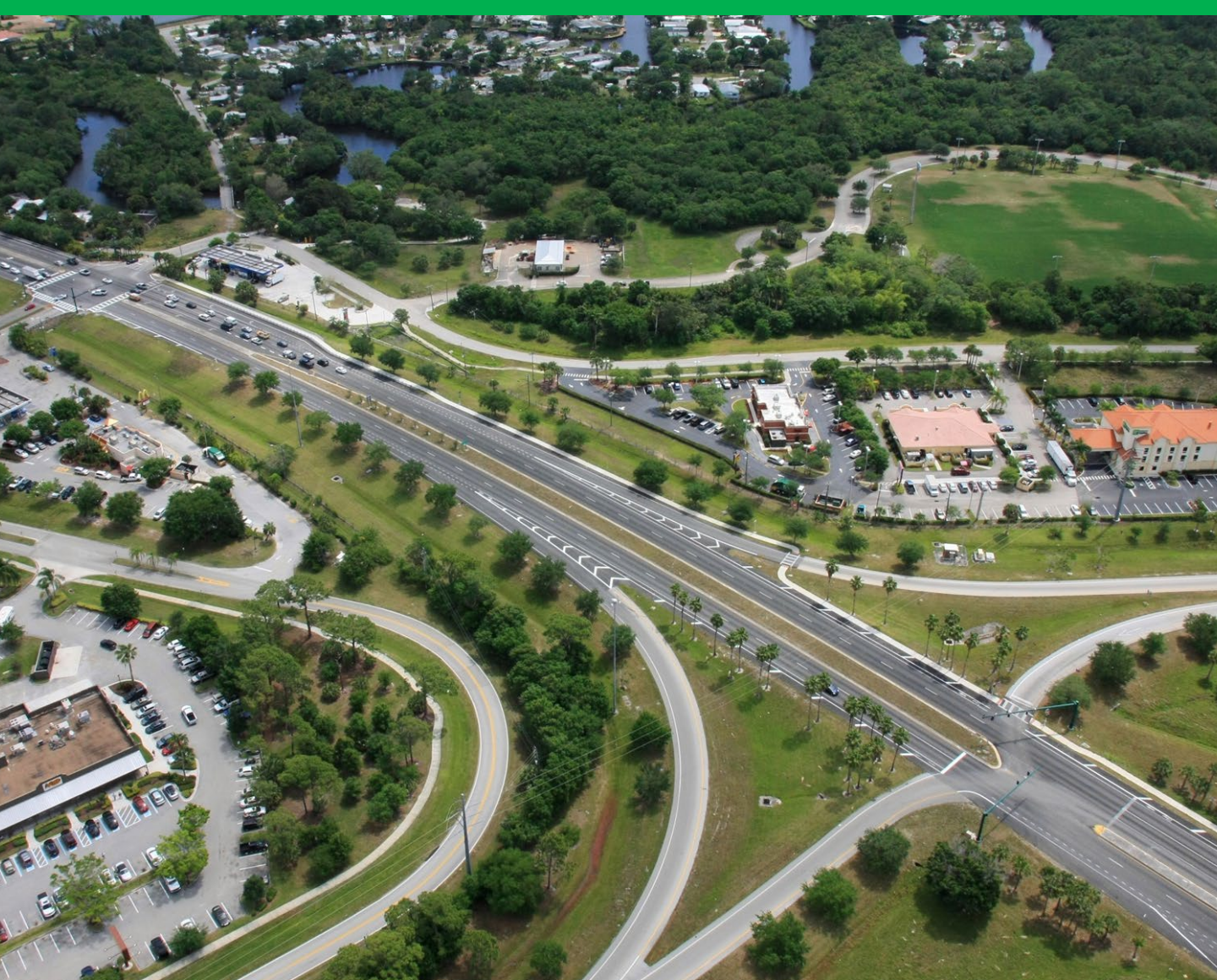




FY27-FY28 Unified Planning Work Program (UPWP)



MARTIN METROPOLITAN PLANNING ORGANIZATION

FY26/27 – FY27/28

UNIFIED PLANNING WORK PROGRAM

JULY 1, 2026, THROUGH JUNE 30, 2028

Martin Metropolitan Planning Organization

3481 SE Willoughby Boulevard, Suite 101

Stuart FL 34994

www.martinmpo.com

772-221-1498

Funding for this Planning Work Program is Provided by:

Federal Highway Administration

Federal Transit Administration

Florida Department of Transportation

Florida Commission for the Transportation Disadvantaged

Martin County Board of County Commissioners

Catalog of Federal Domestic Assistance Numbers:

CFDA No. 20.205 – Highway Planning and Construction

CFDA No. 20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)

