



Polk Transportation
Planning Organization

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2026/2027 TO 2027/2028

Draft March 15, 2026

Polk Transportation Planning Organization

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Cost Analysis Certification



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

525-010-06
POLICY PLANNING
12/25

Cost Analysis Certification

Polk TPO

Unified Planning Work Program Fiscal Year – FY 2026/27 - FY 2027/28

UPWP Status - Select Status, 4/9/2026

UPWP Revision Number - Initial Adoption, Select Revision Date

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.

FDOT District Representative: Edith Perez, FCCM

Title and District: Community Liaison, District One

Date: 4/9/2026

Signature

www.fdot.gov

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 2026/27 – 2027/28 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, 2026, through June 30, 2028, prepared 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
 - Adviser Network Planning Task Survey
 - Map of the Polk TPO Planning Area
 - Polk TPO Organization Chart
 - UPWP 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 \$588,665.

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 in support of the TPO's operations are reflected in the TPO's UPWP through the form of an administrative service fee under other direct costs to the TPO. The administrative service fee is based on an annual Cost Allocation Study prepared by an external auditor for Polk County. Once the study is completed, Polk County then prepares a calculation for Polk TPO's proportionate share of the special revenue grant costs for utilizing central services. The administrative fee is included as a line item within each UPWP task. The administrative fee is included in the invoice within the expenditure detail report that is submitted with the TPO's reimbursement request to FDOT.

Polk TPO Planning Area

Considered the "crossroads of central Florida", Polk County is bounded by ten counties and is the fourth largest county in Florida at 2,011 square miles. There are seventeen municipalities and Polk County is the ninth most populous county in Florida with 852,878 residents (US Census 2024 estimate). The 2020 Census has defined four (4) urbanized areas (population greater than 50,000) in Polk County which consist of Four Corners, Poinciana, Lakeland and Winter Haven. Portions of the Four Corners and Poinciana urbanized areas extend into neighboring Lake and Osceola Counties. The two (2) largest urbanized areas in Polk County consist of Lakeland and Winter Haven and are classified as Transportation Management Areas (TMA) which are urban areas with a population of over 200,000. The Polk TPO serves as the MPO for the Lakeland and Winter Haven TMAs. The Polk TPO has defined its Metropolitan Planning Area, or planning area, to include the entirety of Polk County which corresponds to the Lakeland – Winter Haven Metropolitan Statistical Area (MSA) which also includes all of Polk County. For additional context, a map of these areas is included in Appendix E.

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

As the Polk TPO plans to undertake new projects as part of the UPWP it is important to discuss some of the key comprehensive transportation planning activities and in particular, the projects that are part of ongoing efforts of the TPO and must be reflected in the FY 2026/27 – 2027/28 UPWP.

- **2050 Long-Range Transportation Plan Update** – The Polk TPO is required to update the Long-Range



Transportation Plan (LRTP) every five years. The TPO branded the LRTP update *Envision 2050* and adopted the Plan on December 9, 2025. With adoption complete, the plan now moves into the implementation phase, where the TPO will begin prioritizing projects for funding and development in coordination with local governments, the Florida Department of Transportation and regional partners. There are also some projects envisioned for the FY 2026/27 – 2027/28 UPWP that the TPO will undertake in support of the recently adopted Envision 2050 and are highlighted below.

- **I-4 Intermodal Passenger Rail Station Feasibility and Planning Study** – Included in TPO's FY 2024/25 – 2025/26 UPWP is a project called the I-4 Intermodal Passenger Rail Station Feasibility and Planning Study. This Study will evaluate the opportunities and needs for passenger rail service in Polk County and identify several viable candidate station locations along the I-4 corridor. The TPO amended the FY 2024/25 – 2025/26 UPWP in order to fund this important project at \$500,000. It is likely the TPO will only begin this project in FY 2025/26, so there is a need to de-obligate a large portion of these funds in FY 2025/26 so they can be available in FY 2026/27 to support the completion of this project.

- **SunRail Extension (Transit Supportive Planning)** – In 2023 the Polk TPO's adopted Transportation Priority Projects requested funds for a study to evaluate the proposed station locations for the proposed SunRail Extension in Polk County. In response to this request, FDOT incorporated the project into the PD&E Study which is underway. This study which is being led by FDOT with the help of the Polk TPO and 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 is a project the TPO will continue to support and will be included as part of the TPO's UPWP for FY 2026/27 – 2027/28.



- **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 2025. The TDP was used as an important component of the TPO's 2050 LRTP Update that was also adopted in 2025.

- **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 2023



Polk County and the TPO applied for and received a federal Safe Streets for All (SS4A) grant to prepare a Vision Zero Action Plan. The Action Plan will identify the top 20 most dangerous roads and intersections in Polk County and develop projects and strategies to make them safer. When completed, this Action Plan will enable Polk County and the municipalities the ability to apply for SS4A grants for implementation of the improvements recommended in the Plan. The Polk TPO will help to oversee and administer this grant for Polk County and therefore will be included as a planning task in the TPO's UPWP.

