

**FY 2024/25 – 2025/26 UPWP AMENDMENTS
ORIGINAL UPWP PAGES**

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
	The TPO will prepare data "dashboards" for the website highlighting safety and transportation statistics from the State of the Transportation System Report*	Spring 2026
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. Consultant Services						
	TPO Website – Safety and Transportation System Dashboards	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
N. Other Direct Expenses						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$6,000
	Maintenance Software	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	Subtotal:	\$46,700	-	-	-	\$46,700
	Total:	\$96,700	-	-	-	\$96,700

Required Activities	End Products	Completion Date
	Connecting Neighborhoods to Community Services and Places *	June 2025
	Preparation of Carbon Reduction and Resiliency Plans for Polk County*	September 2024
	I-4 Regional Intermodal Station Feasibility Study*	Summer 2026 ¹
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.

¹ Project will likely extend into FY 2026/27.

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	\$20,809	\$300,000	-	-	\$320,809
	TDP Major Update	\$100,000	-	-	-	\$100,000
	NE Polk County Sub Area Study ¹	\$150,000	-	-	-	\$150,000
	Connecting Neighborhoods to Community Services & Places ¹	\$50,000	-	\$25,000	-	\$75,000
	Carbon Red./Resiliency Plans	\$23,299	-	-	-	\$23,299
	Subtotal:	\$344,108	\$300,000	-	-	\$669,108
AA. Other Direct Costs						
	Admin. Service Fee	\$6,241.12	-	-	-	\$6,241.12
	Subtotal:	\$6,241.12	-	-	-	\$6,241.12
	Total:	\$506,215.00	\$300,000	\$25,000	-	\$831,215.00

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	\$249,473.42	-	-	-	\$249,473.42
	Subtotal:	\$249,473.42	-	-	-	\$249,473.42
Z. Consultant Services						
	2050 LRTP Update	-	\$200,000	\$25,000	-	\$225,000
	TDP Major Update	\$100,000	-	-	-	\$100,000
	I-4 Regional Intermodal Station Feasibility Study	\$500,000	-	-	-	\$500,000
	Subtotal:	\$600,000	\$200,000	\$25,000	-	\$825,000
AA. Other Direct Costs						
	Admin. Service Fee	\$20,227.58	-	-	-	\$20,227.58
	Subtotal:	\$20,227.58	-	-	-	\$20,227.58
	Total:	\$869,701.00	\$200,000	\$25,000	-	\$1,094,701.00

1. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)] The total amount of funds used by the MPO for Complete Streets planning for FY 24/25 is \$40,000 of \$485,406 PL. 2.5% of the total PL allocation for FY 24/25 is \$27,997.

**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 Allocation \$1,136,699 Carryover \$139,586	State Soft Cash Match ¹		Federal Allocation \$400,000	Local Contribution \$25,000		State Allocation \$36,112	Federal	State		
1.0 Administration												
1.1	Program Administration and Management	\$381,476	\$84,136	\$0	\$0	\$0	\$0	\$50,000	\$381,476	\$0	\$0	\$381,476
1.1A	Communication and Support	\$96,700	\$21,328	\$0	\$0	\$0	\$0	\$0	\$96,700	\$0	\$0	\$96,700
1.2	Training Activities	\$11,000	\$2,426	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$11,000
2.0 Data Collection and Management Systems												
2.1	Travel Data and Strategies	\$174,954	\$38,587	\$0	\$0	\$0	\$0	\$95,000	\$174,954	\$0	\$0	\$174,954
3.0 Systems Planning												
3.1	Long Range Transportation Planning	\$869,701	\$191,816	\$200,000	\$25,000	\$0	\$0	\$525,000	\$1,069,701	\$0	\$25,000	\$1,094,701
3.2	Short Range Transportation Planning	\$488,525	\$107,746	\$0	\$0	\$0	\$0	\$0	\$488,525	\$0	\$0	\$488,525
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$36,112	\$0	\$0	\$0	\$36,112	\$0	\$36,112
3.5	Public Participation Process	\$92,494	\$20,400	\$0	\$0	\$0	\$0	\$0	\$92,494	\$0	\$0	\$92,494
3.6	Regional Planning and Coordination	\$46,304	\$10,213	\$0	\$0	\$0	\$0	\$0	\$46,304	\$0	\$0	\$46,304
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$10,000
Total Cost for all UPWP Tasks		\$2,171,154	\$478,858	\$200,000	\$25,000	\$36,112	\$0	\$680,000	\$2,371,154	\$36,112	\$25,000	\$2,432,266

Table Notes:

1 For FY 2025/26, 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 MFPO 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 MFPO 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.

