRONYMS

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
ADA	AMERICANS WITH DISABILITIES - The Americans with Disabilities Act of 1990 is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
BOCC	Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
BPAC	Bicycle/Pedestrian Advisory Committee: The BPAC was established to provide a continuing forum with which to analyze and promote bicycle and pedestrian issues and Project as an integral part of a multi-modal transportation planning process. The BPAC initiates updates on the prioritization of transportation enhancement Project. The BPAC meets on a quarterly basis.
CAC	CAC - Citizens Advisory Committee: The CAC provides a formal framework for continuing public input on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range Transportation Plan (LRTP), as well as other elements of the transportation planning process. The CAC meets on a quarterly basis to provide public input at all stages of the planning process.
CIP	Capital Improvement Program: The CIP is a multi-year schedule of capital improvement Project, including priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan.
CMP	Congestion Management Process: The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety by either strategies that reduce travel demand or the implementation of operational improvements.
COA	Comprehensive Operation Analysis. The COA is a detailed look at current service performance and operations.
COOP	Continuity of Operations Plan: The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
CPG	Consolidated Planning Grant: 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.
CTC	The Community Transportation Coordinator (CTC) is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
CTD	Commission for Transportation Disadvantaged: The CTD is the State-level policy board for the coordination of transportation services for persons who because of disability, age or income are unable to transport themselves. The CTD adheres to the policies and procedures as set out in Chapter 427 F.S. and Rule 41-2, F.A.C.
CTST	Community Traffic Safety Team: The CTST is a locally based group of highway safety advocates who are committed to solving traffic safety problems through a comprehensive, multi-jurisdictional, multi-disciplinary approach. Members include city, county, state, private industry, and citizens. The common goal of each CTST is to reduce the number and severity of traffic crashes within their community.
DBE	DBE Disadvantaged Business Enterprise.
DOPA	Designated Official Planning Agency: The DOPA is the entity responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).
ETDM	ETDM Efficient Transportation Decision Making. Florida's ETDM process defines the procedures for planning transportation Project, conducting environmental reviews, and developing and permitting Project.
FAA	FAA Federal Aviation Administration.

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
FAST Act	FAST-Act - Fixing America's Surface Transportation Act: Signed into law in December of 2015 by President Obama that provided long-term funding for surface transportation and infrastructure, planning and investment.
FDOT	Florida Department of Transportation: FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one central office in Tallahassee, seven district offices, and Florida's Turnpike Enterprise.
FHWA	Federal Highway Administration: The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
FTA	Federal Transit Administration - The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
FTE	Florida's Turnpike Enterprise: Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT). FTE is responsible for all operations on every FDOT-owned and operated toll road and bridge. The FTE 5-year work program (2016-2020) contains more than $3.7 billion in capital improvements, which include widening the mainline roadway, new interchanges, safety improvements, resurfacing improvements, and maintenance.
FTP	Florida Transportation Plan: The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
FY	A fiscal year (FY) is used in government accounting, which varies between entities and for budget purposes. It is also used for financial reporting by businesses and other organizations.
GIS	Geographic Information System-is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes.
HPMS	HPMS Highway Performance Monitoring System. The primary purpose of the HPMS is to serve data and information needs to reflect the condition and operating characteristics of the nation's highways. HPMS data supports the analyses needed for the biennial condition and performance reports to Congress.
HSP	HSP Highway Safety Program
ICAR	ICAR Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.
ITS	Intelligent Transportation System: ITS is the use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection," and "transit information kiosks."
LCB	Local Coordinating Board: The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.
LEP	Limited English Proficient: LEP refers to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English
LOPP	LOPP List of Priority Projects. The LOPP is a list of priority Project developed in coordination with the MPO Board and committees.
LOS	Level of Service - a qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).
LRTP	LRTP - Long-Range Transportation Plan: In accordance with 49 USC 5304(f), the LRTP provides for the development and implementation of the multimodal transportation system, including transit, highway, bicycle, pedestrian, and accessible transportation. This plan must identify how the transportation system will meet the economic, transportation, development, and sustainability goals – among others – for a 20+-year planning horizon.
MAP21	MAP-21 Moving Ahead for Progress in the 21st Century Act.
MPO	MPO - Metropolitan Planning Organization: The MPO is the forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

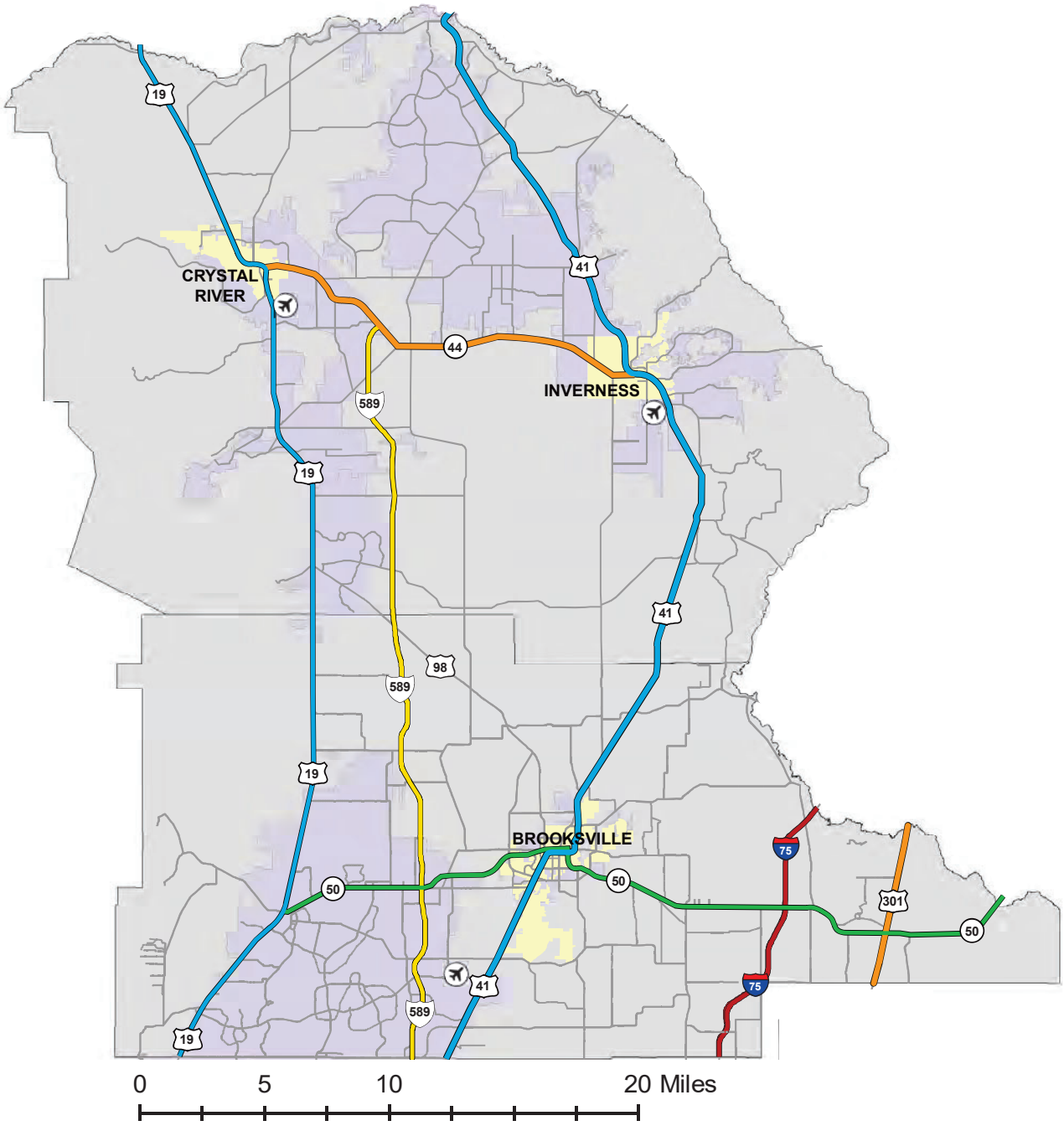
APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
MPOAC	MPOAC - Metropolitan Planning Organization Advisory Council: The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.
NHS	NHS - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for Federal funds under ISTEA.
NTD	In 1974, Congress established the National Transit Database (NTD) program to collect financial, operating, and asset information on transit agencies. Congress based the NTD program on the Uniform Financial Accounting and Reporting Elements (FARE), a Project initiated by the transit industry and funded by the UMTA. The NTD has become the Nation's primary source of information on transit agencies.
PD&E	PD&E Project Development and Environment. The PD&E is a corridor study to establish conceptual design for a roadway and to determine its compliance with Federal, State, and local environmental permits, as required.
PPP	A Public Participation Plan is a document developed in consultation with all interested parties, and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
PTGA	Public Transportation Grant Agreement is an agreement between an agency and FDOT that establishes a public transportation Project and responsibilities related to the Project. A PTGA defines the scope, budget, funding source, and any legal provision necessary for the Project.
ROW	ROW - Right-of-Way: Real property that is used for transportation purposes, defines the extent of the corridor that can be used for the road and associated drainage.
RTA	RTA - Regional Transportation Analysis: The Regional Transportation Analysis (RTA) promotes transportation planning both within and among the counties that make up the Tampa Bay Region. The RTA provides a forum for the coordination of proposed transportation improvements - both highway and transit - that span multiple jurisdictions. Another important function of the RTA is that it provides for the development of a powerful, regional travel demand-forecasting model, the Tampa Bay Regional Planning Model.
SAA	Single Audit Act. The SAA establishes state audit and accountability requirements for state financial assistance provided to nonstate entities. The intent of the Act is that state audit and accountability requirements, to the extent possible, parallel the federal audit requirements.
SIS	Strategic Intermodal System. The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
SCTPA	SCTPA Sun Coast Transportation Alliance - Formerly known as the West Central Florida Chairs Coordinating Committee (CCC)-is an effort to address the transportation challenge on a regional, long – range basis. Issues such as personal mobility, access to jobs, goods movement, emergency evacuation, and growth management are some of the concerns addressed by the CCC, which is made up of the chairpersons from Metropolitan Planning Organizations and Transportation Planning Organizations (MPOs and TPOs) and their affiliated, transportation-related organizations. It serves eight counties: Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota.
STIP	State Transportation Improvement Program

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
TA	Transportation Alternatives (TA): As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
TAC	TAC - Technical Advisory Committee: A standing committee of most MPOs, function is to provide advice on plans or actions of the MPO from planners, engineers, and other staff members (not general citizens).
TBRPC	Tampa Bay Regional Planning Council: TBRPC was established as Florida's first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. TBRPC is one of ten regional planning councils in Florida.
TD	Transportation Disadvantaged: Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
TDLCB	TDLCB - Transportation Disadvantaged Local Coordinating Board: The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427. The respective Boards oversee the activities of the Community Transportation Coordinator (CTC) and the overall Transportation Disadvantaged (TD) service program. The MPO serves as the Designated Official Planning Agency (DOPA) for the transportation disadvantaged program for both Hernando and Citrus County and functions as the appointing authority for both Boards, the TDLCBs meet on a quarterly basis.
TDM	TDM - Transportation Demand Management: Transportation demand management, traffic demand management or travel demand management is the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time. In transport, as in any network, managing demand can be a cost-effective alternative to increasing capacity.
TDP	TDP - Transit Development Plan: The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a 10-Year Transit Development Plan (TDP). Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the interim years, an update is to be submitted in the form of a progress report on the 10-year implementation program of the TDP.
TDSP	TDSP - Transportation Disadvantaged Service Plan: The TDSP is a tactical plan with components of development, service, and quality assurance. It outlines and evaluates the services provided to the Transportation Disadvantaged population by the CTC. Every five years a new TDSP is developed and updated annually by the CTC, the planning agency and the LCB. Thus, the LCB can guide and support the CTC in implementing coordination efforts or locally developed service standards that are consistent with the needs and resources of the community.
TIP	TIP - Transportation Improvement Program: A priority list of transportation Project developed by an MPO that is to be carried out within the four-year period following its adoption; must include documentation of Federal and State funding sources for each Project and be consistent with adopted MPO Long Range Transportation Plan (LRTP) and local government comprehensive plans.

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
TMA	TMA - Transportation Management Area: A TMA is designated by the U.S. Secretary of Transportation for an urbanized area with a population of at least 200,000. Congress provided for this greater role by MPOs through a certification review aimed at formalizing the continuing oversight and day-to-day evaluation of the planning process. MPOs attaining certification enjoy certain benefits, but they also incur additional requirements beyond those of smaller urbanized areas for congestion management, project selection, and certification.
TRIP	TRIP - Transportation Regional Incentive Program: TRIP was created in 2005 to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed Project that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay up to 50 percent of the non-federal share of Project costs for public transportation facility Project.
TRT	TRT Technical Review Team
UPWP	UPWP - Unified Planning Work Program: A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USDOT	UNITED STATES DEPARTMENT OF TRANSPORTATION: Federal agency that oversees the administration of federal programs managing highways, air travel, railroads, maritime activity and other transportation modes. The FHWA and FTA operate as part of USDOT.

APPENDIX D – MAP OF HERNANDO/CITRUS URBANIZED AREA

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION



LEGEND

- 2020 Census Urban Area
- Interstate
- US Highway
- Parkway
- Principal Arterial Roadway
- Local Road
- Airport

HERNANDO/CITRUS MPO
Metropolitan Planning Area
Approved: 11/2/2023

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APPENDIX E– CERTIFICATIONS AND ASSURANCES

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The Hernando/Citrus MPO hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

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

Name: Jerry Campbell
Title: MPO Chair

Date 5/2/24

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY
County Attorney's Office

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 Hernando/Citrus MPO that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Hernando/Citrus MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Hernando/Citrus MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name: Jerry Campbell
Title: MPO Chair

5/2/24
Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY _____
County Attorney's Office
APP-15

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Name: Jerry Campbell
Title: MPO Chair

Date 5/2/24

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY
County Attorney's Office

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

The Hernando/Citrus MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

Name:
Title: MPO Chairman (or designee)

Date 5/2/24

ED AS TO FORM
EGAL SUFFICIENCY
Attorney's Office

APPENDICES A and E

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

(1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

(2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation,* the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
b. Cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation toenter 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 F– ADOPTION RESOLUTION, AUTHENTICATION, and TRAVEL POLICY

RESOLUTION 2024-3

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation planning activities that will occur during Fiscal Year 2024/2025 and Fiscal Year 2025/2026; and,

WHEREAS, adoption of the UPWP must be accompanied by a resolution and/or minutes documenting the Hernando/Citrus MPO action and forwarded to the FDOT.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 2nd day of May 2024, formally adopts the Unified Planning Work Program for Fiscal Year 2024/2025 and Fiscal Year 2025/2026 and authorizes submittal to State and Federal Agencies as required.

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION

Attest:

(SEAL)

Jerry Campbell, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY_____
MPO Attorney

AUTHENTICATION

The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 2, 2024, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2024/2025 and Fiscal Year 2025/2026.

Jerry Campbell, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY _____
MPO Attorney

Hernando/Citrus Metropolitan Planning Organization

Resolution 2024-2

A RESOLUTION OF THE HERNANDO/CITRUS METRPOLITAN PLANNING ORGANIZATION (MPO) ESTABLISHING THE MPO TRAVEL RATE POLICY.

WHEREAS, Florida Statutes Section 112.061(14) allows MPOS to establish rates that vary from the standard state per diem rates by enactment of a resolution, and provided that the rates apply uniformity to all travel by that entity,

WHEREAS, the Code of Federal Regulations (2 CFR 200.474), Travel costs, states that such costs are to be: normally allowed in like circumstances for all of the non-federal entity's activities; in accordance with the entity's written travel reimbursement policies; and considered necessary and reasonable, and

WHEREAS, the Code of Federal Regulations (2 CFR 200, Subpart E-Cost Principles) allows for setting an in-state travel rate and establishes that out-of-state travel should use Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Hernando/Citrus Metropolitan Planning Organization as follows:

1. Pursuant to Florida Statute 112.061(14), the MPO has the authority to establish its travel rate structure, which applies to all in-state travel, including federally reimbursed and non-federally funded travel.
2. MPO funded in-state travel is considered necessary and reasonable.
3. MPO funded out-of-state travel shall follow the Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.
4. The MPO, for in-state travel, shall follow the guidelines for payment and/or reimbursement of travel expenses for Hernando County officers and employees.

ADOPTED in the regular meeting of the Hernando/Citrus Metropolitan Planning Organization duly assembled on this 4th day of April 2024.

HERNANDO/CITRUS METROPOLITAN ORGANIZATION BOARD

Mary K Elwin
Attest

Jerry Campbell, Chair

Approved as to Form
Legal Content

Hernando County Attorney

RESOLUTION 2025-01

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and,

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and,

WHEREAS, revision (1) to amend the FY 2025 of the UPWP serves to transfer funds from PL funding for Consultant Services to Salaries/Fringe Benefits in Tasks 2-6 for activities performed by MPO staff. Additionally, minor adjustments were made to align operating expenses.

WHEREAS, the amendment of FY 2025 will not increase or decrease the two-year funding agreement #G2V07 in the amount of $1,403,057.

WHEREAS, revision (1) also serves to recognize the awarded contract numbers and amounts for FY 2025 that became effective July 1, 2024, i.e., Contract #G2Z98 (Citrus) and Contract #G3O12 (Hernando), the updated adoption dates of applicable agreements, and updated MPO Board members since the November 2024 election cycle.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby adopts the amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest: Mary K Edwin

Rebecca Bays, MPO Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY Victoria Anderson
MPO Attorney

APPENDIX G– FDOT DISTRICT 7 ACTIVITIES

PLANNING ACTIVITIES

Access Management

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

Air Quality Analysis

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

Bicycle and Pedestrian Activities

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

Community/Government Liaison

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

Corridor Planning Studies

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

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

Design Traffic Forecast

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

Development of Regional Impact (DRI)

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

Efficient Transportation Decision Making (ETDM) Process

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

Comprehensive Plan Amendments

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

Intelligent Transportation Systems (ITS) Planning

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

Interchange Analysis

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

Level of Service (LOS)

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

Long Range Transportation Plan (LRTP) Update and Maintenance

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

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

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

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

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

Mapping/Database Development

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

Modal Development

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

Multi-Modal Transportation Studies

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

Regional Goods Movement Study

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

Regional Transportation Planning Coordination

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

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

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

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

Travel Characteristics

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

Consultants may assist with tasks listed.

APPENDIX H – FLORIDA TPM CONSENSUS PLANNING AGREEMENT

Transportation Performance Measures
Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that "The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS)."

- 23 CFR 450.314(h)(2) allows for these provisions to be "Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation."

Section 339.175(11), Florida Statutes creates the MPOAC to "Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law" and to "Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes." The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

   a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.[12] FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.

   b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.

   c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

   FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

[1] When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.
[2] If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

a) FDOT will select and establish a statewide target for each applicable federally required performance measure.

   i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.

   ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.

b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either[3]:

   i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.

   ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

[3] When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

   i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

   ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following of establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

   iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.

   iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.

i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).

ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).

iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.

b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.

i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).

iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.

c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.

4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:

a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.

b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.

c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.

5. Collection of data for the State asset management plans for the National Highway System (NHS):

a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Alison Stettner, Director, Office of Policy Planning, Florida Department of Transportation, 850-414-4800, alison.stettner@dot.state.fl.us

Mark Reichert, Executive Director, MPOAC, 850-414-4062, mark.reichert@dot.state.fl.us

APPENDIX I – AGREEMENT FOR REGIONAL COORDINATION

INSTR #2020032447 BK: 3845 PG: 817 Page 1 of 12
FILED & RECORDED 5/29/2020 4:37 PM CVW Deputy Clk
Doug Chorvat, Jr., HERNANDO County Clerk of the Circuit Court
Rec Fees: $103.50

FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR REGIONAL TRANSPORTATION PLANNING AND COORDINATION IN WEST CENTRAL FLORIDA

This FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT (herein the "Agreement") is made and entered into by and between the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hernando/Citrus MPO); the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hillsborough MPO); the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Pasco MPO); the Pinellas County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, Forward Pinellas); the Polk Transportation Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175 Florida Statutes (herein the Polk TPO); and, the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Sarasota/Manatee MPO).

WHEREAS, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Pinellas MPO, the Polk TPO, and the Sarasota/Manatee MPO entered into an agreement to form a regional entity, the West Central Florida MPO Chairs Coordinating Committee (herein, the CCC), to coordinate transportation planning activities in the urbanized areas of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota Counties, such original agreement having been signed on March 17, 2004; and hereinafter referred to as the "Agreement"; and,

WHEREAS, in 2005 the Florida legislature created the Transportation Regional Incentive Program (TRIP) for the purpose of providing funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to s. 339.155(4); and

WHEREAS, the CCC on June 9, 2006 executed Amendment No. 1 to amend the original March 17, 2004 Agreement, by allowing Citrus County a voting membership for the purposes of participating in TRIP and to incorporate the adopted CCC Conflict Resolution Process in the Agreement, and

WHEREAS, after the initial 5-year term the parties to the original Agreement and Citrus County examined the terms of the original Agreement, as amended, and agreed to amend the provisions of the original Agreement, as amended, consistent with Section 10 of the original Agreement; and

WHEREAS, on July 8, 2010 the Citrus County TPO was created by virtue of an interlocal agreement between the Florida Department of Transportation, Citrus County, the

City of Inverness, and the City of Crystal River to participate in a coordinated and comprehensive transportation planning process; and

WHEREAS, the CCC on July 12, 2011 executed Amendment No. 2 to remove the Citrus County Board of County Commissioners from limited CCC membership and to accept the Citrus County TPO into the West Central Florida MPO Chairs Coordinating Committee with full member rights in an effort to further regional transportation planning; and

WHEREAS, the Citrus County TPO and the Hernando MPO have been merged, with the approval of the Governor and created pursuant to an Interlocal Agreement and Section 339.175, Florida Statutes to form the Hernando/Citrus MPO; and

WHEREAS, the CCC on December 13, 2013 voted to merge into and consolidate its transportation planning activities with those of the Tampa Bay Area Regional Transportation Authority, for a streamlined and unified regional planning process; and

WHEREAS, on July 1, 2016, pursuant to Section 339.175(6)(i), Florida Statutes, the West Central Florida MPO Chairs Coordinating Committee was renamed the Tampa Bay Area Regional Transportation Authority MPO Chairs Coordinating Committee; and

WHEREAS, on July 1, 2017, pursuant to Section 343.92, Florida Statutes, the Tampa Bay Area Regional Transportation Authority (herein, the TBARTA) was renamed the Tampa Bay Area Regional Transit Authority, and the TBARTA MPO Chairs Coordinating Committee similarly renamed pursuant to Section 339.175(6)(i); and

WHEREAS, the renaming of TBARTA shrank its geographic area and established its focus on transit as a transportation mode, while MPOs' service areas are unchanged and conduct planning for all modes of surface transportation; and

WHEREAS, pursuant to Section 343.92, Florida Statutes, TBARTA shall coordinate plans and projects with the CCC, to the extent practicable, and participate in the regional M.P.O planning process to ensure regional comprehension of TBARTA's mission, goals, and objectives;

WHEREAS this Fifth Amended and Restated Agreement, once effective, supersedes the Fourth Amended and Restated Agreement which would have automatically renewed but for the Parties entering into this Agreement.

NOW, THEREFORE, in consideration of the covenants made to by each Party to the other and of the mutual advantages to be realized by the Parties hereto, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Forward Pinellas, the Polk TPO, and the Sarasota/Manatee MPO agree as follows:

Section 1. Authority – This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, 339.155 and 163.01, Florida Statutes, relating to Interlocal Agreements.

Section 2. Purpose – The purpose of this Agreement is to provide a forum for continuing coordination and communication among the member Metropolitan Planning Organizations, District One and District Seven Offices of the Florida Department of Transportation, the Florida Turnpike Enterprise, the Tampa Bay Area Regional Transit Authority (TBARTA), and the affected Regional Planning Councils and to address those tasks necessary to conduct an ongoing regional transportation planning process in accordance with Sections 339.175, 339.155 and 339.2819, Florida Statutes, and in accordance with the requirements under the Fixing America's Surface Transportation (FAST) Act, or successor legislation.

Pursuant to the language of Section 339.175 (6) (i) , Florida Statutes, the powers and duties of the MPO Chairs Coordinating Committee are to coordinate transportation projects deemed to be regionally significant by the Committee, review the impact of regionally significant land use decisions on the region, review all proposed regionally significant transportation projects in the respective transportation improvement programs which affect more than one of the MPOs represented on the Committee, and institute a conflict resolution process to address any conflict that may arise in the planning and programming of such regionally significant projects.

Pursuant to the language of Section 339.2819, Florida Statutes there is created within the Florida Department of Transportation a Transportation Regional Incentive Program for the purpose of providing funds to improve regionally significant transportation facilities in regional areas created pursuant to Section 339.155(4), Florida Statutes. This Interlocal Agreement meets the requirements of Section 163.01, Florida Statutes.