Federal Aid Project Number 0413-064-M

Financial Project Number 439328-6-52-01

Adopted by the Martin MPO on May 11, 2026

Commissioner Sarah Heard, MPO Chair

Public participation is solicited without regard to race, color, national origin, age, gender, religion, disability, or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the Americans with Disabilities Act or language translation services (free of charge) should contact Ricardo Vazquez, Principal Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or rvazquez@martin.fl.us. Hearing-impaired individuals are requested to telephone the Florida Relay System at #711.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Martin MPO

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

UPWP Status - Adopted, 5/11/2026

UPWP Revision Number - Initial Adoption, 5/11/2026

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: Kathy White

Title and District: MPO Liaison – District 4

Signed by:

Kathy White

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Date: 5/12/2026

Signature

MPO ACRONYMS* - (*Note: not all acronyms listed here are referred to in this document)

AADT Annual Average Daily Traffic
AAR Administrative Approval Request
AARP American Association of Retired Persons
AASHTO American Association of State Highway & Transportation Officials
ACES Automated/Connected/Electric/Shared-use
ADA Americans with Disabilities Act
AOR Annual Operating Report
ARC Advocates for the Rights of Challenged
BDB Business Development Board
BEBR Bureau of Economic and Business Research
BOCC Board of County Commissioners
BPAC Bicycle and Pedestrian Advisory Committee
BPSAP Bicycle and Pedestrian Safety Action Plan
CAC Citizens Advisory Committee
CDC Center for Disease Control
CDP Census-Designated Place
CEI Construction Engineering and Inspection
CFP Cost Feasible Plan
CFR Code of Federal Regulations
CIP Capital Improvement Program
CMS Congestion Management System
CMP Congestion Management Process
CPTHSTP Coordinated Public Transit-Human Services Transportation Plan
CTC Community Transportation Coordinator
CTD Commission for the Transportation Disadvantaged
CTPP Census Transportation Planning Program
CR County Road
CRA Community Redevelopment Area
CUTR Center for Urban Transportation Research
DOPA Designated Official Planning Agency
E+C Existing +Committed
EO Executive Order
EPA Environmental Protection Agency
ETAT Environmental Technical Advisory Team
ETDM Efficient Transportation Decision Making
FAA Federal Aviation Administration
FAC Florida Administrative Code
FAST Act Fixing America’s Surface Transportation
FCTS Florida Coordinated Transportation System
FDOT Florida Department of Transportation
FEC Florida East Coast
FHWA Federal Highway Administration
FPTA Florida Public Transportation Association
FS Florida Statutes
FSUTMS Florida Standard Urban Transportation Model Structure
FTA Federal Transit Administration

FTAC..... Freight Transportation Advisory Committee
 FTP Florida Transportation Plan
 FY Fiscal Year
 GIS..... Geographical Information System
 GIS-TM Geographical Information System - Transportation Modeling
 GOS..... Goals, Objectives, and Strategies
 GUI Graphic User Interface
 HOA..... Homeowner’s Association
 HPMS Highway Performance Monitoring System
 ICWW..... Intracoastal Waterway
 IJA Infrastructure Investment and Jobs Act
 ISTEA..... Intermodal Surface Transportation Efficiency Act
 ITS Intelligent Transportation System
 JPA..... Joint Participation Agreement
 LCB-TD..... Local Coordinating Board for the Transportation Disadvantaged
 LCI..... Livable Communities Initiative
 LEP Limited English Proficiency
 LGCP Local Government Comprehensive Plan
 LOGT Local Option Gas Tax
 LOPP List of Project Priorities
 LOS..... Level of Service
 LRTP Long-Range Transportation Plan
 MAP-21 Moving Ahead for Progress in the 21st Century Act
 MARTY..... Martin County Public Transit
 MCTV..... Martin County Television
 MMUNP Multimodal Unfunded Needs Plan
 MOE Measure of Effectiveness
 MPA..... Metropolitan Planning Area
 MPO Metropolitan Planning Organization
 MPOAC MPO Advisory Council
 MTP Metropolitan Transportation Plan (same as LRTP)
 NAAQS National Ambient Air Quality Standards
 NAC..... Neighborhood Advisory Committee
 NEPA National Environmental Policy Act
 NHTSA..... National Highway Traffic Safety Administration
 OA Other Arterials
 OMD Office of Modal Development
 PD&E Project Development & Environmental (Study)
 PE Preliminary Engineering
 PEA..... Planning Emphasis Areas
 PIP Public Involvement Plan
 POP Program of Projects
 PPP..... Public Participation Plan
 RFP..... Request for Proposal
 RFS Request for Service
 RL RTP..... Regional Long Range Transportation Plan
 RTTAC Regional Transportation Technical Advisory Committee
 SEE..... Sociocultural Effects Evaluation