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

Vision Zero Polk – The Polk TPO and FDOT have a shared goal of safe and fatality-free travel conditions on Polk County roads. The TPO's FY 2026/27 – 2027/28 UPWP contain several projects that support this goal and include the collaborative effort with Polk



Vision in implementing the Infrastructure and Bike/Ped Safety Team Tactical Plan, and the continuation of the Pledge to Slow Down campaign to educate and encourage motorists to drive safety on Polk County's roads. Another noteworthy safety project of the TPO initialized several years ago and will continue to be a focus over the next two years is the Supplemental Safe Routes to Schools (SRTS) 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 project was completed in 2023 and the TPO continues to work with the 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.

Best Foot Forward – The Polk TPO has formalized their participation with the Best Foot Forward program. In partnership with FDOT, Best Foot Forward compliments the TPO’s Vision Zero Polk efforts and is aimed at protecting and educating the community through its crosswalk enforcement initiative. Prior to the start of school in August, several pedestrian crosswalks in Bartow, Lakeland and Winter Haven were targeted and law enforcement officers stopped drivers that did not yield to pedestrians and educated them on the Florida law which gives pedestrians the right of way once they enter a marked crosswalk. The TPO will continue to support Best Foot Forward in the coming years.



Polk TPO Board Meeting – June 12, 2025

Polk Vision’s Infrastructure and Bike/Ped Safety Team – The Polk TPO has had a strong relationship with Polk Vision since its inception over twenty years ago and has collaborated with Polk Vision in implementing an updated tactical plan that was approved by the Polk Vision Governing Board in February of 2026 for improving bicycle and pedestrian safety in Polk County. The Team’s 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. 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.

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. 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

FEDERAL PLANNING FACTORS	UPWP PLANNING TASKS							
	1.1	2.1	3.1	3.2	3.3	3.5	3.6	3.6A
Increase security of transportation system for motorized and non-motorized users.	X		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 19, 2024. The TPO has a Continuity of Operations Plan (COOP) which was last updated in September of 2024.

The **TPO Board** has twenty-three voting members with representatives from the following local governments:

- Polk County Board of County Commissioners (5)
- City of Lakeland (6)
- City of Winter Haven (3)
- City of Haines City (2)
- City of Auburndale (1)
- City of Bartow (1)
- City of Lake Wales (1)
- City of Lake Alfred (1)
- City of Davenport (1)



Polk TPO Board Meeting

Central County and Ridge Bloc (1)

- 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 and comment on the TPO's plans and programs. 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 October 13, 2023, the Polk TPO approved a new Membership Apportionment Plan based on the 2020 Census and federal and state requirements. 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. This plan was approved by the Governor on August 24, 2024. As a result, the TPO's member local governments executed an updated **"Interlocal Agreement for Creation of the Polk Transportation Planning Organization"**

dated September 27, 2024. 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.

- 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, 2022 and most recently on April 10, 2025, by the TPO and April 15, 2025, 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 2028.
- The current **Metropolitan Planning Organization Funding Agreement (PL Agreement)** between the Polk TPO and FDOT was approved on April 29, 2024, and was last amended on August 28, 2025. This agreement expires June 30, 2026.
- The TPO has a planning grant with the **Commission for the Transportation Disadvantaged (G3D39)** which was executed on July 1, 2025. It expires June 30, 2026.
- 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 is now the Sun Coast Transportation Planning Alliance, or SCTPA. The SCTPA 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.
- On August 28, 2025, the Polk TPO executed a **Memorandum of Understanding (MOU) for a regional Transportation Systems Management and Operations Program (RTSMOP)** between MetroPlan Orlando, Forward Pinellas, Hillsborough TPO, Lake Sumter MPO, Ocala Marion TPO, Pasco MPO, Polk TPO, Sarasota/Manatee MPO, Space Coast TPO and Volusia Flagler TPO to facilitate a cooperative and coordinative application for multimodal transportation strategies and technologies to increase efficiency and improve regional mobility.

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 Data Development and Management

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 2028/29 – 2029/30 UPWP	April 2028
Preparation of contracts and agreements	Up-to-date compliant agreements and contracts	As Needed
Complete TPO certification requirements	Joint FDOT/Polk TPO Annual Certification	Annually (April)
Complete TPO Federal TMA Certification	Federal TMA Certification	Fall 2027
Preparation of the Annual Report	Polk TPO Annual Report	January 2027 and 2028
Monitor, review and update the COOP	Updated COOP	Review annually and update as needed
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	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 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
A. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$235,348.63	-	-	-	\$235,348.63
	Subtotal:	\$235,348.63		-	-	\$235,348.63
B. Travel						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$5,000	-	-	-	\$5,000.00
	Subtotal:	\$5,000	-	-	-	\$5,000.00
C. Consultants						
	Consultant Support Services	\$50,000	-	-	-	\$50,000.00
	Subtotal:	\$50,000	-	-	-	\$50,000.00
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	\$14,942.37	-	-	-	\$14,942.37
	Subtotal:	\$55,192.37	-	-	-	\$55,192.37
	Total:	\$345,541.00	-	-	-	\$345,541.00

