



UPWP REVISION FORM

FLORIDA DEPARTMENT OF TRANSPORTATION

Last updated: 08/11/2023

MPO: Polk TPO

Revision #: 3

Reason: The Polk TPO is proposing amendments to the UPWP which are based on a notification from FDOT that the TPO has additional PL and carryover allocations available from a prior contract that total \$894,869 for fiscal year (FY) 2025/26. The TPO proposes to program these additional funds as follows: Consultant Projects - Task 1.1A funding for Safety and Transportation System Dashboards for the TPO's website. Task 2.1 includes additional funding to evaluate and assign FDOT's new context classification to the TPO's Roadway Network Database. Task 3.1 \$500,000 is being allocated for an I-4 Intermodal Station Feasibility Study. Task 3.2 includes funding for consultant services to prepare grant applications in support of the TPO's List of Priority Projects. Task 3.6A includes Polk's portion for a regional TSMO project(s) among the MPOs in Central Florida and the I-4 corridor. These funds will be directed to MetroPlan Orlando for implementation of the project. The remaining funds will be allocated to UPWP tasks 1.1, 1.1A, 1.2, 3.1 and 3.2 for general administration and staff services needs. Additional details are provided in the table below and in the corresponding UPWP task sheets which accompany this revision form.

Fiscal Year: FY 2025/26 Contract #: G2V52 Fund: FHWA - PL Form: 1 of: 1

FUNDING CHANGES		Part of a De-Ob: No	Revision Type: Amendment (Financial)		
Task #	Task Name	Original \$	Proposed \$	Difference	
1.1	Administration	\$ 376,476.00	\$ 381,476.00	\$ 5,000.00	
1.1A	Communication and Support	\$ 43,700.00	\$ 96,700.00	\$ 53,000.00	
1.2	Training/Education	\$ 6,000.00	\$ 11,000.00	\$ 5,000.00	
2.1	Travel Data and Strategies	\$ 154,954.00	\$ 174,954.00	\$ 20,000.00	
3.1	Long Range Transportation Planning	\$ 494,701.00	\$ 1,094,701.00	\$ 600,000.00	
3.2	Short Range Transportation Planning	\$ 276,656.00	\$ 473,025.00	\$ 196,369.00	
3.6A	Regional Coordination Support and Shared Task	\$ 10,000.00	\$ 25,500.00	\$ 15,500.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
TOTAL FUNDING CHANGE		\$ 1,362,487.00	\$ 2,257,356.00	\$ 894,869.00	
FHWA - PL Total Budget Amount for FY FY 2025/26				\$ 0.00	

OTHER UPWP CHANGES (NON-FINANCIAL)

Task #	Task Name	Amendment Type

Modification Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐ Task Pages (including task budget tables)-Current & Proposed
- ☐ Signed Cost Certification
- ☐ Agency Participation Budget Table-Current & Proposed
- ☐ Fund Summary Budget Table-Current & Proposed

Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- ☒ Task Pages (including task budget tables)-Current & Proposed
- ☒ Signed Cost Certification
- ☐ TIP Modification
- ☒ Agency Participation Budget Table-Current & Proposed
- ☐ MPO Meeting Agenda
- ☐ Amended Agreement
- ☒ Fund Summary Budget Table-Current & Proposed

Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- ☐ Task Pages (if a change occurs) - Current & Proposed

Reviewing Action

Reviewer:	DocuSigned by: <i>Edith Perez</i> 5ED5F975BFD8428...	Comments:	
Action:			
Reviewer:		Comments:	
Action:			
Reviewer:		Comments:	
Action:			

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
 POLICY PLANNING
 OGC – 1/18
 Page 1 of 2

Financial Project No.: 439313-5-14-01 & 02 (item-segment-phase-sequence)	Fund: <u>PL & SU</u> Function: <u>615 & 215</u> Federal Award Project No.: <u>PL(0262)062-M</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u>
Contract No.: <u>G2V52</u>	MPO DUNS No.: <u>JBN5EHFNGU9</u>	Org. Code: <u>55012010130</u>
CFDA Number & Title: <u>20.205 Hwy Planning & Const.</u>		Vendor No.: <u>F596000809126</u>

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on _____, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, P.O Box 1249, Bartow, FL 33831-1249 and the Polk Transportation Planning Organization (MPO), whose address is Drawer TS-05, P.O. Box 9005, Bartow, FL 33831-9005, and whose Data Universal Numbering System (DUNS) Number is: JBN5EHFNGU9 (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on April 29, 2024 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

- Paragraph 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$4,249,416. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT
439313-5-14-01	\$3,749,416
439313-5-14-02	\$500,000

Exhibit A (Scope of Work) of the Agreement is amended as follows: To add additional PL allocation of \$25,582 and carryover amount of \$869,287 from previous contracts for an additional PL of \$894,869 increase to the FY24/25-25/26 UPWP Budget Ceiling. This amendment is more fully described in the attached UPWP Revision Form #3.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AMENDMENT TO THE
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO	Florida Department of Transportation
<div>Polk Transportation Planning Organization</div> <div>MPO Name</div>	
<div>Trish Pfeiffer</div> <div>Signatory (Printed or Typed)</div>	<div>Department of Transportation</div>
<div>Signature</div>	<div>Signature</div>
<div>Chairwoman, Pok TPO</div> <div>Title</div>	<div>Title</div> <div><div>DS</div><div>DC</div></div>
<div>Legal Review</div> <div>MPO</div>	<div>Legal Review</div> <div>Department of Transportation</div>



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***

Polk Transportation Planning Organization

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

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

www.PolkTPO.com

Commissioner Trish Pfeiffer, Polk TPO Chairman

Prepared by the Polk Transportation Planning Organization with funding from the Federal Highway Administration [CFDA No. 20.205 Highway Planning and Construction], 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.