SEFTEC Southeast Florida Transportation Council
 SFRTA..... South Florida Regional Transportation Authority
 SFY State Fiscal Year
 SHSP Strategic Highway Safety Plan
 SIS Strategic Intermodal System
 SOV Single Occupancy Vehicle
 SR State Road
 STIP State Transportation Improvement Program
 STRA-21 Surface Transportation Reauthorization Act of 2021
 SUN Shared-Use Nonmotorized
 TAC..... Technical Advisory Committee
 TAP Transportation Alternatives Program
 TAZ Traffic Analysis Zone
 TCQSM Transit Capacity and Quality of Service Manual
 TCRPC..... Treasure Coast Regional Planning Council
 TCRPM Treasure Coast Regional Planning Model
 TCSP..... Transportation and Community and System Preservation (Grant)
 TCTAC Treasure Coast Technical Advisory Committee
 TCTC Treasure Coast Transportation Council
 TDM..... Transportation Demand Management
 TDP..... Transit Development Plan
 TD Transportation Disadvantaged
 TDSP..... Transportation Disadvantaged Service Plan
 TIMAS Transportation Inventory Management and Analysis
 TIP Transportation Improvement Program
 Title VI..... Title VI of the Civil Rights Act of 1964
 TMA Transportation Management Area
 TPA..... Transportation Planning Agency (same as MPO)
 TPO..... Transportation Planning Organization (same as MPO)
 TRIP Transportation Regional Incentive Program
 ULAM..... Urban Land use Allocation Model
 UPWP..... Unified Planning Work Program
 USC United States Code
 USDOT United States Department of Transportation
 UZA Urbanized Area

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SECTION I – INTRODUCTION

1.1 Definition, Purpose, and Process of the UPWP

Unified Planning Work Program (UPWP) Definition – “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds” 23 C.F.R. 450.104.

The Martin Metropolitan Planning Organization (MPO) works with local citizens and agencies to prioritize State and Federal transportation funding for the Martin MPO planning area. This UPWP defines the planning studies and tasks that will be undertaken by the MPO over the next two years, specifically from July 1, 2026, to June 30, 2028. This document outlines the Martin MPO transportation planning tasks and initiatives as well as ongoing regional coordination efforts.

The objective of the UPWP is to ensure that the Martin MPO’s continuing, cooperative, and comprehensive (3-C) approach to planning for transportation needs is maintained and coordinated with other parties as appropriate and required. This effort includes the monitoring and evaluation of existing conditions, the development of improvement strategies, the facilitation of meaningful public input, and the implementation of evaluated and funded strategies. The UPWP is a comprehensive document that communicates to the public and stakeholders how Federal and State transportation dollars will be used for transportation planning activities. MPO plans are often the earliest stage of any major transportation project implemented within the planning area. The MPO provides the public with information about these activities with opportunities to comment early in the planning process.

The UPWP is required for the MPO to receive funds from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Commission for the Transportation Disadvantaged (CTD) and the Florida Department of Transportation (FDOT). The major funding category is FHWA Planning (PL) funds. The UPWP is reviewed and endorsed biannually by the MPO Policy Board and is submitted for review and approval by various Federal funding agencies. The indirect cost rate is not applicable.

The MPO’s mission to collaboratively plan, prioritize, and fund the transportation system is carried out pursuant to 23 United States Code (U.S.C.) §134, 49 U.S.C. §5303, 23 Code of Federal Regulations (C.F.R.) §450 Subpart C, and Section 339.175, Florida Statutes (F.S.). Martin County is in an air quality attainment area and does not anticipate nonattainment-related planning activities.

The MPO Policy Board includes elected officials from the Martin County Board of County Commissioners, the City of Stuart, the Town of Sewall's Point, and the Village of Indiantown. FDOT is not a voting member on the MPO Board and committees but serves in an advisory capacity.

The Martin MPO will continue to promote regional coordination by participating in local, regional, and State organizations. These include but are not limited to FDOT, FHWA, FTA, Martin County, the City of Stuart, the Towns of Ocean Breeze, Jupiter Island, Sewall's Point, the Village of Indiantown, the St. Lucie Transportation Planning Organization (TPO) and Indian River MPO. Coordination of planning and projects has also occurred with the Palm Beach MPO, through MPO staff attendance at meetings, and peer exchanges with the Palm Beach MPO office.

1.2 Transportation Planning Activities

The Martin MPO has comprehensive transportation planning activities as follows:

- **Bicycle Pedestrian and Trails Master Plan** – The Martin MPO's Bicycle, Pedestrian & Trails Master Plan was adopted in 2017. It provides the foundation for the County becoming a pedestrian and bicycle friendly, walkable and livable community. The MPO will be updating the Master Plan to help reflect the current environment, with attention to establish a multimodal transportation system that will expand transportation options and improve quality of life. The Master Plan builds from the non-motorized transportation foundation set by the 2050 Long Range Transportation Plan (LRTP), known as Martin Moves 2050 and prior plans and studies.
- **US-1 South Corridor Congestion Management Study** – US-1 in this area has been widened as far as feasible, and an Advanced Traffic Management System (ATMS) has been deployed along the corridor in Martin County. This study explores the full range of remaining techniques including investments that encourage the use of non-auto modes, Complete Streets and Transportation Demand Management (TDM). The Martin MPO will continue to work with FDOT, the County and City of Stuart to identify techniques to manage congestion on US-1 in Martin County. The City of Stuart's Master Plan for US-1, City of Stuart's Gateway Triangle District and FDOT's Multimodal US-1 Corridor Study will be explored for implementation strategies. The public outreach will address safety improvements and congestion mitigation concerns that adjacent businesses express.
- **2050 Regional Long Range Transportation Plan (RLRTP)** – The 2050 Treasure Coast RLRTP creates a regional overlay and combines the regional projects from the local transportation plans for Martin, St. Lucie, and Indian River M/TPOs to create an integrated long-term transportation plan for the regional transportation network. The RLRTP has a 25-year

