



Polk Transportation
Planning Organization

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2024/2025 - 2025/2026

Draft: March 15, 2024

Polk Transportation Planning Organization

Drawer TS-05, Post Office Box 9005, Bartow, Florida 33831-9005

Phone: (863) 534-6486 | Fax: (863) 534-6471

www.PolkTPO.com

Commissioner Trish Pfeiffer, Polk TPO Chairman

Prepared by the Polk Transportation Planning Organization with funding from the Federal Highway Administration [CFDA No. 20.205 Highway Planning and Construction], Florida Department of Transportation, and Polk County. Federal Aid Project (FAP) PL (0262) 060 M. Financial Project Number (FPN) 439313-5-14-01. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

Table of Contents

Table of Contents	i
Cost Analysis Certification	ii
Introduction	1
Public Involvement	2
Status of Comprehensive Transportation Planning Actives	2
Planning Priorities	4
Organization and Management	8
TPO Agreements	9
Planning Tasks	11
1.0 Administration	12
1.1 Program Administration and Management	12
1.1A Communication and Support	15
1.2 Training Activities	17
2.0 Data Collection and Management Systems	18
2.1 Travel Data and Strategies	18
3.0 Systems Planning	20
3.1 Long Range Transportation Planning	20
3.2 Short Range Transportation Planning	23
3.3 Transportation Disadvantaged Program	26
3.5 Public Participation Process	28
3.6 Regional Planning and Coordination	31
3.6A Regional Coordination Support and Shared Task	35

Appendices

Appendix A	Common Acronyms
Appendix B	Budget Tables
Appendix C	Certifications
Appendix D	Adviser Network Planning Task Survey
Appendix E	Polk TPO Resolution 2024-03
Appendix F	TPO Responses to FHWA, FTA & FDOT Draft UPWP Comments

Cost Analysis Certification

Polk Transportation Planning Organization (TPO)

FY 2024/25 – 2025/26 Unified Planning Work Program

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

Name: Edith Perez

Community Liaison – District One

Title and District

Signature

Date

Introduction

The Unified Planning Work Program (UPWP) describes the transportation planning projects and programs to be performed within Polk County, Florida by the Polk Transportation Planning Organization (TPO). Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), and Chapter 339.175, Florida Statutes (F.S.), the fiscal year 2024/25 – 2025/26 UPWP is the basis for allocating federal, state and local funds for transportation planning purposes in Polk County. The UPWP documents all planning tasks and related activities for the period of July 1, 2024, through June 30, 2026, developed by the Polk TPO and other transportation planning agencies.

Developed every two years, the UPWP serves as the basis of the planning program for the TPO. Planning tasks address transportation issues that concern citizens, elected officials, and transportation professionals. The TPO's public involvement process is used to identify and define these issues. The UPWP substantiates the level of effort for each task and the associated requirements for federal, state, and local funding.

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

- Introduction
- Organization and Management
- Planning tasks
- Appendices:
 - Common Acronyms
 - Budget tables
 - Certifications
 - Adviser Network Planning Task Survey
 - Polk TPO Adopting Resolution
 - Polk TPO Responses to Draft UPWP Review Comments

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

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

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

Air Quality

The Polk TPO is in an air quality attainment area and does not anticipate completing any non-attainment planning activities at this time; however, the TPO's planning area's air quality continues to be monitored and staff participates in training as needed.

Consolidated Planning Grant

The FDOT and the Polk Transportation Planning Organization (TPO) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the TPO, 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's Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO by FDOT utilizing formulas approved by the TPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(j) and FTA C 8100.1D.

FDOT Soft Cash Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of FHWA program funds for a total of \$588,059.

Staff Services Agreement

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

Public Involvement

This section will be completed following the public comment period and adoption by the Polk TPO Board.

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

Status of Comprehensive Transportation Planning Activities

2050 Long-Range Transportation Plan Update – The Polk TPO is required to update the Long-Range Transportation Plan (LRTP) every five years. The TPO last adopted its 2045 Long Range Transportation Plan (LRTP), or Momentum 2045, on December 10th, 2020. Momentum 2045 is a multimodal transportation plan addressing the future transportation needs for highways, transit, complete streets, multi-use trails, bicycle and pedestrian facilities, as well as a new emphasis on Automated, Connected, Electric and Shared-use vehicle technologies (ACES). The next major update of the LRTP to a horizon year of 2050 is due to be adopted on

December 10th, 2025. As a result, the TPO's FY 2024/25 – 2025/26 UPWP has identified the next major update of the LRTP as a significant planning project and has outlined several projects in support of this endeavor. The UPWP, under Task 3.1 (Long-Range Transportation Planning), has identified both Federal PL and TMA-SU funding that will help finance the completion of this project in both FY 2024/25 and in 2025/26.

- **Northeast Polk County Subarea Study** – As part of the 2050 LRTP's Transportation Needs Assessment, the TPO will prepare a subarea analysis of the transportation needs in Northeast Polk County. The analysis will evaluate candidate road, transit, complete street, bicycle/pedestrian and multi-use trail projects. The Subarea Study will consider recent and ongoing transportation studies prepared by the Polk TPO, FDOT, Turnpike, and local governments in the area. The updated travel demand model will be used to forecast various highway alternatives. The study will define the most important or critical transportation needs in this area and be used as input to the 2050 LRTP.
- **Transit Development Plan Major Update** – The TDP is a strategic guide for public transportation over the next decade. It represents the transit agency's vision for public transportation during this time. The Polk TPO in conjunction with the Citrus Connection prepared a major update to the TDP that was adopted in 2022. TDP major updates are required every five years like the LRTP updates. However, these two plans are on different update schedules (2025 vs. 2027). As part of the 2050 LRTP update and in conjunction with the Citrus Connection, the TPO would like to explore the option of aligning these two major planning efforts with the hope of adopting both plans in 2025.

SunRail Extension – The Polk TPO first evaluated the extension of SunRail into Polk County in 2014 in conjunction with our 2035 Long-Range Transportation Plan. Since that time, SunRail service has been implemented in the Orlando Urban Area and has been expanded to within four (4) miles of the Polk County Line. On April 14, 2022, the Polk TPO Adopted Resolution 2022-04 which supports the extension of SunRail into Polk County and requests that FDOT prepare a Transit Concept and Alternatives Review (T-CAR) in support of the extension. In 2023, FDOT completed the T-CAR Study which identifies infrastructure needs; ridership projections, capital, operation and maintenance costs; and a financial analysis for the SunRail Extension. On October 12, 2023, the Polk TPO Adopted Resolution 2023-11 which accepts the findings of the T-CAR Study and requests FDOT further evaluate the concept and proceed with a Project Development and Environmental (PD&E) Study. The PD&E Study is expected to begin within the next year.

- **SunRail Extension (Transit Supportive Planning)** – In 2023 the Polk TPO's adopted 2023 Transportation Priority Projects requested funds for a study to evaluate the proposed station locations for the proposed SunRail Extension in Polk County. Funding in the amount of \$200,000 (FPN: 453731-1) has been allocated in FDOT's new Draft Work Program in FY 2026 which begins on July 1, 2025. This study will include a detailed evaluation of the existing and proposed land uses in close proximity to the proposed station locations identified in FDOT's TCAR project. The study will also identify the multi-modal connectivity needs at each proposed station, as well as an evaluation of bus rapid transit (BRT) in the US 92 corridor as an extension of SunRail services. This project is referenced in the UPWP under Task 3.1 in FY 2025/26.