Section 3. Name of Entity – The entity created pursuant to this Interlocal Agreement shall be called the Metropolitan Planning Organization Chairs Coordinating Committee (herein the CCC) and may elect to do business under a fictitious name as determined by the voting members.

Section 4. Organization and Membership

(a) Voting Members: The voting membership of the CCC shall consist of the Chair of each of the six member Metropolitan Planning Organizations. An alternate, who is an elected official, may represent the respective Metropolitan Planning Organization member if so designated by the respective Metropolitan Planning Organization. Each member shall have one vote. Except as indicated in Sections 11 and 12, a simple majority of the voting membership shall be required to pass motions.

(b) Nonvoting Advisors: The Secretaries for Districts One and Seven of the Florida Department of Transportation; representatives of the Florida Turnpike Enterprise and of the Tampa Bay Area Regional Transit Authority; and Chairs (or designees) of the Tampa

Bay, Southwest Florida, and Central Florida Regional Planning Councils shall be nonvoting advisors of the CCC.

(c) Standing Committees. The CCC shall have the ability to establish committees, identifying the purpose and membership of the committee, to accomplish tasks identified by the CCC voting members. Committees may include but are not limited to the MPO Staff Directors Team, the Tampa Bay Transportation Management Area (TMA) Leadership Group, the Regional Multi-Use Trails Team, and the Transportation Regional Incentive Program Team, as described in the CCC Operating Procedures.

Section 5. Conduct of Meetings –Meetings of the CCC shall be held at least annually on a rotating basis with the meeting Host rotating each year among the CCC voting members. The order of rotation shall be the Hernando/Citrus MPO, the Pasco MPO, the Hillsborough MPO, the Polk TPO, the Sarasota/Manatee MPO, and Forward Pinellas. Responsibility for serving as the Chair of each meeting shall alternate among the CCC members. The Chair of the meeting shall conduct the meetings but have no extraordinary membership powers or responsibilities. At the last meeting of the calendar year, meeting date(s) shall be approved for the following year. Meeting dates shall be posted on TBARTA's website. Special meetings may be called by a majority of the members. The Host for all special meetings will follow the rotational order. Reasonable notice must be provided to all members for special meetings. The Host member shall be responsible for ensuring that notice requirements of §286.011 have been met, and that meetings are held in a facility accessible to persons with disabilities in compliance with Title II of the Americans with Disabilities Act.

Meetings of the CCC and its committees shall be conducted pursuant first to any applicable statute, then to any procedural rules adopted by the CCC, then finally to the most recent edition of Robert's Rules of Order.

As an alternative to the provisions of this Section, a Party or Parties may enter into an agreement with TBARTA to provide professional services and organizational and meeting support that is at a minimum consistent with this Section. In such an event, a lead member of said Party shall be designated each year to administer such an agreement with TBARTA.

Section 6. Staffing, Professional Services and Financial Support of Entity – The Parties agree that the Directors and Managers of the CCC members will be responsible for carrying out the regional work programs and coordinating process as directed by the CCC, provided, however, that should a direction of the CCC directly conflict with the officially-adopted policy direction of a CCC member, staff of that member may ask that the work in question be performed by staff of some other member. Expenses concerning projects assigned to a lead CCC member may be paid by the regional set-aside as specified in its Unified Planning Work Program. The provision of professional services to the administrative entity, including legal review, shall be as agreed by the CCC members from time to time, with the exception that no legal counsel shall be required to render advice to the entity or representation to the members thereof absent each individual member's waiver of any conflict and authorization of joint representation, as provided for by Florida Bar Rule 4-

1.7. Notwithstanding the foregoing, the CCC members do not authorize this administrative entity to incur for itself any cost or expense, nor to obtain or retain funds from any source. The entity created by this Agreement is not authorized to conduct any banking or other financial transactions of any kind, nor to receive or disburse any funds. Instead, all financial support for this entity, including the payment of costs and expenses related to its operation, shall be borne by CCC members, on an equitable basis taking into account the relative size of the member as measured by budget and population. The voting Members of the CCC may, as authorized by each member or agencies' governing board, adopt more specific financial support allocation methods as may be deemed necessary, and may appoint a lead member to receive and administer funds for the entity. Specifically, one member or partner agency of the CCC may take the lead on a portion of any projects and programs of the CCC and be reimbursed by another member or partner agency of the CCC without creation and execution of a new Interlocal Agreement consistent with approval by each respective member or agencies governing board and MPOs Unified Planning Work Program (UPWP) authorization. Such governing board approval shall be deemed an addendum to this agreement, which shall be a financial obligation of the member enforceable by the lead member. The CCC members agree to work together to seek new sources of funding to assist the members with the added costs and expenses associated with the operations of this administrative entity.

Section 7. Record Keeping – Staff of the host CCC member shall provide a recording secretary for public meetings. Record keeping and other clerical responsibilities shall be the duty of the host member staff consistent with the rotation for hosting the meeting. All minutes shall be distributed to members prior to the next meeting. Records shall be maintained in accordance with the public records law, Chapter 119, Florida Statutes.

Section 8. Conflict Resolution – A conflict resolution process is adopted which will be used to resolve disagreements regarding interpretation of the interlocal agreement or disputes relating to the development or content of the regional plan. If the Parties to this Agreement fail to resolve any conflicts related to issues covered in the Agreement, such dispute will be resolved in accordance with the "West Central Florida Metropolitan Planning Organizations Memorandum of Understanding for a Conflict Resolution Process (June 2001)."

Section 9. Risk of Loss - The Parties acknowledge that as a mere administrative entity, the CCC cannot sue, be sued, nor bear any legal liability. Therefore, the Parties agree that each shall continue to maintain such insurance coverage as may be required to cover the additional risks associated with membership and participation in the CCC entity. Members covered by a self-insurance program shall notify their respective covering-entities of this agreement so that any added risk may be factored. The Parties further agree that under no circumstances shall any member of the CCC seek to recover against any other member for any loss associated with this Agreement or the work of the CCC.

Section 10. Duration of Agreement – This Agreement shall have a term of five years from the effective date and shall automatically renew at the end of said five years for another five-year term and every five years thereafter. At the end of the five-year term and

at least every five years thereafter, the Parties hereto shall examine the terms hereof and agree to amend provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

Section 11. Termination – This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.

Section 12. Modification – This Agreement may only be modified by a unanimous vote of the MPOs. Amendments or modifications to the Agreement shall not become effective until executed and recorded in the public records of the counties of each participating MPO.

Section 13. Rescission – Any MPO may terminate its participation in this Agreement upon thirty (30) days written notice. Notice of intent to terminate shall be given to the other member agencies. Said notice shall be transmitted to the official office of the member agencies by certified mail, return receipt requested. The 30-day notice requirement shall commence upon giving of the notice.

Section 14. Filing and Recording –As required by §163.01(11), Florida Statutes, this Interlocal Agreement shall be filed with the Clerks of the Circuit Courts of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota and Citrus Counties, Florida.

This Fifth Amended and Restated Agreement does not become effective until recorded in each county and shall continue to be effective thereafter in accordance with Section 10 of this Agreement. Until the Fifth Amended and Restated Agreement becomes effective, the Fourth Amended and Restated Interlocal Agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Les Miller, Chairperson

The foregoing instrument was acknowledged before me this 7th day of January, 2020, by Les Miller, as Chairperson of the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Wanda West

WANDA WEST
Commission # GG 032952
Expires September 22, 2020
Bonded Thru Troy Fain Insurance 800-385-7019

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____
John Allocco, Chairperson

The foregoing instrument was acknowledged before me this 12th day of March, 2020, by John Allocco as Chairperson of the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

CYNTHIA J. BOGERT
Notary Public - State of Florida
Commission # GG 092178
My Comm. Expires Jul 15, 2021
Bonded through National Notary Assn.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY _____
County Attorney's Office

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Jeff Starkey, Chairperson 02-13-2020

The foregoing instrument was acknowledged before me this _____day of _____, 2020, by Jeff Starkey, as Chairperson of the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

PASCO COUNTY, FLORIDA
ATTEST: JUNE 2nd
BY: _____
Nikki Alvarez-Sowles, Esq.
CLERK & COMPTROLLER

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: Dave Eggers

Dave Eggers, Chairperson

The foregoing instrument was acknowledged before me this 13 day of January, 2020, by Dave Eggers, as Chairperson of Forward Pinellas, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Notary Public State of Florida
Maria Kelly
My Commission GG 270279
Expires 10/22/2022

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

POLK COUNTY TRANSPORTATION PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: Charles O. Lake

Charles Lake, Chairperson

The foregoing instrument was acknowledged before me this 11th day of April, 2020, by Charles Lake, as Chairperson of the Polk County Transportation Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Notary Public State of Florida
Edna Annette Crews
My Commission GG 260447
Expires 09/20/2022

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their dult authorized officials as of the day and year written.

SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175 Florida Statutes

By: Shirley Groover Bryant
Shirley Groover Bryant, MPO Chair

The foregoing instrument was acknowledged before me this 11th day of February, 2020 by Shirley Groover Bryant, as Chair of the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personal known to me or has produced _____ as identification.

Penny L. Johnston

NOTARY PUBLIC STATE OF FLORIDA
PENNY L. JOHNSTON
MY COMMISSION # GG2834
EXPIRES: June 15, 2020

APPENDIX J – FDOT AND FHWA COMMENTS

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

02/2024 – v6

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO:	***Hernando-Citrus MPO***			*UPWP Draft # or Date:*	***Draft #1***
Review #:	***1***	*Date of Review:*	***March 22, 2024***	*Reviewed By:*	***SZ/KO***

DS SZ

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

Comments should be categorized as:

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

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

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? Yes | If yes, page number: 1
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? Yes | If yes, page number: 1
- Identification of agencies providing funds for the UPWP? Yes | If yes, page number: 1
- Financial Project Number (FPN) for each contract shown in UPWP? Yes | If yes, page number: 1
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? Yes | If yes, page number: 1
- Correct State Fiscal Years? Yes | If yes, page number: 1
- Statement of nondiscrimination? Yes | If yes, page number: 2
- DRAFT UPWP: Space for adoption date and revision dates? Yes | If yes, page number: 1 and 3
- FINAL UPWP: Adoption date and space for revision dates? Not Applicable | If yes, page number: xx

Critical	*Federal Aid Project Number is FAP 0412-062-M; Contract No. is G2V07. Line for FAIN # can be removed.*

Required Content

Does the UPWP have the following information?

- Introduction? Yes | If yes, page number: 6-15

- Organization and Management? Yes | If yes, page number: 16-18
- UPWP Planning Task Pages? Yes | If yes, page number: 19-33
- Funding Source Budget Table and Summary Budget Table? Yes | If yes, page number: 34-37
- Definition of acronyms used in UPWP? Yes | If yes, page number: 38-43
- District Planning Activities? Yes | If yes, page number: 57
- Indirect Rate Approval (if required)? Not Applicable | If yes, page number: xx
    - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? Not Applicable | If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). Yes | If yes, page number: 32-33
- DRAFT UPWP:
    - A place for the signed Resolution adopting the final UPWP? Yes | If yes, page number: 53-56
    - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? Yes | If yes, page number: 53
    - A place for the Cost Analysis Certification Statement? Yes | If yes, page number: 5
    - A place for the FHWA Certifications and Assurances? Yes | If yes, page number: 46-52
- FINAL UPWP:
    - The signed Resolution adopting the UPWP? Not Applicable | If yes, page number: xx
    - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? Not Applicable | If yes, page number: xx
    - The signed Cost Analysis Certification Statement? Not Applicable | If yes, page number: xx
    - The signed FHWA Certifications and Assurances? Not Applicable | If yes, page number: xx
    - UPWP Comments? Not Applicable | If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? Yes | If yes, page number: 34-78

Critical	Signed Final Resolution, Cost Certification, Travel Policy, and Certs & Assurances pages will be provided with Final Document.
Enhancement	It could be beneficial to include the definition of acronyms at the beginning of the document instead of the end of the document for a point of reference.
Critical	Ensure that the "Statement of CPG Participation" language on page 8 is using the checklist language verbatim.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? Yes | If yes, page number: 6
- Overview of MPO's comprehensive transportation planning activities? Yes | If yes, page number: 6-8
- Discussion of planning priorities, both MPO and local? Yes | If yes, page number: 6-7
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". Yes | If yes, page number: 8

- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $_____ ? Yes | If yes, page number: 9
- Description of the public involvement process used to develop the MPO's UPWP? Yes ☒ No ☐ Page number: 9
- Description of how the MPO addresses the Federal Planning Factors - (23 CFR 450.306(b)) – can be demonstrated using a matrix? Yes | If yes, page number: 9-11
- Description of how the MPO's UPWP addresses the 2021 Federal Planning Emphasis Areas? Yes | If yes, page number: 11-14
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? Not Applicable | If yes, page number: xx

Critical	There needs to be discussion of how the MPO addresses the Federal Planning Emphasis Areas, not just listing what they are.
Critical	Ensure that the soft match is updated on page 9 after the PL amounts are corrected for FY 25 and 26 in the Budget Tables.

MPO Organization and Management

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

- Identification of participants and description of role in the UPWP planning process? Yes | If yes, page number: 16-17
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? Yes | If yes, page number: 18
  - Public Transportation Grant Agreements (prior year FTA funds)? Not Applicable | If yes, page number: xx
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? Yes | If yes, page number: 17
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? Yes | If yes, page number: 17
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? No | If yes, page number: xx
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): Yes | If yes, page number: 18
  - MPO Bylaws: Yes | If yes, page number: 18
- Does the MPO include the following SIGNED Certifications and Assurances section?

  - Disadvantaged Business Enterprise Utilization? Yes | If yes, page number: 49
  - Debarment and Suspension Certification? Yes | If yes, page number: 47
  - Lobbying Certification for Grants, Loans, and Cooperative Agreements? Yes | If yes, page number: 48
  - Title VI/Nondiscrimination Assurances? Yes | If yes, page number: 50
  - Appendices A and E? Yes | If yes, page number: 51-52
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. Not Applicable | If yes, page number: xx

Critical	Remove mention of TBARTA under Agreements section since the agency will be dissolved by the time this UPWP is in effect.
Critical	Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document.

Work Elements/Tasks Sheets

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

- MPO Administration? Yes | If yes, page number: 24-26
- Transportation Improvement Program (TIP)? Yes | If yes, page number: 22-23
- Long Range Transportation Plan (LRTP)? Yes | If yes, page number: 20-21
- MPO Regional Activities Task (if required)? Select response | If yes, page number: 30-31

No comment

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

- Is each Task Sheet named and numbered? Yes
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? Yes
- Do the required activities list who will be completing the work? Yes
- Does each Tasks Sheet indicate who the responsible agency or agencies are? Yes
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? Yes
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? Yes
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? Yes | If yes, page number25

Critical	Update the language used Responsible Agency(s) and Completion of Work" for each task to read: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement."
Critical	Page 25 lists organizational due/memberships as an activity. Please ensure that language is added after the Memberships are not for individual memberships.

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? No

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

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? Yes | If yes, page number: 34-37

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

- Personnel Services? Yes | If yes, page number: 26
- Equipment? Equipment costing more than $5,000 per item should be listed separately. No | If yes, page number: xx
- Travel? Yes | If yes, page number: 26
- Supplies? Supplies costing more than $1,000 per item should be listed separately. No | If yes, page number: xx
- Direct Expenses? Yes | If yes, page number: 26
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not applicable | If yes, page number: xx
- Are Atypical expenses (see Guide for UPWP Development) clearly described? Not applicable | If yes, page number: xx
- Is Annual Audit expense included, if required? Yes | If yes, page number: 25

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

- Personnel Services? Yes
- Consultant Services (if using consultant on task)? Yes
- Travel (if needed)? Not Applicable
- Direct Expenses (if needed)? Not Applicable
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not Applicable
- Supplies (if needed)? Not Applicable
- Equipment (if needed)? Not Applicable

Critical	Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables, even though the de-obligated amount is $0.
Critical	Ensure that Equipment is included as a subcategory under the Administration task, Task 3.
Critical	Ensure that Supplies is included as a subcategory under the Administration task, Task 3.
Critical	Task 6 has language stating that consultants will be utilized for this task; however, on the funding table, no funds are shown on the funding table under consultant. Either add consultant funds to the table or remove the consultant language from this task.

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. Yes | If yes, page number: 33

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? Yes | If yes, page number: 33
- Show amounts to be transferred by the MPO to other agencies (if applicable)? Yes | If yes, page number: 33
- Show amounts to be received by the MPO from other agencies (if applicable)? Yes | If yes, page number: 33
- Show activities the funds are being used for? Yes | If yes, page number: 32
- Do all participating MPOs use identical:
    - Descriptions of the activities to be completed Yes | If yes, page number: 32
    - Task name, activity description(s), and budgeted funds Yes | If yes, page number: 32

Critical Page 32, Task 7 sheet needs to be identical to the other MPO's Task 7 sheet.

Funding Source Budget Table

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

Total Year 1 contract amounts:

- DRAFT UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? Yes | If yes, page number: 35
    - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? No
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not applicable
- FINAL UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
    - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical Correct the PL amount for FHWA contract to be $697,924 for FY25.

Total Year 2 contract amounts:

- DRAFT UPWP:

  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Yes | If yes, page number: 35
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? No
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.

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

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

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25 and Correct the PL amount for FHWA contract to be $705,133 for FY26.

Summary Budget Table

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

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? No

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? No

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25.
Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.

General UPWP Comments

Critical	*Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.*

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

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

Planning Comments

Document Name: Draft UPWP		MPO: **Hernando-Citrus MPO**	
Date of Document: 04/02/2024	Date Received 03/15/2024	Date Reviewed 04/12/2024	District: 7
Reviewed by: Curlene Thomas			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	**Statutory Requirement**: Please ensure the UPWP includes information that demonstrates how the annual 2.5% set-aside of PL Funds for Complete Streets is met.
2		Critical	**Purchases:** Please note that any equipment purchases equal to or greater than $5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process.
3		Critical	**Federal Aid Project (FAP) & State Financial Management Numbers**: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
4	9	Critical	**UPWP Introduction**: Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match this is 81.93:18.07. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU – or other FHWA non-PL Funds).
5		Critical	**Continuity of Operations (COOP):** Please include activities under the appropriate task to review and update the MPO's

			COOP to consider pandemic scenarios. **As applicable,** the MPO should review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.
6		Critical	**UPWP Tasks**: Please ensure that Tasks include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant). It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs.
7		Critical	**Agreements & Certifications**: All Agreements and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final version of the UPWP.
8		Critical	**Activities Ineligible for Federal Funds**: If the MPO performs any activities ineligible for federal funds such as legislative work – legislative position development, etc., local funds should be programmed on the appropriate tasks to cover such activities. This should also be included in the UPWP Task and Summary Budget Tables.
9	32	Critical	**Regional Coordinated Efforts:** If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities. ***Task 7 – Looks Good.***
10		Critical	**Funding Tables**: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund

			Coordinator and the Districts. **Hernando- Citrus should coordinate with their FDOT Liaison to ensure that the accurate amount of Federal Planning Funds (PL) is utilized for the Final UPWP.** **Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP.**
11		General	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP
12		General	**If applicable**, please include in the appropriate Task an activity to capture the MPO's efforts to address **any** changes resulting from the release of the 2020 U.S. Census results.
13		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP.

14		**Editorial**	*Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Task Related Budget Tables are thorough and easy to follow with relevant information available*.

4-22-24: MPO Addressed the Comments and are shown dated in underlined purple font.

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

02/2024 – v6

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO:	***Hernando-Citrus MPO***			*UPWP Draft # or Date:*	***Draft #1***
Review #:	***1***	*Date of Review:*	***March 22, 2024***	*Reviewed By:*	***SZ/KO***

DS SZ

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

Comments should be categorized as:

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

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

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? Yes | If yes, page number: 1
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? Yes | If yes, page number: 1
- Identification of agencies providing funds for the UPWP? Yes | If yes, page number: 1
- Financial Project Number (FPN) for each contract shown in UPWP? Yes | If yes, page number: 1
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? Yes | If yes, page number: 1
- Correct State Fiscal Years? Yes | If yes, page number: 1
- Statement of nondiscrimination? Yes | If yes, page number: 2
- DRAFT UPWP: Space for adoption date and revision dates? Yes | If yes, page number: 1 and 3
- FINAL UPWP: Adoption date and space for revision dates? Not Applicable | If yes, page number: xx

Critical — *Federal Aid Project Number is FAP 0412-062-M; Contract No. is G2V07. Line for FAIN # can be removed.* Response 4-22-24: MPO Inserted New Numbers

Required Content

Does the UPWP have the following information?

- Introduction? Yes | If yes, page number: 6-15

- Organization and Management? Yes | If yes, page number: 16-18
- UPWP Planning Task Pages? Yes | If yes, page number: 19-33
- Funding Source Budget Table and Summary Budget Table? Yes | If yes, page number: 34-37
- Definition of acronyms used in UPWP? Yes | If yes, page number: 38-43
- District Planning Activities? Yes | If yes, page number: 57
- Indirect Rate Approval (if required)? Not Applicable | If yes, page number: xx
    - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? Not Applicable | If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). Yes | If yes, page number: 32-33
- DRAFT UPWP:
    - A place for the signed Resolution adopting the final UPWP? Yes | If yes, page number: 53-56
    - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? Yes | If yes, page number: 53
    - A place for the Cost Analysis Certification Statement? Yes | If yes, page number: 5
    - A place for the FHWA Certifications and Assurances? Yes | If yes, page number: 46-52
- FINAL UPWP:
    - The signed Resolution adopting the UPWP? Not Applicable | If yes, page number: xx
    - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? Not Applicable | If yes, page number: xx
    - The signed Cost Analysis Certification Statement? Not Applicable | If yes, page number: xx
    - The signed FHWA Certifications and Assurances? Not Applicable | If yes, page number: xx
    - UPWP Comments? Not Applicable | If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? Yes | If yes, page number: 34-78

Critical	Signed Final Resolution, Cost Certification, Travel Policy, and Certs & Assurances pages will be provided with Final Document. Response 4-22-24: MPO will insert required signature documents in final document.
Enhancement	It could be beneficial to include the definition of acronyms at the beginning of the document instead of the end of the document for a point of reference. Response 4-22-24: Per discussion with FDOT, acceptable for Glossary to be an Appendix.
Critical	Ensure that the "Statement of CPG Participation" language on page 8 is using the checklist language verbatim. Response 4-22-24: edit completed.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? Yes | If yes, page number: 6
- Overview of MPO's comprehensive transportation planning activities? Yes | If yes, page number: 6-8
- Discussion of planning priorities, both MPO and local? Yes | If yes, page number: 6-7
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". Yes | If yes, page number: 8

- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $_____ ? Yes | If yes, page number: 9
- Description of the public involvement process used to develop the MPO's UPWP? Yes ☒ No ☐ Page number: 9
- Description of how the MPO addresses the Federal Planning Factors - (23 CFR 450.306(b)) – can be demonstrated using a matrix? Yes | If yes, page number: 9-11
- Description of how the MPO's UPWP addresses the 2021 Federal Planning Emphasis Areas? Yes | If yes, page number: 11-14
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? Not Applicable | If yes, page number: xx

Critical	There needs to be discussion of how the MPO addresses the Federal Planning Emphasis Areas, not just listing what they are. Response 4-22-24: MPO addressed Federal Planning Emphasis Areas per FDOT on Page 15.
Critical	Ensure that the soft match is updated on page 9 after the PL amounts are corrected for FY 25 and 26 in the Budget Tables. Response 4-22-24: Completed

MPO Organization and Management

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

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- Appendices A and E? Yes | If yes, page number: 51-52

- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. Not Applicable | If yes, page number: xx

Critical	Remove mention of TBARTA under Agreements section since the agency will be dissolved by the time this UPWP is in effect. Response 4-22-24: Per FDOT, disregard comment at this time.
Critical	Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document. Response 4-22-24: Signed documents will be submitted with final document.

Work Elements/Tasks Sheets

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

- MPO Administration? Yes | If yes, page number: 24-26
- Transportation Improvement Program (TIP)? Yes | If yes, page number: 22-23
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Critical	Update the language used Responsible Agency(s) and Completion of Work" for each task to read: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement." Response 4-22-24: Language reflected in revised UPWP.
Critical	Page 25 lists organizational due/memberships as an activity. Please ensure that language is added after the Memberships are not for individual memberships. Response 4-22-24: Language reflected in revised UPWP.