planning horizon and provides guidance for federal and state regional funding toward projects valued by the Treasure Coast region. The RL RTP focuses on regional planning and decision-making, advances the facilities and quantity of modal options, improves connectivity, expands public transportation service, and prioritizes safety improvements across all transportation modes.

1.3 MPO and Local Priorities

- **Congestion Management Process** – The Congestion Management Process (CMP) is a systematic procedure that provides for safe and effective management and operation of transportation facilities through the use of demand reduction and operational management strategies. Demand reduction may include improving street and land use connectivity so that fewer local trips must use arterial roadways, as well as providing facilities for pedestrian and bicycle travel. Operational management strategies may include intersection and driveway improvements. Both strategies are lower-cost alternatives to traditional roadway widening. The CMP Major Update was included in the 2050 LRTP.
- **Development Review Interactive Map** – The Development Review Interactive Map was developed in 2022. This GIS web application map was originally updated on a bi-annual basis, but due to its success and popularity, the MPO will now update it every quarter. The map will be used to continue to track all developments in the unincorporated Martin County and within Stuart, Sewall’s Point, Ocean Breeze, Indiantown, and Jupiter Island on a single map. The map allows the public and staff to see the spatial relationship between development throughout Martin County and assists the MPO Policy Board in setting transportation project priorities.
- **Coordination and Support** – Coordinating transportation planning activities in the region is important to the Martin MPO. The Treasure Coast Transportation Council (TCTC) was established by the Martin MPO, the St. Lucie TPO, and the Indian River County MPO to formally coordinate transportation planning activities in the region. The Treasure Coast Technical Advisory Committee (TCTAC) serves as the formal technical advisory committee to the TCTC. Support and coordination for the TCTAC and the TCTC will assist in the development of regional plans. The St. Lucie TPO will be the Lead Agency in developing the 2050 RL RTP. The 2050 RL RTP will be complementary, with the Martin, St. Lucie and Indian River LRTPs focused on the community/county level and the RL RTP focused on the regional level. The intent is for the four plans together to provide for a complete transportation system, well integrated with land use, able to meet community/county and regional level transportation needs.

1.4 Consolidated Planning Grant Participation

FDOT and the Martin MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. FDOT is fulfilling the CPG’s required 18.07% non-Federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

1.5 Soft Match Definition

- 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. FDOT has adopted the policy to use the toll credits for statewide and metropolitan planning funds.
- The “soft match” amount being utilized to match the FHWA Planning (PL) funding in this UPWP is \$176,621 for FY27 and \$127,168 for FY28 for a total soft match amount of \$269,299. Soft match was calculated using the following formula.

Soft Match Formula			
Fiscal Year	Total	PL (.8193)	Soft Match (.1807)
FY27	\$977,429	\$800,808	\$176,621
FY28	\$703,753	\$576,585	\$127,168

1.6 Public Participation Process in Developing the UPWP

The Martin MPO UPWP is developed in accordance with the MPO's Public Participation Plan. The MPO obtains public input on a regular, on-going basis through the involvement of its Advisory Committees, informational meetings, public hearings, and the active involvement of its MPO Policy Board members. The Advisory Committees are the: Citizens' Advisory Committee (CAC); Technical Advisory Committee (TAC); Bicycle & Pedestrian Advisory Committee (BPAC) and the Freight Transportation Advisory Committee (FTAC). The MPO also staffs the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD). These committees provide recommendations regarding projects, activities, and priorities to the MPO Policy Board. The culmination of this input is reflected in this UPWP and other planning documents to be developed through this UPWP.

All draft documents are made available to the public for comment in reference sections of the County's libraries and Administrative Center and are posted to the MPO's website. Comments received through the website, email, or in writing are responded to via email/phone and then incorporated into the plans and documents.