Vision Zero Action Plan – The Polk TPO has adopted a safety performance target of Zero (0) for the Number of Fatalities, Number of Serious Injuries, Fatality Rate, Serious Injury Rate and Number of Non-Motorized Fatalities and Serious Injuries. In support of this target and to enhance the TPO's roadway safety efforts, the TPO is partnering with Polk County and the cities to prepare a Vision Zero Action Plan. In January 2023, Polk

County in partnership with the Polk TPO, received \$720,000 in federal Safe Streets and Roads for All (SS4A) grant funds. As part of the grant application, Polk County agreed to provide \$200,000.00 as a local match, and to provide \$80,000.00 in in-kind services. The TPO will be taking the lead on administering this grant. The Action Plan is referenced in the TPO's UPWP under Task 3.2 and is expected to take 12 to 18 months to prepare. Once the Polk Vision Zero Action Plan is adopted, participants will be eligible to apply for Vision Zero Implementation grants and other sources of funds to make the improvements identified in the Polk Vision Zero Action Plan.

Planning Priorities

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

Local Priorities

Polk Vision's Infrastructure and Safety Team – The Polk TPO has had a strong relationship with Polk Vision since its inception nearly twenty years ago. Over the last two years the TPO has collaborated with Polk Vision in implementing a tactical plan for improving bicycle and pedestrian safety in Polk County. The tactical plan has several emphasis areas which include support of the TPO's Vision Zero Initiative, Polk's Safe Schools Initiative, Vision Zero Action Plan and ensuring support of Vision Zero from local agencies and municipalities. street crossings, sidewalks and bikeways, trails, school focused safety and local encouragement. These emphasis areas help support and address the TPO's Safety Performance Targets. The TPO's UPWP references this project in the coming years as the Polk TPO will continue to work with Polk Vision in implementing the tactical plan.

State and Federal Priorities

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

FDOT Planning Emphasis Areas	UPWP PLANNING TASKS							
	1.1	2.1	3.1	3.2	3.3	3.5	3.6	3.6A
Safety		X	X	X	X	X	X	X
Equity		X	X	X	X	X	X	X
Resilience			X	X	X	X	X	X

FDOT Planning Emphasis Areas	UPWP PLANNING TASKS							
	1.1	2.1	3.1	3.2	3.3	3.5	3.6	3.6A
Emerging Mobility		X	X	X	X		X	X

- **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.

The Polk TPO and FDOT have a shared goal of safe and fatality-free travel conditions on Polk County Roads. The TPO’s FY 2024/25 – 2025/26 UPWP contain several projects that support this goal and include the collaborative effort with Polk Vision in implementing the **Infrastructure and Safety Team Tactical Plan**, and the continuation of the **Pledge to Slow Down** campaign to educate and encourage motorists to drive safely on Polk County’s roads. Another noteworthy safety project of the TPO initialized in 2021 and will continue to be focus over the next two years is the **Supplemental Safe Routes to Schools Education Program**. The purpose of the project is to supplement the SRTS safety education currently offered by the Polk County School Board for kindergarten through eighth grade students per school year. The School Board currently has the resources to provide approximately one week of bicycle and pedestrian safety education per school year. The project’s goal is to increase this to two weeks per year while addressing the types of bicycle and pedestrian crashes that are prevalent in Polk County. This project was completed in 2023 and the TPO continues to work with Polk County’s School Board in implementing the program’s recommendations. As mentioned earlier the TPO partnering with Polk County and the cities to prepare a **Vision Zero Action Plan**. Once the Polk Vision Zero Action Plan is adopted, participants will be eligible to apply for Vision Zero Implementation grants and other sources of funds to make the improvements identified in the Polk Vision Zero Action Plan.

- **Equity**

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

The TPO has considered equity in its transportation plans and programs. In particular, the TPO's Adopted LRTP, Momentum 2045, prepared **neighborhood mobility audits**, specifically focusing on those communities with notable "traditionally underserved" or "historically disadvantaged" populations. The intent of the neighborhood mobility audits is to evaluate resident access to area jobs and essential services within these communities. Since low-income households are 2-3 times more likely to use public transportation or other alternative modes of transportation, the focus of the mobility audits is on non-motorized (bicycle and pedestrian) and transit access. The TPO has prioritized a number of projects derived from these audits. There will be additional opportunities to evaluate additional neighborhoods for transportation needs as part of the upcoming 2050 LRTP Update – see Task 3.1 for additional details.

- **Resilience**

With the passage of the FAST Act, resilience was introduced as a federal planning factor:

"Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation." Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

Momentum 2045 addresses the Federally required new planning factor of "Improving the resiliency and reliability of the transportation system and reducing or mitigating storm water impacts of surface transportation." Major roadways susceptible to storm water impacts were considered in the prioritization of projects. Consideration was also given to the ability of the major roadway network to maintain connectivity despite natural or man-made hazards. The geographic location of Polk County makes its roadway system crucial for evacuation movements from throughout Central and South Florida. Additionally, the TPO has been preparing a **Resiliency and Carbon Reduction Plan** for Polk County. This plan is expected to be completed by the end of FY 2023/24 will identify critical transportation infrastructure that may be vulnerable to extreme weather events such as hurricanes and flooding. The Plan and its recommendations will be incorporated into the TPO's 2050 LRTP Update.

- **Emerging Mobility**

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven (7) 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.

Federal Planning Emphasis Areas

The Federal Planning Emphasis Areas (PEA) are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. The following table identifies how these Emphasis Areas are addressed through the UPWP's planning tasks.

FEDERAL PLANNING EMPHASIS AREAS	UPWP PLANNING TASKS							
	1.1	2.1	3.1	3.2	3.3	3.5	3.6	3.6A
Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future		X	X	X			X	X
Equity and Justice in Transportation Planning	X	X	X	X	X	X	X	X
Complete Streets		X	X	X				
Public Involvement	X		X		X	X		
Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination	X		X	X		X		
Federal Land Management Agency (FLMA) Coordination	X		X		X	X		
Planning and Environmental Linkages (PEL)	X		X					
Data in Transportation Planning	X	X	X	X	X	X	X	X

Federal Planning Factors

In November 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 to maintain and improve the nation's surface transportation system. There are ten (10) planning factors under IIJA which must be considered in the TPO planning process. Accordingly, the TPO makes a deliberate effort to incorporate these factors, or planning emphasis areas, into its planning program. The 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. The following table identifies how these factors are addressed through the UPWP planning tasks.

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

Organization and Management

The TPO develops transportation plans and programs for Polk County as mandated by federal and state legislation. It serves a lead role in transportation planning, and it provides a forum for cooperative decision-making regarding countywide transportation issues. The TPO was established through the execution of an interlocal agreement by member governments pursuant to Section 163.01, F.S. The agency is comprised of a policy board (local elected officials), advisory committees, and staff members. The TPO Board and its advisory committees operate under bylaws approved by the TPO Board. The TPO's bylaws were last updated and approved on December 10, 2020. The TPO has a Continuity of Operations Plan (COOP) which was last updated in August of 2023.