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? No

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- Personnel Services? Yes | If yes, page number: 26
- Equipment? Equipment costing more than $5,000 per item should be listed separately. No | If yes, page number: xx
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- Supplies? Supplies costing more than $1,000 per item should be listed separately. No | If yes, page number: xx
- Direct Expenses? Yes | If yes, page number: 26
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not applicable | If yes, page number: xx
- Are Atypical expenses (see Guide for UPWP Development) clearly described? Not applicable | If yes, page number: xx
- Is Annual Audit expense included, if required? Yes | If yes, page number: 25

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

- Personnel Services? Yes
- Consultant Services (if using consultant on task)? Yes
- Travel (if needed)? Not Applicable
- Direct Expenses (if needed)? Not Applicable
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not Applicable
- Supplies (if needed)? Not Applicable
- Equipment (if needed)? Not Applicable

Critical	Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables, even though the de-obligated amount is $0.
Critical	Ensure that Equipment is included as a subcategory under the Administration task, Task 3.
Critical	Ensure that Supplies is included as a subcategory under the Administration task, Task 3.
Critical	Task 6 has language stating that consultants will be utilized for this task; however, on the funding table, no funds are shown on the funding table under consultant. Either add consultant funds to the table or remove the consultant language from this task.

Response 4-22-24: All four critical comments addressed in the draft UPWP.

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. Yes | If yes, page number: 33

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? Yes | If yes, page number: 33
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    - Descriptions of the activities to be completed Yes | If yes, page number: 32
    - Task name, activity description(s), and budgeted funds Yes | If yes, page number: 32

Critical	Page 32, Task 7 sheet needs to be identical to the other MPO's Task 7 sheet.	Response 4-22-24: Updated Task 7.

Funding Source Budget Table

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

Total Year 1 contract amounts:

- DRAFT UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? Yes | If yes, page number: 35
    - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? No
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not applicable
- FINAL UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
    - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25.	Response 4-22-24: Amounts were updated in the draft UPWP.

Total Year 2 contract amounts:

- DRAFT UPWP:

  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Yes | If yes, page number: 35
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? No
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.	Response 4-22-24: Amount updated in draft UPWP.

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

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

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25 and Correct the PL amount for FHWA contract to be $705,133 for FY26.	Response 4-22-24: Amounts updated in draft UPWP.

Summary Budget Table

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

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? No

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? No

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25.	Response 4-22-24: Amounts updated in draft UPWP.
Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.	

General UPWP Comments

Critical	*Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.*	Response 4-22-24: Amount updated and reflected in draft UPWP

4-22-24: MPO responses are shown in red-font for each comment. A separate document will be included in the final UPWP.

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

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

Planning Comments

Document Name: Draft UPWP		MPO: **Hernando-Citrus MPO**	
Date of Document: 04/02/2024	Date Received 03/15/2024	Date Reviewed 04/12/2024	District: 7
Reviewed by: Curlene Thomas			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	**Statutory Requirement**: Please ensure the UPWP includes information that demonstrates how the annual 2.5% set-aside of PL Funds for Complete Streets is met. (MPO Response: Addressed in Draft UPWP)
2		Critical	**Purchases:** Please note that any equipment purchases equal to or greater than $5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process. (MPO Response: Addressed in Draft UPWP)
3		Critical	**Federal Aid Project (FAP) & State Financial Management Numbers**: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP. (MPO Response: Addressed in Draft UPWP)
4	9	Critical	**UPWP Introduction**: Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match this is 81.93:18.07. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU – or other FHWA non-PL Funds). (MPO Response: Addressed in Draft UPWP)

5		Critical	**Continuity of Operations (COOP):** Please include activities under the appropriate task to review and update the MPO's COOP to consider pandemic scenarios. (MPO Response: Addressed in Draft UPWP) **As applicable,** the MPO should review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.
6		Critical	**UPWP Tasks**: Please ensure that Tasks include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant). (MPO Response: Addressed in Draft UPWP) It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs. MPO Response: Acknowledged.
7		Critical	**Agreements & Certifications**: All Agreements and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final version of the UPWP. (MPO Response: To be included in final document.)
8		Critical	**Activities Ineligible for Federal Funds**: If the MPO performs any activities ineligible for federal funds such as legislative work – legislative position development, etc., local funds should be programmed on the appropriate tasks to cover such activities. This should also be included in the UPWP Task and Summary Budget Tables. (MPO Response: No use of local funds in draft UPWP)
9	32	Critical	**Regional Coordinated Efforts:** If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities.

			Task 7 – Looks Good. MPO Response: Thank you.
10		Critical	**Funding Tables**: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund Coordinator and the Districts. (MPO Response: Addressed in Draft UPWP) **Hernando- Citrus should coordinate with their FDOT Liaison to ensure that the accurate amount of Federal Planning Funds (PL) is utilized for the Final UPWP.** (MPO Response: Addressed in Draft UPWP) **Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP.** (MPO Response: Addressed in Draft UPWP)
11		General	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP. (MPO Response: Separate document to be included in final UPWP)
12		General	**If applicable**, please include in the appropriate Task an activity to capture the MPO's efforts to address **any** changes resulting from the release of the 2020 U.S. Census results.
13		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP. (MPO Response: Addressed in Draft UPWP)

14		**Editorial**	*Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Task Related Budget Tables are thorough and easy to follow with relevant information available*. (MPO Response: MPO thanks FHWA for this compliment.)

Meeting: 05/01/2025
Department: MPO
Prepared By: Joy Turner
Initiator: Robert Esposito
DOC ID: 15691
Legal Request Number: LR 2024-160-4
Bid/Contract Number:

TITLE

Review and Approval of Revision 2 of the Hernando/Citrus MPO's Unified Planning Work Program (UPWP) for FY2025-FY2026 by Adoption of Resolution 2025-2 Amending PL Contract PL #G2V07 to Recognize Additional Funding

BRIEF OVERVIEW

The State Fiscal Year 2026 begins July 1, 2025, which is the second year of the biennial Unified Planning Work Program (UPWP) for FY2025-FY2026. It is customary at this time of year for Metropolitan Planning Organizations to amend the UPWP for funding and program changes.

The Florida Department of Transportation (FDOT) is allocating the remaining funding of $659,798 from close-out of the PL Contract #G2774 from FY2023-FY2024. Revision 2 to the UPWP FY2025-FY2026 will require the PL Contract #G2V07 be amended to increase it by $659,798 from $1,403,057 to $2,062,855 which is accomplished by adoption of the associated Resolution 2025-2.

Pursuant to the adoption of the 2050 Long Range Transportation Plan, the additional funding is proposed to be utilized primarily for staff salaries and consultant services to conduct a Level of Service Evaluation for Hernando County, traffic counts for Hernando and Citrus counties, updating the Congestion Management Process, updating the Complete Streets Policy & Implementation Plan, updates of the Performance Measures, preparing the Transportation Improvement Plan, funds for grant applications and corridor studies that will assist in securing future financial support of roadway improvements, Transportation Disadvantaged program administration, development of a new two-year UPWP for FY2027 - FY2028 and assistance with federal and state required MPO programs.

Revision 2 also reflects the awarded and updated estimates in funding from the Florida Commission for the Transportation Disadvantaged (TD). The Florida Commission for Transportation Disadvantaged estimates for FY 2026 are $26,447 (Citrus County) and $27,440 (Hernando County).

The MPO's Technical Advisory Committee, Citizens Advisory Committee, and Bicycle Pedestrian Advisory Committee will be reviewing Revision 2 on April 24, 2025, and their recommendations will be provided at the meeting of the MPO Board.

FINANCIAL IMPACT

The additional funding from the PL G2V07 amendment will be utilized in the Hernando County Fiscal Year's 2025 and 2026 budgets in Fund 1031 for the MPO.

LEGAL NOTE

Pursuant to Chapter 339 and 427, Florida Statutes, the MPO Board has the authority to take the recommended action.

RECOMMENDATION

It is recommended the MPO Board review and approve Revision 2 which amends by Resolution 2025-2 the FY2025-FY2026 UPWP which increases the PL Contract G2V07 from $1,403,057 to $2,062,855 and reflects updated estimates for Transportation Disadvantaged Funding for FY2026 to $26,447 (Citrus County) and $27,440 (Hernando County). It is also recommended that the MPO Board authorize the MPO Chair to execute Resolution 2025-2, and the MPO Staff to transmit the documents to the Florida Department of Transportation for processing.

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	John Allocco
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2025-2026

Effective: July 1, 2024-June 30, 2026

Adopted: May 2, 2024
Revision 1 (Amendment to FY2025): May 1, 2025
Revision 2 (Amendment to FY2026): May 1, 2025

The UPWP was prepared by:
Hernando/Citrus Metropolitan Planning Organization
789 Providence Boulevard
Brooksville, Florida 34601
Telephone: 352-754-4082
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

Catalogue of Federal Domestic Assistance (CFDA) Numbers:
20.205 Highway Planning Construction Grant Federal Highway Administration
20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)
FHWA Federal Aid Number: FAP 0412-062-M, Contract #G2V07
FPN: 439335-5-14-01

Funded Jointly By:
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Florida Department of Transportation (FDOT)
Hernando County Board of County Commissioners
Citrus County Board of County Commissioners

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program] Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views of the U.S. Department of Transportation.

UPWP FY2025-FY2026 – REVISION HISTORY

Date	Revision #	Change Type	Explanation of the change
5-1-25	1	Amendment	Amendment to FY2025 to transfer funds from Consultant Services to Salaries and Fringe Benefits for activities performed by MPO staff, minor adjustments to direct expenses, updated MPO Board members effective February 6, 2025, and updated adoption dates to applicable planning documents and agreements.
5-1-25	2	Amendment	Amendment to FY2026 reflecting eligible roll forward funds from the previous UPWP contract (G2774).

Definition of Soft Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $454,971~~309,450~~.

Public Involvement Process for the UPWP

The development of the UPWP is consistent with the MPO’s adopted Public Participation Plan (PPP) discussed on the previous page under Public Participation Plan (PPP). Pursuant to the PPP, the UPWP is reviewed by the MPO’s Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee, volunteer bodies meeting in public forums representing both a technical perspective and a citizen involvement component working together on the programming of projects.

MPO staff will respond in writing to input and comments received from the public. All comments received, including from FHWA, FTA and the FDOT will be addressed and incorporated into the final document.

Citizens are also encouraged to contact the MPO directly to express concerns for information or provide input through the following means: telephone: 352-754-4082, email: mpo@hernandocounty.us, website: www.HernandoCitrusMPO.us or in writing at Hernando/Citrus MPO, 789 Providence Boulevard, Brooksville, Florida 34601.

The Federal Planning Factors

In December 2015, the Fixing America’s Surface Transportation (FAST) Act was signed into law. The FAST Act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP. A matrix of the Federal Planning Factors and how they are incorporated in the UPWP are identified in the following table.

[See Federal Planning Factors Matrix on next page.]

Task 1 Long-Range Transportation Plan (LRTP)		
2025		
Funding Source	**FHWA**	**2025 Total**
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 9,229	$ 9,229
Consultant	$ 108,377	$ 108,377
2025 Totals	**$ 117,606**	**$ 117,606**
2026		
Funding Source	**FHWA**	**2026 Total**
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 9,598	$ 9,598
Consultant	$ 328,629	$ 328,629
2026 Totals	**$ 338,227**	**$ 338,227**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 18,827
Consultant*	$ 437,006
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 455,833**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 455,833**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 455,833**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

*These PL funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [Section 11206 (b)]. The total amount of funds used by the MPO for Complete Streets planning for FY 2024/25 is $17,448 of $697,924 and for FY 2025/26 is $17,629 of $705,133. The Long-Range Transportation Plan achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [Section 11206]

Task 1 Long-Range Transportation Plan (LRTP)		
2025		
Funding Source	**FHWA**	**2025 Total**
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 9,229	$ 9,229
Consultant	$ 108,377	$ 108,377
2025 Totals	**$ 117,606**	**$ 117,606**
2026		
Funding Source	**FHWA**	**2026 Total**
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 9,612	$ 9,612
Consultant	$ 96,636	$ 96,636
2026 Totals	**$ 106,248**	**$ 106,248**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 18,841
Consultant*	$ 205,013
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 223,854**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 223,854**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 223,854**

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	2025 Total
Personnel (salary and benefits)	$ 10,353	$ 10,353
Consultant	$ -	$ -
2025 Totals	**$ 10,353**	**$ 10,353**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source	**PL**	2026 Total
Personnel (salary and benefits)	$ 10,767	$ 10,767
Consultant	$ 135,000	$ 135,000
2026 Totals	**$ 145,767**	**$ 145,767**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 21,120
Consultant	$ 135,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 156,120**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 156,120**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 156,120**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	2025 Total
Personnel (salary and benefits)	$ 10,353	$ 10,353
Consultant	$ -	$ -
2025 Totals	**$ 10,353**	**$ 10,353**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source	**PL**	2026 Total
Personnel (salary and benefits)	$ 12,570	$ 12,570
Consultant	$ 70,000	$ 70,000
2026 Totals	**$ 82,570**	**$ 82,570**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 22,923
Consultant	$ 70,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 92,923**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 92,923**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 92,923**

Task 3 Administration								
2025								
Funding Source	FHWA		CTD		CTD		2025 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source Level	PL	*Total*	State	*Total*	State	*Total*		
Personnel (salary and benefits)	$ 380,314	$ 380,314	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$	393,527
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Travel	$ 976	$ 976	$ 400	$ 400	$ 400	$ 400	$	1,776
Direct Expenses	$ 45,810	$ 45,810	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$	48,593
Supplies	$ 1,750	$ 1,750	$ -	$ -	$ -	$ -	$	1,750
Equipment	$ 3,000	$ 3,000	$ -	$ -	$ -	$ -	$	3,000
2025 Totals	**$ 431,850**	**$ 431,850**	**$ 7,943**	**$ 7,943**	**$ 8,853**	**$ 8,853**	**$**	**448,646**
2026								
Funding Source	FHWA		CTD		CTD		2026 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source	PL	*Total*	State	*Total*	State	*Total*		
MPO Budget Reference								
Lookup Name	2026 FHWA G2V07PL (PL)	*2026 FHWA G2V07PL (Total)*	2026 CTD G2Z98 Citrus (State)	*2026 CTD G2Z98 Citrus (Total)*	2026 CTD G3O12 Hern (State)	*2026 CTD G3O12 Hern (Total)*		
Personnel (salary and benefits)	$ 395,527	$ 395,527	$ 6,410	$ 6,410	$ 7,332	$ 7,332	$	409,269
Consultant	$ 158,812	$ 158,812	$ -	$ -	$ -	$ -	$	158,812
Travel	$ 976	$ 976	$ 400	$ 400	$ 400	$ 400	$	1,776
Direct Expenses	$ 46,457	$ 46,457	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$	49,240
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Supplies	$ 1,796	$ 1,796	$ -	$ -	$ -	$ -	$	1,796
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$	-
2026 Totals	**$ 603,568**	**$ 603,568**	**$ 8,190**	**$ 8,190**	**$ 9,135**	**$ 9,135**	**$**	**620,893**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 802,796
Consultant	$ 158,812
Travel	$ 3,552
Direct Expenses	$ 97,833
Indirect Expenses	$ -
Supplies	$ 3,546
Equipment	$ 3,000
Total	**$ 1,069,539**

	FY 2025 & 2026 TOTAL De-
Total	**$ 1,069,539**
Total De-ob. Funds	$ -
Total De-ob. (Other	$ -
Sub-Total (less the	$ 1,069,539

Notes: No funding was de-obligated from UPWP FY 2023-FY 2024.
Any equipment purchase that is equal to or greater than $5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.

Task 3 Administration								
2025								
Funding Source	FHWA		CTD		CTD		2025 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source Level	PL	*Total*	State	*Total*	State	*Total*		
Personnel (salary and benefits)	$ 380,314	$ 380,314	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$	393,527
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Travel	$ 976	$ 976	$ 400	$ 400	$ 400	$ 400	$	1,776
Direct Expenses	$ 45,810	$ 45,810	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$	48,593
Supplies	$ 1,750	$ 1,750	$ -	$ -	$ -	$ -	$	1,750
Equipment	$ 3,000	$ 3,000	$ -	$ -	$ -	$ -	$	3,000
2025 Totals	**$ 431,850**	**$ 431,850**	**$ 7,943**	**$ 7,943**	**$ 8,853**	**$ 8,853**	**$**	**448,646**
2026								
Funding Source	FHWA		CTD		CTD		2026 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern			
Source	PL	*Total*	State	*Total*	State	*Total*		
Personnel (salary and benefits)	$ 319,053	$ 319,053	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$	332,266
Consultant	$ 15,000	$ 15,000	$ -	$ -	$ -	$ -	$	15,000
Travel	$ 976	$ 976	$ 400	$ 400	$ 400	$ 400	$	1,776
Direct Expenses	$ 30,328	$ 30,328	$ 335	$ 335	$ 335	$ 335	$	30,998
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Supplies	$ 1,750	$ 1,750	$ -	$ -	$ -	$ -	$	1,750
Equipment	$ 4,500	$ 4,500	$ -	$ -	$ -	$ -	$	4,500
2026 Totals	**$ 371,607**	**$ 371,607**	**$ 6,898**	**$ 6,898**	**$ 7,785**	**$ 7,785**	**$**	**386,290**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 725,793
Consultant	$ 15,000
Travel	$ 3,552
Direct Expenses	$ 79,591
Indirect Expenses	$ -
Supplies	$ 3,500
Equipment	$ 7,500
Total	**$ 834,936**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 834,936**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	$ 834,936

Task 4 Data Development & Management		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 720	$ 720
Consultant	$ -	$ -
2025 Totals	**$ 720**	**$ 720**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 749	$ 749
Consultant	$ 72,500	$ 72,500
2026 Totals	**$ 73,249**	**$ 73,249**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 1,469
Consultant	$ 72,500
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 73,969**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 73,969**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 73,969**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 4 Data Development & Management		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 720	$ 720
Consultant	$ -	$ -
2025 Totals	**$ 720**	**$ 720**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 1,479	$ 1,479
Consultant	$ 62,500	$ 62,500
2026 Totals	**$ 63,979**	**$ 63,979**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 2,199
Consultant	$ 62,500
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 64,699**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 64,699**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 64,699**

Task 5 Special Projects & Studies									
2025									
Funding Source	FHWA		CTD		CTD		2025 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source Level	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 3,901	$ 3,901	$ 17,702	$ 17,702	$ 17,738	$ 17,738	$ 39,341		
Consultant	$ 113,225	$ 113,225	$ -	$ -	$ -	$ -	$ 113,225		
2025 Totals	**$ 117,126**	**$ 117,126**	**$ 17,702**	**$ 17,702**	**$ 17,738**	**$ 17,738**	**$ 152,566**		
2026									
Funding Source	FHWA		CTD		CTD		2026 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 4,057	$ 4,057	$ 18,257	$ 18,257	$ 18,305	$ 18,305	$ 40,619		
Consultant	$ 178,183	$ 178,183	$ -	$ -	$ -	$ -	$ 178,183		
2026 Totals	**$ 182,240**	**$ 182,240**	**$ 18,257**	**$ 18,257**	**$ 18,305**	**$ 18,305**	**$ 218,802**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 79,960
Consultant	$ 291,408
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 371,368**

	FY 2025 & 2026 TOTAL
Total	**$ 371,368**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 371,368**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 5 Special Projects & Studies									
2025									
Funding Source	FHWA		CTD		CTD		2025 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source Level	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 3,901	$ 3,901	$ 17,702	$ 17,702	$ 17,738	$ 17,738	$ 39,341		
Consultant	$ 113,225	$ 113,225	$ -	$ -	$ -	$ -	$ 113,225		
2025 Totals	**$ 117,126**	**$ 117,126**	**$ 17,702**	**$ 17,702**	**$ 17,738**	**$ 17,738**	**$ 152,566**		
2026									
Funding Source	FHWA		CTD		CTD		2026 Total		
Contract Number	G2V07PL		G2Z98 Citrus		G3O12 Hern				
Source	PL	*Total*	State	*Total*	State	*Total*			
Personnel (salary and benefits)	$ 15,159	$ 15,159	$ -	$ -	$ -	$ -	$ 15,159		
Consultant	$ 48,740	$ 48,740	$ 18,777	$ 18,777	$ 18,776	$ 18,776	$ 86,293		
2026 Totals	**$ 63,899**	**$ 63,899**	**$ 18,777**	**$ 18,777**	**$ 18,776**	**$ 18,776**	**$ 101,452**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 54,500
Consultant	$ 199,518
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 254,018**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 254,018**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$
Sub-Total (less the de-obligated funds)	**$ 254,018**

Task 6 Regional Coordination		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 15,269	$ 15,269
2025 Totals	**$ 15,269**	**$ 15,269**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 16,880	$ 16,880
2026 Totals	**$ 16,880**	**$ 16,880**

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	$	32,149
Consultant	$	-
Travel	$	-
Direct Expenses	$	-
Indirect Expenses	$	-
Supplies	$	-
Equipment	$	-
Total	**$**	**32,149**

	FY 2025 & 2026 TOTAL De-Obligated Funds	
Total	**$**	**32,149**
Total De-ob. Funds (PL)	$	-
Total De-ob. (Other Source)	$	-
Sub-Total (less the de-obligated funds)	$	32,149

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 6 Regional Coordination		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 15,269	$ 15,269
2025 Totals	**$ 15,269**	**$ 15,269**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 11,830	$ 11,830
2026 Totals	**$ 11,830**	**$ 11,830**

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	$	27,099
Consultant	$	-
Travel	$	-
Direct Expenses	$	-
Indirect Expenses	$	-
Supplies	$	-
Equipment	$	-
Total	**$**	**27,099**

	FY 2025 & 2026 TOTAL De-Obligated Funds	
Total	**$**	**27,099**
Total De-ob. Funds (PL)	$	-
Total De-ob. (Other Source)	$	-
Sub-Total (less the de-obligated funds)	$	27,099

APPENDIX A - FUNDING SOURCE TABLE

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G2Z98 Citrus	CTD	State	$ 25,645	$ 26,447	$ -	$ -	$ 25,645	$ -	$ -	$ 26,447
		CTD G2Z98 Citrus TOTAL	**$ 25,645**	**$ 26,447**	**$ -**	**$ -**	**$ 25,645**	**$ -**	**$ -**	**$ 26,447**
G3O12 Hern	CTD	State	$ 26,591	$ 27,440	$ -	$ -	$ 26,591	$ -	$ -	$ 27,440
		CTD G3O12 Hern TOTAL	**$ 26,591**	**$ 27,440**	**$ -**	**$ -**	**$ 26,591**	**$ -**	**$ -**	**$ 27,440**
G2V07PL	FHWA	PL	$697,924	$1,364,931	$ 153,930	$ 697,924	$ -	$ 301,041	$ 1,364,931	$ -
		FHWA G2V07PL TOTAL	**$697,924**	**$1,364,931**	**$ 153,930**	**$ 697,924**	**$ -**	**$ 301,041**	**$ 1,364,931**	**$ -**
		TOTAL	**$750,160**	**$1,418,818**	**$ 153,930**	**$ 697,924**	**$ 52,236**	**$ 301,041**	**$ 1,364,931**	**$ 53,887**

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
GXXXX Citrus	CTD	State	$ 25,675	$ 25,675	$ -	$ -	$ 25,675	$ -	$ -	$ 25,675
		CTD GXXXX Citrus TOTAL	**$ 25,675**	**$ 25,675**	**$ -**	**$ -**	**$ 25,675**	**$ -**	**$ -**	**$ 25,675**
GXXXX Hern	CTD	State	$ 26,561	$ 26,561	$ -	$ -	$ 26,561	$ -	$ -	$ 26,561
		CTD GXXXX Hern TOTAL	**$ 26,561**	**$ 26,561**	**$ -**	**$ -**	**$ 26,561**	**$ -**	**$ -**	**$ 26,561**
GXXXX PL	FHWA	PL	$697,924	$705,133	$ 153,930	$ 697,924	$ -	$ 155,520	$ 705,133	$ -
		FHWA GXXXXPL TOTAL	**$697,924**	**$705,133**	**$ 153,930**	**$ 697,924**	**$ -**	**$ 155,520**	**$ 705,133**	**$ -**
		TOTAL	**$750,160**	**$757,369**	**$ 153,930**	**$ 697,924**	**$ 52,236**	**$ 155,520**	**$ 705,133**	**$ 52,236**