1.7 Federal Planning Factors

The following ten federal planning factors have been incorporated into the MPO Planning process and this UPWP.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

MPO Planning Tasks	Federal Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1. UPWP and Organization Administration	X	X	X	X	X	X	X	X	X	X
2. Public Involvement and Outreach	X	X	X	X	X	X	X	X	X	X
3. Data Collection and Analysis	X	X			X	X	X	X	X	
4. Long Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
5. Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
6. Transportation Systems Planning	X	X	X	X	X	X	X	X	X	X
7. Regional Planning	X	X	X	X	X	X	X		X	

In addition to the planning factors noted above, State DOTs and MPOs are required to focus on performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of Federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to several national goals which include:

- Improving safety.
- Maintaining Infrastructure Condition.
- Reducing Traffic Congestion.
- Improving the Efficiency of the System and Freight Movement.
- Protecting the Environment.
- Reducing Delays in Project Delivery.

State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. The Martin MPO has chosen to support the statewide targets. Performance-based planning is ongoing and has been addressed within the tasks identified in this UPWP, specifically within the LRTP and the TIP. The Martin MPO intends to coordinate with FDOT and member agencies to fully comply with the performance-based planning requirements.

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 (FAST Act and MAP-21) to maintain and improve the nation’s surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation’s transportation system. These issues include mitigating impacts on existing infrastructure due to climate change, developing and maintaining resiliency, researching and deploying new technologies, and improving safety for all uses.

RESOLUTION NUMBER #26-08

A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) OF MARTIN COUNTY, FLORIDA, APPROVING THE FY27 – FY28 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZING THE EXECUTION OF THE MPO AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FEDERAL HIGHWAY ADMINISTRATION FUNDS UNDER THE FEDERAL TRANSPORTATION ACT

WHEREAS, the Martin Metropolitan Planning Organization ("Martin MPO") is the designated and constituted body responsible for the urban transportation planning and programming process of the Martin County, Florida, portion of the Port St. Lucie urbanized area; and

WHEREAS, the United States Department of Transportation Regulations and Florida Statutes require that Martin MPO prepare the FY27 – FY28 Unified Planning Work Program as a prerequisite for certification of the transportation planning process and as a condition of Federal Financial Assistance; and

WHEREAS, the Metropolitan Planning Organization Agreement between the Martin MPO and the Florida Department of Transportation (FDOT) identifies the responsibilities for cooperatively carrying out the Federal Highway Administration portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law; and

WHEREAS, the FY27 – FY28 UPWP is Exhibit A of the MPO Agreement between the Martin MPO and FDOT.

NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION, THAT:

Section 1. The Martin MPO approves the FY27 – FY28 Unified Planning Work Program.

Section 2. The Martin MPO Administrator or designee is authorized to make minor changes and to furnish additional information as the Florida Department of Transportation may require in connection with the FY27 – FY28 Unified Planning Work Program.

Section 3. The Chairman or his designee is authorized to execute the Metropolitan Planning Organization Agreement and other documents the Florida Department of Transportation requires to aid in the financing of the Federal Highway Administration-funded portions of the Martin MPO FY27 – FY28 Unified Planning Work Program.

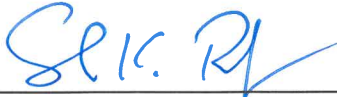
DULY PASSED AND ADOPTED THIS 11th DAY OF MAY 2026

MARTIN METROPOLITAN PLANNING ORGANIZATION



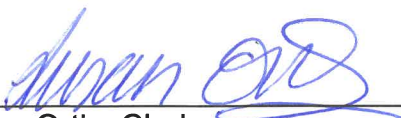
Sarah Heard, Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Elysse Elder, County Attorney

ATTEST:



Susan Ortiz, Clerk

SECTION II – ORGANIZATION AND MANAGEMENT

The Martin MPO is a governmental entity that functions independently but is under the umbrella of the Martin County host support system through a staff services agreement and in close coordination with the Martin County Public Works Department. The MPO is the primary agency for coordinating transportation planning activities impacting Martin County. A Policy Board composed of local elected officials directs the activities of the MPO. Citizen and standing committee input is regularly solicited and obtained in the course of developing and carrying out MPO responsibilities. The following is a membership profile of the Policy Board and standing committees active in Martin MPO planning activities implemented through this UPWP.

2.1 Participants in the Transportation Planning Process

Metropolitan Planning Organization Policy Board

The Martin Metropolitan Planning Organization Policy Board is a nine-voting member Board responsible for establishing policies to guide MPO planning activities and projects. The following documents govern the characteristics of this Board: Title 23 USC 134(b), 23 CFR 450.306 and 311 (Federal), and Sec.339.175(2) FS (State). The makeup of the Board is as follows:

- Martin County: five Commissioners
- City of Stuart: two Commissioners
- Town of Sewall’s Point: one Commissioner
- Village of Indiantown: one Council Member

The Florida Department of Transportation (FDOT) is not a voting member on the MPO Board and committees but serves in an advisory capacity.