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

- Polk County Board of County Commissioners (5)
- City of Lakeland (6)
- City of Winter Haven (2)
- City of Auburndale (1)
- City of Bartow (1)
- City of Haines City (1)
- City of Lake Wales (1)

East County Bloc (1)

- City of Lake Alfred
- City of Davenport
- Town of Dundee
- City of Eagle Lake
- Town of Polk City
- Town of Lake Hamilton

South County Bloc (1)

- City of Fort Meade
- City of Frostproof
- City of Mulberry

Non-Voting Advisory

- Florida Department of Transportation, District One

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

The TPO's Public Participation Process (PPP) highlights the **Transportation Advisor Network** as an alternate mechanism for citizen involvement with the objective of increasing public involvement especially by members of minority and low-income households. Formed through community outreach efforts, the Adviser Network provides a less formal, more extensive structure for soliciting public participation and comment. The Adviser Network provides an opportunity for early public comment on the development of major work products for the TPO to include the Unified Planning Work Program, Long Range Transportation Plan, Priority Transportation Projects, the Transportation Improvement Program, Transit Development Plan and Program of Projects. Meetings are held in central, accessible locations, and members have the option to participate either in-person or through an interactive webcast of the meeting. The meetings are re-broadcast on Polk Government Television (PGTV) and available for on-demand viewing online through the TPO and Polk County websites. Comments and recommendations formulated through the Transportation Advisory Network are compiled and reported to the TPO Technical Advisory Committee and TPO Board for their use and consideration.

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

Official records of TPO business are maintained in the TPO Offices located in the Polk County Office of Planning and Development, 330 West Church Street, Bartow, Florida 33830. The Polk TPO's operational procedures fully comply with the public records laws and the Sunshine Laws of the State of Florida. Required Certifications and Assurances may be found in Appendix C of this document.

TPO Agreements

The TPO executes and maintains various agreements with its funding agencies and planning partners.

- On December 12, 2013, the TPO Board approved a new **TPO Membership Apportionment Plan** based on the current membership structure, the 2010 Census, and federal and state requirements. This plan was approved by the Governor on April 23, 2014. As a result, the TPO's member local governments executed

an updated “**Interlocal Agreement for Creation of the Polk Transportation Planning Organization**” dated July 10, 2014. The Agreement shall be reviewed by the parties at least every five years, concurrent with the decennial census, and/or concurrent with a new Federal Reauthorization Bill and updated as necessary.

On October 13, 2023, the Polk TPO approved a new Membership Apportionment Plan based on the 2020 Census which is currently being reviewed by FDOT and the Governor. The new Membership Apportionment Plan recommends adding four (4) new members to the Polk TPO which include one (1) new member for Winter Haven, one (1) new member for Haines City and full voting membership status to Davenport and Lake Alfred. Also, the TPO is currently in the process amending the Interlocal Agreement by the local governments that comprise the TPO. The amended interlocal agreement is expected to be finalized later this year.

- The Polk TPO’s **Staff Services Agreement** between the Polk TPO and Polk County Board of County Commissioners was revised and approved by the TPO Board on February 12, 2015, and by Polk County on February 17, 2015. It was renewed in 2019, and most recently on April 14, 2022, by the TPO and May 5, 2022, by the Board of County Commissioners. The term of the agreement is for three (3) years and a new agreement is expected to be executed in 2025.
- The current Metropolitan Planning Organization Funding Agreement (PL Agreement) between the Polk TPO and FDOT was approved on June 7, 2022, and was last amended on February 16, 2024. This agreement expires June 30, 2024.
- The TPO has a planning grant with the **Commission for the Transportation Disadvantaged** (G2J13) which was executed July 1, 2023. It expires June 30, 2024.
- The TPO Board approved a **Memorandum of Understanding (MOU)** between TPO and the Polk Transit Authority (PTA), the Polk County Board of County Commissioners (BoCC) and the Lakeland Area Mass Transit District (LAMTD) for cooperation with planning and programming public transportation projects. This agreement was fully executed by all parties on April 8, 2015. There is no end date or renewal clause in this agreement.
- On April 11, 2020, the Polk TPO executed a revised **Interlocal Agreement** for coordinated regional transportation planning activities for the West Central Florida Chairs Coordinating Committee (CCC), which includes the Hernando/Citrus, Hillsborough, Pasco, Pinellas, Polk and Sarasota/Manatee MPO/TPOs. This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.
- On April 9, 2020, the Polk TPO Amended the **Interlocal Agreement** with the Central Florida Metropolitan Planning Organization (MPO) Alliance in regard to administrative procedures for the Alliance. This agreement shall remain in effect until terminated by the parties to the agreement.
- The most recent **Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement (ICAR)** was updated on August 24, 2023. This agreement has a five-year term and will be reviewed and approved in 2028.

Planning Tasks

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

1.0 Administration

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

- 1.1 Program Administration and Management
- 1.1A Communication and Support
- 1.2 Training Activities

2.0 Data Collection and Management Systems

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

- 2.1 Travel Data and Strategies

3.0 System Planning

This category includes transportation systems planning tasks related to transit, energy, and long and short-range transportation planning. Specific tasks include:

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

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

1.0 Administration

Task 1.1 Program Administration and Management

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

PREVIOUS WORK: Includes the preparation and distribution of planning documents, meeting materials, as well as provided technical assistance in support of TPO Board and committee meetings. Coordination with federal, state, and local TPO partners. Preparation of contracts, agreements and certification documents.

TASK 1.1 ACTIVITIES

Required Activities	End Products	Completion Date
Administer TPO Board and committee meetings and workshops	Agenda packets, minutes, recordings, presentations, meeting summaries, website and social media postings.	Monthly based on meeting schedule
Administrative and managerial work in support of the UPWP planning tasks, including UPWP amendments, the preparation of progress reports and invoices to FDOT.	Progress Reports and Invoices	Quarterly
	UPWP Amendments and Modifications	As Needed
	Preparation of the FY 2026/27 – 2027/28 UPWP	April 2026
Preparation of contracts and agreements	Up-to-date complaint agreements and contracts	As Needed
Complete TPO certification requirements	Joint FDOT/Polk TPO Annual Certification	Annually (March/April)
Implementing the TPO's Membership Apportionment Plan	Amended Interlocal Agreement for the Formation of the Polk TPO	Summer 2024
Preparation of an Annual Report	Polk TPO Annual Report	February 2025 and 2026
Monitor, review and update the COOP	Updated COOP	Annually in June
Consultant Support Services (per scopes approved by FDOT and FHWA)	Consultants to provide in-house support for TPO staff as assigned in support of the UPWP*	Ongoing, as needed
Ensure compliance with federal and state TPO certification requirements and Title VI of the Civil Rights Act of 1964 and Environmental Justice Orders.	Compliant TPO Planning Process	Ongoing

* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 1.1 Program Administration and Management						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
A. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$262,137.59	-	-	-	\$262,137.59
	Subtotal:	\$262,137.59		-	-	\$262,137.59
B. Travel						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$2,450	-	-	-	\$2,450.00
	Subtotal:	\$2,450	-	-	-	\$2,450.00
C. Consultants						
	Consultant Support Services	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
D. Other Direct Expenses						
	Professional Services	\$3,970	-	-	-	\$3,970.00
	Communications	\$2,900	-	-	-	\$2,900.00
	Furniture/Equipment	\$2,470	-	-	-	\$2,470.00
	Print/Bind	\$11,070	-	-	-	\$11,070.00
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	\$7,800	-	-	-	\$7,800.00
	Office Supplies/Postage	\$6,900	-	-	-	\$6,900.00
	Publications/Subscriptions/ Organization Mem. Fees	\$5,140	-	-	-	\$5,140.00
	Admin. Service Fee	\$10,496.41	-	-	-	\$10,496.41
	Subtotal:	\$50,746.41	-	-	-	\$50,746.41
	Total:	\$365,334.00	-	-	-	\$365,334.00