Task 1.1 Program Administration and Management

Estimated Budget Detail for FY 2027/28

Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
E. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$247,083.96	-	-	-	\$247,083.96
	Subtotal:	\$247,083.96		-	-	\$247,083.96
F. Travel						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$5,000	-	-	-	\$5,000.00
	Subtotal:	\$5,000	-	-	-	\$5,000.00
G. Consultants						
	Consultant Support Services	\$50,000	-	-	-	\$50,000.00
	Subtotal:	\$50,000	-	-	-	\$50,000.00
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	\$12,977.04	-	-	-	\$12,977.04
	Subtotal:	\$53,227.04	-	-	-	\$53,227.04
	Total:	\$355,311.00	-	-	-	\$355,311.00

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	
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 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
K. Consultant Services						
	See Footnote ¹	-	-	-	-	-
	Subtotal:	-	-	-	-	-
L. Other Direct Expenses						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$3,000
	Computer Software Maintenance	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	Subtotal:	\$46,700	-	-	-	\$46,700
	Total:	\$46,700	-	-	-	\$46,700

Task 1.1A Communication and Support						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
M. Consultant Services						
		-	-	-	-	-
	Subtotal:	-	-	-	-	-
N. Other Direct Expenses						
	Computer Hardware	\$4,500	-	-	-	\$4,500
	Computer Software	\$6,000	-	-	-	\$6,000
	Computer Software Maintenance	\$5,000	-	-	-	\$5,000
	Website Maintenance	\$31,200	-	-	-	\$31,200
	Subtotal:	\$46,700	-	-	-	\$46,700
	Total:	\$46,700	-	-	-	\$46,700

¹ The Polk TPO plans to de-obligate \$50,000 in PL funds from FY 2025/26 to FY 2026/27 for the TPO's Website for the creation of Safety and Transportation System Dashboards.

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; 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 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
O. Other Direct Expenses						
	Training/Education	\$10,000	-	-	-	\$10,000
	Subtotal:	\$10,000	-	-	-	\$10,000
	Total:	\$10,000	-	-	-	\$10,000

Task 1.2 Training Activities						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
P. Other Direct Expenses						
	Training/Education	\$10,000	-	-	-	\$10,000
	Subtotal:	\$10,000	-	-	-	\$10,000
	Total:	\$10,000	-	-	-	\$10,000

2.0 Data Collection and Management Systems

Task 2.1 Data Development and Management

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 Roadway Network 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 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 June
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 2027
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 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
Q. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$56,249.75	-	-	-	\$56,249.75
	Subtotal:	\$56,249.75	-	-	-	\$56,249.75
R. Consultant Services						
	Roadway Network Database Update ¹	75,000.00	-	-	-	75,000.00
	Trans. Data Collection	40,000.00	-	-	-	40,000.00
	Subtotal:	115,000.00	-	-	-	115,000.00
U. Other Direct Expenses						
	Admin. Service Fee	\$3,579.25	-	-	-	\$3,579.25
	Subtotal:	\$3,579.25	-	-	-	\$3,579.25
	Total:	\$174,829.00	-	-	-	\$174,829.00

Task 2.1 Travel Data and Strategies Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
S. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$60,277.20	-	-	-	\$60,277.20
	Subtotal:	\$60,277.20	-	-	-	\$60,277.20
T. Consultant Services						
	Roadway Network Database Update ¹	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	\$3,165.80	-	-	-	\$3,165.80
	Subtotal:	\$3,165.80	-	-	-	\$3,165.80
	Total:	\$158,443.00	-	-	-	\$158,443.00

1. These funds satisfy the requirements for the 2.5% PL set aside for planning per [§ 11206(b)] The total amount of funds used by the MPO to support this requirement for FY 26/27 is \$75,000 of \$174,829 PL, and for FY 27/28, is \$55,000 of \$158,443 PL. 2.5% of the total PL allocation for FY 26/27 is \$4,370 and for FY 27/28, it is \$3,961.

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; 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 Envision 2050	Amendments or Modifications	As needed
	Assist Polk County local governments to ensure their Comprehensive Plans are consistent with Envision	
	I-4 Intermodal Passenger Rail Station Feasibility and Planning Study *	Summer 2027
	SunRail Extension (Transit Supportive Planning) ¹	Summer/Fall 2027
2055 Long Range Transportation Plan Update	2055 Population and Employment Forecast *	Summer 2028
	Update and Support of the regional travel demand model	Summer 2028

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

¹ This project is being funded by FDOT.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
Y. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$154,013.62	-	-	-	\$154,013.62
	Subtotal:	\$154,013.62	-	-	-	\$154,013.62
Z. Consultant Services						
	I-4 Intermodal Passenger Rail Station Feasibility/Planning Study ¹	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
AA. Other Direct Costs						
	Admin. Service Fee	\$9,778.38	-	-	-	\$9,778.38
	Subtotal:	\$9,778.38	-	-	-	\$9,778.38
	Total:	\$213,792.00	-	-	-	\$213,792.00

Task 3.1 Long Range Transportation Planning						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
Y. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$163,635.72	-	-	-	\$163,635.72
	Subtotal:	\$163,635.72	-	-	-	\$163,635.72
Z. Consultant Services						
	2055 Population & Employment Forecast	\$160,000	-	\$25,000	-	\$185,000
	Subtotal:	\$160,000	-	\$25,000	-	\$185,000
AA. Other Direct Costs						
	Admin. Service Fee	\$8,594.28	-	-	-	\$8,594.28
	Subtotal:	\$8,594.28	-	-	-	\$8,594.28
	Total:	\$332,230.00	-	-	-	\$357,230.00

¹ The Polk TPO plans to de-obligate \$450,000 in PL funds from FY 2025/26 to FY 2026/27 for the I-4 Intermodal Passenger Rail Station Feasibility/Planning Study.