Technical Advisory Committee (TAC)

The TAC is comprised of representatives of those agencies responsible for the planning and implementation of the transportation system within the Metropolitan Planning Area (MPA). This Committee provides a vital inter-governmental coordination function in addition to providing technical input to the MPO Policy Board. The 12 members and 2 non-voting members are as follows:

- Martin County Public Works Department
- Martin County Growth Management Department
- City of Stuart Planning Department
- City of Stuart Public Works Department
- Village of Indiantown
- Town of Sewall’s Point

- Town of Ocean Breeze Park
- Town of Jupiter Island
- Witham Airport Management
- Martin County Public Transit
- Treasure Coast Regional Planning Council (TCRPC)
- Transportation Director - Martin County School Board
- Martin County Fire/Rescue (non-voting)
- Martin County Sheriff (non-voting)
- Florida DOT District IV Planning and Environmental Management Office (serves as a non-voting advisor)
- Florida DOT District IV Office of Modal Development (serves as a non-voting advisor)

Citizens Advisory Committee (CAC)

The purpose of this 12-person committee is to provide input to the MPO Policy Board and the planning process from a diverse geographic and demographic group of citizens. The members represent the following entities:

- Five appointed by each of the five Martin County Commissioners
- One appointed by the Stuart City Commission
- One appointed by the Sewall’s Point Town Commission
- One appointed by the Jupiter Island Town Commission
- One appointed by the Village of Indiantown
- Three at large members; at least two of which represent either the disabled or age 65 or older, and a minority population

Bicycle and Pedestrian Advisory Committee (BPAC)

This group is charged with providing public input to the MPO Policy Board on transportation planning needs and issues relating to bicycle routes, sidewalks, and other non-motorized mobility facilities. The 16 voting members and three non-voting members are as follows:

- Five appointed by each of the five County Commissioners
- Two appointed by the City of Stuart City Commission
- One appointed by the Sewall’s Point Town Commission
- One appointed by the Village of Indiantown Council
- Seven appointed by the MPO Administrator representing individuals with disabilities, merchants, the County Parks and Recreation Department, the bicycling community, the elderly, neighborhood associations and homeowner associations, and a parent of a school child.

- Three non-voting members representing Martin County Sheriff's Office, the City of Stuart Police Department (PD) and the Town of Sewall's Point PD. FDOT serves as a non-voting advisor

Freight Transportation Advisory Committee (FTAC)

This group is charged with providing public input to the MPO Policy Board on freight transportation needs and issues relating to shipping, warehousing, trucking, airport or water-based transportation operations, freight forwarding, logistics, rail, industrial real estate, commercial deliveries, and wholesale activity. The 20 voting members are appointed as follows:

- Martin County Public Works
- Martin County Growth Management
- Martin County Airport/Witham Field
- City of Stuart Representative
- Stuart/Martin County Chamber of Commerce
- Indiantown Chamber of Commerce
- Marine Industries Association of the Treasure Coast
- Port Salerno Commercial Fishing Dock Authority
- Treasure Coast Regional Planning Council (TCRPC)
- Florida Department of Transportation: Policy Planning, Freight Coordinator
- Florida Inland Navigation District (FIND)
- Florida East Coast Railroad
- US Customs and Border Protection
- Florida Trucking Association
- University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS Martin County Extension)
- Five at-large members representing the transportation freight industry appointed by the MPO

Local Coordinating Board for the Transportation Disadvantaged (LCB-TD)

The mission of this Board is to guide mobility services through the coordination of transportation services provided to the transportation disadvantaged through the Florida Commission for the Transportation Disadvantaged (CTD) supported through the administration of Transportation Disadvantaged Trust Fund. The LCB is comprised of 18 members representing the following entities:

- MPO Policy Board Member (Chairperson)
- FDOT District IV Office of Modal Development
- Florida Department of Children and Families

- Florida Division of Vocational Rehabilitation or the Division of Blind Services representing the Department of Education
- The public education community (School Board of Martin County)
- The Florida Department of Veterans Affairs
- A representative for the economically disadvantaged, recognized by the Florida Association for Community Action (President)
- A disabled person representing the disabled in the County
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation
- A person over sixty years of age representing the elderly in the County
- A representative for “children at risk”
- Florida Department of Elder Affairs
- Florida Agency for Health Care Administration (Medicaid)
- A representative of the Private Transportation Industry
- A representative of the Agency for Persons with Disabilities
- A representative of the Regional Work Force Development Board
- A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department, or other home and community-based services, etc.

Treasure Coast Transportation Council

The Treasure Coast Transportation Council (TCTC) is an entity created to address regional transportation funding and priorities to meet the growing, cross-county travel demands. Officially established on April 10, 2006, membership is comprised of the Chairs and a second member of the Martin, St. Lucie, and Indian River M/TPOs. The TCTC will meet regularly to address regional projects, including projects eligible for Transportation Regional Incentive Program (TRIP) funding. The meetings of the TCTC and its Treasure Coast Technical Advisory Committee (TCTAC) will be alternately hosted by the three M/TPOs on a rotating basis. The staff of the host M/TPO provides support for the business of the meetings that are held.