Task 1.1 Program Administration and Management						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
E. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$262,492.80	-	-	-	\$262,492.80
	Subtotal:	\$262,492.80		-	-	\$262,492.80
F. Travel						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$2,450	-	-	-	\$2,450.00
	Subtotal:	\$2,450	-	-	-	\$2,450.00
G. Consultants						
	Consultant Support Services	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
H. Other Direct Expenses						
	Professional Services	\$3,970	-	-	-	\$3,970.00
	Communications	\$2,900	-	-	-	\$2,900.00
	Furniture/Equipment	\$2,470	-	-	-	\$2,470.00
	Print/Bind	\$11,070	-	-	-	\$11,070.00
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	\$7,800	-	-	-	\$7,800.00
	Office Supplies/Postage	\$6,900	-	-	-	\$6,900.00
	Publications/Subscriptions/ Organization Mem. Fees	\$5,140	-	-	-	\$5,140.00
	Admin. Service Fee	\$21,283.20	-	-	-	\$21,283.20
	Subtotal:	\$61,533.20	-	-	-	\$61,533.20
	Total:	\$376,476.00	-	-	-	\$376,476.00

Task 1.1A Communication and Support

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

PREVIOUS WORK: Preparation of the TPO Website, development of Interactive TIP software for the TPO's website. Development of Community Remarks and interactive web-based mapping program used in the development of Momentum 2045 and the TIP. Participated in a speakers' bureau and delivered multi-media; presentations to various community groups; and preparation of maps, infographics and videos that help illustrate various TPO plans and projects.

TASK 1.1A ACTIVITIES

Required Activities	End Products	Completion Date
Support of the TPO's adopted Public Participation Plan (PPP)	Effective communication of the TPO Plans and Programs.	Annually and Ongoing
	Support of the TPO's website, social media and online video sites.	
	Annual maintenance of the TPO's website(s) and interactive web-based mapping program	
	The TPO will prepare a substantial update to our website*	Summer 2024
Preparation of TPO's planning documents and publications in paper and digital formats	Purchase and/or replace computer hardware and software	Annually and as Needed
	Purchase and maintenance of advanced computer software to help support the TPO's travel demand model, GIS, and advanced photo and video editing and publication	

* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
K. Consultant Services						
	TPO Website Update	\$35,000	-	-	-	\$35,000
	Subtotal:	\$35,000	-	-	-	\$35,000
L. Other Direct Expenses						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$3,000	-	-	-	\$3,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	Subtotal:	\$43,700	-	-	-	\$43,700
	Total:	\$78,700	-	-	-	\$78,700

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
M. Other Direct Expenses						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$3,000	-	-	-	\$3,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	Subtotal:	\$43,700	-	-	-	\$43,700
	Total:	\$43,700	-	-	-	\$43,700

Task 1.2 Training Activities

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

PREVIOUS WORK: Participated in federal and state sponsored training courses on travel demand modeling including highway capacity, transit operations, and non-motorized transportation. This includes, but is not limited to the following: Title VI, LEP & Environmental Justice; MPOAC Weekend Institute (TPO Board Members); Public Involvement; Cube Voyager Modeling Software; ArcGIS Mapping Software; Florida Transportation Disadvantaged Conference/Workshops; American Planning Association (APA) Conferences/Workshops; and Adobe Creative Suite.

TASK 1.2 ACTIVITIES

Required Activities	End Products	Completion Date
TPO staff will continue to receive training to be more efficient and successful in communicating our plans and programs to the public	Professional and well-trained staff	Ongoing
Staff will attend additional training courses as needed for the performance of their duties.		

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 1.2 Training Activities						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
N. Other Direct Expenses						
	Training/Education	\$6,000	-	-	-	\$6,000
	Subtotal:	\$6,000	-	-	-	\$6,000
	Total:	\$6,000	-	-	-	\$6,000

Task 1.2 Training Activities						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
O. Other Direct Expenses						
	Training/Education	\$6,000	-	-	-	\$6,000
	Subtotal:	\$6,000	-	-	-	\$6,000
	Total:	\$6,000	-	-	-	\$6,000

2.0 Data Collection and Management Systems

Task 2.1 Travel Data and Strategies

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

PREVIOUS WORK: Established the TPO Traffic Count Program and continued maintenance of the Roadway Network Database (RND) for state and non-state roads; Continuous surveillance of existing and proposed land developments including active Developments of Regional Impact (DRI) for transportation related impacts – including the review of traffic studies to identify impacts to the major road network; Annual updates to the Complete Streets Database including the publication of a map series illustrating level-of-service and other traffic information for each community in Polk County; Adoption of transportation performance measures and targets in support of the TPO's planning process; GIS inventories of sidewalks and bicycle facilities on Polk's County's major road network; and the Preparation of a State of the Transportation System Report for Polk County.

TASK 2.1 ACTIVITIES

Required Activities	End Products	Completion Date
Continue to coordinate transportation and land-use planning efforts with Polk County's Land Development Division and other local governments	Coordinated land use and transportation planning in Polk County	Ongoing
	Provide assistance to local governments to review development-related traffic impacts for new developments	Ongoing as needed
Continue to monitor and collect transportation data on Polk County's multi-modal transportation system in coordination with FDOT District One and local governments	Update and maintain the TPO's Roadway Network and Complete Streets Databases and Reports *	Annually
	Transportation data collection program, e.g., traffic counts, crashes, transit data *	Annually
	Monitor and update information in support of the TPO's adopted transportation performance measures and targets and congestion management process	Annually
	Preparation of the State of the Transportation System Report	Annually by April
Provide information and support for the District One Regional Transportation Model	Up-to-date Regional Planning Model	Ongoing
Maintain, update and collect information in support of the TPO's geographic information system (GIS) system	Up-to-date GIS and mapping programs	Ongoing
	Include the RND as a component of the TPO's GIS Viewer on its website	June 2025
Prepare data and analysis in support of the TPO's annual priority transportation projects and congestion management process	Updated congestion management process	Ongoing
	Adopted Transportation Priority Projects	Annually by June

* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 2.1 Travel Data and Strategies Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
P. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$55,103.56	-	-	-	\$55,103.56
	Subtotal:	\$55,103.56	-	-	-	\$55,103.56
Q. Consultant Services						
	RND Update	55,000.00	-	-	-	55,000.00
	Trans. Data Collection	40,000.00	-	-	-	40,000.00
	Subtotal:	95,000.00	-	-	-	95,000.00
U. Other Direct Expenses						
	Admin. Service Fee	\$2,206.44	-	-	-	\$2,206.44
	Subtotal:	\$2,206.44	-	-	-	\$2,206.44
	Total:	\$152,310.00	-	-	-	\$152,310.00

Task 2.1 Travel Data and Strategies Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
R. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$55,457.45	-	-	-	\$55,457.45
	Subtotal:	\$55,457.45	-	-	-	\$55,457.45
S. Consultant Services						
	RND Update	55,000.00	-	-	-	55,000.00
	Trans. Data Collection	40,000.00	-	-	-	40,000.00
	Subtotal:	95,000.00	-	-	-	95,000.00
U. Other Direct Expenses						
	Admin. Service Fee	\$4,496.55	-	-	-	\$4,496.55
	Subtotal:	\$4,496.55	-	-	-	\$4,496.55
	Total:	\$154,954.00	-	-	-	\$154,954.00

3.0 Systems Planning

Task 3.1 Long Range Transportation Planning

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

PREVIOUS WORK: The preparation and adoption of Momentum 2045; The TPO developed a 2045 Population and Employment Forecast that is consistent with current development trends and future land use plans; Completion of fifteen (15) Neighborhood Mobility Audits with the vast majority being conducted for communities in traditionally underserved areas (the TPO's Environmental Justice Planning Areas); Assisted Polk County local governments to ensure their Comprehensive Plans are consistent with the TPO's adopted Long-Range Transportation Plan; and Prepared Long-Range Transportation Plan Amendments to ensure consistency with Federal transportation legislation, the TPO's Transportation Improvement Program (TIP), FDOT's Adopted Work Program and local government Capital Improvement Plans (CIP).