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, bike/ped, 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 and multi-modal 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, bike/ped, 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 in the 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
	Coordinate closely with Polk Vision and the Infrastructure bicycle/pedestrian team in implementing the team's adopted Tactical Plan	Ongoing
	In support of Polk County's Safe Streets for All Grant Award, Prepare a Vision Zero Action Plan for Polk County	December 2026

Required Activities	End Products	Completion Date
	Support the TPO's Pledge to Slow Down Efforts	Ongoing
	Support the TPO's Best Foot Forward Program	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 State Road 17 Ridge Scenic Highway Corridor Management Entity (CME)	Provide staff support to the CME in the preparation of meetings and in addressing the requirements of the scenic highway program	Ongoing
	Provide staff support to the CME in implementing and updating the Corridor Management Plan (CMP) *	
Support local efforts seeking the designation of State Road 60 as a designated scenic highway	Provide staff support in the preparation of required documentation for the designation of the highway including the Corridor Management Plan (CMP) *	June 2028
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.

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 3.2 Short Range Transportation Planning						
Estimated Budget Detail for FY 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
EE. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions ¹	\$260,117.07	-	-	-	\$260,117.07
	Subtotal:	\$260,117.07	-	-	-	\$260,117.07
FF. Consultant Services						
	Scenic Highway Support	\$100,000	-	\$25,000	-	\$125,000
	Subtotal:	\$100,000	-	\$25,000	-	\$125,000
GG. Other Direct Costs						
	Admin. Service Fee	\$16,514.93	-	-	-	\$16,514.93
	Subtotal:	\$16,514.93	-	-	-	\$16,514.93
	Total:	\$376,632.00	-	\$25,000	-	\$401,632.00

Task 3.2 Short Range Transportation Planning						
Estimated Budget Detail for FY 2027/28						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
EE. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions ¹	\$276,155.12	-	-	-	\$276,155.12
	Subtotal:	\$276,155.12	-	-	-	\$276,155.12
Consultant Services						
	-	-	-	-	-	-
	Subtotal:	-	-	-	-	-
GG. Other Direct Costs						
	Admin. Service Fee	\$14,503.88	-	-	-	\$14,503.88
	Subtotal:	\$14,503.88	-	-	-	\$14,503.88
	Total:	\$290,659.00	-	-	-	\$290,659.00

1. These funds satisfy the requirements for the 2.5% PL set aside for planning per [§ 11206(b)] The total amount of funds used by the MPO to support this requirement for FY 26/27 is \$89,000 of \$376,632 PL, and for FY 27/28, is \$91,000 of \$290,659 PL. 2.5% of the total PL allocation for FY 26/27 is \$9,415 and for FY 27/28, it is \$7,266.

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 2026/27						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
KK. Personnel Services						
	Salary (100% Effort)	-	-	-	\$37,059.10	\$37,059.10
	Fringe Benefits and other deductions	-	-	-		
	Subtotal:	-	-	-	\$37,059.10	\$37,059.10
LL. Direct Expenses						
	Training/Education	-	-	-	\$1,000.00	\$1,000.00
	Subtotal:	-	-	-	\$1,000.00	\$1,000.00
MM. Other Direct Costs						
	Admin. Service Fee	-	-	-	\$2,352.90	\$2,352.90
	Subtotal:	-	-	-	\$2,352.90	\$2,352.90
	Total:	-	-	-	\$40,412.00	\$40,412.00

Task 3.3 Transportation Disadvantaged Program

Estimated Budget Detail for FY 2027/28

Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
KK. Personnel Services						
	Salary (100% Effort)	-	-	-	\$37,445.34	\$37,445.34
	Fringe Benefits and other deductions	-	-	-		
	Subtotal:	-	-	-	\$37,445.34	\$37,445.34
LL. Direct Expenses						
	Training/Education	-	-	-	\$1,000.00	\$1,000.00
	Subtotal:	-	-	-	\$1,000.00	\$1,000.00
MM. Other Direct Costs						
	Admin. Service Fee	-	-	-	\$1,966.66	\$1,966.66
	Subtotal:	-	-	-	\$1,966.66	\$1,966.66
	Total:	-	-	-	\$40,412.00	\$40,412.00

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 and comment on the TPO's plans and programs; 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
	Prepare a comprehensive update of the Public Participation Plan	June 2028
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.	Ongoing

Required Activities	End Products	Completion Date
	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 transportation needs and projects	Utilize web-based programs 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 2026/27						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
QQ. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$65,973.33	-	-	-	\$65,973.33
	Subtotal:	\$65,973.33	-	-	-	\$65,973.33
SS. Other Direct Costs						
	Publication Support ¹	\$25,000.00	-	-	-	\$25,000.00
	Admin. Service Fee	\$4,188.67	-	-	-	\$4,188.67
	Subtotal:	\$29,188.67	-	-	-	\$29,188.67
	Total:	\$95,162.00	-	-	-	\$95,162.00