2.2 MPO Agreements

The MPO has executed agreements with State and local governments and agencies to promote a comprehensive, continuing, and cooperative (3-C) transportation planning process. All MPO agreements will be reviewed and updated for accuracy and applicability. The current agreements are:

Treasure Coast Transportation Council Interlocal Agreement - April 10, 2006

This agreement involves the MPOs serving three counties: Martin, St. Lucie, and Indian River, establishing the entity responsible for regional transportation planning activities and goals in the tri-county region referred to as the “Treasure Coast.”

Staff Services Agreement - Executed October 16, 2007

This agreement between the Martin MPO and Martin County for Staff Services provides professional services to carry out the terms of the Interlocal Agreement establishing the MPO and the Urbanized Area Transportation Planning Agreement between the MPO and the FDOT, and to provide personnel for the administration of the MPO.

Interlocal Agreement for Creation of the Metropolitan Planning Organization – Executed April 7, 2015, and amended on February 7, 2019

This is an agreement involving Martin County, the City of Stuart, the Town of Sewall’s Point and the FDOT, establishing the MPO as the entity responsible for conducting transportation planning activities in the MPA. It also sets authorities, responsibilities, membership, and other necessary features of the MPO. The first amendment to the Interlocal Agreement added the Village of Indiantown as a voting member. The second amendment added a fifth Martin County Commissioner as a voting member.

Standard Intergovernmental Coordination and Review Agreement (ICAR) - October 25, 2016

This agreement between the MPO, Martin County, the Treasure Coast Regional Planning Council and the FDOT and sets forth mutually agreeable procedures for carrying out applicable Federal and State laws.

Transportation Disadvantaged Planning Grant – July 1st, 2025 – June 30th, 2026

This agreement between the Florida Commission for the Transportation Disadvantaged (CTD) and the MPO provides funding that is allocated for the purpose of completing the planning duties and responsibilities of the Metropolitan Planning Organization, as identified in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The CTD agreement was approved by the Martin MPO on June 16, 2025, becoming effective July 1st, 2025.

MPO Agreement for FHWA Planning (PL) Funds for FY25 and FY26 – Executed June 18, 2024, expires and is replaced every 2 years. The next agreement is anticipated to be executed no later than June 30, 2026.

This agreement between the FDOT and the MPO provides for the administration of all “pass-through” PL funds to the MPO. It identifies the responsibilities and outlines the requirements

that must be met to receive these FHWA program funds, effective July 1, 2024 - June 30, 2026. The FY25-FY26 UPWP is Exhibit “A” of the MPO Agreement.

2.3 Operational Procedures and Bylaws

The Martin MPO operates under a duly adopted set of Bylaws and in conformance with all applicable Federal, State, and local, laws, rules, regulations, and procedures. With recommendations from its Advisory Committees, the MPO Policy Board approves operating Bylaws and any revisions to them. The Bylaws describe membership composition, voting status, and procedures of the MPO Policy Board and its Advisory Committees. These groups generally follow Roberts Rules of Order in the conduct of its meetings. To ensure the continued operations of the Martin MPO in the event of an emergency, the MPO must have a plan in place. The Martin Metropolitan Planning Organization (MPO) Continuity of Operations Plan (COOP) serves that function. As structured, the plan guarantees the continuous operations of the MPO in the event of an emergency and ensures that the MPO’s resources can be efficiently deployed to supplement wider emergency planning efforts. The COOP was originally adopted on October 22, 2012, with the most recent update occurring on May 6, 2024. Staff reviews the COOP internally on an annual basis or after an activation to determine if any major revisions or updates are needed.

Martin County provides support services (legal, financial, purchasing, and others). The MPO staff positions consist of an MPO Administrator, Principal Planner, Senior Planner, Planner, an Administrative Assistant, and a part-time employee to provide financial support. Consultant services are purchased as needed and affordable within budget constraints.

The MPO office is located at the Willoughby Commons Plaza at 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994. All of the MPO planning documents are available upon request.

The Martin MPO’s operational procedures fully comply with the Public Records laws and the Sunshine Laws of the State of Florida. The MPO operates under applicable rules and procedures set forth by Martin County, the State of Florida, and the Federal Government.

2.4 Forms, Certifications, and Assurances

Annually, the State and the MPO are required to certify to the FHWA and FTA that the planning process is addressing the major issues facing the Metropolitan Planning Area and that it is being conducted in accordance with all applicable requirements of:

- Section 134 of Title 23, United States Code (Metropolitan Planning),
- Section 5305(d) of the Federal Transit Act,
- Section 450.334 of Title 23, Code of Federal Regulations (Certification),

- Sections 174 and 176 (c) & (d) of the Clean Air Act,
- Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State,
- Provisions of the American Disabilities Act of 1990 and the United States Department of Transportation (USDOT) regulations (“Transportation for Individuals with Disabilities”),
- All applicable provisions and corresponding regulations identified in current Federal legislation.