TASK 3.1 ACTIVITIES

Required Activities	End Products	Completion Date
Maintenance and Support of Momentum 2045	Amendments or Modifications	As needed
	Assist Polk County local governments to ensure their Comprehensive Plans are consistent with 2045 LRTP and the new 2050 LRTP	
2050 Long-Range Transportation Plan Development	Prepare a Sub Area Multi Modal Transportation Study for Northeast Polk County *	June 2025
	Prepare a major update to the Transit Development Plan (last updated 2022) to coincide with the Adoption of the 2050 LRTP *	December 2025
	Update and Support of the regional travel demand model *	Ongoing
	Transit Supportive Planning – Conduct detailed evaluation of existing and potential land uses around proposed SunRail stations identified in FDOT's TCAR Study. Study will also ID multi-modal connectivity needs for each station, as well as an evaluation of BRT in the US 92 corridor as an extension of SunRail Service. *	June 2026

Required Activities	End Products	Completion Date
	Update the TPO's Congestion Management Process (CMP) *	December 2025
	Ensure that the 2050 LRTP is multi-modal plan that considers all modes of transportation is consistent with state and federal requirements *	December 2025
	Ensure that the Efficient Transportation Decision Making (ETDM) process is considered in the LRTP planning process*	Ongoing
	Connecting Neighborhoods to Community Services and Places *	June 2025
Heartland Regional Resiliency Coalition	Improve the resilience and reliability of the transportation system & mitigate stormwater impacts of surface transportation	Ongoing

* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
Y. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$155,865.88	-	-	-	\$155,865.88
	Subtotal:	\$155,865.88	-	-	-	\$155,865.88
Z. Consultant Services						
	2050 LRTP Update	-	\$300,000	-	-	\$300,000
	TDP Major Update	\$100,000	-	-	-	\$100,000
	NE Polk County Sub Area Study	\$150,000	-	-	-	\$150,000
	Connecting Neighborhoods to Community Services & Places	\$50,000	-	\$25,000	-	\$75,000
	Subtotal:	\$300,000	\$300,000	-	-	\$625,000
AA. Other Direct Costs						
	Admin. Service Fee	\$6,241.12	-	-	-	\$6,241.12
	Subtotal:	\$6,241.12	-	-	-	\$6,241.12
	Total:	\$462,107.00	\$300,000	\$25,000	-	\$787,107.00

Task 3.1 Long Range Transportation Planning

Estimated Budget Detail for FY 2025/26

Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
Y. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$156,973.42	-	-	-	\$156,973.42
	Subtotal:	\$156,973.42	-	-	-	\$156,973.42
Z. Consultant Services						
	2050 LRTP Update	-	\$200,000	\$25,000	-	\$225,000
	TDP Major Update	\$100,000	-	-	-	\$100,000
	Transit Supportive Planning	-	\$200,000	-	-	\$200,000
	Subtotal:	\$100,000	\$400,000	\$25,000	-	\$525,000
AA. Other Direct Costs						
	Admin. Service Fee	\$12,727.58	-	-	-	\$12,727.58
	Subtotal:	\$12,727.58	-	-	-	\$12,727.58
	Total:	\$269,701.00	\$400,000	\$25,000	-	\$694,701.00

Task 3.2 Short Range Transportation Planning

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

PREVIOUS WORK: Preparation of the Consolidated Transit Development Plan for the Lakeland Area Mass Transit District (LAMTD); Development of TPO priorities for road, transit, aviation, congestion management, complete street, multi-use trail, transportation regional incentive program (TRIP) and transportation alternative projects; Annual adoption of the Transportation Improvement Program (TIP) including amendments to the TIP; Coordination with Polk Vision in advancing the TPO's Safety, Complete Streets Programs; Implementation and maintenance of the TPO's Congestion Management Process (CMP); and provided support in the formation of the Ridge Scenic Highway (State Road 17).

TASK 3.2 ACTIVITIES

Required Activities	End Products	Completion Date
Development of TPO's Priority Transportation Projects and Transportation Improvement Program (TIP)	Development of TPO priorities for road, transit, aviation, congestion management, complete streets, multi-use trail, transportation regional incentive program (TRIP) and transportation alternative projects	Annually in June
	Preparation of the TIP and Amendments to the TIP	June & as needed
Review FDOT's Draft Work Program for consistency with the TPO's Adopted LRTP and Priority Projects	Committee and Board Action/Recommendation	Annually Fall
Evaluation and Implementation of the TPO's Congestion Management Process	Prepare data and analysis in support of the TPO's annual priority transportation projects and congestion management process *	Ongoing
Support FDOT and the Polk TPO's adopted safety target of zero severe injuries and fatalities on Polk County's transportation system	Update and monitor the bicycle and pedestrian crash analysis from the Bicycle and Pedestrian Safety Action Plans	Ongoing
	Update the Polk County Schools Sidewalk Gap Analysis *	June 2025
	Coordinate closely with Polk Vision and the bicycle/pedestrian team in implementing the team's adopted Tactical Plan	Ongoing

Required Activities	End Products	Completion Date
	In support of Polk County's Safe Streets for All Grant Award, Prepare a Vision Zero Action Plan for Polk County *	June 2026
	Support the TPO's Pledge to Slow Down Efforts	Ongoing
Provide planning support to the Lakeland Area Mass Transit District (LAMTD) and Polk Transit Authority (PTA) as needed	Prepare a Transit Development Plan (TDP) and annual updates to the TDP **	Annually by September
	Evaluation of existing transit services and consideration of service improvement alternatives in response to identified needs	As needed
Support the Ridge Scenic Highway Corridor Management Entity (CME)	Staff support to the CME in the preparation of meetings and in addressing the requirements of the scenic highway program	Ongoing
	Staff support to the CME in implementing the Corridor Management Plan (CMP)	
Review surface access and inter-modal needs related to airport master plans	Staff support to the Joint Airport Zoning Board (JAZB)	Ongoing

* The Polk TPO will use consultant services to complete these tasks. See budget tables for additional details.

** The TPO will prepare a major update to the TDP as part of the 2050 LRTP. See UPWP Task 3.1 for additional details.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 3.2 Short Range Transportation Planning						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
EE. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$254,153.29	-	-	-	\$254,153.29
	Subtotal:	\$254,153.29	-	-	-	\$254,153.29
FF. Consultant Services						
	Schools Sidewalk Gap Analysis	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
GG. Other Direct Costs						
	Admin. Service Fee	\$10,176.71	-	-	-	\$10,176.71
	Subtotal:	\$10,176.71	-	-	-	\$10,176.71
	Total:	\$314,330.00	-	-	-	\$314,330.00

Task 3.2 Short Range Transportation Planning						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
EE. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$255,906.80	-	-	-	\$255,906.80
	Subtotal:	\$255,906.80	-	-	-	\$255,906.80
Consultant Services						
		-	-	-	-	-
GG. Other Direct Costs						
	Admin. Service Fee	\$20,749.20	-	-	-	\$20,749.20
	Subtotal:	\$20,749.20	-	-	-	\$20,749.20
	Total:	\$276,656.00	-	-	-	\$276,656.00

Task 3.3 Transportation Disadvantaged Program

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

PREVIOUS WORK: Created the Polk County Disadvantaged Coordinating Board and provide staff support to the board; Conducted Annual evaluations of the Community Transportation Coordinator (CTC); and prepared a Transportation Disadvantaged Service Plan (TDSP).