Task 3.5 Public Participation Process

Estimated Budget Detail for FY 2027/28

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
QQ. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$69,412.41	-	-	-	\$69,412.41
	Subtotal:	\$69,412.41	-	-	-	\$69,412.41
SS. Other Direct Costs						
	Publication Support ¹	\$25,000.00	-	-	-	\$25,000.00
	Admin. Service Fee	\$3,645.59	-	-	-	\$3,645.59
	Subtotal:	\$28,645.59	-	-	-	\$28,645.59
	Total:	\$98,058.00	-	-	-	\$98,058.00

¹ – 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 FDOT District One Coordinated Urban Transportation Studies (CUTS) meetings.
- The TPO participated in the development of the Sun Coast Transportation Planning Alliance's (SCTPA) major regional priority projects, project priorities for TRIP funding, the development of a Regional Long Range Transportation Plan, the development of a Regional Benefit Cost Analysis Tool and provided regional support to the SCTPA and its committees.
- The Central Florida MPO Alliance (CFMPOA) developed a regional priority project list in 2024 and 2025. MetroPlan Orlando manages the administrative functions of the CFMPOA receiving funding from Space Coast TPO, Volusia-Flagler TPO, Ocala / Marion TPO, and Lake / Sumter MPO and Polk TPO. The CFMPOA meets quarterly; every two years 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 2028
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	Ongoing through 2028
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 2028
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 2028
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, tourism and freight planning activities.	Consistency in regional, statewide and local plans	Ongoing through 2028
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 2028
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	SCTPA Website and Social Media Accounts	Ongoing through FY 2028

Required Activities	End Products	Completion Date
public meeting materials.		
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
Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts.	Consistent planning products and processes	Ongoing through FY 2028
Develop and support regional UPWP tasks	Regional UPWP Task(s)	Ongoing through FY 2028
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	FY 2027 & 2028

RESPONSIBLE AGENCY: Polk TPO, Forward Pinellas, Hillsborough TPO, 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 of 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 2028
	Development of a Regional Priority Project List	Annually July

RESPONSIBLE AGENCY: Polk TPO, MetroPlan Orlando, Volusia-Flagler 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 2026/27						
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	Local Funds	TD	Total
WW. Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$43,628.98	-	-	-	\$43,628.98
	Subtotal:	\$43,628.98	-	-	-	\$43,628.98
YY. Other Direct Costs						
	Admin. Service Fee	\$2,770.02	-	-	-	\$2,770.02
	Subtotal:	\$2,770.02	-	-	-	\$2,770.02
	Total:	\$46,399.00	-	-	-	\$46,399.00

Task 3.6 Regional Planning and Coordination								
Estimated Budget Detail for FY 2027/28								
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	\$46,143.51	-	-	-	-	-	\$46,143.51
	Subtotal:	\$46,143.51	-	-	-	-	-	\$46,143.51
YY. Other Direct Costs								
	Admin. Service Fee	\$2,423.49	-	-	-	-	-	\$2,423.49
	Subtotal:	\$2,423.49	-	-	-	-	-	\$2,423.49
	Total:	\$48,567.00	-	-	-	-	-	\$48,567.00

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 and Regional Benefit Cost Analysis Tool (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)		
Produce regionally-coordinated planning studies in support of the Regional Long Range Transportation Plan	Regional Transportation Planning Studies	Ongoing through 2028
Produce and create content materials, presentations, website, and graphics for the SCTPA.	Social Media content production, website maintenance and creation	Ongoing through June 2028
Central Florida MPO Alliance (CFMPOA)		
Coordination and management of administrative functions of the Central Florida MPO Alliance	Development of a Regional Metropolitan Transportation Plan summary	Spring 2028

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to FDOT for reimbursement.

RESPONSIBLE AGENCIES (SCTPA):

Lead Agency: Forward Pinellas

Responsible Agencies: Polk TPO, Forward Pinellas, Hillsborough TPO, 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, Volusia-Flagler 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 2026/27						
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 2027/28						
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
BEER	Bureau of Economic and Business Research
BoCC	Board of County Commissioners
BSAP	Bicycle Safety Action Plan
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
CUTS	Consolidated Urban Transportation Systems (District One FDOT MPOs)
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
IIR	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
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
SIS	Strategic Intermodal System
SPR	State Planning and Research
SRTS	Safe Routes to School (program)
SS4A	Safe Streets for All
STIP	State Transportation Improvement Program
SUN Trail	Florida Shared-Use Nonmotorized (SUN) Trail Network
TAC	Technical Advisory Committee
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 2026/27 Unified Planning Work Program (UPWP)