Task 1.1 Program Administration and Management						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (FL)	FHWA (SU)	Local Funds	TD	Total
E Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$262,492.80	-	-	-	\$262,492.80
	Subtotal:	\$262,492.80		-	-	\$262,492.80
F. Travel						
	Travel, in accordance with 112.061 FL Statutes: TPO Staff and Board Members	\$7,450	-	-	-	\$7,450.00
	Subtotal:	\$7,450	-	-	-	\$7,450.00
G Consultants						
	Consultant Support Services	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
H Other Direct Expenses						
	Professional Services	\$3,970	-	-	-	\$3,970.00
	Communications	\$2,900	-	-	-	\$2,900.00
	Furniture/Equipment	\$2,470	-	-	-	\$2,470.00
	Print/Bind	\$11,070	-	-	-	\$11,070.00
	Other Operating Expenses (not classified elsewhere), i.e. Literature holders, meeting materials, tent, etc.	\$7,800	-	-	-	\$7,800.00
	Office Supplies/Postage	\$6,900	-	-	-	\$6,900.00
	Publications/Subscriptions/ Organization Mem. Fees	\$5,140	-	-	-	\$5,140.00
	Admin. Service Fee	\$21,283.20	-	-	-	\$21,283.20
	Subtotal:	\$61,533.20	-	-	-	\$61,533.20
	Total:	\$381,476.00	-	-	-	\$381,476.00

Task 1.1A Communication and Support

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

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

TASK 1.1A ACTIVITIES

Required Activities	End Products	Completion Date
Support of the TPOs 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

Task 1.2 Training Activities

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

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

TASK 1.2 ACTIVITIES

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

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

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

Task 1.2 Training Activities						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
P. Other Direct Expenses						
	Training/Education	\$11,000	-	-	-	\$11,000
	Subtotal:	\$11,000	-	-	-	\$11,000
	Total:	\$11,000	-	-	-	\$11,000

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

RESPONSIBLE AGENCY: Polk Transportation Planning Organization (TPO)

FUNDING SOURCES:

Task 2.1 Travel Data and Strategies Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
Q Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$55,103.56	-	-	-	\$55,103.56
	Subtotal:	\$55,103.56	-	-	-	\$55,103.56
R Consultant Services						
	Complete Streets/RND Update ¹	55,000.00	-	-	-	55,000.00
	Trans. Data Collection ¹	40,000.00	-	-	-	40,000.00
	Subtotal:	95,000.00	-	-	-	95,000.00
U Other Direct Expenses						
	Admin. Service Fee	\$2,206.44	-	-	-	\$2,206.44
	Subtotal:	\$2,206.44	-	-	-	\$2,206.44
	Total:	\$152,310.00	-	-	-	\$152,310.00

Task 2.1 Travel Data and Strategies Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
S Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions	\$55,457.45	-	-	-	\$55,457.45
	Subtotal:	\$55,457.45	-	-	-	\$55,457.45
T Consultant Services						
	Complete Streets/RND Update ¹	75,000.00	-	-	-	75,000.00
	Trans. Data Collection ¹	40,000.00	-	-	-	40,000.00
	Subtotal:	115,000.00	-	-	-	115,000.00
U Other Direct Expenses						
	Admin. Service Fee	\$4,496.55	-	-	-	\$4,496.55
	Subtotal:	\$4,496.55	-	-	-	\$4,496.55
	Total:	\$174,954.00	-	-	-	\$174,954.00

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 \$95,000 of \$152,310 PL, and for FY 25/26, is \$115,000 of \$174,954 PL. 2.5% of the total PL allocation for FY 24/25 is \$3,808 and for FY 25/26, it is \$4,374.

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.