TASK 3.3 ACTIVITIES

Required Activities	End Products	Completion Date
Staff support to the Local Coordinating Board to ensure the TD program meets the requirements of F.S.S. 427 and Administrative Rule 41-2.	Evaluation of the Community Transportation Coordinator (CTC)	Annually by June 30 th
	Update of the Transportation Disadvantaged Service Plan	Annually by June 30 th
	Transportation Disadvantaged element of the TIP	Annually by June 30 th

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 3.3 Transportation Disadvantaged Program						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
KK. Personnel Services						
	Salary (100% Effort)	-	-	-	\$34,721.69	\$34,721.69
	Fringe Benefits and other deductions	-	-	-		
	Subtotal:	-	-	-	\$34,721.69	\$34,721.69
LL. Direct Expenses						
	Training/Education	-	-	-	\$1,000.00	\$1,000.00
	Subtotal:	-	-	-	-	-
MM. Other Direct Costs						
	Admin. Service Fee	-	-	-	\$1,390.31	\$1,390.31
	Subtotal:	-	-	-	\$1,390.31	\$1,390.31
	Total:	-	-	-	\$36,112.00	\$36,112.00

Task 3.3 Transportation Disadvantaged Program						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
KK. Personnel Services						
	Salary (100% Effort)	-	-	-	\$32,403.60	\$32,403.60
	Fringe Benefits and other deductions	-	-	-		
	Subtotal:	-	-	-	\$32,403.60	\$32,403.60
LL. Direct Expenses						
	Training/Education	-	-	-	\$1,000.00	\$1,000.00
	Subtotal:	-	-	-	-	-
MM. Other Direct Costs						
	Admin. Service Fee	-	-	-	\$2,708.40	\$2,708.40
	Subtotal:	-	-	-	\$2,708.40	\$2,708.40
	Total:	-	-	-	\$36,112.00	\$36,112.00

Task 3.5 Public Participation Process

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

PREVIOUS WORK: Developed and adopted a new Public Participation Process (PPP) and Limited English Proficiency Plan (LEP); Established the Transportation Adviser Network as an alternative mechanism for citizen involvement with the objective of increasing public involvement especially by members of minority and low-income households; Developed short informative videos highlighting important transportation projects that were broadcast on Polk Government Television (PGTV) and made available through our website; and All TPO meetings are, broadcast live on PGTV (the local government access channel) and via the web at www.polk-county.net. Past meetings of the TPO's boards and committees are also available on this site for viewing.

TASK 3.5 ACTIVITIES

Required Activities	End Products	Completion Date
Evaluation and update of the Public Participation Plan (PPP)	Prepare amendments to the Public Participation Plan	As needed
	The overall performance and effectiveness of public involvement and engagement strategies will be evaluated, including attempts to incorporate groups that are traditionally under served by the transportation system	Annually & Ongoing
Evaluation and update of the Limited English Proficiency (LEP) Plan	Limited English Proficiency Plan Update	As needed. Review annually
Increased awareness and participation in the development of the TPO's transportation plans and programs.	Hold Adviser Network/Community Forums to receive public input and guidance on the TPO's plans and programs	Quarterly
	The TPO will participate in community organizations and events to raise awareness of the TPO's plans and programs and build relationships with stakeholder groups	Ongoing & in conjunction with major planning projects, e.g., LRTP, TDP
	Develop short informational videos on key transportation topics and issues	
	Attend four (4) community events per year	Annually
	The overall performance and effectiveness of public involvement and engagement strategies will be evaluated, including attempts to incorporate groups that are traditionally under served by the	Ongoing

Required Activities	End Products	Completion Date
	transportation system.	
	The TPO will continue to maintain and enhance the TPO's website, and public use of our social media sites	Ongoing
Increased awareness and participation in the development of the TPO's transportation plans and programs.	All comments received through the TPO's PPP will be tabulated, summarized as necessary, and distributed to the TPO advisory committees and Board for their consideration in the development and adoption of transportation plans, programs, projects and services.	Ongoing
Use interactive web-based mapping tool to make it simple for citizens to provide comments on transportations needs and projects	Utilize Community Remarks to solicit comments on plans such as the LRTP, TIP and Priority Transportation Projects	Ongoing

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 3.5 Public Participation Process						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
QQ. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$73,217.26	-	\$15,000 ¹	-	\$73,217.26
	Subtotal:	\$73,217.26	-	\$15,000¹	-	\$73,217.26
SS. Other Direct Costs						
	Publication Support ²	\$25,000.00	-	-	-	\$25,000.00
	Admin. Service Fee	\$2,931.74	-	-	-	\$2,931.74
	Subtotal:	\$27,931.74	-	-	-	\$27,931.74
	Total:	\$101,149.00	-	\$15,000¹	-	\$101,149.00

Task 3.5 Public Participation Process

Estimated Budget Detail for FY 2025/26

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
QQ. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$62,431.95	-	\$15,000 ¹	-	\$62,431.95
	Subtotal:	\$62,431.95	-	\$15,000¹	-	\$62,431.95
SS. Other Direct Costs						
	Publication Support ²	\$25,000.00	-	-	-	\$25,000.00
	Admin. Service Fee	\$5,062.05	-	-	-	\$5,062.05
	Subtotal:	\$30,062.05	-	-	-	\$30,062.05
	Total:	\$92,494.00	-	\$15,000¹	-	\$92,494.00

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

² – Publication Support includes publishing and formatting of documents in support of the TPO's plans and programs including remediating Adobe PDF documents so they are ADA accessible and appropriate for posting on the TPO's website.

Task 3.6 Regional Planning and Coordination

PURPOSE: Maintain and enhance ongoing multi-county collaborative transportation planning while also participating and collaborating in regional and statewide planning activities in Central and West Central Florida.

PREVIOUS WORK:

- Represented the TPO at local, regional, State and Federal meetings, including quarterly Metropolitan Planning Organization Advisory Council (MPOAC) meetings and Coordinated Urban Transportation Studies (CUTS) meetings.
- The TPO participated in the development of the Sun Coast Transportation Planning Alliance's (SCTPA) 2045 Regional Long Range Transportation Plan executive summary publication, as well as a new brand and website to provide public information, and updates of project priorities for funding.
- The Central Florida MPO Alliance (CFMPOA) developed a regional priority project list in 2022 and 2023. MetroPlan Orlando manages the administrative functions of the CFMPOA receiving funding from Space Coast TPO, River to Sea TPO, Ocala / Marion TPO, and Lake / Sumter MPO and Polk TPO. The CFMPOA meets quarterly; once a year the CFMPOA meets with the Sun Coast Transportation Planning Alliance (SCTPA) from the Tampa Bay Area.