Task	Task Description	CPG Funds		TMA SU Funds	Other Funds	TD Funds	Consultants ⁴	Total			Total Cost ³
		Federal Allocation \$1,365,146 Deobligate ⁵ \$500,000	State Soft Cash Match ¹	Federal Allocation \$300,000	Local Contribution	State		Federal	State	Local	
				\$25,000	\$40,412						
1.0 Administration											
1.1	Program Administration and Management	\$345,541	\$76,210	\$0	\$0	\$0	\$50,000	\$345,541	\$0	\$0	\$345,541
1.1A	Communication and Support	\$96,700	\$21,328	\$0	\$0	\$0	\$50,000	\$96,700	\$0	\$0	\$96,700
1.2	Training Activities	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
2.0 Data Collection and Management Systems											
2.1	Travel Data and Strategies	\$174,829	\$38,559	\$0	\$0	\$0	\$115,000	\$174,829	\$0	\$0	\$174,829
3.0 Systems Planning											
3.1	Long Range Transportation Planning	\$613,792	\$135,374	\$0	\$0	\$0	\$450,000	\$613,792	\$0	\$0	\$613,792
3.2	Short Range Transportation Planning	\$376,632	\$83,068	\$0	\$25,000	\$0	\$125,000	\$376,632	\$0	\$25,000	\$401,632
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$40,412	\$0	\$0	\$40,412	\$0	\$40,412
3.5	Public Participation Process	\$95,162	\$20,988	\$0	\$0	\$0	\$0	\$95,162	\$0	\$0	\$95,162
3.6	Regional Planning and Coordination	\$46,399	\$10,233	\$0	\$0	\$0	\$0	\$46,399	\$0	\$0	\$46,399
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$10,000
Total Cost for all UPWP Tasks		\$1,769,055	\$390,172	\$0	\$25,000	\$40,412	\$800,000	\$1,769,055	\$40,412	\$25,000	\$1,834,467

Table Notes:

1 For FY 2026/27, 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 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.

4 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.

5 MPO plans to deobligate \$500,000 in PL funds from FY 2025/26.

Summary Budget Table II
Funding Source
FY 2027/28 Unified Planning Work Program (UPWP)

Task	Task Description	CPG Funds		TMA SU Funds	Other Funds	TD Funds	Consultants ⁴	Total			Total Cost ³			
		Federal Allocation \$1,365,146 Deobligate ⁵ \$96,091	State Soft Cash Match ¹					Federal	Local Contribution \$25,000	State Allocation \$40,412		Federal	State	Local
1.0 Administration														
1.1	Program Administration and Management	\$355,311	\$78,365	\$0	\$0	\$0	\$50,000	\$355,311	\$0	\$0	\$0	\$355,311		
1.1A	Communication and Support	\$46,700	\$10,300	\$0	\$0	\$0	\$0	\$46,700	\$0	\$0	\$0	\$46,700		
1.2	Training Activities	\$10,000	\$2,206	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000		
2.0 Data Collection and Management Systems														
2.1	Travel Data and Strategies	\$158,443	\$34,945	\$0	\$0	\$0	\$95,000	\$158,443	\$0	\$0	\$0	\$158,443		
3.0 Systems Planning														
3.1	Long Range Transportation Planning	\$332,230	\$73,275	\$0	\$25,000	\$0	\$185,000	\$332,230	\$0	\$25,000	\$0	\$357,230		
3.2	Short Range Transportation Planning	\$290,659	\$64,106	\$0	\$0	\$0	\$0	\$290,659	\$0	\$0	\$0	\$290,659		
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$40,412	\$0	\$0	\$40,412	\$0	\$0	\$40,412		
3.5	Public Participation Process	\$98,058	\$21,627	\$0	\$0	\$0	\$0	\$98,058	\$0	\$0	\$0	\$98,058		
3.6	Regional Planning and Coordination	\$48,567	\$10,712	\$0	\$0	\$0	\$0	\$48,567	\$0	\$0	\$0	\$48,567		
3.6A	Regional Planning and Coordination	\$10,000	\$2,206	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$10,000		
Total Cost for all UPWP Tasks		\$1,349,968	\$297,742	\$0	\$25,000	\$40,412	\$340,000	\$1,349,968	\$40,412	\$25,000	\$0	\$1,415,380		

Table Notes:

1 For FY 2027/28, 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 Total Cost line items do not include the "soft match" amounts as the "soft match" is not considered MPO revenue.

4 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.

5 MPO plans to deobligate \$96,091 in PL unused funds from FY 2026/27.

Funding Sources													
Contract	Funding Source	Source Level	FY 2026/27	FY 2027/28	FY 2026/27 Funding Source				FY 2027/28 Funding Source				
					Soft * Match	Federal Allocation	State Allocation	Local Contribution	Carryover	Soft * Match	Federal Allocation	State Allocation	Local Contribution
TBD	CTD	State	\$ 40,412	\$ 40,412	\$ -	\$ -	\$ 40,412	\$ -	\$ -	\$ -	\$ -	\$ 40,412	\$ -
		CTD Total	\$ 40,412	\$ 40,412	\$ -	\$ -	\$ 40,412	\$ -	\$ -	\$ -	\$ -	\$ 40,412	\$ -
G2V52	CPG PL	Federal	\$ 1,365,146	\$ 2,171,154	\$ 390,172	\$ 1,365,146	\$ -	\$ -	\$ 500,000	\$ 297,742	\$ 1,365,146	\$ -	\$ 96,091
		CPG PL Total	\$ 1,365,146	\$ 2,171,154	\$ 390,172	\$ 1,365,146	\$ -	\$ -	\$ 500,000	\$ 297,742	\$ 1,365,146	\$ -	\$ 96,091
TBD	TMA SU	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		TMA SU Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	Local	Local	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -
		Local Total	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -

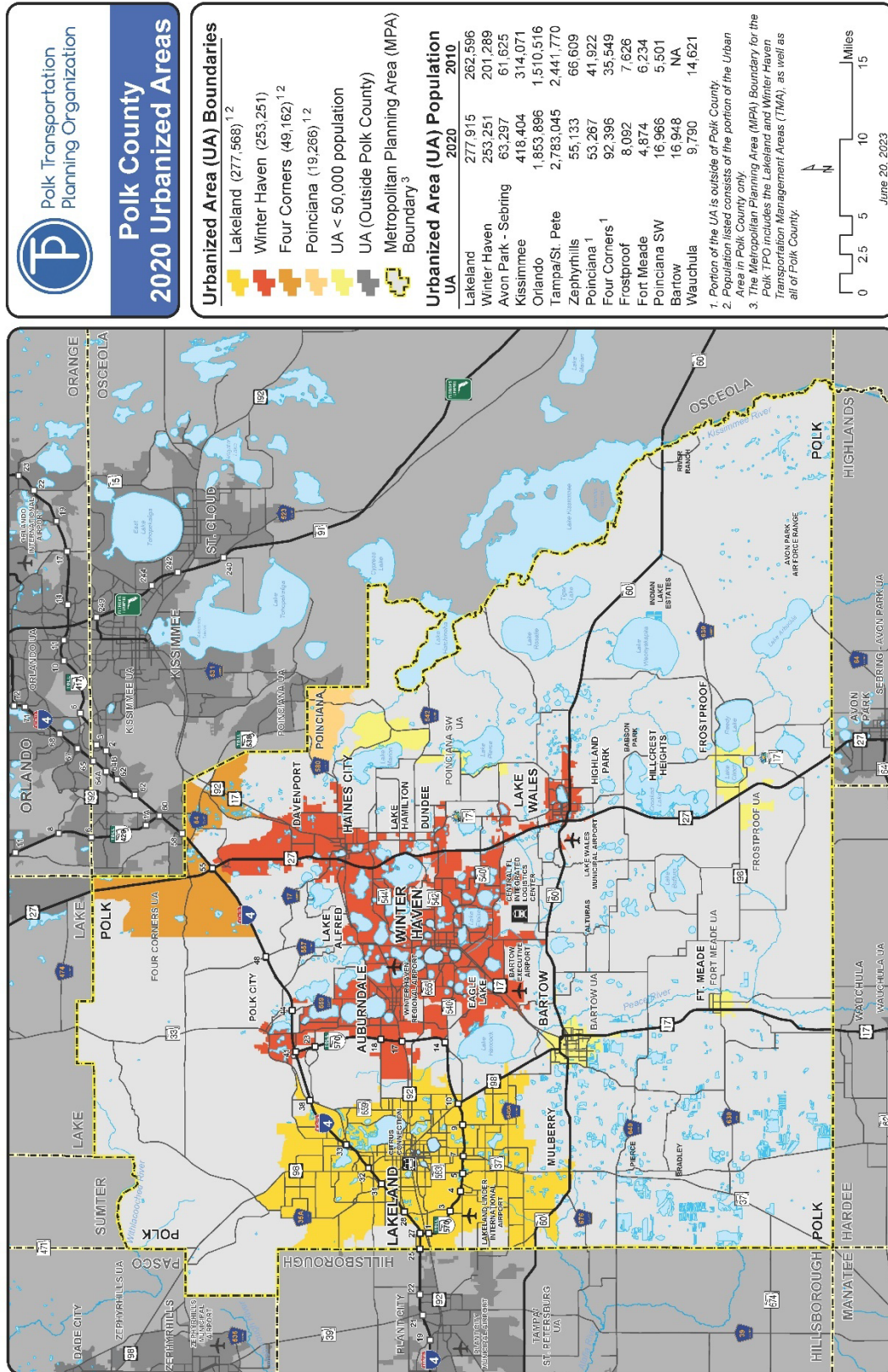
* FDOT will soft match FHWA Metropolitan Planning Program (MPP/PL) funds using toll expenditures towards the non-federal matching share. Soft Match is not calculated in the total project cost.