Funding Sources

Contract	Funding Source	Source Level	FY 2024/25 Funding Source					FY 2025/26 Funding Source						
			FY 2024/25	FY 2025/26	Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover	Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover
TBD	CTD	State	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ -	\$ 36,112	\$ -	\$ -
		CTD Total	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ -	\$ 36,112	\$ -	\$ -
G2V52	CPG PL	Federal	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 478,857	\$ 2,171,154	\$ -	\$ -	
		CPG PL Total	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 478,857	\$ 2,171,154	\$ -	\$ -	
TBD	TMA SU	Federal	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	
		TMA SU Total	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	
N/A	Local	Local	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	
		Local Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	

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FY 2024/25 – 2025/26 UPWP AMENDMENTS AMENDED UPWP PAGES



Polk Transportation
Planning Organization

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2024/2025 - 2025/2026

Adopted: April 11, 2024
Amended: December 19, 2024
Amended: August 28, 2025
Amended: April 9, 2026

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

Mayor Sara Roberts McCarley, Polk TPO Chair

Prepared by the Polk Transportation Planning Organization with funding from the Federal Highway Administration [CFDA No. 20.205 Highway Planning and Construction], Federal Transit Administration [CFDA No. 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)], Florida Department of Transportation, and Polk County. Federal Aid Project (FAP) PL (0262) 060 M. Financial Project Number (FPN) 439313-4-14-01. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

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Heartland Regional Resiliency Coalition	Improve the resilience and reliability of the transportation system & mitigate stormwater impacts of surface transportation	Ongoing

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	Carbon Red./Resiliency Plans	\$23,299	-	-	-	\$23,299
	Subtotal:	\$344,108	\$300,000	-	-	\$669,108
AA. Other Direct Costs						
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	Subtotal:	\$6,241.12	-	-	-	\$6,241.12
	Total:	\$506,215.00	\$300,000	\$25,000	-	\$831,215.00

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
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	Salary (100% Effort) Fringe Benefits and other deductions	\$249,473.42	-	-	-	\$249,473.42
	Subtotal:	\$249,473.42	-	-	-	\$249,473.42
Z. Consultant Services						
	2050 LRTP Update	-	\$200,000	\$25,000	-	\$225,000
	TDP Major Update	\$100,000	-	-	-	\$100,000
	I-4 Regional Intermodal Station Feasibility Study	\$50,000	-	-	-	\$50,000
	Subtotal:	\$150,000	\$200,000	\$25,000	-	\$375,000
AA. Other Direct Costs						
	Admin. Service Fee	\$20,227.58	-	-	-	\$20,227.58
	Subtotal:	\$20,227.58	-	-	-	\$20,227.58
	Total:	\$419,701.00	\$200,000	\$25,000	-	\$644,701.00

1. These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)] The total amount of funds used by the MPO for Complete Streets planning for FY 24/25 is \$40,000 of \$485,406 PL. 2.5% of the total PL allocation for FY 24/25 is \$27,997.

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

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1.0 Administration														
1.1	Program Administration and Management	\$381,476	\$84,136	\$0	\$0	\$0	\$0	\$50,000	\$381,476	\$0	\$0	\$0	\$381,476	\$381,476
1.1A	Communication and Support	\$46,700	\$10,300	\$0	\$0	\$0	\$0	\$0	\$46,700	\$0	\$0	\$0	\$46,700	\$46,700
1.2	Training Activities	\$11,000	\$2,426	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$11,000	\$11,000
2.0 Data Collection and Management Systems														
2.1	Travel Data and Strategies	\$174,954	\$38,587	\$0	\$0	\$0	\$0	\$95,000	\$174,954	\$0	\$0	\$0	\$174,954	\$174,954
3.0 Systems Planning														
3.1	Long Range Transportation Planning	\$419,701	\$92,567	\$200,000	\$25,000	\$0	\$0	\$525,000	\$619,701	\$0	\$25,000	\$0	\$644,701	\$644,701
3.2	Short Range Transportation Planning	\$488,525	\$107,746	\$0	\$0	\$0	\$0	\$0	\$488,525	\$0	\$0	\$0	\$488,525	\$488,525
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$36,112	\$0	\$0	\$0	\$36,112	\$0	\$0	\$36,112	\$36,112
3.5	Public Participation Process	\$92,494	\$20,400	\$0	\$0	\$0	\$0	\$0	\$92,494	\$0	\$0	\$0	\$92,494	\$92,494
3.6	Regional Planning and Coordination	\$46,304	\$10,213	\$0	\$0	\$0	\$0	\$0	\$46,304	\$0	\$0	\$0	\$46,304	\$46,304
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$10,000	\$10,000
Total Cost for all UPWP Tasks		\$1,671,154	\$368,581	\$200,000	\$25,000	\$36,112	\$0	\$680,000	\$1,871,154	\$36,112	\$25,000	\$0	\$1,932,266	\$1,932,266

Table Notes:

1 For FY 2025/26, 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.

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

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Funding Sources

Contract	Funding Source	Source Level	FY 2024/25 Funding Source				FY 2025/26 Funding Source							
			FY 2024/25	FY 2025/26	Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover	Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover
TBD	CTD	State	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ -	\$ 36,112	\$ -	\$ -
		CTD Total	\$ 36,112	\$ 36,112	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ -	\$ 36,112	\$ -	\$ -
G2V52	CPG PL	Federal	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 368,580	\$ 1,671,154	\$ -	\$ -	
		CPG PL Total	\$ 1,578,262	\$ 2,171,154	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 368,580	\$ 1,671,154	\$ -	\$ -	
TBD	TMA SU	Federal	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	
		TMA SU Total	\$ 300,000	\$ 200,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	
N/A	Local	Local	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	
		Local Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	

*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.