TASK 3.6 ACTIVITIES

Required Activities	End Products	Completion Date
Participate in the Florida MPO Advisory Council (MPOAC) activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide and national policy changes	Meeting participation	Quarterly as needed
Provide input on the Florida SIS, Florida Transportation Plan and other State and Regional Planning Efforts that include Polk County	Consistency with the Polk TPO's planning efforts	As needed
Participate and Coordinate with FDOT District One CUTS Committee	Coordinated Transportation Plans among District One MPOs/TPOs	Quarterly as needed

Required Activities	End Products	Completion Date
Sun Coast Transportation Planning Alliance (SCTPA)		
Provide support for the SCTPA; review and refine the Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, and major regional priorities while working together to ensure consistency of priorities throughout the region	Regional TRIP Priorities Regional Multiuse Trail Priorities Major Regional Projects Priorities	Annually

Required Activities	End Products	Completion Date
	Interlocal Agreement for Regional Planning & Coordination in West Central Florida SCTPA operating procedures SCTPA conflict resolution process Biannual meetings of the SCTPA, including public notice, virtual and in-person access, minutes and video archive	As needed
Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT, supporting and enhancing the FDOT Suncoast Mobility Data Hub project. Create a unified set of regional spatial and tabular data formats and metadata standards. Continue coordination efforts to develop a consistent approach to the sharing and use of data.	Regional data sharing portal	Ongoing through 2026
Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordinated regional transportation projects	Annually
Coordinate with the MPOs of the SCTPA region to implement the 2050 regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	Ongoing through FY 2026
Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository.	Regional Cloud-Based Document Repository Site	Ongoing through FY 2026

Required Activities	End Products	Completion Date
Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Development Plan, Transportation Pilot Program Project follow-up activities, tourism and freight planning activities and the state Autonomous, Connected Electric and Shared (ACES) Vehicle Planning initiative	Consistency in regional, statewide and local plans	Ongoing through FY 2026
Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee	Eight-county bicycle and pedestrian planning	Ongoing through FY 2026
Engage the public, including implementing strategies from the regional PPP, updating the regional PPP as necessary, integrating regional perspectives in local community presentations, and reviewing effectiveness of regional public involvement process	Regional Public Engagement	Ongoing through FY 2026
Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and public meeting materials.	SCTPA Website and Social Media Accounts	Ongoing through FY 2026
Update and reprint publications as needed, such as the Regional Multi-Use Trails brochure, Tri-County Ride Guide, or Regional Plan Executive Summary. The cost of printing a document may be shared among MPOs to achieve economies of scale, and funds may be transferred between MPOs for this purpose.	Printed Publications	As needed
Develop and support regional UPWP tasks	Regional UPWP Task(s)	May 2026
Provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP*	SCTPA Regional Planning Task	As needed

RESPONSIBLE AGENCY: Polk TPO, Forward Pinellas, Hillsborough MPO, Pasco MPO, FDOT, Hernando-Citrus MPO, Sarasota/Manatee MPO and other regional/statewide partners.

*Consultant support may be used to complete this task

Required Activities	End Products	Completion Date
Central Florida MPO Alliance (CFMPOA)		
Coordination and management of administrative functions the Central Florida MPO Alliance	Quarterly meetings of the CFMPOA	Ongoing
Continued coordination with the Central Florida MPO Alliance	Development of a Regional Metropolitan Transportation Plan summary	Spring 2026
	Development of a Regional Priority Project List	Annually July

RESPONSIBLE AGENCY: Polk TPO, MetroPlan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, and Ocala/Marion TPO

FUNDING SOURCES:

Task 3.6 Regional Planning and Coordination						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
WW. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$42,521.38	-	-	-	\$42,521.38
	Subtotal:	\$42,521.38	-	-	-	\$42,521.38
YY. Other Direct Costs						
	Admin. Service Fee	\$1,702.62	-	-	-	\$1,702.62
	Subtotal:	\$1,702.62	-	-	-	\$1,702.62
	Total:	\$44,224.00	-	-	-	\$44,224.00

Task 3.6 Regional Planning and Coordination								
Estimated Budget Detail for FY 2025/26								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305(d)	FTA State Match	Local Funds	TD	Total
WW. Personnel Services								
	Salary (100% Effort) Fringe Benefits and other deductions	\$42,831.20	-	-	-	-	-	\$42,831.20
	Subtotal:	\$42,831.20	-	-	-	-	-	\$42,831.20
YY. Other Direct Costs								
	Admin. Service Fee	\$3,472.80	-	-	-	-	-	\$3,472.80
	Subtotal:	\$3,472.80	-	-	-	-	-	\$3,472.80
	Total:	\$46,304.00	-	-	-	-	-	\$46,304.00

Task 3.6A Regional Coordination Support and Shared Task

PURPOSE: Multi- County collaborative transportation planning requiring inter-local agreements or similar and transfer of funds to further regional and statewide planning activities in Central and West Central Florida.

PREVIOUS WORK: Regional Long Range Transportation Summary Plan Summary Publication (SCTPA)

Ongoing Activities
Sun Coast Transportation Planning Alliance (SCTPA)
Develop Regional UPWP Task
Participate in Sun Coast Transportation Planning Alliance (SCTPA)
Central Florida MPO Alliance (CFMPOA)
Participate in the Central Florida MPO Alliance including the quarterly meetings of the CFMPOA.

Required Activities	End Products	Completion Date
Sun Coast Transportation Planning Alliance (SCTPA)		
Conduct a regional assessment of mobility, safety, and resilience needs, in advance of the development of the 2050 Long Range Transportation Plans	Regional Needs Assessment	June 2026
Produce and create content materials, presentations, website, graphics and assist in administration of SCTPA.	Social Media content, production, website maintenance and creation	Ongoing through June 2026
Central Florida MPO Alliance (CFMPOA)		
Coordination and management of administrative functions the Central Florida MPO Alliance	Development of a Regional Metropolitan Transportation Plan summary	Spring 2026

Consultants may 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 FDOT for reimbursement.

RESPONSIBLE AGENCIES (SCTPA):

Lead Agency: Forward Pinellas

Responsible Agencies: Polk TPO, Forward Pinellas, Hillsborough MPO, Pasco MPO, Hernando-Citrus MPO, and Sarasota/Manatee MPO. Stakeholders: TBRPC, FDOT and other regional/statewide partners.

RESPONSIBLE AGENCIES (CFMPOA):

Lead Agency: MetroPlan Orlando

Responsible Agencies: Polk TPO, MetroPlan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, and Ocala/Marion TPO and other regional/statewide partners.