Task 3.2 Short Range Transportation Planning

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

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

TASK 3.2 ACTIVITIES

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

Task 3.2 Short Range Transportation Planning Estimated Budget Detail for FY 2024/25						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
EE Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions ¹	\$254,153.29	-	-	-	\$254,153.29
	Subtotal:	\$254,153.29	-	-	-	\$254,153.29
FF Consultant Services						
	Schools Sidewalk Gap Analysis ¹	\$50,000	-	-	-	\$50,000
	Subtotal:	\$50,000	-	-	-	\$50,000
GG Other Direct Costs						
	Admin. Service Fee	\$10,176.71	-	-	-	\$10,176.71
	Subtotal:	\$10,176.71	-	-	-	\$10,176.71
	Total:	\$314,330.00	-	-	-	\$314,330.00

Task 3.2 Short Range Transportation Planning Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	CPG (PL)	FHWA (SU)	Local Funds	TD	Total
EE Personnel Services						
	Salary (100% Effort) Fringe Benefits and other deductions ¹	\$345,048.14	-	-	-	\$345,048.14
	Subtotal:	\$345,048.14	-	-	-	\$345,048.14
Consultant Services						
	Preparation of Grant Applications in support of TPO Priority Projects	\$100,000	-	-	-	\$100,000
	Subtotal:	\$100,000	-	-	-	\$100,000
GG Other Direct Costs						
	Admin. Service Fee	\$27,976.86	-	-	-	\$27,976.86
	Subtotal:	\$27,976.86	-	-	-	\$27,976.86
	Total:	\$473,025.00	-	-	-	\$473,025.00

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 \$100,831 of \$314,330 PL, and for FY 25/26, is \$51,181 of \$473,025 PL. 2.5% of the total PL allocation for FY 24/25 is \$7,858, and for FY 25/26, it is \$11,826.

Task 3.6A Regional Coordination Support and Shared Task

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

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

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

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

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

RESPONSIBLE AGENCIES (SCTPA):

Lead Agency: Forward Pinellas

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

RESPONSIBLE AGENCIES (CFMPOA):

Lead Agency: MetroPlan Orlando

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

FUNDING SOURCES:

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

Task 3.6A Regional Coordination Support and Shared Task						
Estimated Budget Detail for FY 2025/26						
Budget Category	Budget Category Description	FHWA (FL)	FHWA (SU)	Local Funds	TD	Total
XX	Consultant Services					
	SCTPA	\$5,000				\$5,000
	CFMPOA	\$5,000	-	-	-	\$5,000
	Regional TSMO Action Plan	\$15,500				\$15,500
	Subtotal:	\$25,500	-	-	-	\$25,500
	Total:	\$25,500	-	-	-	\$25,500

1. Funds to be provided to MetroPlan Orlando.

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

Task	Task Description	CPG PL Funds		TMA SU Funds	Other Funds ³	TD Funds	Consultants ⁵	Total			Total Cost ⁴
		Federal	State Soft Cash Match ¹					Federal	State	Local	
Allocation \$1,136,689 Carryover \$139,586											
1.0 Administration											
1.1	Program Administration and Management	\$381,476	\$84,136	\$0	\$0	\$0	\$50,000	\$381,476	\$0	\$0	\$381,476
1.1A	Communication and Support	\$96,700	\$21,328	\$0	\$0	\$0	\$0	\$96,700	\$0	\$0	\$96,700
1.2	Training Activities	\$11,000	\$2,426	\$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	\$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	\$525,000	\$1,069,701	\$0	\$25,000	\$1,094,701
3.2	Short Range Transportation Planning	\$473,025	\$104,328	\$0	\$0	\$0	\$0	\$473,025	\$0	\$0	\$473,025
3.3	Transportation Disadvantaged Program ²	\$0	\$0	\$0	\$0	\$36,112	\$0	\$0	\$36,112	\$0	\$36,112
3.5	Public Participation Process	\$92,494	\$20,400	\$0	\$0	\$0	\$0	\$92,494	\$0	\$0	\$92,494
3.6	Regional Planning and Coordination	\$46,304	\$10,213	\$0	\$0	\$0	\$0	\$46,304	\$0	\$0	\$46,304
3.6A	Regional Planning and Coordination	\$25,500	\$5,624	\$0	\$0	\$0	\$10,000	\$25,500	\$0	\$0	\$25,500
Total Cost for all UPWP Tasks		\$2,171,154	\$478,858	\$200,000	\$25,000	\$36,112	\$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 (MPPPL) 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 MPPPL funds requested.

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

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

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

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

Funding Sources											
Contract	Funding Source	Source Level	FY 2024/25 Funding Source				FY 2025/26 Funding Source				
			Soft *	Federal Allocation	State Allocation	Local Contribution	Carryover	Soft *	Federal Allocation	State Allocation	Local Contribution
TBD	CTD	State	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ -	\$ 36,112	\$ -
		CTD Total	\$ -	\$ -	\$ 36,112	\$ -	\$ -	\$ -	\$ -	\$ 36,112	\$ -
G2V52	CPG PL	Federal	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 478,858	\$ 2,171,154	\$ -	\$ -
		CPG PL Total	\$ 306,411	\$ 1,140,661	\$ -	\$ -	\$ 437,601	\$ 478,858	\$ 2,171,154	\$ -	\$ -
TBD	TMA SU	Federal	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
		TMA SU Total	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
N/A	Local	Local	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
		Local Total	\$ -	\$ -	\$ -	\$ 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.



Florida Department of Transportation

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Cost Analysis Certification

Polk TPO

Unified Planning Work Program - 24/25

Adopted 4/29/2024

Revision Number: 3

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

Name: Edith Perez

Community Liaison, District One
Title and District

DocuSigned by:
Edith Perez
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7/17/25

Signature