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

Agency Participation

Funding Source	CTD		CTD		FHWA	
Contract	G2Z98 Citrus		G3O12 Hern		G2V07PL	
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	$ 25,645	$ 26,447	$ 26,591	$ 27,440	$ 697,924	$ 1,364,931
Task 1 Long-Range Transportation Plan (LRTP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 9,229	$ 9,598
Consultant	$ -	$ -	$ -	$ -	$ 108,377	$ 328,629
Sub Total	$ -	$ -	$ -	$ -	$ 117,606	$ 338,227
Task 2 Transportation Improvement Plan (TIP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 10,353	$ 10,767
Consultant	$ -	$ -	$ -	$ -	$ -	$ 135,000
Sub Total	$ -	$ -	$ -	$ -	$ 10,353	$ 145,767
Task 3 Administration						
Personnel (salary and benefits)	$ 6,163	$ 6,410	$ 7,050	$ 7,332	$ 380,314	$ 395,527
Consultant	$ -	$ -	$ -	$ -	$ -	$ 158,812
Travel	$ 400	$ 400	$ 400	$ 400	$ 976	$ 976
Direct Expenses	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$ 45,810	$ 46,457
Supplies	$ -	$ -	$ -	$ -	$ 1,750	$ 1,796
Equipment	$ -	$ -	$ -	$ -	$ 3,000	$ -
Sub Total	$ 7,943	$ 8,190	$ 8,853	$ 9,135	$ 431,850	$ 603,568
Task 4 Data Development & Management						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 720	$ 749
Consultant	$ -	$ -	$ -	$ -	$ -	$ 72,500
Sub Total	$ -	$ -	$ -	$ -	$ 720	$ 73,249
Task 5 Special Projects & Studies						
Personnel (salary and benefits)	$ 17,702	$ 18,257	$ 17,738	$ 18,305	$ 3,901	$ 4,057
Consultant	$ -	$ -	$ -	$ -	$ 113,225	$ 178,183
Sub Total	$ 17,702	$ 18,257	$ 17,738	$ 18,305	$ 117,126	$ 182,240
Task 6 Regional Coordination						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 15,269	$ 16,880
Sub Total	$ -	$ -	$ -	$ -	$ 15,269	$ 16,880
7 SCTPA Support and Shared Resources						
Consultant	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
Sub Total	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
TOTAL PROGRAMMED	**$ 25,645**	**$ 26,447**	**$ 26,591**	**$ 27,440**	**$ 697,924**	**$ 1,364,931**

Funding Source	CTD		CTD		FHWA	
Contract	G2Z98 Citrus		G3O12 Hern		G2V07	
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	$ 25,645	$ 25,675	$ 26,591	$ 26,561	$ 697,924	$ 705,133
Task 1 Long-Range Transportation Plan (LRTP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 9,229	$ 9,612
Consultant	$ -	$ -	$ -	$ -	$ 108,377	$ 96,636
Sub Total	$ -	$ -	$ -	$ -	$ 117,606	$ 106,248
Task 2 Transportation Improvement Plan (TIP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 10,353	$ 12,570
Consultant	$ -	$ -	$ -	$ -	$ -	$ 70,000
Sub Total	$ -	$ -	$ -	$ -	$ 10,353	$ 82,570
Task 3 Administration						
Personnel (salary and benefits)	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$ 380,314	$ 319,053
Consultant	$ -	$ -	$ -	$ -	$ -	$ 15,000
Travel	$ 400	$ 400	$ 400	$ 400	$ 976	$ 976
Direct Expenses	$ 1,380	$ 335	$ 1,403	$ 335	$ 45,810	$ 30,328
Supplies	$ -	$ -	$ -	$ -	$ 1,750	$ 1,750
Equipment	$ -	$ -	$ -	$ -	$ 3,000	$ 4,500
Sub Total	$ 7,943	$ 6,898	$ 8,853	$ 7,785	$ 431,850	$ 371,607
Task 4 Data Development & Management						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 720	$ 1,479
Consultant	$ -	$ -	$ -	$ -	$ -	$ 62,500
Sub Total	$ -	$ -	$ -	$ -	$ 720	$ 63,979
Task 5 Special Projects & Studies						
Personnel (salary and benefits)	$ 17,702	$ -	$ 17,738	$ -	$ 3,901	$ 15,159
Consultant	$ -	$ 18,777	$ -	$ 18,776	$ 113,225	$ 48,740
Sub Total	$ 17,702	$ 18,777	$ 17,738	$ 18,776	$ 117,126	$ 63,899
Task 6 Regional Coordination						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 15,269	$ 11,830
Sub Total	$ -	$ -	$ -	$ -	$ 15,269	$ 11,830
7 SCTPA Support and Shared Resources						
Consultant	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
Sub Total	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
TOTAL PROGRAMMED	**$ 25,645**	**$ 25,675**	**$ 26,591**	**$ 26,561**	**$ 697,924**	**$ 705,133**

RESOLUTION 2025-02

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and amended pursuant to approval of revision (1) on May 1, 2025, and

WHEREAS, the adoption of this amendment for revision (2), involves the roll forward of remaining funds in the amount of $659,798 from FY2024 (Contract G2774 for UPWP FY 2023-FY 2024) into the FY 2026 of UPWP FY 2025-FY 2026; and

WHEREAS, estimated amounts were updated for Transportation Disadvantaged planning grant funding from the Florida Commission for the FY 2026; and

WHEREAS, revision (2) requires an amendment to the UPWP FY 2025 – FY 2026 as the funding contract (PL G2V07) will increase from $1,403,057 to $2,062,055.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby formally adopts revision (2) as an amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest:

_____ _____

Rebecca Bays, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY Victoria Anderson
MPO Attorney

RESOLUTION 2025-02

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and amended pursuant to approval of revision (1) on May 1, 2025, and

WHEREAS, the adoption of this amendment for revision (2), involves the roll forward of remaining funds in the amount of $659,798 from FY2024 (Contract G2774 for UPWP FY 2023-FY 2024) into the FY 2026 of UPWP FY 2025-FY 2026; and

WHEREAS, estimated amounts were updated for Transportation Disadvantaged planning grant funding from the Florida Commission for the FY 2026; and

WHEREAS, revision (2) requires an amendment to the UPWP FY 2025 – FY 2026 as the funding contract (PL G2V07) will increase from $1,403,057 to $2,062,855.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby formally adopts revision (2) as an amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest: Mary R Elwin

Rebecca Bays, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY Victoria Anderson
MPO Attorney

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2025-2026

Effective: July 1, 2024-June 30, 2026

Adopted: May 2, 2024
Revision 1 (Amendment to FY2025): May 1, 2025
Revision 2 (Amendment to FY2026): May 1, 2025

The UPWP was prepared by:
Hernando/Citrus Metropolitan Planning Organization
789 Providence Boulevard
Brooksville, Florida 34601
Telephone: 352-754-4082
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

Catalogue of Federal Domestic Assistance (CFDA) Numbers:
20.205 Highway Planning Construction Grant Federal Highway Administration
20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)
FHWA Federal Aid Number: FAP 0412-062-M, Contract #G2V07
FPN: 439335-5-14-01

Funded Jointly By:
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Florida Department of Transportation (FDOT)
Hernando County Board of County Commissioners
Citrus County Board of County Commissioners

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program] Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views of the U.S. Department of Transportation.

Statement of Non-Discrimination

The Hernando/Citrus Metropolitan Planning Organization processes, programs and plans comply with the public involvement procedures of Title VI and subsequent directives which state:

> "No persons in the United States shall, on the grounds of race, color, national origin, age, sex, disability, or family status, or place of origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal, financial assistance."

UPWP FY2025-FY2026 – REVISION HISTORY

Date	Revision #	Change Type	Explanation of the change
5-1-25	1	Amendment	Amendment to FY2025 to transfer funds from Consultant Services to Salaries and Fringe Benefits for activities performed by MPO staff, minor adjustments to direct expenses, updated MPO Board members effective February 6, 2025, and updated adoption dates to applicable planning documents and agreements.
5-1-25	2	Amendment	Amendment to FY2026 reflecting eligible roll forward funds from the previous UPWP contract (G2774).

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SECTION 1 - COST ANALYSIS CERTIFICATION

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Hernando/Citrus MPO

Unified Planning Work Program - FY 2025-2026

Adopted 5/2/2024

Revision Number: Initial Adoption

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

Name: Suzanne Ziegler

Government Liaison Manager
Title and District

DocuSigned by:
Suzanne Ziegler
39427090431E4C5...
Signature

5/10/2024

SECTION 2 - INTRODUCTION

Definition and Purpose of the UPWP

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be conducted within a metropolitan planning area. The UPWP, at a minimum, includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, and the source(s) of funds (23 CFR 450.104).

The UPWP is required as a basis and condition for federal funding assistance by the planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The planning activities in the UPWP must also follow a **C**ontinuing, **C**ooperative and **C**omprehensive ('3C') transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), Title 49 (Public Transportation) Chapter 53, and Florida Statutes (F.S.) Chapter 339.175(9).

Overview of MPO's Comprehensive Transportation Planning Activities

The U.S. Department of Transportation (USDOT) requires the MPO to carry out a **C**ontinuing, **C**ooperative and **C**omprehensive (3C) transportation process.

> ***Continuing***: Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision,
> ***Cooperative***: The process must include the entire region and all partners through a public participation process, and
> ***Comprehensive***: The process must cover all modes of transportation and consistent with local plans and priorities.

A summary of planning activities, budget, and matching funds for the two-year period are provided within this document. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026).

Significant growth is expected in both Hernando and Citrus counties over the next 20 years. The population and employment forecasts, developed for the 2045 LRTP, estimated that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County's population is expected to increase by 41% by 2045 with an employment increase of 35%.

While the population and employment will be growing, the MPO faces declining transportation revenue from state and federal sources, which is a trend that is likely to continue. Anticipated revenue shortfalls will present challenges in the programming and implementation of needed transportation projects.

The Hernando/Citrus MPO has established a set of goals, objectives, and performance measures, within the LRTP, to provide a basis for performance-based planning that will best serve the community and environment currently and for the future.

These goals are:

Safety: Increase safety for the users of the counties' transportation system.
Preservation: Preserve and maintain transportation infrastructure and transit assets.
Intermodal: Maintain existing transportation system.
Economy: Support economic development.
Mobility: Provide for the multi-modal mobility needs of the community.
Livability: Preserve, and where possible, enhance social, cultural, physical, and environmental values.

The UPWP provides a description and estimated budget for specific planning tasks to be undertaken by the MPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities and be consistent with the requirements of FHWA, FTA and the Florida Department of Transportation (FDOT).

The federal and state governments provide funding to support the MPO through FDOT and the Florida Commission for Transportation Disadvantaged (CTD), including the following primary funding sources: FHWA (Combined Planning (PL) and FTA Section 5305(d) funds), and the CTD Transportation Disadvantaged grant. FDOT is fulfilling the required 18.07% non-federal share (also known as a soft match) in the combined FHWA/FTA grant by using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

2050 Long-Range Transportation Plan (LRTP)

The Long-Range Transportation Plan (LRTP) is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPO's responsibility to carry-out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019.

The development of the 2050 LRTP began in Fiscal Year 2023 using a multi-phased scope approach to its development and was adopted on October 3, 2024. The MPO worked closely with its general planning consultants, FDOT District 7 and the Sun Coast Transportation Alliance (SCTPA) on its 2050 LRTP content and elements for consistency with local comprehensive plans of its member jurisdictions, state, and federal requirements for long-range transportation planning. The 2050 LRTP was presented to the MPO's Technical Advisory Committee, Citizen Advisory Committee, and Bicycle/Pedestrian Advisory Committee throughout its multi-phased development for public engagement opportunities as addressed in the Public Participation Plan. Funding is reflected in Task 1 of this UPWP to finalize the 2050 LRTP for adoption.

Transportation Improvement Program (TIP)

The MPO produces the five-year Transportation Improvement Program (TIP) and ensures coordination between the FDOT Work Program, the MPO's Long-Range Transportation Plan (LRTP), and the Hernando and Citrus transit agencies for reflecting capital improvement programs (CIP) of the respective county and transit systems, and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects. The List of Priority Projects (LOPP) is reflected in the TIP. Funding is contained in the budget tables under Task 2 to reflect the activities associated with the development the annual TIP.

Unified Planning Work Program (UPWP)

A summary of planning activities, budget and matching funds for the two-year period are provided within this UPWP. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026). Work involved in the development, amending, or modifying the UPWP is contained in Task 3.

Public Participation Plan (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was last updated on December 7, 2023. The plan is periodically reviewed to ensure consistency with applicable regulations and changes are made when necessary. The Hernando/Citrus MPO encourages participation by the public in the transportation planning and decision-making processes. The MPO makes every effort to ensure plans and programs are easy to understand and available for public review and participation in the processes and at meetings. Documents are available on its website. The PPP provides the citizens, public agencies, and transportation related entities, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Transportation Disadvantaged Service Plan (TDSP), the Unified Planning Work Program (UPWP), and transportation related planning and programming documents and processes. Work activities involving the updating the PPP is contained in Task 5 of the UPWP.

Transportation Disadvantaged Local Coordinating Board (TCLCB)

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinators (CTC) that provide services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. The CTC for Hernando County is Mid Florida Community Services doing business as Trans-Hernando. The CTC for Citrus County is the Citrus County Board of County Commissioners. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB). The MPO Board serves as the Designated Official Planning Agency (DOPA) for both Hernando County and Citrus County. The Chairs of the Transportation Disadvantaged Local Coordinating Boards are members of the County Commissions in which they serve. The TDLCB Board member positions are established by Florida Administrative Code, Rule 41-2. The TDLCB Boards are comprised of citizen and agency representatives. Funding for activities associated with the Transportation Disadvantaged Program is provided by the Florida Commission of Transportation Disadvantaged and is reflected in Tasks 3 and 5 of the UPWP.

Special Projects and Studies

Special projects and activities that are non-recurring, such as planning studies and research in support of federal and state planning emphasis areas and MPO planning priorities, are contained in Task 5 of the UPWP. Projects in Task 5 include: congestion management, safety planning implementation and performance measurement, an ACES (Automated, Connected, Electric, Shared-Use) Vehicles Study, and, and transportation/corridor studies.

Statement of Consolidated Grant Program Participation

The FDOT and the Hernando/Citrus MPO 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 Section 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 USC Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

Definition of Soft Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $454,971.

Public Involvement Process for the UPWP

The development of the UPWP is consistent with the MPO’s adopted Public Participation Plan (PPP) discussed on the previous page under Public Participation Plan (PPP). Pursuant to the PPP, the UPWP is reviewed by the MPO’s Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee, volunteer bodies meeting in public forums representing both a technical perspective and a citizen involvement component working together on the programming of projects.

MPO staff will respond in writing to input and comments received from the public. All comments received, including from FHWA, FTA and the FDOT will be addressed and incorporated into the final document.

Citizens are also encouraged to contact the MPO directly to express concerns for information or provide input through the following means: telephone: 352-754-4082, email: mpo@hernandocounty.us, website: www.HernandoCitrusMPO.us or in writing at Hernando/Citrus MPO, 789 Providence Boulevard, Brooksville, Florida 34601.

The Federal Planning Factors

In December 2015, the Fixing America’s Surface Transportation (FAST) Act was signed into law. The FAST Act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP. A matrix of the Federal Planning Factors and how they are incorporated in the UPWP are identified in the following table.

[See Federal Planning Factors Matrix on next page.]

	Federal Planning Factors	Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Development & Management	Task 5: Special Projects & Studies	Task 6: Regional Coordination	Task 7: SCTPA Support & Shared Task
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;	x	x	x	x	x	x	x
2	Increase the safety of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
3	Increase the security of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
4	Increase accessibility and mobility of people and freight;	x	x		x	x	x	x
5	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;	x	x		x	x	x	x
6	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;	x	x		x	x	x	x
7	Promote efficient system management and operation;	x	x	x	x	x	x	
8	Emphasize the preservation of the existing transportation system;	x	x	x	x	x	x	x
9	Improve the resilience and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and	x	x		x	x	x	
10	Enhance travel and tourism.	x	x	x	x	x	x	x

In addition to the planning factors mentioned above, MAP-21 required that State DOTs and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to national goals which include:

- Improving Safety
- Maintaining Infrastructure Condition
- Reducing Traffic Congestion
- Improving the Efficiency of the System and Freight Movement
- Protecting the Environment
- Reducing Delays in Project Delivery

The FAST Act supplemented the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own.

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation's transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching, and deploying new technologies, and improving safety for all users.

Federal Planning Emphasis Areas

The FHWA and FTA issued Planning Emphasis Areas (PEA) in 2021. They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP's. The Federal Planning Emphasis Areas are as follows:

1. **Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future:** Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change.

   Appropriate Unified Planning Work Program projects include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce green-house gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

2. **Equity and Justice in Transportation Planning:** FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations. Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals

who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian 4 3 Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of "equity." In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

3. **Complete Streets:** Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

FHWA division and FTA regional offices works with State DOTs, MPOs, and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. The work includes provisions for safety in future transportation infrastructure.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration's 2020 data, 65.9 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to

creating complete travel networks for those without access to single-occupancy vehicles.

4. **Public Involvement:** Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

5. **Strategic Highway Network (STRAHNET)/UD Department of Defense (DOD) Coordination:** FHWA and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than two hundred (200) military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

6. **Federal Land Management Agency (FLMA) Coordination:** FHWA division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPO's must appropriately involve FLMAs in the development of the metropolitan transportation plan

and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201I (23 CFR 450.218I).

7. **Planning and Environmental Linkages (PEL):** FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

8. **Data in Transportation Planning:** To address the emerging topic areas of data sharing, needs, and analytics, FHWA and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

The Federal Planning Emphasis Areas are addressed in the work plan tasks as follows:

UPWP Tasks	Federal Planning Emphasis Areas (1-8)							
	1	2	3	4	5	6	7	8
1 Long-Range Transportation Plan	X	X	X	X	X	X	X	X
2 Transportation Improvement Plan	X	X	X	X	X	X	X	X
3 Administration	X	X	X	X	X	X	X	X
4 Data Development & Management	X	X	X	X	X	X	X	X
5 Special Projects & Studies	X	X	X	X	X	X	X	X
6 Regional Coordination	X	X	X	X	X	X	X	X
7 SCTPA Support & Shared Resources	X	X	X	X	X	X	X	X

Florida Planning Emphasis Areas

The FDOT Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Unified Planning Work Programs by the metropolitan planning organizations. Emphasis areas set planning priorities, support the Florida Transportation Plan (FTP), and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the goals of the FTP 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.

- **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 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 resilience 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 the 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 recognizes the important influence of emerging mobility of the multimodal transportation system and include related planning studies, collaboration efforts, research, or other activities.

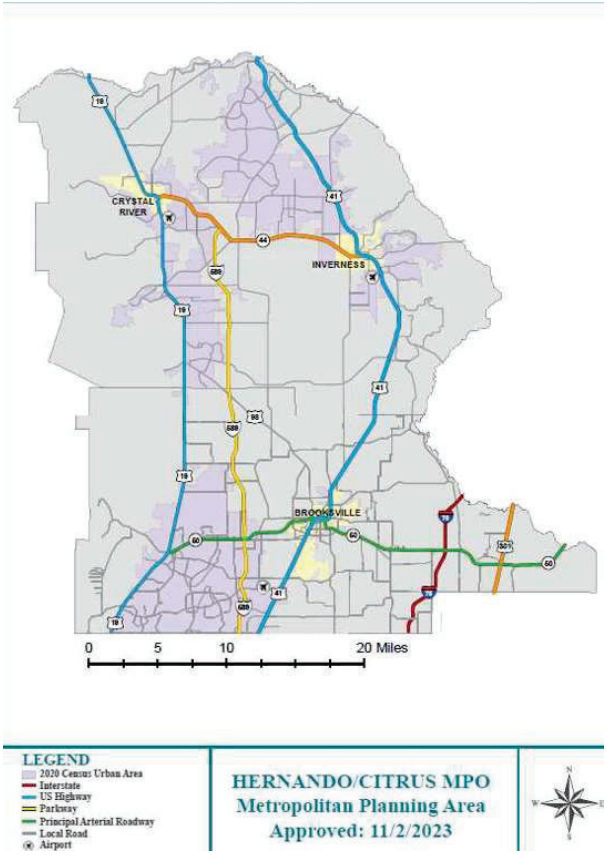
Attainment Statement

The Hernando/Citrus MPO is in attainment for air quality.

SECTION 3 - MPO ORGANIZATION AND MANAGEMENT

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned, and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County. On November 2, 2023, pursuant to the 2020 Census, the Hernando/Citrus MPO Apportionment Plan was adopted by the MPO Board. The urbanized boundary lines are being adjusted based upon the 2020 Census, but the MPO Board structure remains the same as changes were not necessary.

Hernando and Citrus counties are in the central part of Florida on the west coast commonly known as the nature coast. A map of the metropolitan planning boundary area is shown below.



Participants and their role in the development of the Unified Planning Work Program are reflected below.

Metropolitan Planning Organization (MPO) Board

The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system. As of February 6, 2025, the MPO Board includes the following representatives of the member jurisdictions:

Hernando County, Florida
Commissioner Brian Hawkins, Vice Chair
Commissioner John Allocco
Commissioner Steve Champion
Commissioner Jerry Campbell
Commissioner Ryan Amsler, Alternate

Citrus County, Florida
Commissioner Rebecca Bays, Chair
Commissioner Jeff Kinnard
Commissioner Diana Finegan, Alternate

City of Brooksville in Hernando County, Florida
Mayor Christa Tanner
Council Member Betty Erhard, Alternate
Council Member Louis Hallal, Alternate

City of Crystal River in Citrus County, Florida
Mayor Joe Meek
Council Member Robert Holmes, Alternate
Council Member Chris Ensing, Alternate

City of Inverness in Citrus County, Florida
Council Member Gene Davis
Council Member Tom Craig, Alternate

Hernando/Citrus MPO Executive Director
Robert M. Esposito

Florida Department of Transportation, Nonvoting Advisor
Justin Hall, Secretary, District 7

The MPO staff consists of an Executive Director, MPO Coordinator, and an Executive Assistant. General planning consultants serve as an extension of staff by contract.

MPO Agreements

The following agreements exist between for the Hernando/Citrus Metropolitan Planning Organization:

- Interlocal Agreement for Creation of the MPO; No Expiration-Review Every 5 Years
  Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (Approved 6/18/2014)

- Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (ICAR); No Expiration, Period Reviews
  An intergovernmental agreement with the Florida Department of Transportation, the Hernando/Citrus MPO, the Tampa Bay Area Regional Planning Council, the Hernando County Board of County Commissioners, and the Citrus County Board of County Commissioners (Approved 2/10/25)

- Interlocal Agreement for Local Agency Planning (LAP); Expires February 24, 2030
  Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the Local Agency Program (LAP) Administrator (Approved 2/25/25)

- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central Florida; No Expiration Date
  Agreement created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (now known as Sun Coast Transportation Planning Alliance (SCTPA); (Approved 2/13/20)

- Administrative Services Agreement with Hernando County, Florida - No Expiration
  An interlocal agreement between the MPO and the Hernando County Board of County Commissioners for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space (Approved 7/22/14).

- Agreement Between Citrus County, Hernando County, and the Hernando/Citrus Metropolitan Planning Organization - No Expiration
  An interlocal funding agreement to provide the MPO with funds to help manage the continuous, cooperative, and comprehensive metropolitan planning process (Approved 8/19/2021)

- Planning Activities for Administering the Transportation Disadvantaged Local Coordinating Program for Hernando County for Fiscal Year 2024/25 (Contract Expires 6/30/25)

- Planning Activities Contract for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County for Fiscal Year 2024/25 (Contract Expires 6/30/25)

- Consolidated Planning Grant FY 2024-FY 2025 (Contract #G2V07); Expires June 30, 2026

Operational Procedures and Bylaws

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Statutes, Chapter 339. The MPO Board conducts itself pursuant to Chapter 139, F.S., and by-laws that were adopted on July 15, 2014, and amended on February 1, 2024.

The MPO has a Continuity of Operations Plan (COOP) which was updated on August 28, 2024, and is reviewed annually. The COOP was developed to implement and maintain continuity of operations upon an adverse condition impeding otherwise normal operations. The COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65.

Certifications and Assurances

The attached Appendix E includes the following certifications:

- Disadvantaged Business Enterprise Utilization
- Debarment and Suspension Certification
- Lobbying Certification for Grants, Loans, and Cooperative Agreements
- Title VI/Nondiscrimination Assurances

Indirect Cost Rates

The Hernando/Citrus MPO does not utilize an indirect cost rate.

SECTION 4 - UPWP PLANNING TASKS

To facilitate the activities and continue to conduct a successful 3-C (Comprehensive, Cooperative, and Continuing) work program, the following work tasks have been included in this UPWP.

Task 1: Long-Range Transportation Plan 2050 (LRTP)
Includes work related to the development and maintenance of the Long-Range Transportation Plan (LRTP), performance management, as well as the Efficient Transportation Decision Making Process (ETDM).

Task 2: Transportation Improvement Program (TIP)
Includes development of the annual Transportation Improvement Program (TIP) and Priority Project development process and reviews of impacts to the transportation system.

Task 3: Administration
Identifies all administrative functions to carry out the continuous, cooperative, and comprehensive transportation planning process for the MPO area.

Task 4: Data Development and Management
Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis to document changes within the MPO transportation area.

Task 5: Special Projects & Studies
Identifies all short-term projects and/or planning studies deemed reasonable and necessary for the MPO for state and federal consistency in preparation of its plans and in support of the goals and objectives of its plans.

Task 6: Regional Coordination
Identifies the funds allocated for staff and consultants to participate and coordinate on regional transportation planning activities.

Task 7: SCTPA Support & Shared Task
Identifies the funds allocated to Forward Pinellas in support of the Sun Coast Transportation Planning Alliance (SCTPA) for regional planning activities.

