



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**

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- 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

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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](#)

- 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?

- 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?

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- 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. 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](#)
- 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 Task 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 number 25](#)

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 [Response 4-22-24: Language reflected in revised UPWP. 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

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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)

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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:

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- 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](#)



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Planning Comments

Document Name: <u>Draft UPWP</u>		MPO: <u>Hernando-Citrus MPO</u>	
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	<p>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)</p> <p>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.</p>
6		Critical	<p>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)</p> <p>It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken in the UPWP tasks are eligible and allowable costs.</p> <p>MPO Response: Acknowledged.</p>
7		Critical	<p>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.</p> <p>(MPO Response: To be included in final document.)</p>
8		Critical	<p>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)</p>
9	32	Critical	<p>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.</p>

			<p>Task 7 – Looks Good.</p> <p>MPO Response: Thank you.</p>
10		Critical	<p>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)</p> <p>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)</p> <p>Also please ensure that the Final UPWP funding amounts reflect de-obligated funds from previous UPWP. (MPO Response: Addressed in Draft UPWP)</p>
11		General	<p>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)</p>
12		General	<p>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.</p>
13		General	<p>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)</p>
14		Editorial	<p><i>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.</i> (MPO Response: MPO thanks FHWA for this compliment.)</p>