FUNDING SOURCES:

Task 3.6A Regional Coordination Support and Shared Task						
Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
WW. Consultant Services						
	SCTPA	\$5,000				\$5,000
	CFMPOA	\$5,000	-	-	-	\$5,000
	Subtotal:	\$10,000	-	-	-	\$10,000
	Total:	\$10,000	-	-	-	\$10,000

Task 3.6A Regional Coordination Support and Shared Task						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
XX. Consultant Services						
	SCTPA	\$5,000				\$5,000
	CFMPOA	\$5,000	-	-	-	\$5,000
	Subtotal:	\$10,000	-	-	-	\$10,000
	Total:	\$10,000	-	-	-	\$10,000

APPENDICES

APPENDIX A

COMMON ACRONYMS

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

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

APPENDIX B

BUDGET TABLES

Summary Budget Table II
Funding Source
FY 2024/25 Unified Planning Work Program (UPWP)

Task	Task Description	CPG PL Funds		TMA SU Funds	Other Funds ³	TD Funds	Consultants ⁵	Total			Total Cost ⁴	
		Federal	State Soft Cash Match ¹	Federal	Local	State		Federal	State	Local		
1.0 Administration												
1.1	Program Administration and Management			\$365,334	\$80,576	\$0	\$0	\$50,000	\$365,334	\$0	\$0	\$365,334
1.1A	Communication and Support			\$78,700	\$17,358	\$0	\$0	\$35,000	\$78,700	\$0	\$0	\$78,700
1.2	Training Activities			\$6,000	\$1,323	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
2.0 Data Collection and Management Systems												
2.1	Travel Data and Strategies			\$152,310	\$33,593	\$0	\$0	\$95,000	\$152,310	\$0	\$0	\$152,310
3.0 Systems Planning												
3.1	Long Range Transportation Planning			\$462,107	\$101,920	\$300,000	\$25,000	\$0	\$762,107	\$0	\$25,000	\$787,107
3.2	Short Range Transportation Planning			\$314,330	\$69,327	\$0	\$0	\$50,000	\$314,330	\$0	\$0	\$314,330
3.3	Transportation Disadvantaged Program ²			\$0	\$0	\$0	\$0	\$36,112	\$0	\$36,112	\$0	\$36,112
3.5	Public Participation Process			\$101,149	\$22,309	\$0	\$0	\$0	\$101,149	\$0	\$0	\$101,149
3.6	Regional Planning and Coordination			\$44,224	\$9,754	\$0	\$0	\$0	\$44,224	\$0	\$0	\$44,224
3.6A	Regional Planning and Coordination			\$10,000	\$2,206	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$10,000
Total Cost for all UPWP Tasks				\$1,534,154	\$338,366	\$300,000	\$12,500	\$36,112	\$1,834,154	\$36,112	\$25,000	\$1,895,266

Table Notes:

1 For FY 2024/25, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost. This amount represents the state soft match required for the amount of MPP/PL funds requested.

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

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

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

5 The amounts shown here are included in the CPG and TMA SU fund totals and simply show the portion of these tasks allocated to consultant services. See specific UPWP Task Sheets for additional details.

Summary Budget Table II
Funding Source
FY 2025/26 Unified Planning Work Program (UPWP)

Task	Task Description	CPG PL Funds		TMA SU Funds	Other Funds ³	TD Funds	Consultants ⁵	Total			Total Cost ⁴	
		Federal	State Soft Cash Match ¹	Federal	Local	State		Federal	State	Local		
1.0 Administration												
1.1	Program Administration and Management			\$376,476	\$83,033	\$0	\$0	\$50,000	\$376,476	\$0	\$0	\$376,476
1.1A	Communication and Support			\$43,700	\$9,638	\$0	\$0	\$0	\$43,700	\$0	\$0	\$43,700
1.2	Training Activities			\$6,000	\$882	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
2.0 Data Collection and Management Systems												
2.1	Travel Data and Strategies			\$154,954	\$34,176	\$0	\$0	\$95,000	\$154,954	\$0	\$0	\$154,954
3.0 Systems Planning												
3.1	Long Range Transportation Planning			\$269,701	\$55,900	\$400,000	\$25,000	\$0	\$669,701	\$0	\$25,000	\$694,701
3.2	Short Range Transportation Planning			\$276,656	\$34,728	\$0	\$0	\$0	\$276,656	\$0	\$0	\$276,656
3.3	Transportation Disadvantaged Program ²			\$0	\$0	\$0	\$0	\$36,112	\$0	\$36,112	\$0	\$36,112
3.5	Public Participation Process			\$92,494	\$18,917	\$0	\$0	\$0	\$92,494	\$0	\$0	\$92,494
3.6	Regional Planning and Coordination			\$46,304	\$10,213	\$0	\$0	\$0	\$46,304	\$0	\$0	\$46,304
3.6A	Regional Planning and Coordination			\$10,000	\$2,206	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$10,000
Total Cost for all UPWP Tasks				\$1,276,285	\$249,693	\$400,000	\$25,000	\$36,112	\$1,676,285	\$36,112	\$25,000	\$1,737,397

Table Notes:

1 For FY 2024/25, FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost. This amount represents the state soft match required for the amount of MPP/PL funds requested.

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

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

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

5 The amounts shown here are included in the CPG and TMA SU fund totals and simply show the portion of these tasks allocated to consultant services. See specific UPWP Task Sheets for additional details.

APPENDIX C

CERTIFICATIONS

DEBARTMENT and SUSPENSION CERTIFICATION

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

(1) The Polk Transportation Planning Organization (TPO) hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

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

Trish Pfeiffer, Polk TPO Chairman

April 11, 2024
Date

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Polk TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Polk TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Trish Pfeiffer, Polk TPO Chairman

April 11, 2024
Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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

Trish Pfeiffer, Polk TPO Chairman

April 11, 2024
Date

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

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

The Polk TPO further agrees to the following responsibilities with respect to its programs and activities:

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

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

Dated: April 11, 2024

by _____
Trish Pfeiffer, Polk TPO Chairman

APPENDICES A and E

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

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

Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. Cancellation, termination or suspension of the contract, in whole or in part.

(6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

(7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address

Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX D

ADVISER NETWORK PLANNING TASKS SURVEY

To be Completed after the Public Comment Period.

APPENDIX E

POLK TPO RESOLUTION

DRAFT RESOLUTION 2024-03

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) APPROVING THE UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE TPO CHAIRMAN TO EXECUTE THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT.

WHEREAS, Section 450.108(c) of Title 23 of the United States Code requires each MPO/TPO to develop and approve a Unified Planning Work Program (UPWP) describing the work activities and funding sources for the urbanized area transportation planning process; and

WHEREAS, the Federal Government, under the authority of 23 U.S.C. 134 and any subsequent applicable amendments, provides transportation planning funds that are distributed by the Florida Department of Transportation (FDOT) to the Polk TPO; and

WHEREAS, the mechanism that implements this process is a Metropolitan Planning Organization Agreement; and

WHEREAS, the Unified Planning Work Program (UPWP) is the Polk TPO's biennial transportation planning work program and serves as the scope of work for the Metropolitan Planning Organization Agreement; and

WHEREAS, the Metropolitan Planning Organization Agreement contains the terms of receiving the Federal Highway Administration (FHWA) transportation planning funds and stipulates the planning requirements of the metropolitan planning organization (MPO), and

WHEREAS, FDOT requires all MPOs to approve a Metropolitan Planning Organization Agreement for the receipt of FHWA transportation planning funds in support of the Polk TPO's UPWP.

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization at its regular meeting convened on April 11, 2024:

1. The Polk TPO hereby approves and adopts the Unified Planning Work Program (UPWP) for Fiscal Years 2024/25-2025/26;
2. The TPO Chairman is authorized to execute the Metropolitan Planning Organization Agreement set to commence on July 1, 2024, and set to expire on June 30, 2026; and
3. The Polk TPO authorizes the TPO Chairman to sign and execute any other related documents that may be required to process the UPWP and the MPO Agreement.

TPO Resolution 2024-03

April 11, 2024

Page Two

Signed:

Commissioner Trish Pfeiffer, Chairman
Polk Transportation Planning Organization (TPO)

April 11, 2024
Date

ATTEST:

Ryan Kordek, TPO Executive Director

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

Elizabeth Voss, TPO Attorney

APPENDIX F

TPO RESPONSES TO FHWA, FTA & FDOT DRAFT UPWP COMMENTS

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE
-	-	-	-