Each task is contained in its own section beginning on the next page. Additionally, a budget estimate is included in each task that identifies the level of work by the following types:

A. Personnel Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, and life insurance.
B. Consultant Costs for services in support of MPO planning activities.
C. Costs for travel related to MPO activities including local, state, and regional meetings, workshops, and training activities.
D. Direct Expenses - Costs for public notices, office/operating supplies, computer software/hardware equipment, copier lease/printing, postage, organizational professional dues, insurance, and other related office expenses deemed necessary and reasonable in the performance of the MPO. *Note: Any equipment purchase that is equal to or greater than $5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.*

Task 1: 2050 Long-Range Transportation Plan (LRTP)

Purpose - The Long-Range Transportation Plan is the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(i), Title 49 USC §5303/5305, Title 23 CFR §450.322, and Section 339.175(7), Florida Statutes.

Previous Work - Development with consultant services on the 2050 Long-Range Transportation Plan began in late 2022 and continued throughout 2023. Performance measures and targets including safety were adopted. Conducted public outreach through board and committee meetings.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

Task 1 Activities	End Product	Completion Date
Finalize the 2050 LRTP, including, but not limited to data collection and analysis; goals, objectives, regional needs assessment, and performance measures, environmental coordination, transportation projects to be included for partner agencies; public involvement, creation of GIS layers. Coordination with FDOT and member jurisdictions. (Consultant services will be utilized.)	2050 LRTP Adoption	December 2024
Process amendments to the LRTP. (Consultant services will be utilized.)	LRTP Amendments	June 2026
Participate with the Sun Coast Transportation Planning Alliance (SCTPA) in the Regional Transportation Analysis (RTA) process, the Transportation Management Area (TMA), and the Transportation Review Team (TRT) activities associated with the long-range transportation plan. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Coordinate with funding and implementing agencies regarding the LRTP's congestion management and Intelligent Transportation Systems (ITS) improvements for consistency with the adopted regional architecture. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Participate in the review of enhancements to the Tampa Bay Regional Planning Model as part of the MPO's Technical Review Team (TRT) responsibilities. (Consultant services will be utilized.)	Consistency in Regional Data in Plans and Programs	June 2026
Participate in air quality review and monitoring. (Consultant services will be utilized.)	Air Quality Monitoring	June 2026
Attend Efficient Transportation Decision Making (ETDM) forums.	Efficient Decision Making	June 2026
Perform bicycle/pedestrian master plan updates. (Consultant services will be utilized.)	Updated Master Plans	June 2026
Conduct Automated, Connected, Electric, Shared (ACES) Study for the MPO area. (Consultant services will be utilized for this task.)	ACES Study	June 2026
Environmental coordination as part of the LRTP amendment process. (Consultant services will be utilized for this task.)	LRTP Consistency	June 2026
Continue to implement and update the Complete Streets program. Note: The MPO will utilize a minimum of 2.5% of its PL allocation towards this effort. (Consultant services will be utilized.)	Implementation of Complete Streets strategies in Planning Documents	June 2026
Continue to update and implement the Congestion Management Strategies. (Consultant services will be utilized.)	Implementation of Congestion Management Strategies in Planning Documents	June 2026

[Task 1 - LRTP is continued on next page.]

Task 1 Long-Range Transportation Plan (LRTP)		
2025		
Funding Source	**FHWA**	**2025 Total**
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 9,229	$ 9,229
Consultant	$ 108,377	$ 108,377
2025 Totals	**$ 117,606**	**$ 117,606**
2026		
Funding Source	**FHWA**	**2026 Total**
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 9,598	$ 9,598
Consultant	$ 328,629	$ 328,629
2026 Totals	**$ 338,227**	**$ 338,227**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 18,827
Consultant*	$ 437,006
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 455,833**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 455,833**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 455,833**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

*These PL funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [Section 11206 (b)]. The total amount of funds used by the MPO for Complete Streets planning for FY 2024/25 is $17,448 of $697,924 and for FY 2025/26 is $17,629 of $705,133. The Long-Range Transportation Plan achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [Section 11206]

Task 2: Transportation Improvement Program (TIP)

Purpose - The Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long-Range Transportation Plan, and pursuant to Titles 23 USC §134(j), 49 USC §5303/5305, 23 CFR §450.324 and Section 339.175(8), F.S. Amendments and modifications to the TIP are performed as needed or required.

Previous Work - The Transportation Improvement Plan for FY2024-FY2028 was adopted on June 1, 2023, and subsequently amended on October 5, 2023, and November 2, 2023. The Transportation Improvement Plan reflects for Hernando and Citrus counties and is inclusive of the List of Priority Projects, capital improvement projects, transportation disadvantaged programs, and transit-related projects.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

Task 2 Activities	End Product	Completion Date
Prepare the FY2025-2029 Transportation Improvement Program (TIP) including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	July 2025
Prepare the FY2026-2030 TIP including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	June 2026
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board. (Consultant services will be utilized.)	5-Year Work Program Consistent with LRTP	June 2026
Participate in regional air quality planning activities. (Consultant services will be utilized.)	Ensuring Air Quality Standards are Being Met	June 2026
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans. (Consultant services will be utilized.)	Master Plan Consistency with the LRTP	June 2026
Intelligent Transportation System coordination with member jurisdictions and FDOT. (Consultant services will be utilized.)	RITSA Data Updated	June 2026
Manage TIP project priorities with FDOT District 7 and the SCTPA coordination process.	Regional TIP Priority Project Consistency	June 2026
Amendments to TIPs as needed. (Consultant services will be utilized.)	Amended TIPs	June 2026
Develop and implement green house gas strategies, targets, performance measures as required. (Consultant services will be utilized.)	Development of Performance Standards & Metrics	June 2026
Annually Update the List of Priority Projects (LOPP) using the ETDM principles	Updated Annual LOPP	June 2026
Annually update data pertaining to performance measures including safety. (Consultants will be utilized.)	Adopted Performance Measures	June 2026

Task 2 - TIP is continued on next page.]

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	2025 Total
Personnel (salary and benefits)	$ 10,353	$ 10,353
Consultant	$ -	$ -
2025 Totals	**$ 10,353**	**$ 10,353**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source	**PL**	2026 Total
Personnel (salary and benefits)	$ 10,767	$ 10,767
Consultant	$ 135,000	$ 135,000
2026 Totals	**$ 145,767**	**$ 145,767**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 21,120
Consultant	$ 135,000
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 156,120**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 156,120**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 156,120**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 3: Administration

Purpose - To responsibly manage and carry out the continuous, cooperative, and comprehensive metropolitan transportation planning process for the MPO. This task includes public involvement activities and administrative support for MPO planning and programs in general and to the MPO Board and its committees and boards, and its Federal, State, and local partners, as needed.

Previous Work - Staff performed required and necessary administrative activities for the MPO, the MPO Board, and its advisory committees [Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC)]; participated in required audits, submitted invoices and reports; executed required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; amended and updated the prior UPWP, developed the MPO budget for inclusion in the Hernando County budget, and updated the MPO's Continuity of Operations Plan (COOP) on August 25, 2023. Additionally, the MPO staff updated the Hernando/Citrus MPO planning area for the updated Apportionment Plan adopted by the MPO Board on November 2, 2023, participated with Hernando County in the bid and selection process for general planning consultants for the MPO, and completed the annual FDOT Certification process.

Local, state, and federal partners were included in the appropriate planning projects such as the Long-Range planning documents, the Transportation Improvement Plan, and special projects involving traffic counts and analysis. Staff attended meetings of the statewide Florida Metropolitan Planning Partnership, Metropolitan Planning Organization Advisory Council (MPOAC), regional Sun Coast Transportation Planning Alliance (SCTPA), and participated in the planning and administrative meetings involving the MPO's programs. More information concerning the SCTPA can be found in Tasks 6 and 7.

Resources were provided to recruit and engage the public in an open, cooperative, and collaborative process to provide opportunities for participation and project prioritization process in accordance with the adopted Public Participation Plan (PPP) which includes compliance with the American Disability Act (ADA). The PPP was recently updated and approved by the MPO Board on December 7, 2023. The Title VI Policy and Limited English Proficiency Plan (LEP) were updated and adopted in December of 2022.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

[Task 3 - Administration is continued on next page.]

Task 3: Administration (*Continued*)

Task 3 Activities	End Product	Completion Date
Process Amendments and Modifications to the FY 2025-FY 2026 adopted UPWP. (Consultant services may be utilized).	Amended UPWP	June 2026
Develop the FY 2027-FY 2028 UPWP. (Consultant services may be utilized.)	Adopted UPWP	June 2026
Performing financial activities including: reconciliation of ledgers, project/time tracking, Single Audit Act/audit reports, UPWP and County budgetary preparation, financial and fiscal recordkeeping, preparation of grant invoices, processing, and reporting, procurement of goods and services, insurance, professional services, legal counsel, travel, communication (computers, wireless, cell phone, internet), postage, rental/lease of buildings and equipment (copier), printing costs, software licensing, public notice ads, procurement and replacement of non-capital equipment including audio/visual or electronic, organizational dues/memberships (no membership will be for an individual), educational/training activities, contract monitoring, payment of invoices, personnel services, and coordination of activities pursuant to the Staff Services Agreement.	Progress Reports and Invoices for MPO Operating in Conformance with Local, State, and Federal Requirements	June 2026
Attend workshops, seminars, and other meetings sponsored by FHWA, FDOT, FTA, MPOAC, SCTPA, and other transportation planning partners.	Consistent MPO Management	June 2026
Perform administration functions for the MPO, MPO Board and its advisory committees including the scheduling of meetings, creation of agendas and meeting packets, preparation of agenda materials, presentations, public notice, and the necessary post-meeting follow-up activities to ensure consistency with state and federal requirements. (Consultant services may be utilized).	Public Engagement in MPO Meetings	June 2026
Perform annual joint MPO Certification with FDOT in 2025	Annual Certification	June 2025
Perform annual joint MPO Certification with FDOT in 2026	Annual Certification	June 2026
Annually update the MPO's Continuity of Operations Plan (COOP) for 2025	Updated COOP	June 2025
Annually update the MPO's Continuity of Operations Plan (COOP) for 2026	Updated COOP	June 2026
Execute, review, and administer program grants, contracts, and agreements annually which includes the Transportation Disadvantaged contracts for Citrus and Hernando Counties. (Consultant services may be utilized.)	Executed Contracts and Grants	June 2026
Monitor Notices of Funding Opportunities in order to pursuant new grant opportunities to support transportation and related planning projects. (Consultant services may be utilized.)	Grant Applications	June 2026
Examine and modify/update committee bylaws, as needed.	By-laws are Updated	June 2026
Equipment purchase, lease/rental (copier) including black/white and color printing. No purchase for any one item equal to or greater than $5,000 will occur unless approved by FDOT and FHWA.	Required Production of Documents	June 2026
Examine and modify/update program documents for consistency with federal/state regulations. (Consultants may be utilized.)	Documents are Updated	June 2026
Maintain/upgrade software and office equipment less than $5,000 and supplies, including identification materials (signs, display materials, etc.).	Office Equipment & Supplies as Necessary and Reasonable	June 2026
Attorney services for the MPO including the review of MPO Board agenda items, legal documents, and associated legal assistance pursuant to the Staff Services Agreement.	Legal Consistency with Required Regulations	June 2026
Monthly rental/lease expense for MPO's office space.	MPO Office Space & Public Meeting Venue	June 2026
Speak at public engagements on the transportation planning processes and activities.	Public Engagement	June 2026
Update, enhance, and maintain the MPO website. (Consultant services may be utilized.)	Public Engagement	June 2026

[Task 3 - Administration is continued on next page.]

Task 3 Administration								
2025								
Funding Source	FHWA		CTD		CTD		2025 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3012 Hern			
Source Level	PL	*Total*	State	*Total*	State	*Total*		
Personnel (salary and benefits)	$ 380,314	$ 380,314	$ 6,163	$ 6,163	$ 7,050	$ 7,050	$	393,527
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Travel	$ 976	$ 976	$ 400	$ 400	$ 400	$ 400	$	1,776
Direct Expenses	$ 45,810	$ 45,810	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$	48,593
Supplies	$ 1,750	$ 1,750	$ -	$ -	$ -	$ -	$	1,750
Equipment	$ 3,000	$ 3,000	$ -	$ -	$ -	$ -	$	3,000
2025 Totals	$ 431,850	$ 431,850	$ 7,943	$ 7,943	$ 8,853	$ 8,853	$	448,646
2026								
Funding Source	FHWA		CTD		CTD		2026 Total	
Contract Number	G2V07PL		G2Z98 Citrus		G3012 Hern			
Source	PL	*Total*	State	*Total*	State	*Total*		
MPO Budget Reference								
Lookup Name	2026 FHWA G2V07PL (PL)	*2026 FHWA G2V07PL (Total)*	2026 CTD G2Z98 Citrus (State)	*2026 CTD G2Z98 Citrus (Total)*	2026 CTD G3012 Hern (State)	*2026 CTD G3012 Hern (Total)*		
Personnel (salary and benefits)	$ 395,527	$ 395,527	$ 6,410	$ 6,410	$ 7,332	$ 7,332	$	409,269
Consultant	$ 158,812	$ 158,812	$ -	$ -	$ -	$ -	$	158,812
Travel	$ 976	$ 976	$ 400	$ 400	$ 400	$ 400	$	1,776
Direct Expenses	$ 46,457	$ 46,457	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$	49,240
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Supplies	$ 1,796	$ 1,796	$ -	$ -	$ -	$ -	$	1,796
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$	-
2026 Totals	$ 603,568	$ 603,568	$ 8,190	$ 8,190	$ 9,135	$ 9,135	$	620,893

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 802,796
Consultant	$ 158,812
Travel	$ 3,552
Direct Expenses	$ 97,833
Indirect Expenses	$ -
Supplies	$ 3,546
Equipment	$ 3,000
Total	$ 1,069,539

	FY 2025 & 2026 TOTAL De-
Total	$ 1,069,539
Total De-ob. Funds	$ -
Total De-ob. (Other	$ -
Sub-Total (less the	$ 1,069,539

Notes: No funding was de-obligated from UPWP FY 2023-FY 2024.
Any equipment purchase that is equal to or greater than $5,000 must require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.

Task 4: Data Development and Management

Purpose - To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the MPO area. Data development and management includes evaluation of the condition of the transportation network, as well as transportation related socio-economic and land use data.

Previous Work - Monitored traffic volume data, including link volumes and counts at major intersections. This information is used to evaluate the operating efficiency and condition of the existing classified transportation network, including the local and state-maintained systems.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

Task 4 Activities	End Product	Completion Date
Develop, maintain, and/or manage data for the transportation planning processes. (Consultants will be utilized.)	Current Data	June 2026
Coordinate with Hernando and Citrus counties to perform traffic counts for the MPO study areas. (Consultant services will be utilized.)	Updated Traffic Counts	June 2026
Develop GIS Layers and maps related to existing and future roadway levels of service, conduct traffic counts, evaluate the performance measures for roadways and transit programs; identify needed improvement areas and congested corridors. (Consultant services will be utilized.)	Updated GIS Layers, Maps, and Resources	June 2026

[Task 4 is continued on next page.]

Task 4 Data Development & Management		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 720	$ 720
Consultant	$ -	$ -
2025 Totals	**$ 720**	**$ 720**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 749	$ 749
Consultant	$ 72,500	$ 72,500
2026 Totals	**$ 73,249**	**$ 73,249**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 1,469
Consultant	$ 72,500
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 73,969**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 73,969**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 73,969**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 5: Special Projects & Studies

Purpose - To provide planning and evaluation of activities to support a secure, safe, accessible and context sensitive multimodal transportation network for all users of the system. Project planning efforts include mass transit, transportation disadvantaged services, short range planning, bicycle/pedestrian planning, and traffic analysis.

Provide planning, technical, and grant administrative assistance for the operation of fixed-route and deviated fixed-route transit. Perform major Transit Development Plan (TDP) updates in accordance with state guidelines. Incorporate TDP analysis results into the MPO's transit operations and long-range transportation process.

Previous Work - The MPO Board serves as the Designated Official Planning Agency (DOPA) for the Transportation Disadvantaged (TD) Programs for Hernando and Citrus Counties. The MPO assists the Commission for the Transportation Disadvantaged (CTD), the Transportation Disadvantaged Local Coordinating Boards (TDLCB), and the Community Transportation Coordinators (CTC) by optimizing services to the elderly, handicapped, and those who qualify under the Americans with Disabilities Act (ADA) and any other transportation disadvantaged individuals.

TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the DOPA. Included Transportation Disadvantaged Elements in the Transportation Improvement Program. Staff participated in annual training opportunities provided by the CTD. MPO staff coordinated selection of CTC for Hernando County and completed the evaluation of the Citrus County CTC.

Continuous transportation disadvantaged coordination occurred between the MPO, the Local Coordinating Boards for Hernando and Citrus Counties, and the CTC for each county. The MPO staff provided administrative support for the annual public workshops and the quarterly meetings of the Hernando County and Citrus County Local Coordinating Boards. A video demonstration for the public was created utilizing the members of the TDLCBs to demonstrate the boarding and off-boarding on vehicles. These videos are featured on the MPO's website.

Completed the Crystal River Bypass Study to analyze impacts associated with the interim termination of the Suncoast Parkway at SR 44. Continued work toward completion of Complete Streets Implementation plan.

Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

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

[Task 5 is continued on the next page.]

Task 5: Special Projects & Studies (Continued)

Task 5 Activities	End Product	Completion Date
Perform program management activities including coordination of planning tasks with public transit operators.	Consistency in Planning Transportation Documents	June 2026
Prepare a major update of the Citrus County Transit Development Plan (prior adoption year 2020). (Consultant services will be utilized.)	New 5-Year Transit Development Plan	September 2025
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP. (Consultant services will be utilized.)	Public Engagement	June 2026
Annually monitor and evaluate the performance of the Community Transportation Coordinators for Hernando and Citrus counties. (Consultant services will be utilized.)	CTC Evaluations Completed	June 2025, June 2026
Annually perform necessary grant-related support of the Transportation Disadvantaged program, meeting support, attendance at meetings, review and update of the Transportation Disadvantaged Service Plans, Grievance Processes, training, etc. (Consultant services will be utilized.)	Compliance with TD Grants	June 2026
Analyze roadway improvements consistent with the plans and programs including the analysis and preparation of support materials necessary for funding. (Consultant services will be utilized.)	Improved Roadways	June 2026
Participate in the West Central Florida Community Traffic Safety Team (CTST) regarding safety related activities.	Safety Improvements	June 2026
Pursue, apply, and administer funding sources to educate and promote transportation safety initiatives. (Consultant services may be utilized.)	Promotion of Education & Safety Initiatives	June 2026
Assist in the preparation and update of Transportation Alternatives (TA) applications. (Consultant services will be utilized.)	TA Applications	June 2026
Update Tier 1 Spreadsheet for Hernando County's Concurrency Review Process. (Consultants services will be utilized for this task.)	Tier 1 Spreadsheet	June 2026
Annually evaluate and update as necessary the Public Participation Plan. (Consultant Services may be utilized.)	Public Engagement	June 2026

Task 5 Special Projects & Studies									
2025									
Funding Source	**FHWA**		**CTD**		**CTD**		2025 Total		
Contract Number	**G2V07PL**		**G2Z98 Citrus**		**G3O12 Hern**				
Source Level	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 3,901	$ 3,901	$ 17,702	$ 17,702	$ 17,738	$ 17,738	$ 39,341		
Consultant	$ 113,225	$ 113,225	$ -	$ -	$ -	$ -	$ 113,225		
2025 Totals	**$ 117,126**	**$ 117,126**	**$ 17,702**	**$ 17,702**	**$ 17,738**	**$ 17,738**	**$ 152,566**		
2026									
Funding Source	**FHWA**		**CTD**		**CTD**		2026 Total		
Contract Number	**G2V07PL**		**G2Z98 Citrus**		**G3O12 Hern**				
Source	**PL**	***Total***	**State**	***Total***	**State**	***Total***			
Personnel (salary and benefits)	$ 4,057	$ 4,057	$ 18,257	$ 18,257	$ 18,305	$ 18,305	$ 40,619		
Consultant	$ 178,183	$ 178,183	$ -	$ -	$ -	$ -	$ 178,183		
2026 Totals	**$ 182,240**	**$ 182,240**	**$ 18,257**	**$ 18,257**	**$ 18,305**	**$ 18,305**	**$ 218,802**		

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 79,960
Consultant	$ 291,408
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 371,368**

	FY 2025 & 2026 TOTAL
Total	**$ 371,368**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 371,368**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 6: Regional Coordination

Purpose - Maintain and enhance the ongoing multi-county collaborative transportation planning process. Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system. Activities in this task are district, regional, and statewide in nature and do not involve the transfer of funds between MPOs.

Previous Work - Participated in the meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), Sun Coast Transportation Planning Alliance (SCTPA), and Regional Transportation Interagency Exchange (RTIE). Hosted the June 2023 meeting of the SCTPA meeting (an activity that is rotated among the member jurisdictions) in Tampa at the Florida Department of Transportation headquarters for District 7. Coordinated and collaborated with Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.

Responsible Agency(s) and Completion of Work:
Hernando/Citrus MPO Staff

Task 6 Activities	End Product	Completion Date
Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes.	Consistency in Planning Practices & Programs	June 2026
Coordinate and collaborate with other MPOs/TPOs such as Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.	Consistency in Regional Programs, Priorities & Documents, Strategies	June 2026
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the SCTPA.	Consistency in Regional Programs, Priorities & Documents	June 2026
Support regional transit planning through SCTPA, FDOT, and local agencies.	Consistency in Regional Programs, Priorities & Documents	June 2026
Perform tasks in support of the regional congestion management processes and/or regional performance measures.	Consistency in Regional Programs, Priorities & Documents	June 2026
Work with District 7 regional agencies to develop and refine regional priority lists for major projects as appropriate.	Consistency in Regional Programs, Priorities & Documents	June 2026
Provide input on the Florida Strategic Intermodal System (SIS) and FTP.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model similar travel demand models.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate with the Florida Model Task Force on consistent travel demand analysis methods and technical advances statewide.	Consistency in Statewide/Regional Programs, Data & Documents	June 2026
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.	Consistency in Regional Programs, Priorities & Documents	June 2026

Task 6 Regional Coordination		
2025		
Funding Source	**FHWA**	2025 Total
Contract Number	**G2V07PL**	
Source Level	**PL**	
Personnel (salary and benefits)	$ 15,269	$ 15,269
2025 Totals	**$ 15,269**	**$ 15,269**
2026		
Funding Source	**FHWA**	2026 Total
Contract Number	**G2V07PL**	
Source	**PL**	
Personnel (salary and benefits)	$ 16,880	$ 16,880
2026 Totals	**$ 16,880**	**$ 16,880**

	FY 2025 & 2026 TOTAL
Personnel (salary and benefits)	$ 32,149
Consultant	$ -
Travel	$ -
Direct Expenses	$ -
Indirect Expenses	$ -
Supplies	$ -
Equipment	$ -
Total	**$ 32,149**

	FY 2025 & 2026 TOTAL De-Obligated Funds
Total	**$ 32,149**
Total De-ob. Funds (PL)	$ -
Total De-ob. (Other Source)	$ -
Sub-Total (less the de-obligated funds)	**$ 32,149**

Note: No funding was de-obligated from UPWP FY 2023-FY 2024.