APPENDIX C

ADVISER NETWORK PLANNING TASKS SURVEY

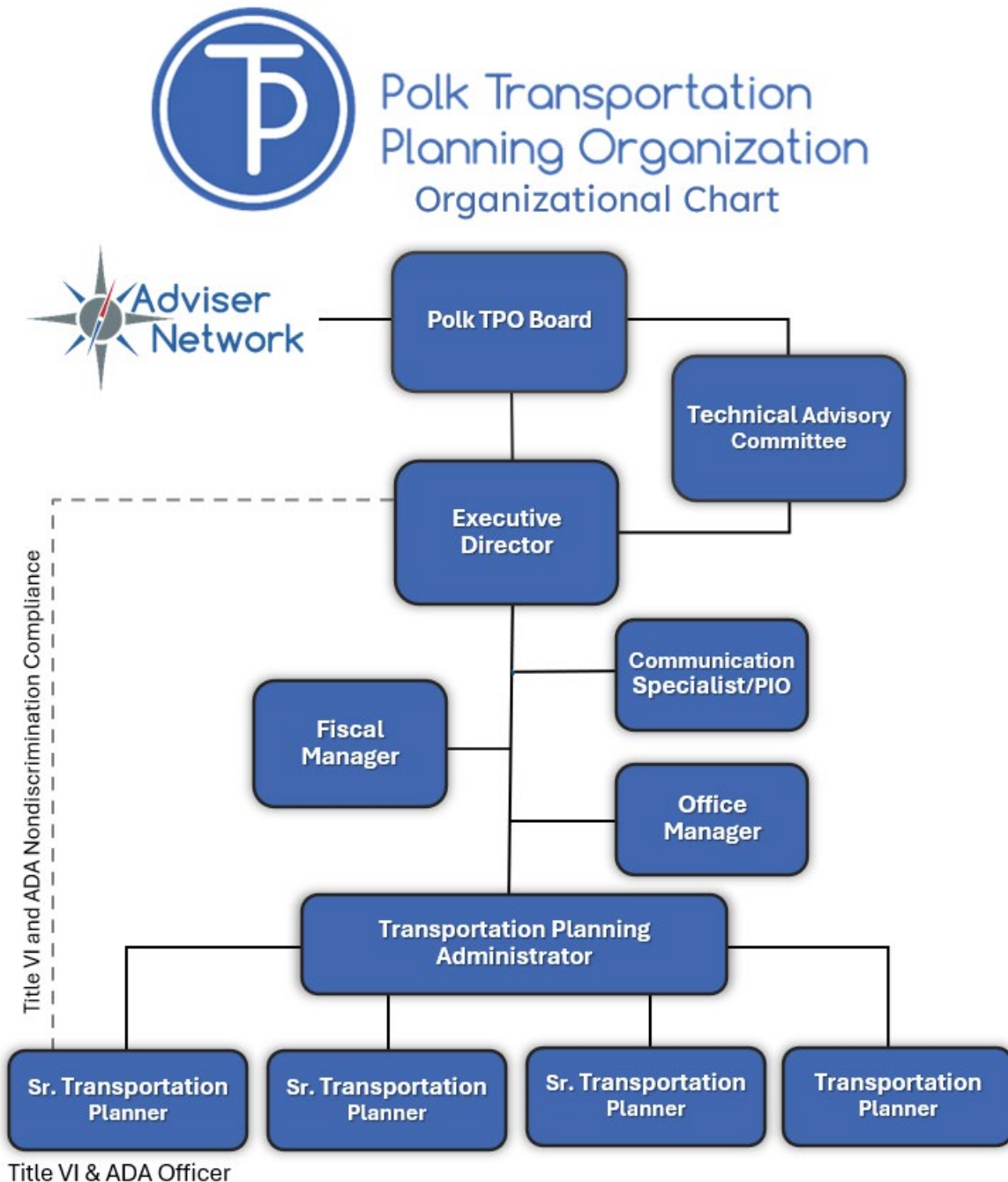
To be inserted following the public comment period.

APPENDIX D - MAP OF POLK TPO PLANNING AREA



APPENDIX E

POLK TPO ORGANIZATIONAL CHART



Key participants from the Polk TPO that contributed to the preparation of the UPWP: Sara Roberts McCarley, TPO Board Chair, Ryan Kordek, Executive Director; Angela Kaufman, Transportation Planner; Adrian Marquez, Fiscal Manager; and Brittany Silva, Communications Specialist.

APPENDIX F

POLK TPO RESOLUTION

DRAFT POLK TPO RESOLUTION 2026-04

RESOLUTION OF THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO) APPROVING DRAFT AMENDMENTS TO THE UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE TPO CHAIRPERSON 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 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 Federal Government, under the authority of 23 United States Code 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 Metropolitan Planning Organization Agreement contains the terms of receiving the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) 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 and FTA transportation planning funds in support of the Polk TPO's UPWP; and

WHEREAS, if the TPO approves amendments to the UPWP that change the amount of funding needed to implement the UPWP, the Metropolitan Planning Organization Agreement must also be amended in order to match the funding needs of the UPWP; and

WHEREAS, these plans and programs may require revisions for consistency with funding allocations from the Florida Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Florida Commission for the Transportation Disadvantaged Commission and other sources.

NOW, THEREFORE, BE IT RESOLVED, by the Polk Transportation Planning Organization at its regular meeting convened on April 9, 2026:

1. The Polk TPO hereby approves and adopts the Unified Planning Work Program (UPWP) for Fiscal Years 2026/27-2027/28; and
2. The TPO Chairman is authorized to execute the Metropolitan Planning Organization Agreement that commenced on July 1, 2026 and set to expire on June 30, 2028; 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.

Signed:

Mayor Sara Roberts McCarley, Chair
Polk Transportation Planning Organization (TPO)

April 9, 2026
Date

ATTEST:

Ryan Kordek, TPO Executive Director

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

Heather Bryan, TPO Attorney

APPENDIX G

TPO RESPONSES TO FHWA, FTA & FDOT DRAFT UPWP COMMENTS

AGENCY	COMMENT	TPO RESPONSE	UPWP PAGE