Task 7: SCTPA Support and Shared Task - Includes Shared or Transferred Funds and Agreements/MOU

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

Previous Work - Regional Needs Assessment

Responsible Agency(s) and Completion of Work:

Lead Agency: Forward Pinellas

Responsible agencies: Hernando/Citrus MPO, Hillsborough TPO, Pasco County MPO, Sarasota/Manatee MPO, and Polk County TPO

Stakeholders: TBRPC, FDOT, and Other Regional/Statewide Partners

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

Ongoing Activities
On-Going Activities
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)

Required Activities	End Product	Completion Date
Regional LRTP		
Create a Regional Long-Range Transportation Plan, reflective of the individual MPO Plan.	Regional Long-Range Transportation Plan	Ongoing through FY 2026
Produce and create content materials, presentations, website, and graphics for the SCTPA	Social Media Content Production, Website Maintenance & Creation	Ongoing through FY 2026

[Task 7 is continued on the next page.}

7 SCTPA Support and Shared Resources		
2025		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	FY 2025 Total
Consultant		
Forward Pinellas for SCTPA & Regional Coordination	$ 5,000	$ 5,000
Consultant Subtotal	**$ 5,000**	$ 5,000
Total	**$ 5,000**	**$ 5,000**
2026		
Funding Source	**FHWA**	
Contract Number	**G2V07PL**	
Source Level	**PL**	FY 2026 Total
Consultant		
Forward Pinellas for SCTPA & Regional Coordination	$ 5,000	$ 5,000
Consultant Subtotal	**$ 5,000**	$ 5,000
Total	**$ 5,000**	**$ 5,000**

7 SCTPA Detailed Breakdown			
FY 2025			
Funding Source		**Transfer from**	**FHWA**
Source Level			**PL**
Lead Agency:	**Forward Pinellas**	**No**	$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	*$ 5,000*
	Pasco County MPO	Yes	*$ 5,000*
	Polk TPO	Yes	*$ 5,000*
	Sarasota/Manatee	Yes	*$ 5,000*
	Hernando/Citrus	Yes	*$ 5,000*
Subtotal			**$ 30,000**
Total			**$ 30,000**
FY 2026			
Funding Source		**Transfer from**	**FHWA**
Source Level			**PL**
MPO Budget Reference			
Lead Agency:	**Forward Pinellas**	**No**	$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	*$ 5,000*
	Pasco County MPO	Yes	*$ 5,000*
	Polk TPO	Yes	*$ 5,000*
	Sarasota/Manatee	Yes	*$ 5,000*
	Hernando/Citrus	Yes	*$ 5,000*
Subtotal			**$ 30,000**
Total			**$ 30,000**

APPENDIX A - FUNDING SOURCE TABLE

APPENDIX A - FUNDING SOURCE TABLE

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G2Z98 Citrus	CTD	State	$ 25,645	$ 26,447	$ -	$ -	$ 25,645	$ -	$ -	$ 26,447
		CTD G2Z98 Citrus TOTAL	**$ 25,645**	**$ 26,447**	**$ -**	**$ -**	**$ 25,645**	**$ -**	**$ -**	**$ 26,447**
G3O12 Hern	CTD	State	$ 26,591	$ 27,440	$ -	$ -	$ 26,591	$ -	$ -	$ 27,440
		CTD G3O12 Hern TOTAL	**$ 26,591**	**$ 27,440**	**$ -**	**$ -**	**$ 26,591**	**$ -**	**$ -**	**$ 27,440**
G2V07PL	FHWA	PL	$697,924	$1,364,931	$ 153,930	$ 697,924	$ -	$ 301,041	$ 1,364,931	$ -
		FHWA G2V07PL TOTAL	**$697,924**	**$1,364,931**	**$ 153,930**	**$ 697,924**	**$ -**	**$ 301,041**	**$ 1,364,931**	**$ -**
		TOTAL	**$750,160**	**$1,418,818**	**$ 153,930**	**$ 697,924**	**$ 52,236**	**$ 301,041**	**$ 1,364,931**	**$ 53,887**

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

Agency Participation

Funding Source	CTD		CTD		FHWA	
Contract	G2Z98 Citrus		G3O12 Hern		G2V07PL	
Fiscal Year	2025	2026	2025	2026	2025	2026
Total Budget	$ 25,645	$ 26,447	$ 26,591	$ 27,440	$ 697,924	$ 1,364,931
Task 1 Long-Range Transportation Plan (LRTP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 9,229	$ 9,598
Consultant	$ -	$ -	$ -	$ -	$ 108,377	$ 328,629
Sub Total	$ -	$ -	$ -	$ -	$ 117,606	$ 338,227
Task 2 Transportation Improvement Plan (TIP)						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 10,353	$ 10,767
Consultant	$ -	$ -	$ -	$ -	$ -	$ 135,000
Sub Total	$ -	$ -	$ -	$ -	$ 10,353	$ 145,767
Task 3 Administration						
Personnel (salary and benefits)	$ 6,163	$ 6,410	$ 7,050	$ 7,332	$ 380,314	$ 395,527
Consultant	$ -	$ -	$ -	$ -	$ -	$ 158,812
Travel	$ 400	$ 400	$ 400	$ 400	$ 976	$ 976
Direct Expenses	$ 1,380	$ 1,380	$ 1,403	$ 1,403	$ 45,810	$ 46,457
Supplies	$ -	$ -	$ -	$ -	$ 1,750	$ 1,796
Equipment	$ -	$ -	$ -	$ -	$ 3,000	$ -
Sub Total	$ 7,943	$ 8,190	$ 8,853	$ 9,135	$ 431,850	$ 603,568
Task 4 Data Development & Management						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 720	$ 749
Consultant	$ -	$ -	$ -	$ -	$ -	$ 72,500
Sub Total	$ -	$ -	$ -	$ -	$ 720	$ 73,249
Task 5 Special Projects & Studies						
Personnel (salary and benefits)	$ 17,702	$ 18,257	$ 17,738	$ 18,305	$ 3,901	$ 4,057
Consultant	$ -	$ -	$ -	$ -	$ 113,225	$ 178,183
Sub Total	$ 17,702	$ 18,257	$ 17,738	$ 18,305	$ 117,126	$ 182,240
Task 6 Regional Coordination						
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ 15,269	$ 16,880
Sub Total	$ -	$ -	$ -	$ -	$ 15,269	$ 16,880
7 SCTPA Support and Shared Resources						
Consultant	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
Sub Total	$ -	$ -	$ -	$ -	$ 5,000	$ 5,000
TOTAL PROGRAMMED	**$ 25,645**	**$ 26,447**	**$ 26,591**	**$ 27,440**	**$ 697,924**	**$ 1,364,931**

APPENDIX C - GLOSSARY OF TERMS & ACRONYMS

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
ADA	AMERICANS WITH DISABILITIES - The Americans with Disabilities Act of 1990 is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
BOCC	Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
BPAC	Bicycle/Pedestrian Advisory Committee: The BPAC was established to provide a continuing forum with which to analyze and promote bicycle and pedestrian issues and Project as an integral part of a multi-modal transportation planning process. The BPAC initiates updates on the prioritization of transportation enhancement Project. The BPAC meets on a quarterly basis.
CAC	CAC - Citizens Advisory Committee: The CAC provides a formal framework for continuing public input on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long-Range Transportation Plan (LRTP), as well as other elements of the transportation planning process. The CAC meets on a quarterly basis to provide public input at all stages of the planning process.
CIP	Capital Improvement Program: The CIP is a multi-year schedule of capital improvement Project, including priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan.
CMP	Congestion Management Process: The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety by either strategies that reduce travel demand or the implementation of operational improvements.
COA	Comprehensive Operation Analysis. The COA is a detailed look at current service performance and operations.
COOP	Continuity of Operations Plan: The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
CPG	Consolidated Planning Grant: 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.
CTC	The Community Transportation Coordinator (CTC) is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
CTD	Commission for Transportation Disadvantaged: The CTD is the State-level policy board for the coordination of transportation services for persons who because of disability, age or income are unable to transport themselves. The CTD adheres to the policies and procedures as set out in Chapter 427 F.S. and Rule 41-2, F.A.C.
CTST	Community Traffic Safety Team: The CTST is a locally based group of highway safety advocates who are committed to solving traffic safety problems through a comprehensive, multi-jurisdictional, multi-disciplinary approach. Members include city, county, state, private industry, and citizens. The common goal of each CTST is to reduce the number and severity of traffic crashes within their community.
DBE	DBE Disadvantaged Business Enterprise.
DOPA	Designated Official Planning Agency: The DOPA is the entity responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).
ETDM	ETDM Efficient Transportation Decision Making. Florida's ETDM process defines the procedures for planning transportation Project, conducting environmental reviews, and developing and permitting Project.
FAA	FAA Federal Aviation Administration.

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
FAST Act	FAST-Act - Fixing America's Surface Transportation Act: Signed into law in December of 2015 by President Obama that provided long-term funding for surface transportation and infrastructure, planning and investment.
FDOT	Florida Department of Transportation: FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one central office in Tallahassee, seven district offices, and Florida's Turnpike Enterprise.
FHWA	Federal Highway Administration: The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
FTA	Federal Transit Administration - The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
FTE	Florida's Turnpike Enterprise: Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT). FTE is responsible for all operations on every FDOT-owned and operated toll road and bridge. The FTE 5-year work program (2016-2020) contains more than $3.7 billion in capital improvements, which include widening the mainline roadway, new interchanges, safety improvements, resurfacing improvements, and maintenance.
FTP	Florida Transportation Plan: The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
FY	A fiscal year (FY) is used in government accounting, which varies between entities and for budget purposes. It is also used for financial reporting by businesses and other organizations.
GIS	Geographic Information System-is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes.
HPMS	HPMS Highway Performance Monitoring System. The primary purpose of the HPMS is to serve data and information needs to reflect the condition and operating characteristics of the nation's highways. HPMS data supports the analyses needed for the biennial condition and performance reports to Congress.
HSP	HSP Highway Safety Program
ICAR	ICAR Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.
ITS	Intelligent Transportation System: ITS is the use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection," and "transit information kiosks."
LCB	Local Coordinating Board: The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.
LEP	Limited English Proficient: LEP refers to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English
LOPP	LOPP List of Priority Projects. The LOPP is a list of priority Project developed in coordination with the MPO Board and committees.
LOS	Level of Service - a qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).
LRTP	LRTP - Long-Range Transportation Plan: In accordance with 49 USC 5304(f), the LRTP provides for the development and implementation of the multimodal transportation system, including transit, highway, bicycle, pedestrian, and accessible transportation. This plan must identify how the transportation system will meet the economic, transportation, development, and sustainability goals – among others – for a 20+-year planning horizon.
MAP21	MAP-21 Moving Ahead for Progress in the 21st Century Act.
MPO	MPO - Metropolitan Planning Organization: The MPO is the forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

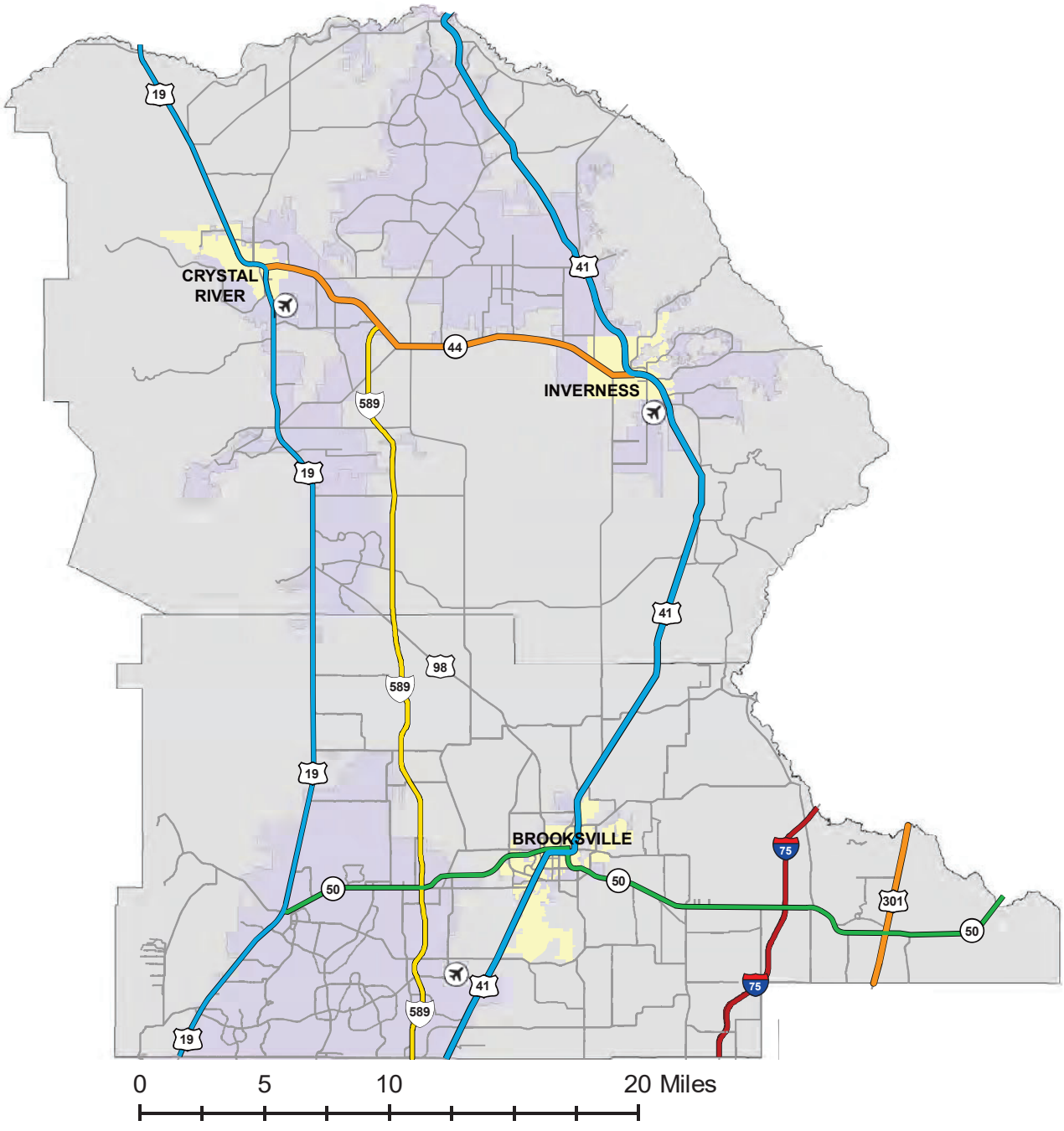
APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
MPOAC	MPOAC - Metropolitan Planning Organization Advisory Council: The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.
NHS	NHS - National Highway System: Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for Federal funds under ISTEA.
NTD	In 1974, Congress established the National Transit Database (NTD) program to collect financial, operating, and asset information on transit agencies. Congress based the NTD program on the Uniform Financial Accounting and Reporting Elements (FARE), a Project initiated by the transit industry and funded by the UMTA. The NTD has become the Nation's primary source of information on transit agencies.
PD&E	PD&E Project Development and Environment. The PD&E is a corridor study to establish conceptual design for a roadway and to determine its compliance with Federal, State, and local environmental permits, as required.
PPP	A Public Participation Plan is a document developed in consultation with all interested parties, and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
PTGA	Public Transportation Grant Agreement is an agreement between an agency and FDOT that establishes a public transportation Project and responsibilities related to the Project. A PTGA defines the scope, budget, funding source, and any legal provision necessary for the Project.
ROW	ROW - Right-of-Way: Real property that is used for transportation purposes, defines the extent of the corridor that can be used for the road and associated drainage.
RTA	RTA - Regional Transportation Analysis: The Regional Transportation Analysis (RTA) promotes transportation planning both within and among the counties that make up the Tampa Bay Region. The RTA provides a forum for the coordination of proposed transportation improvements - both highway and transit - that span multiple jurisdictions. Another important function of the RTA is that it provides for the development of a powerful, regional travel demand-forecasting model, the Tampa Bay Regional Planning Model.
SAA	Single Audit Act. The SAA establishes state audit and accountability requirements for state financial assistance provided to nonstate entities. The intent of the Act is that state audit and accountability requirements, to the extent possible, parallel the federal audit requirements.
SIS	Strategic Intermodal System. The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
SCTPA	SCTPA Sun Coast Transportation Alliance - Formerly known as the West Central Florida Chairs Coordinating Committee (CCC)-is an effort to address the transportation challenge on a regional, long – range basis. Issues such as personal mobility, access to jobs, goods movement, emergency evacuation, and growth management are some of the concerns addressed by the CCC, which is made up of the chairpersons from Metropolitan Planning Organizations and Transportation Planning Organizations (MPOs and TPOs) and their affiliated, transportation-related organizations. It serves eight counties: Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota.
STIP	State Transportation Improvement Program

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
TA	Transportation Alternatives (TA): As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
TAC	TAC - Technical Advisory Committee: A standing committee of most MPOs, function is to provide advice on plans or actions of the MPO from planners, engineers, and other staff members (not general citizens).
TBRPC	Tampa Bay Regional Planning Council: TBRPC was established as Florida's first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. TBRPC is one of ten regional planning councils in Florida.
TD	Transportation Disadvantaged: Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
TDLCB	TDLCB - Transportation Disadvantaged Local Coordinating Board: The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427. The respective Boards oversee the activities of the Community Transportation Coordinator (CTC) and the overall Transportation Disadvantaged (TD) service program. The MPO serves as the Designated Official Planning Agency (DOPA) for the transportation disadvantaged program for both Hernando and Citrus County and functions as the appointing authority for both Boards, the TDLCBs meet on a quarterly basis.
TDM	TDM - Transportation Demand Management: Transportation demand management, traffic demand management or travel demand management is the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time. In transport, as in any network, managing demand can be a cost-effective alternative to increasing capacity.
TDP	TDP - Transit Development Plan: The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a 10-Year Transit Development Plan (TDP). Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the interim years, an update is to be submitted in the form of a progress report on the 10-year implementation program of the TDP.
TDSP	TDSP - Transportation Disadvantaged Service Plan: The TDSP is a tactical plan with components of development, service, and quality assurance. It outlines and evaluates the services provided to the Transportation Disadvantaged population by the CTC. Every five years a new TDSP is developed and updated annually by the CTC, the planning agency and the LCB. Thus, the LCB can guide and support the CTC in implementing coordination efforts or locally developed service standards that are consistent with the needs and resources of the community.
TIP	TIP - Transportation Improvement Program: A priority list of transportation Project developed by an MPO that is to be carried out within the four-year period following its adoption; must include documentation of Federal and State funding sources for each Project and be consistent with adopted MPO Long Range Transportation Plan (LRTP) and local government comprehensive plans.

APPENDIX C GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS	
TMA	TMA - Transportation Management Area: A TMA is designated by the U.S. Secretary of Transportation for an urbanized area with a population of at least 200,000. Congress provided for this greater role by MPOs through a certification review aimed at formalizing the continuing oversight and day-to-day evaluation of the planning process. MPOs attaining certification enjoy certain benefits, but they also incur additional requirements beyond those of smaller urbanized areas for congestion management, project selection, and certification.
TRIP	TRIP - Transportation Regional Incentive Program: TRIP was created in 2005 to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed Project that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay up to 50 percent of the non-federal share of Project costs for public transportation facility Project.
TRT	TRT Technical Review Team
UPWP	UPWP - Unified Planning Work Program: A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USDOT	UNITED STATES DEPARTMENT OF TRANSPORTATION: Federal agency that oversees the administration of federal programs managing highways, air travel, railroads, maritime activity and other transportation modes. The FHWA and FTA operate as part of USDOT.

APPENDIX D – MAP OF HERNANDO/CITRUS URBANIZED AREA

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION



LEGEND

- 2020 Census Urban Area
- Interstate
- US Highway
- Parkway
- Principal Arterial Roadway
- Local Road
- Airport

HERNANDO/CITRUS MPO
Metropolitan Planning Area
Approved: 11/2/2023

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APP-12

APPENDIX E– CERTIFICATIONS AND ASSURANCES

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The Hernando/Citrus MPO hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

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

Name: Jerry Campbell
Title: MPO Chair

Date 5/2/24

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY
County Attorney's Office

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 Hernando/Citrus MPO that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Hernando/Citrus MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Hernando/Citrus MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name: Jerry Campbell
Title: MPO Chair

5/2/24
Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY _____
County Attorney's Office
APP-15

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Name: Jerry Campbell
Title: MPO Chair

Date 5/2/24

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY
County Attorney's Office

TITLE VI/ NONDISCRIMINATION ASSURANCE

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

The Hernando/Citrus MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

Name:
Title: MPO Chairman (or designee)

Date 5/2/24

ED AS TO FORM
EGAL SUFFICIENCY
Attorney's Office

APPENDICES A and E

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

(1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

(2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation,* the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
b. Cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation toenter 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 F– ADOPTION RESOLUTION, AUTHENTICATION, and TRAVEL POLICY

RESOLUTION 2024-3

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation planning activities that will occur during Fiscal Year 2024/2025 and Fiscal Year 2025/2026; and,

WHEREAS, adoption of the UPWP must be accompanied by a resolution and/or minutes documenting the Hernando/Citrus MPO action and forwarded to the FDOT.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 2nd day of May 2024, formally adopts the Unified Planning Work Program for Fiscal Year 2024/2025 and Fiscal Year 2025/2026 and authorizes submittal to State and Federal Agencies as required.

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION

Attest:

(SEAL)

Jerry Campbell, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY_____
MPO Attorney

AUTHENTICATION

The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 2, 2024, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2024/2025 and Fiscal Year 2025/2026.

Jerry Campbell, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY _____
MPO Attorney

Hernando/Citrus Metropolitan Planning Organization

Resolution 2024-2

A RESOLUTION OF THE HERNANDO/CITRUS METRPOLITAN PLANNING ORGANIZATION (MPO) ESTABLISHING THE MPO TRAVEL RATE POLICY.

WHEREAS, Florida Statutes Section 112.061(14) allows MPOS to establish rates that vary from the standard state per diem rates by enactment of a resolution, and provided that the rates apply uniformity to all travel by that entity,

WHEREAS, the Code of Federal Regulations (2 CFR 200.474), Travel costs, states that such costs are to be: normally allowed in like circumstances for all of the non-federal entity's activities; in accordance with the entity's written travel reimbursement policies; and considered necessary and reasonable, and

WHEREAS, the Code of Federal Regulations (2 CFR 200, Subpart E-Cost Principles) allows for setting an in-state travel rate and establishes that out-of-state travel should use Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Hernando/Citrus Metropolitan Planning Organization as follows:

1. Pursuant to Florida Statute 112.061(14), the MPO has the authority to establish its travel rate structure, which applies to all in-state travel, including federally reimbursed and non-federally funded travel.
2. MPO funded in-state travel is considered necessary and reasonable.
3. MPO funded out-of-state travel shall follow the Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.
4. The MPO, for in-state travel, shall follow the guidelines for payment and/or reimbursement of travel expenses for Hernando County officers and employees.

ADOPTED in the regular meeting of the Hernando/Citrus Metropolitan Planning Organization duly assembled on this 4th day of April 2024.

HERNANDO/CITRUS METROPOLITAN ORGANIZATION BOARD

Attest

Jerry Campbell, Chair

Approved as to Form
Legal Content

Hernando County Attorney

RESOLUTION 2025-01

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and,

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and,

WHEREAS, revision (1) to amend the FY 2025 of the UPWP serves to transfer funds from PL funding for Consultant Services to Salaries/Fringe Benefits in Tasks 2-6 for activities performed by MPO staff. Additionally, minor adjustments were made to align operating expenses.

WHEREAS, the amendment of FY 2025 will not increase or decrease the two-year funding agreement #G2V07 in the amount of $1,403,057.

WHEREAS, revision (1) also serves to recognize the awarded contract numbers and amounts for FY 2025 that became effective July 1, 2024, i.e., Contract #G2Z98 (Citrus) and Contract #G3O12 (Hernando), the updated adoption dates of applicable agreements, and updated MPO Board members since the November 2024 election cycle.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby adopts the amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest: Mary K Edwin

Rebecca Bays, MPO Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY Victoria Anderson
MPO Attorney

RESOLUTION 2025-02

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP documents the transportation planning activities that will occur during Fiscal Year 2025 and Fiscal Year 2026; and

WHEREAS, the UPWP for FY 2025 – FY 2026 was adopted by the MPO Board on May 2, 2024, and amended pursuant to approval of revision (1) on May 1, 2025, and

WHEREAS, the adoption of this amendment for revision (2), involves the roll forward of remaining funds in the amount of $659,798 from FY2024 (Contract G2774 for UPWP FY 2023-FY 2024) into the FY 2026 of UPWP FY 2025-FY 2026; and

WHEREAS, estimated amounts were updated for Transportation Disadvantaged planning grant funding from the Florida Commission for the FY 2026; and

WHEREAS, revision (2) requires an amendment to the UPWP FY 2025 – FY 2026 as the funding contract (PL G2V07) will increase from $1,403,057 to $2,062,855.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 1st day of May 2025, formally ratifies and confirms as true the foregoing "Whereas" clauses, and hereby formally adopts revision (2) as an amendment to the Unified Planning Work Program for FY 2025-FY 2026.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION BOARD

Attest: Mary K Elwin

Rebecca Bays, MPO Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY Victoria Anderson
MPO Attorney

APPENDIX G– FDOT DISTRICT 7 ACTIVITIES

Florida Department of Transportation
District Seven

PLANNING ACTIVITIES

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

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

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

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

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

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

Design Traffic Forecast

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

Development of Regional Impact (DRI)

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

Efficient Transportation Decision Making (ETDM) Process

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

Comprehensive Plan Amendments

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

Intelligent Transportation Systems (ITS) Planning

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

Interchange Analysis

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

Level of Service (LOS)

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

Long Range Transportation Plan (LRTP) Update and Maintenance

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

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

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

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

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

Mapping/Database Development

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

Modal Development

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

Multi-Modal Transportation Studies

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

Regional Goods Movement Study

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

Regional Transportation Planning Coordination

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

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

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

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

Travel Characteristics

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

Consultants may assist with tasks listed.

APPENDIX H – FLORIDA TPM CONSENSUS PLANNING AGREEMENT

Transportation Performance Measures
Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that "The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS)."

- 23 CFR 450.314(h)(2) allows for these provisions to be "Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation."

Section 339.175(11), Florida Statutes creates the MPOAC to "Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law" and to "Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes." The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

   a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.[12] FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.

   b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.

   c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

   FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

[1] When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.
[2] If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

a) FDOT will select and establish a statewide target for each applicable federally required performance measure.

   i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.

   ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.

b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either[3]:

   i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.

   ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

[3] When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

   i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

   ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following of establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

   iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.

   iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.

i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).

ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).

iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.

b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.

i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).

iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.

c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.

4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:

a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.

b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.

c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.

5. Collection of data for the State asset management plans for the National Highway System (NHS):

a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Alison Stettner, Director, Office of Policy Planning, Florida Department of Transportation, 850-414-4800, alison.stettner@dot.state.fl.us

Mark Reichert, Executive Director, MPOAC, 850-414-4062, mark.reichert@dot.state.fl.us

APPENDIX I – AGREEMENT FOR REGIONAL COORDINATION

INSTR #2020032447 BK: 3845 PG: 817 Page 1 of 12
FILED & RECORDED 5/29/2020 4:37 PM CVW Deputy Clk
Doug Chorvat, Jr., HERNANDO County Clerk of the Circuit Court
Rec Fees: $103.50

FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR REGIONAL TRANSPORTATION PLANNING AND COORDINATION IN WEST CENTRAL FLORIDA

This FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT (herein the "Agreement") is made and entered into by and between the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hernando/Citrus MPO); the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hillsborough MPO); the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Pasco MPO); the Pinellas County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, Forward Pinellas); the Polk Transportation Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175 Florida Statutes (herein the Polk TPO); and, the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Sarasota/Manatee MPO).

WHEREAS, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Pinellas MPO, the Polk TPO, and the Sarasota/Manatee MPO entered into an agreement to form a regional entity, the West Central Florida MPO Chairs Coordinating Committee (herein, the CCC), to coordinate transportation planning activities in the urbanized areas of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota Counties, such original agreement having been signed on March 17, 2004; and hereinafter referred to as the "Agreement"; and,

WHEREAS, in 2005 the Florida legislature created the Transportation Regional Incentive Program (TRIP) for the purpose of providing funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to s. 339.155(4); and

WHEREAS, the CCC on June 9, 2006 executed Amendment No. 1 to amend the original March 17, 2004 Agreement, by allowing Citrus County a voting membership for the purposes of participating in TRIP and to incorporate the adopted CCC Conflict Resolution Process in the Agreement, and

WHEREAS, after the initial 5-year term the parties to the original Agreement and Citrus County examined the terms of the original Agreement, as amended, and agreed to amend the provisions of the original Agreement, as amended, consistent with Section 10 of the original Agreement; and

WHEREAS, on July 8, 2010 the Citrus County TPO was created by virtue of an interlocal agreement between the Florida Department of Transportation, Citrus County, the

City of Inverness, and the City of Crystal River to participate in a coordinated and comprehensive transportation planning process; and

WHEREAS, the CCC on July 12, 2011 executed Amendment No. 2 to remove the Citrus County Board of County Commissioners from limited CCC membership and to accept the Citrus County TPO into the West Central Florida MPO Chairs Coordinating Committee with full member rights in an effort to further regional transportation planning; and

WHEREAS, the Citrus County TPO and the Hernando MPO have been merged, with the approval of the Governor and created pursuant to an Interlocal Agreement and Section 339.175, Florida Statutes to form the Hernando/Citrus MPO; and

WHEREAS, the CCC on December 13, 2013 voted to merge into and consolidate its transportation planning activities with those of the Tampa Bay Area Regional Transportation Authority, for a streamlined and unified regional planning process; and

WHEREAS, on July 1, 2016, pursuant to Section 339.175(6)(i), Florida Statutes, the West Central Florida MPO Chairs Coordinating Committee was renamed the Tampa Bay Area Regional Transportation Authority MPO Chairs Coordinating Committee; and

WHEREAS, on July 1, 2017, pursuant to Section 343.92, Florida Statutes, the Tampa Bay Area Regional Transportation Authority (herein, the TBARTA) was renamed the Tampa Bay Area Regional Transit Authority, and the TBARTA MPO Chairs Coordinating Committee similarly renamed pursuant to Section 339.175(6)(i); and

WHEREAS, the renaming of TBARTA shrank its geographic area and established its focus on transit as a transportation mode, while MPOs' service areas are unchanged and conduct planning for all modes of surface transportation; and

WHEREAS, pursuant to Section 343.92, Florida Statutes, TBARTA shall coordinate plans and projects with the CCC, to the extent practicable, and participate in the regional M.P.O planning process to ensure regional comprehension of TBARTA's mission, goals, and objectives;

WHEREAS this Fifth Amended and Restated Agreement, once effective, supersedes the Fourth Amended and Restated Agreement which would have automatically renewed but for the Parties entering into this Agreement.

NOW, THEREFORE, in consideration of the covenants made to by each Party to the other and of the mutual advantages to be realized by the Parties hereto, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Forward Pinellas, the Polk TPO, and the Sarasota/Manatee MPO agree as follows:

Section 1. Authority – This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, 339.155 and 163.01, Florida Statutes, relating to Interlocal Agreements.

Section 2. Purpose – The purpose of this Agreement is to provide a forum for continuing coordination and communication among the member Metropolitan Planning Organizations, District One and District Seven Offices of the Florida Department of Transportation, the Florida Turnpike Enterprise, the Tampa Bay Area Regional Transit Authority (TBARTA), and the affected Regional Planning Councils and to address those tasks necessary to conduct an ongoing regional transportation planning process in accordance with Sections 339.175, 339.155 and 339.2819, Florida Statutes, and in accordance with the requirements under the Fixing America's Surface Transportation (FAST) Act, or successor legislation.

Pursuant to the language of Section 339.175 (6) (i) , Florida Statutes, the powers and duties of the MPO Chairs Coordinating Committee are to coordinate transportation projects deemed to be regionally significant by the Committee, review the impact of regionally significant land use decisions on the region, review all proposed regionally significant transportation projects in the respective transportation improvement programs which affect more than one of the MPOs represented on the Committee, and institute a conflict resolution process to address any conflict that may arise in the planning and programming of such regionally significant projects.

Pursuant to the language of Section 339.2819, Florida Statutes there is created within the Florida Department of Transportation a Transportation Regional Incentive Program for the purpose of providing funds to improve regionally significant transportation facilities in regional areas created pursuant to Section 339.155(4), Florida Statutes. This Interlocal Agreement meets the requirements of Section 163.01, Florida Statutes.

Section 3. Name of Entity – The entity created pursuant to this Interlocal Agreement shall be called the Metropolitan Planning Organization Chairs Coordinating Committee (herein the CCC) and may elect to do business under a fictitious name as determined by the voting members.

Section 4. Organization and Membership

(a) Voting Members: The voting membership of the CCC shall consist of the Chair of each of the six member Metropolitan Planning Organizations. An alternate, who is an elected official, may represent the respective Metropolitan Planning Organization member if so designated by the respective Metropolitan Planning Organization. Each member shall have one vote. Except as indicated in Sections 11 and 12, a simple majority of the voting membership shall be required to pass motions.

(b) Nonvoting Advisors: The Secretaries for Districts One and Seven of the Florida Department of Transportation; representatives of the Florida Turnpike Enterprise and of the Tampa Bay Area Regional Transit Authority; and Chairs (or designees) of the Tampa

Bay, Southwest Florida, and Central Florida Regional Planning Councils shall be nonvoting advisors of the CCC.

(c) Standing Committees. The CCC shall have the ability to establish committees, identifying the purpose and membership of the committee, to accomplish tasks identified by the CCC voting members. Committees may include but are not limited to the MPO Staff Directors Team, the Tampa Bay Transportation Management Area (TMA) Leadership Group, the Regional Multi-Use Trails Team, and the Transportation Regional Incentive Program Team, as described in the CCC Operating Procedures.

Section 5. Conduct of Meetings –Meetings of the CCC shall be held at least annually on a rotating basis with the meeting Host rotating each year among the CCC voting members. The order of rotation shall be the Hernando/Citrus MPO, the Pasco MPO, the Hillsborough MPO, the Polk TPO, the Sarasota/Manatee MPO, and Forward Pinellas. Responsibility for serving as the Chair of each meeting shall alternate among the CCC members. The Chair of the meeting shall conduct the meetings but have no extraordinary membership powers or responsibilities. At the last meeting of the calendar year, meeting date(s) shall be approved for the following year. Meeting dates shall be posted on TBARTA's website. Special meetings may be called by a majority of the members. The Host for all special meetings will follow the rotational order. Reasonable notice must be provided to all members for special meetings. The Host member shall be responsible for ensuring that notice requirements of §286.011 have been met, and that meetings are held in a facility accessible to persons with disabilities in compliance with Title II of the Americans with Disabilities Act.

Meetings of the CCC and its committees shall be conducted pursuant first to any applicable statute, then to any procedural rules adopted by the CCC, then finally to the most recent edition of Robert's Rules of Order.

As an alternative to the provisions of this Section, a Party or Parties may enter into an agreement with TBARTA to provide professional services and organizational and meeting support that is at a minimum consistent with this Section. In such an event, a lead member of said Party shall be designated each year to administer such an agreement with TBARTA.

Section 6. Staffing, Professional Services and Financial Support of Entity – The Parties agree that the Directors and Managers of the CCC members will be responsible for carrying out the regional work programs and coordinating process as directed by the CCC, provided, however, that should a direction of the CCC directly conflict with the officially-adopted policy direction of a CCC member, staff of that member may ask that the work in question be performed by staff of some other member. Expenses concerning projects assigned to a lead CCC member may be paid by the regional set-aside as specified in its Unified Planning Work Program. The provision of professional services to the administrative entity, including legal review, shall be as agreed by the CCC members from time to time, with the exception that no legal counsel shall be required to render advice to the entity or representation to the members thereof absent each individual member's waiver of any conflict and authorization of joint representation, as provided for by Florida Bar Rule 4-

1.7. Notwithstanding the foregoing, the CCC members do not authorize this administrative entity to incur for itself any cost or expense, nor to obtain or retain funds from any source. The entity created by this Agreement is not authorized to conduct any banking or other financial transactions of any kind, nor to receive or disburse any funds. Instead, all financial support for this entity, including the payment of costs and expenses related to its operation, shall be borne by CCC members, on an equitable basis taking into account the relative size of the member as measured by budget and population. The voting Members of the CCC may, as authorized by each member or agencies' governing board, adopt more specific financial support allocation methods as may be deemed necessary, and may appoint a lead member to receive and administer funds for the entity. Specifically, one member or partner agency of the CCC may take the lead on a portion of any projects and programs of the CCC and be reimbursed by another member or partner agency of the CCC without creation and execution of a new Interlocal Agreement consistent with approval by each respective member or agencies governing board and MPOs Unified Planning Work Program (UPWP) authorization. Such governing board approval shall be deemed an addendum to this agreement, which shall be a financial obligation of the member enforceable by the lead member. The CCC members agree to work together to seek new sources of funding to assist the members with the added costs and expenses associated with the operations of this administrative entity.

Section 7. Record Keeping – Staff of the host CCC member shall provide a recording secretary for public meetings. Record keeping and other clerical responsibilities shall be the duty of the host member staff consistent with the rotation for hosting the meeting. All minutes shall be distributed to members prior to the next meeting. Records shall be maintained in accordance with the public records law, Chapter 119, Florida Statutes.

Section 8. Conflict Resolution – A conflict resolution process is adopted which will be used to resolve disagreements regarding interpretation of the interlocal agreement or disputes relating to the development or content of the regional plan. If the Parties to this Agreement fail to resolve any conflicts related to issues covered in the Agreement, such dispute will be resolved in accordance with the "West Central Florida Metropolitan Planning Organizations Memorandum of Understanding for a Conflict Resolution Process (June 2001)."

Section 9. Risk of Loss - The Parties acknowledge that as a mere administrative entity, the CCC cannot sue, be sued, nor bear any legal liability. Therefore, the Parties agree that each shall continue to maintain such insurance coverage as may be required to cover the additional risks associated with membership and participation in the CCC entity. Members covered by a self-insurance program shall notify their respective covering-entities of this agreement so that any added risk may be factored. The Parties further agree that under no circumstances shall any member of the CCC seek to recover against any other member for any loss associated with this Agreement or the work of the CCC.

Section 10. Duration of Agreement – This Agreement shall have a term of five years from the effective date and shall automatically renew at the end of said five years for another five-year term and every five years thereafter. At the end of the five-year term and

at least every five years thereafter, the Parties hereto shall examine the terms hereof and agree to amend provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

Section 11. Termination – This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.

Section 12. Modification – This Agreement may only be modified by a unanimous vote of the MPOs. Amendments or modifications to the Agreement shall not become effective until executed and recorded in the public records of the counties of each participating MPO.

Section 13. Rescission – Any MPO may terminate its participation in this Agreement upon thirty (30) days written notice. Notice of intent to terminate shall be given to the other member agencies. Said notice shall be transmitted to the official office of the member agencies by certified mail, return receipt requested. The 30-day notice requirement shall commence upon giving of the notice.

Section 14. Filing and Recording –As required by §163.01(11), Florida Statutes, this Interlocal Agreement shall be filed with the Clerks of the Circuit Courts of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota and Citrus Counties, Florida.

This Fifth Amended and Restated Agreement does not become effective until recorded in each county and shall continue to be effective thereafter in accordance with Section 10 of this Agreement. Until the Fifth Amended and Restated Agreement becomes effective, the Fourth Amended and Restated Interlocal Agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Les Miller, Chairperson

The foregoing instrument was acknowledged before me this 7th day of January, 2020, by Les Miller, as Chairperson of the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Wanda West

WANDA WEST
Commission # GG 032952
Expires September 22, 2020
Bonded Thru Troy Fain Insurance 800-385-7019

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____
John Allocco, Chairperson

The foregoing instrument was acknowledged before me this 12th day of March, 2020, by John Allocco as Chairperson of the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

CYNTHIA J. BOGERT
Notary Public - State of Florida
Commission # GG 092178
My Comm. Expires Jul 15, 2021
Bonded through National Notary Assn.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY _____
County Attorney's Office

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Jeff Starkey, Chairperson 02-13-2020

The foregoing instrument was acknowledged before me this _____day of _____, 2020, by Jeff Starkey, as Chairperson of the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

PASCO COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS ATTEST: JUNE 2nd BY: _____ NIKKI ALVAREZ-SOWLES, ESQ. CLERK & COMPTROLLER

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: Dave Eggers

Dave Eggers, Chairperson

The foregoing instrument was acknowledged before me this 13 day of January, 2020, by Dave Eggers, as Chairperson of Forward Pinellas, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Notary Public State of Florida
Maria Kelly
My Commission GG 270279
Expires 10/22/2022

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

POLK COUNTY TRANSPORTATION PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: Charles O. Lake

Charles Lake, Chairperson

The foregoing instrument was acknowledged before me this 11th day of April, 2020, by Charles Lake, as Chairperson of the Polk County Transportation Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

Notary Public State of Florida
Edna Annette Crews
My Commission GG 260447
Expires 09/20/2022

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their dult authorized officials as of the day and year written.

SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175 Florida Statutes

By: Shirley Groover Bryant
Shirley Groover Bryant, MPO Chair

The foregoing instrument was acknowledged before me this 11th day of February, 2020 by Shirley Groover Bryant, as Chair of the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personal known to me or has produced _____ as identification.

Penny L. Johnston

NOTARY PUBLIC STATE OF FLORIDA
PENNY L. JOHNSTON
MY COMMISSION # GG2834
EXPIRES: June 15, 2020

APPENDIX J – FDOT AND FHWA COMMENTS

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

02/2024 – v6

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO:	***Hernando-Citrus MPO***			*UPWP Draft # or Date:*	***Draft #1***
Review #:	***1***	*Date of Review:*	***March 22, 2024***	*Reviewed By:*	***SZ/KO*** DS SZ

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

Comments should be categorized as:

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

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

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? Yes | If yes, page number: 1
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? Yes | If yes, page number: 1
- Identification of agencies providing funds for the UPWP? Yes | If yes, page number: 1
- Financial Project Number (FPN) for each contract shown in UPWP? Yes | If yes, page number: 1
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? Yes | If yes, page number: 1
- Correct State Fiscal Years? Yes | If yes, page number: 1
- Statement of nondiscrimination? Yes | If yes, page number: 2
- DRAFT UPWP: Space for adoption date and revision dates? Yes | If yes, page number: 1 and 3
- FINAL UPWP: Adoption date and space for revision dates? Not Applicable | If yes, page number: xx

Critical	*Federal Aid Project Number is FAP 0412-062-M; Contract No. is G2V07. Line for FAIN # can be removed.*

Required Content

Does the UPWP have the following information?

- Introduction? Yes | If yes, page number: 6-15

- Organization and Management? Yes | If yes, page number: 16-18
- UPWP Planning Task Pages? Yes | If yes, page number: 19-33
- Funding Source Budget Table and Summary Budget Table? Yes | If yes, page number: 34-37
- Definition of acronyms used in UPWP? Yes | If yes, page number: 38-43
- District Planning Activities? Yes | If yes, page number: 57
- Indirect Rate Approval (if required)? Not Applicable | If yes, page number: xx
    - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? Not Applicable | If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). Yes | If yes, page number: 32-33
- DRAFT UPWP:
    - A place for the signed Resolution adopting the final UPWP? Yes | If yes, page number: 53-56
    - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? Yes | If yes, page number: 53
    - A place for the Cost Analysis Certification Statement? Yes | If yes, page number: 5
    - A place for the FHWA Certifications and Assurances? Yes | If yes, page number: 46-52
- FINAL UPWP:
    - The signed Resolution adopting the UPWP? Not Applicable | If yes, page number: xx
    - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? Not Applicable | If yes, page number: xx
    - The signed Cost Analysis Certification Statement? Not Applicable | If yes, page number: xx
    - The signed FHWA Certifications and Assurances? Not Applicable | If yes, page number: xx
    - UPWP Comments? Not Applicable | If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? Yes | If yes, page number: 34-78

Critical	Signed Final Resolution, Cost Certification, Travel Policy, and Certs & Assurances pages will be provided with Final Document.
Enhancement	It could be beneficial to include the definition of acronyms at the beginning of the document instead of the end of the document for a point of reference.
Critical	Ensure that the "Statement of CPG Participation" language on page 8 is using the checklist language verbatim.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? Yes | If yes, page number: 6
- Overview of MPO's comprehensive transportation planning activities? Yes | If yes, page number: 6-8
- Discussion of planning priorities, both MPO and local? Yes | If yes, page number: 6-7
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is

administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". Yes | If yes, page number: 8

- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of $_____ ? Yes | If yes, page number: 9
- Description of the public involvement process used to develop the MPO's UPWP? Yes ☒ No ☐ Page number: 9
- Description of how the MPO addresses the Federal Planning Factors - (23 CFR 450.306(b)) – can be demonstrated using a matrix? Yes | If yes, page number: 9-11
- Description of how the MPO's UPWP addresses the 2021 Federal Planning Emphasis Areas? Yes | If yes, page number: 11-14
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? Not Applicable | If yes, page number: xx

Critical	There needs to be discussion of how the MPO addresses the Federal Planning Emphasis Areas, not just listing what they are.
Critical	Ensure that the soft match is updated on page 9 after the PL amounts are corrected for FY 25 and 26 in the Budget Tables.

MPO Organization and Management

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

- Identification of participants and description of role in the UPWP planning process? Yes | If yes, page number: 16-17
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? Yes | If yes, page number: 18
  - Public Transportation Grant Agreements (prior year FTA funds)? Not Applicable | If yes, page number: xx
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? Yes | If yes, page number: 17
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? Yes | If yes, page number: 17
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? No | If yes, page number: xx
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): Yes | If yes, page number: 18
  - MPO Bylaws: Yes | If yes, page number: 18
- Does the MPO include the following SIGNED Certifications and Assurances section?

- Disadvantaged Business Enterprise Utilization? Yes | If yes, page number: 49
- Debarment and Suspension Certification? Yes | If yes, page number: 47
- Lobbying Certification for Grants, Loans, and Cooperative Agreements? Yes | If yes, page number: 48
- Title VI/Nondiscrimination Assurances? Yes | If yes, page number: 50
- Appendices A and E? Yes | If yes, page number: 51-52

- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. Not Applicable | If yes, page number: xx

Critical	Remove mention of TBARTA under Agreements section since the agency will be dissolved by the time this UPWP is in effect.
Critical	Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document.

Work Elements/Tasks Sheets

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

- MPO Administration? Yes | If yes, page number: 24-26
- Transportation Improvement Program (TIP)? Yes | If yes, page number: 22-23
- Long Range Transportation Plan (LRTP)? Yes | If yes, page number: 20-21
- MPO Regional Activities Task (if required)? Select response | If yes, page number: 30-31

No comment

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

- Is each Task Sheet named and numbered? Yes
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? Yes
- Do the required activities list who will be completing the work? Yes
- Does each Tasks Sheet indicate who the responsible agency or agencies are? Yes
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? Yes
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? Yes
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? Yes | If yes, page number25

Critical	Update the language used Responsible Agency(s) and Completion of Work" for each task to read: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement."
Critical	Page 25 lists organizational due/memberships as an activity. Please ensure that language is added after the Memberships are not for individual memberships.

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? No

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

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? Yes | If yes, page number: 34-37

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

- Personnel Services? Yes | If yes, page number: 26
- Equipment? Equipment costing more than $5,000 per item should be listed separately. No | If yes, page number: xx
- Travel? Yes | If yes, page number: 26
- Supplies? Supplies costing more than $1,000 per item should be listed separately. No | If yes, page number: xx
- Direct Expenses? Yes | If yes, page number: 26
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not applicable | If yes, page number: xx
- Are Atypical expenses (see Guide for UPWP Development) clearly described? Not applicable | If yes, page number: xx
- Is Annual Audit expense included, if required? Yes | If yes, page number: 25

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

- Personnel Services? Yes
- Consultant Services (if using consultant on task)? Yes
- Travel (if needed)? Not Applicable
- Direct Expenses (if needed)? Not Applicable
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not Applicable
- Supplies (if needed)? Not Applicable
- Equipment (if needed)? Not Applicable

Critical	Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables, even though the de-obligated amount is $0.
Critical	Ensure that Equipment is included as a subcategory under the Administration task, Task 3.
Critical	Ensure that Supplies is included as a subcategory under the Administration task, Task 3.
Critical	Task 6 has language stating that consultants will be utilized for this task; however, on the funding table, no funds are shown on the funding table under consultant. Either add consultant funds to the table or remove the consultant language from this task.

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. Yes | If yes, page number: 33

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? Yes | If yes, page number: 33
- Show amounts to be transferred by the MPO to other agencies (if applicable)? Yes | If yes, page number: 33
- Show amounts to be received by the MPO from other agencies (if applicable)? Yes | If yes, page number: 33
- Show activities the funds are being used for? Yes | If yes, page number: 32
- Do all participating MPOs use identical:
    - Descriptions of the activities to be completed Yes | If yes, page number: 32
    - Task name, activity description(s), and budgeted funds Yes | If yes, page number: 32

Critical Page 32, Task 7 sheet needs to be identical to the other MPO's Task 7 sheet.

Funding Source Budget Table

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

Total Year 1 contract amounts:

- DRAFT UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? Yes | If yes, page number: 35
    - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? No
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not applicable
- FINAL UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
    - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical Correct the PL amount for FHWA contract to be $697,924 for FY25.

Total Year 2 contract amounts:

- DRAFT UPWP:

  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Yes | If yes, page number: 35
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? No
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.

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

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

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25 and Correct the PL amount for FHWA contract to be $705,133 for FY26.

Summary Budget Table

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

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? No

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? No

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25.
Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.

General UPWP Comments

Critical	*Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.*

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

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

Planning Comments

Document Name: Draft UPWP		MPO: **Hernando-Citrus MPO**	
Date of Document: 04/02/2024	Date Received 03/15/2024	Date Reviewed 04/12/2024	District: 7
Reviewed by: Curlene Thomas			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	**Statutory Requirement**: Please ensure the UPWP includes information that demonstrates how the annual 2.5% set-aside of PL Funds for Complete Streets is met.
2		Critical	**Purchases:** Please note that any equipment purchases equal to or greater than $5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process.
3		Critical	**Federal Aid Project (FAP) & State Financial Management Numbers**: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.
4	9	Critical	**UPWP Introduction**: Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match this is 81.93:18.07. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU – or other FHWA non-PL Funds).
5		Critical	**Continuity of Operations (COOP):** Please include activities under the appropriate task to review and update the MPO's

			COOP to consider pandemic scenarios. **As applicable,** the MPO should review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.
6		Critical	**UPWP Tasks**: Please ensure that Tasks include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant). It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs.
7		Critical	**Agreements & Certifications**: All Agreements and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final version of the UPWP.
8		Critical	**Activities Ineligible for Federal Funds**: If the MPO performs any activities ineligible for federal funds such as legislative work – legislative position development, etc., local funds should be programmed on the appropriate tasks to cover such activities. This should also be included in the UPWP Task and Summary Budget Tables.
9	32	Critical	**Regional Coordinated Efforts:** If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities. ***Task 7 – Looks Good.***
10		Critical	**Funding Tables**: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund

			Coordinator and the Districts. **Hernando- Citrus should coordinate with their FDOT Liaison to ensure that the accurate amount of Federal Planning Funds (PL) is utilized for the Final UPWP.** **Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP.**
11		General	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP
12		General	**If applicable**, please include in the appropriate Task an activity to capture the MPO's efforts to address **any** changes resulting from the release of the 2020 U.S. Census results.
13		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP.

14		**Editorial**	*Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Task Related Budget Tables are thorough and easy to follow with relevant information available*.

4-22-24: MPO Addressed the Comments and are shown dated in underlined purple font.

FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

02/2024 – v6

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO:	***Hernando-Citrus MPO***			*UPWP Draft # or Date:*	***Draft #1***
Review #:	***1***	*Date of Review:*	***March 22, 2024***	*Reviewed By:*	***SZ/KO***

DS SZ

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

Comments should be categorized as:

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

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

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

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

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? Yes | If yes, page number: 1
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? Yes | If yes, page number: 1
- Identification of agencies providing funds for the UPWP? Yes | If yes, page number: 1
- Financial Project Number (FPN) for each contract shown in UPWP? Yes | If yes, page number: 1
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? Yes | If yes, page number: 1
- Correct State Fiscal Years? Yes | If yes, page number: 1
- Statement of nondiscrimination? Yes | If yes, page number: 2
- DRAFT UPWP: Space for adoption date and revision dates? Yes | If yes, page number: 1 and 3
- FINAL UPWP: Adoption date and space for revision dates? Not Applicable | If yes, page number: xx

Critical — *Federal Aid Project Number is FAP 0412-062-M; Contract No. is G2V07. Line for FAIN # can be removed.* Response 4-22-24: MPO Inserted New Numbers

Required Content

Does the UPWP have the following information?

- Introduction? Yes | If yes, page number: 6-15

- Organization and Management? Yes | If yes, page number: 16-18
- UPWP Planning Task Pages? Yes | If yes, page number: 19-33
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Critical	Signed Final Resolution, Cost Certification, Travel Policy, and Certs & Assurances pages will be provided with Final Document. Response 4-22-24: MPO will insert required signature documents in final document.
Enhancement	It could be beneficial to include the definition of acronyms at the beginning of the document instead of the end of the document for a point of reference. Response 4-22-24: Per discussion with FDOT, acceptable for Glossary to be an Appendix.
Critical	Ensure that the "Statement of CPG Participation" language on page 8 is using the checklist language verbatim. Response 4-22-24: edit completed.

Introduction

Does the introduction include the following elements?

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administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". Yes | If yes, page number: 8

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Critical	There needs to be discussion of how the MPO addresses the Federal Planning Emphasis Areas, not just listing what they are. Response 4-22-24: MPO addressed Federal Planning Emphasis Areas per FDOT on Page 15.
Critical	Ensure that the soft match is updated on page 9 after the PL amounts are corrected for FY 25 and 26 in the Budget Tables. Response 4-22-24: Completed

MPO Organization and Management

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

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- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. Not Applicable | If yes, page number: xx

Critical	Remove mention of TBARTA under Agreements section since the agency will be dissolved by the time this UPWP is in effect. Response 4-22-24: Per FDOT, disregard comment at this time.
Critical	Signed Final Resolution, Cost Certification, and Certs & Assurances pages will be provided with Final Document. Response 4-22-24: Signed documents will be submitted with final document.

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- Transportation Improvement Program (TIP)? Yes | If yes, page number: 22-23
- Long Range Transportation Plan (LRTP)? Yes | If yes, page number: 20-21
- MPO Regional Activities Task (if required)? Select response | If yes, page number: 30-31

No comment

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

- Is each Task Sheet named and numbered? Yes
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? Yes
- Do the required activities list who will be completing the work? Yes
- Does each Tasks Sheet indicate who the responsible agency or agencies are? Yes
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? Yes
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? Yes
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? Yes | If yes, page number25

Critical	Update the language used Responsible Agency(s) and Completion of Work" for each task to read: "Consultant will assist with these tasks. FHWA, FTA, and other funds maybe used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement." Response 4-22-24: Language reflected in revised UPWP.
Critical	Page 25 lists organizational due/memberships as an activity. Please ensure that language is added after the Memberships are not for individual memberships. Response 4-22-24: Language reflected in revised UPWP.

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show do-obligated funds? No

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

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? Yes | If yes, page number: 34-37

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

- Personnel Services? Yes | If yes, page number: 26
- Equipment? Equipment costing more than $5,000 per item should be listed separately. No | If yes, page number: xx
- Travel? Yes | If yes, page number: 26
- Supplies? Supplies costing more than $1,000 per item should be listed separately. No | If yes, page number: xx
- Direct Expenses? Yes | If yes, page number: 26
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not applicable | If yes, page number: xx
- Are Atypical expenses (see Guide for UPWP Development) clearly described? Not applicable | If yes, page number: xx
- Is Annual Audit expense included, if required? Yes | If yes, page number: 25

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

- Personnel Services? Yes
- Consultant Services (if using consultant on task)? Yes
- Travel (if needed)? Not Applicable
- Direct Expenses (if needed)? Not Applicable
- Indirect Expenses (only required if MPO has an approved indirect rate)? Not Applicable
- Supplies (if needed)? Not Applicable
- Equipment (if needed)? Not Applicable

Critical	Ensure that the final document includes the revised UPWP Task Sheets Budget Tables with de-obligated Funds included on each task and the summary budget tables, even though the de-obligated amount is $0.
Critical	Ensure that Equipment is included as a subcategory under the Administration task, Task 3.
Critical	Ensure that Supplies is included as a subcategory under the Administration task, Task 3.
Critical	Task 6 has language stating that consultants will be utilized for this task; however, on the funding table, no funds are shown on the funding table under consultant. Either add consultant funds to the table or remove the consultant language from this task.

Response 4-22-24: All four critical comments addressed in the draft UPWP.

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

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. Yes | If yes, page number: 33

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

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? Yes | If yes, page number: 33
- Show amounts to be transferred by the MPO to other agencies (if applicable)? Yes | If yes, page number: 33
- Show amounts to be received by the MPO from other agencies (if applicable)? Yes | If yes, page number: 33
- Show activities the funds are being used for? Yes | If yes, page number: 32
- Do all participating MPOs use identical:
    - Descriptions of the activities to be completed Yes | If yes, page number: 32
    - Task name, activity description(s), and budgeted funds Yes | If yes, page number: 32

Critical — Page 32, Task 7 sheet needs to be identical to the other MPO's Task 7 sheet. Response 4-22-24: Updated Task 7.

Funding Source Budget Table

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

Total Year 1 contract amounts:

- DRAFT UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-obligated from the previous FY***)? Yes | If yes, page number: 35
    - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? No
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not applicable
- FINAL UPWP:
    - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
    - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
    - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical — Correct the PL amount for FHWA contract to be $697,924 for FY25. Response 4-22-24: Amounts were updated in the draft UPWP.

Total Year 2 contract amounts:

- DRAFT UPWP:

  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Yes | If yes, page number: 35
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? No
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Not Applicable
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Not Applicable
- Does the Funding Source Budget Table include soft match amounts? Yes

Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.	Response 4-22-24: Amount updated in draft UPWP.

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

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

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25 and Correct the PL amount for FHWA contract to be $705,133 for FY26.	Response 4-22-24: Amounts updated in draft UPWP.

Summary Budget Table

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

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? No

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? No

Critical	Correct the PL amount for FHWA contract to be $697,924 for FY25.	Response 4-22-24: Amounts updated in draft UPWP.
Critical	Correct the PL amount for FHWA contract to be $705,133 for FY26.	

General UPWP Comments

Critical	*Ensure that the UPWP identifies 2.5% of PL for Complete Streets Planning in both budget table and task. Per email from Mark Reichert to Staff Directors on 03/26/2024.*	Response 4-22-24: Amount updated and reflected in draft UPWP

4-22-24: MPO responses are shown in red-font for each comment. A separate document will be included in the final UPWP.

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

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

Planning Comments

Document Name: Draft UPWP		MPO: **Hernando-Citrus MPO**	
Date of Document: 04/02/2024	Date Received 03/15/2024	Date Reviewed 04/12/2024	District: 7
Reviewed by: Curlene Thomas			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	**Statutory Requirement**: Please ensure the UPWP includes information that demonstrates how the annual 2.5% set-aside of PL Funds for Complete Streets is met. (MPO Response: Addressed in Draft UPWP)
2		Critical	**Purchases:** Please note that any equipment purchases equal to or greater than $5,000 (for a single unit) must have prior FHWA Approval, unless the UPWP contains sufficient detailed information to facilitate such approval during the document review process. (MPO Response: Addressed in Draft UPWP)
3		Critical	**Federal Aid Project (FAP) & State Financial Management Numbers**: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP. (MPO Response: Addressed in Draft UPWP)
4	9	Critical	**UPWP Introduction**: Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match this is 81.93:18.07. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU – or other FHWA non-PL Funds). (MPO Response: Addressed in Draft UPWP)

5		Critical	**Continuity of Operations (COOP):** Please include activities under the appropriate task to review and update the MPO's COOP to consider pandemic scenarios. (MPO Response: Addressed in Draft UPWP) **As applicable,** the MPO should review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.
6		Critical	**UPWP Tasks**: Please ensure that Tasks include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant). (MPO Response: Addressed in Draft UPWP) It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs. MPO Response: Acknowledged.
7		Critical	**Agreements & Certifications**: All Agreements and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final version of the UPWP. (MPO Response: To be included in final document.)
8		Critical	**Activities Ineligible for Federal Funds**: If the MPO performs any activities ineligible for federal funds such as legislative work – legislative position development, etc., local funds should be programmed on the appropriate tasks to cover such activities. This should also be included in the UPWP Task and Summary Budget Tables. (MPO Response: No use of local funds in draft UPWP)
9	32	Critical	**Regional Coordinated Efforts:** If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with FDOT Liaison and FHWA Planner to ensure use of the proper format and documentation reflecting the funds, and the related activities. Please also provide FHWA with a copy of any Memorandum of Understanding (MOU) for such activities.

			Task 7 – Looks Good. MPO Response: Thank you.
10		Critical	**Funding Tables**: Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the FDOT Central Office PL Fund Coordinator and the Districts. (MPO Response: Addressed in Draft UPWP) **Hernando- Citrus should coordinate with their FDOT Liaison to ensure that the accurate amount of Federal Planning Funds (PL) is utilized for the Final UPWP.** (MPO Response: Addressed in Draft UPWP) **Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP.** (MPO Response: Addressed in Draft UPWP)
11		General	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP. (MPO Response: Separate document to be included in final UPWP)
12		General	**If applicable**, please include in the appropriate Task an activity to capture the MPO's efforts to address **any** changes resulting from the release of the 2020 U.S. Census results.
13		General	If the MPO has decided not to use FDOT's Travel Policy. The MPO should include a copy of its approved Travel Policy in the UPWP. (MPO Response: Addressed in Draft UPWP)

14		**Editorial**	*Remarkable lay-out and attention to details on Tasks – Task are clearly defined. Task Related Budget Tables are thorough and easy to follow with relevant information available*. (MPO Response: MPO thanks FHWA for this compliment.)

Metropolitan Planning Organization

AGENDA ITEM

Meeting: 05/01/2025
Department: MPO
Prepared By: Joy Turner
Initiator: Robert Esposito
DOC ID: 15807
Legal Request Number:
Bid/Contract Number:

TITLE

Appointment/Reappointment of Members to the Citizens Advisory Committee (CAC)

BRIEF OVERVIEW

The purpose of the Citizens Advisory Committee (CAC) is to assist the Hernando/Citrus Metropolitan Planning Organization Board (MPO Board) in a review and advisory capacity relating to transportation planning and programming for Citrus and Hernando counties. The CAC is comprised of eleven (11) member positions appointed by MPO Board. CAC members serve a two-year term.

Currently, six (6) of the eleven (11) positions are filled. The five (5) vacant positions and their member jurisdictions are:

1) Low-Income and/or Minority Representative-Citrus County
2) Citrus County-Unincorporated
3) City of Crystal River (in Citrus County)
4) Public Transit User-Citrus County
5) Public Transit User-Hernando County

Ana Arias-Caceres has applied (copy of application attached) to fill the vacant *Low Income and/or Minority-Citrus County* position.

Additionally, the following two positions had members whose terms expired on April 25, 2025.

1) Low-Income and/or Minority Representative-Hernando County
2) Hernando County-Unincorporated

In response to public notice to fill the vacant positions, the following people (in alphabetical order) responded:

Stephen Hohman has applied for reappointment (copy of application attached) to the CAC representing *Hernando County-Unincorporated*.

Latoya Lovett has applied (copy of application attached) for a Hernando County position.

Jeancasia Nolen has applied (copy of application attached) for a Hernando County position.

Shannon Sokolowski, Ph.D., has applied for reappointment (copy of application attached) to the CAC representing the *Low Income and/or Minority Representative for Hernando County*.

FINANCIAL IMPACT
N/A

LEGAL NOTE
Pursuant to Chapter 339.175, Florida Statutes, the MPO Board has the authority to take the recommended action.

RECOMMENDATION
It is recommended the Hernando/Citrus MPO Board review the submitted applications and appoint and/or reappoint two individuals to serve on the CAC in the following capacities:

1) Low-Income and/or Minority Representative-Hernando County, and
2) Hernando County-Unincorporated.

Furthermore, it is recommended to appoint Ana Arias-Caceres to the CAC as the *Low-Income and/or Minority Representative for Citrus County* based on her application information and eligibility (resident of Citrus County).

RESULT:	**ADOPTED**
MOVER:	Brian Hawkins
SECONDER:	Jerry Campbell
AYES:	Bays, Tanner, Hawkins, Campbell, Allocco and Champion
ABSENT:	Davis, Kinnard and Meek

Hernando/Citrus Metropolitan Planning Organization
Board & Committee Volunteer Application

(Please type or print clearly)

Name: ANA R. ARIAS-CÁCERES

(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County? YES For how long? 9 MONTHS

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? YES

Physical Address 9898 S. APPALOOSA AVE. City FLORAL CITY Zip 34436

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) (407) 913-6933 Business/Other _____ Email ARIAS.ANAROSA@YAHOO.COM

Occupation FREE LANCE

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes X No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.). UPR - CAROLINA, P.R.
ASSOCIATE DEGREE COMMUNICATIONS, ADVERTISING, MARKETING, RADIO, TV, PODCASTER JOURNALIST, WRITER, PROJECT MANAGER, NOTARY PUBLIC, GRADUATE CITIZEN ACADEMY CITRUS COUNTY - FALL 2024

Why are you interested in serving on this Board/Committee? I'm PASSIONATE ABOUT SERVING AND HELPING. SHARING MY EXPERIENCE AND KNOWLEDGE. INVEST MY TIME IN GENERATING A POSITIVE IMPACT. FULFILL MY SOCIAL RESPONSABILITY. BEING THE VOICE OF THE SMALL HISPANIC COMMUNITY IN CITRUS COUNTY.

Please list three references, including address, phone numbers and email address.

1. ORLANDO LÓPEZ - 13895 SW 33RD. COURT RD OCALA, FL 34473 (813) 270-3757 ELSALSERODROMANTICO@GMAIL.COM
2. INDIRA FALCÓN - 302 E. KIRBY ST. TAMPA, FL 33604 - INDYFAL@GMAIL.COM (863) 582-2708
3. RAFAEL ARIAS - 314 BEGONIA CT. POINCIANA, FL 34759 (321) 443-3577 RORAY1D@YAHOO.COM

Board/Committee Interested in Volunteering for:

_____ BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members

X CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members

_____ HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)

_____ CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:
MINORITY REPRESENTATIVE - CITRUS COUNTY

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendre (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?
(Answering Yes does not automatically disqualify you for consideration) **Yes** _____ **No** X

If yes, state the court, crime committed, disposition of case, and dates N/A

Emergency Contact #1: Yerny Mario **Relationship:** Husband **Phone No.** (213) 713-3664

Emergency Contact #2: Indira Falcon **Relationship:** Niece **Phone No.** (863) 522-2708

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree X *I do NOT agree* ____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

ANA R. ARIAS-CÁCERES
(Printed Name)

(Signature)

1/20/2025. FEB. 6, 2025 A.R.A.
(Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

*2-6-24 Updated address

browser, this form may need to be downloaded prior to checking the check b

Hernando/Citrus Metropolitan Planning Organization
Board & Committee Volunteer Application
(Please type or print clearly)

Name: Stephen G Hohman
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? [✓] Citrus County? [ ] For how long? 3y 10mo

Do you reside within the city limits of Brooksville? [ ] Crystal River? [ ] Inverness? [ ]

Physical Address 10120 Weeks Drive City Brooksville Zip 34601

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) 352-815-8099 Business/Other _____ Email shohman@acoms.us

Occupation Business Owner

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes [✓] No [ ]

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).
BS Computer Information Systems, studying for BS in Surveying.
Current chair of the MPO Citizen Advisory Council.

Why are you interested in serving on this Board/Committee? It is important to stay on top of development and the investments in infrastructure in our community.

Please list three references, including address, phone numbers and email address.

1. Brent Gaustad, 10034 Domingo Drive, Brooksville, FL 34601 (brent@prioritypools.com)
2. Liz Casner, 485 Druid Road, Spring Hill, FL 34609 (lizcasner2010@gmail.com)
3. Nick Holmes, 4542 Commercial Way, Spring Hill, FL 346060 (nick@holmesdraftingservice.com)

Board/Committee Interested in Volunteering for:

- [ ] BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members
- [✓] CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members
- [ ] HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)
- [ ] CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendre (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?
(Answering Yes does not automatically disqualify you for consideration) **Yes** ☐ **No** ☑

If yes, state the court, crime committed, disposition of case, and dates _____

Emergency Contact #1: Jena Hohman **Relationship:** Spouse **Phone No.** 9048663311

Emergency Contact #2: Jackie Robbins **Relationship:** Mother **Phone No.** 3526502888

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree ☑ *I do NOT agree* ☐

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

Stephen G Hohman
(Printed Name)

_____
(Signature)

4/9/2025
(Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

**2-6-24 Updated address*

Print Form Reset Form

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
BOARD / COMMITTEE APPLICATION

(Please type or print clearly.)

Name Letoya Lovett
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? Yes **Citrus County?** _____ **For how long?** 5 years

Do you reside within the city limits of Brooksville? Yes **Crystal River?** _____ **Inverness?** _____

Physical Address 15409 Mount Sparrow Rd **City** Brooksville **Zip** 34614

Mailing Address (if different) _____ **City** _____ **Zip** _____

Telephone (home) (813) 517-6852 (business/other) (352) 601-7850 **Email** Shesohappy1@gmail.com

Education Associate in Marketing & Management
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Present Employment Owner (Small business) Clean Solar LLC

These committees may require travel outside of your county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to remain active and keep current on committee issues and participate in meetings? Yes

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/2nd degree misdemeanor?
NO
(Answering yes does not automatically disqualify you for consideration)

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? NO

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? Yes I believe so in early 2024

If yes, when and describe action I believe it was a previous Discover Credit Card 2024

Please state your reasons for applying to this Board/Committee: Im interested in lending a voice and different perspective to this beautiful growing community. To serve in anyway I can to the county I live in

Please list three references, including addresses, phone numbers and email address.

1. Christa Strong - 5141 Terrace Way (813) 205-8143
2. Melissa Joseph - 8408 Foxfire Rd (347) 326-4230
3. Shameka Lewis - Shamika walker83@gmail.com

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the State Sunshine Law.

APPLICANT'S SIGNATURE _____ ***DATE*** 3/7/2025

POSITION APPLYING FOR: _____ (ALL POSITIONS ARE STRICTLY VOLUNTARY)

_____ **BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)** – 2 year term, 11 members

_✓_ **CITIZENS ADVISORY COMMITTEE (CAC)** – 2 year term, 11 members

_____ **HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)** – 3 year term, 17 members (some positions require agency participation.)

Completed applications may be submitted to the Hernando/Citrus MPO, 1661 Blaise Drive, Brooksville, Florida 34601, email mpo@hernandocounty.us, or fax to 352-754-4420.

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
BOARD / COMMITTEE APPLICATION

(Please type or print clearly.)

Name Jeancasia Nolen
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? Yes **Citrus County?** _____ **For how long?** 5 years

Do you reside within the city limits of Brooksville? Yes **Crystal River?** _____ **Inverness?** _____

Physical Address 117 S Brooksville Ave **City** Brooksville **Zip** 34601

Mailing Address (if different) _____ **City** _____ **Zip** _____

Telephone (home) 303-260-8436 (business/other) _____ **Email** giovannis352hotmail.com

Education B.S. Human Services
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Present Employment Life Stream Behavioral Center

These committees may require travel outside of your county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to remain active and keep current on committee issues and participate in meetings? Yes

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/2nd degree misdemeanor?
No
(Answering yes does not automatically disqualify you for consideration)

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? No

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? No

If yes, when and describe action _____

Please state your reasons for applying to this Board/Committee: Representation For minority community.

Please list three references, including addresses, phone numbers and email address.

1. Tara Good 26456 Papi Rd Brooksville FL 34602 352-650-6339
2. Samantha Tolefson 16305 Ruptan St Brooksville 352-397-9410
3. Bonnie Wallrous 5 Brooksville Ave 352-678-9305

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the State Sunshine Law.

APPLICANT'S SIGNATURE Jan Nolan ***DATE*** 2-14-25

POSITION APPLYING FOR: _____ (ALL POSITIONS ARE STRICTLY VOLUNTARY)

_____ **BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)** – 2 year term, 11 members

__X__ **CITIZENS ADVISORY COMMITTEE (CAC)** – 2 year term, 11 members

_____ **HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)** – 3 year term, 17 members (some positions require agency participation.)

Completed applications may be submitted to the Hernando/Citrus MPO, 1661 Blaise Drive, Brooksville, Florida 34601, email , or fax to 352-754-4420.

Depending on the web browser, this form may need to be downloaded prior to checking the check boxes.

Hernando/Citrus Metropolitan Planning Organization
Board & Committee Volunteer Application

(Please type or print clearly)

Name: Shannon Jeanette Sokolowski

(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? [✓] Citrus County? [ ] For how long? 38 years

Do you reside within the city limits of Brooksville? [ ] Crystal River? [ ] Inverness? [ ]

Physical Address [redacted] City [redacted] Zip [redacted]

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) [redacted] Business/Other _____ Email shansoko@gmail.com

Occupation Nonprofit Executive Director

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes [✓] No [ ]

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

Prior service on homeless continuum of care, local and statewide domestic violence task forces.

PhD Public Affairs, Masters Degree in Nonprofit Management, B.A. in Pychology

Why are you interested in serving on this Board/Committee? As a long-term resident of Spring Hill with experience working with low-income residents who use public transit, I want to use my Public Administration training for betterment of my community

Please list three references, including address, phone numbers and email address.

1. Scott Herring, 5094 Secretariat Run, Brooksville, FL 352-584-6680 sherring@co.hernando.fl.us
2. Angela Walasek, 5552 Baffin Cr., Spring Hill, FL 352-398-6987 angie@unitedwayhernando.org
3. Captain John McMurdo, P.O. Box 10070, Brooksville, FL 352-754-6830 jmcmurdo@hernandosheriff.org

Board/Committee Interested in Volunteering for:

- [ ] BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members
- [✓] CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members
- [ ] HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)
- [ ] CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

Open to serving in the capacity I can be of highest and best use

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendre (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?
(Answering Yes does not automatically disqualify you for consideration) **Yes** ☐ **No** ☑

If yes, state the court, crime committed, disposition of case, and dates_____

Emergency Contact #1: [redacted] **Relationship:** spouse **Phone No.** [redacted]

Emergency Contact #2: [redacted] **Relationship:** mother **Phone No.** [redacted]

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree ☑ *I do NOT agree* ☐

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

Dr. Shannon Sokolowski
(Printed Name)

(Signature) 3/29/25 (Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

**2-6-24 Updated address*

Print Form Reset Form

Docusign Envelope ID: BC1AB30B-542E-4104-825E-3B183A7CE5E9

MPO JOINT CERTIFICATION STATEMENT

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Hernando/Citrus MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on February 11, 2025.

Based on a joint review and evaluation, the Florida Department of Transportation and the Hernando/Citrus MPO recommend that the Metropolitan Planning Process for the Hernando/Citrus MPO be certified.

DocuSigned by:
Justin Hall
1CDBAE37B48D4D0...

Name: Justin Hall
Title: District Secretary

05/07/2025 | 4:18 PM EDT
Date

Rebecca Bays

Name: Rebecca Bays
Title: MPO Chairman

5-1-2025
Date

FOR THE USE AND RELIANCE OF MPO ONLY, APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Victoria Anderson
Hernando Couty
Assistant County Attorney