FHWA and FTA conduct Federal certification reviews of MPOs designated for census urbanized areas that are also TMAs (i.e., greater than 200,000 in population). The most recent Federal Certification Report for the Martin MPO - as part of the Port St. Lucie TMA - was completed in 2025. The Martin MPO received certification from FHWA through September 2029. Federal law and regulation require FDOT and the MPO to jointly certify the transportation planning process for the metropolitan area, on an annual basis. Recommendations identified in the Federal and State certifications are addressed throughout this UPWP in various tasks. The Assurances for the Martin MPO are in the Appendices.

SECTION III – UPWP WORK PROGRAM TASKS

TASK 1: UPWP AND ORGANIZATION ADMINISTRATION

TASK 2: PUBLIC INVOLVEMENT AND OUTREACH

TASK 3: DATA COLLECTION AND ANALYSIS

TASK 4: LONG RANGE TRANSPORTATION PLAN

TASK 5: TRANSPORTATION IMPROVEMENT PROGRAM

TASK 6: TRANSPORTATION SYSTEMS PLANNING

TASK 7: REGIONAL PLANNING

Task 1: UPWP and Organization Administration

Purpose: To support, coordinate and administer, a continuing, comprehensive, and cooperative transportation planning process for the Martin Metropolitan Planning Area (MPA). This includes coordinating with the planning, goals, and processes of other transportation planning entities in the Treasure Coast Region. This includes preparing and monitoring, as needed, the two-year, FY26/27 – FY27/28 UPWP, reflecting a program of planning activities and financial support for the activities to be undertaken during this period. The Martin MPO will adhere to all Federal, State, and local, laws, rules, regulations, procedures, and guidelines, as applicable. This includes reviewing and updating all agreements as needed and requested by FDOT, FHWA, the Governor’s office, or local municipality.

Previous Work:

- Provided technical and administrative support towards local and regional planning and public transit efforts.
- Provided technical and administrative support to MPO Board and Advisory Committees including documenting attendance records and minutes of meetings.
- Provided administrative activities for the preparation and coordination of various assessments.
- Reviewed studies to assure legal, regulatory, and procedural compliance with local, State and Federal laws, rules, regulations, procedures, and guidelines applicable to activities supported by transportation funding. In addition, Intergovernmental liaison responsibilities that fall under this area of responsibility were carried out.
- Created quarterly progress reports, financial status reports, and invoices.
- Completed State Certification.
- Attended workshops and training sessions to facilitate the above activities.
- Prepared, adopted, developed, and made revisions to the FY25-FY26 UPWP.

Required Activities:

- Provide technical assistance to the MPO Policy Board and appropriate committees.
- Schedule and make arrangements for facilities to accommodate training, inter-agency meetings, CAC, TAC, BPAC, FTAC, LCB-TD, MPO Policy Board, TCTC meetings, and others.
- Create and distribute materials (meeting minutes, notifications, agendas, packets, schedules, documents) for meetings.
- Provide staff support to joint meetings with the St. Lucie, Indian River, and Palm Beach T/MPOs.
- Coordinate with FDOT, TCRPC, St. Lucie TPO, Indian River County MPO, Palm Beach MPO, local governments, CRAs, Chambers of Commerce, and other entities, as appropriate and as needed.

- Participate in the process of achieving annual State Certification of the MPO.
- Review and update agreements.
- Prepare Grant Quarterly Progress Reports and invoices.
- Complete Fiscal accounting and invoicing for MPO FY25-FY26 UPWP.
- Work with County staff to maintain financial records including an annual audit (conducted via county support) as required by 23 CFR 420.121; the audit is to be performed in accordance with 49 CR 18.26, OMB Circular A133, and Section 215.97 FS.
- MPO Administrator and Board member to attend quarterly meetings of the MPO Advisory Council (MPOAC) and regional planning and transportation forums.
- Board members to attend the MPOAC Weekend Institute as it becomes available.
- Travel to workshops, conferences, and training sessions to facilitate the planning process and provide staff with the necessary education to maintain and acquire professional certifications, including geographic information systems, transportation planning, congestion management, public involvement, modeling, community livability/sustainability, and other relevant subjects.
- Monitor and administer the activities of the General Planning Consultants to provide assistance to staff on a task-order basis and assist the MPO with required work products.
- Purchase office supplies and purchase/lease equipment to ensure efficiency in MPO activities.
- Select (based on qualifications) and contract with one or more consulting firms (General Planning Consultants (GPC)) to provide assistance to staff on a task order basis and assist the MPO with required work products since the current GPC contract ends May 12, 2028.
- Purchase new and update existing software to maximize staff productivity and allow a multitude of capabilities.
- Purchase and update equipment to provide record and reference storage.
- Review and update agreements.
- Advertise the LRTP, TIP, and required work products in accordance with Federal regulations, State guidelines, and the Public Participation Plan (PPP).
- Implement the FY27-FY28 UPWP.
- Develop the FY29-FY30 UPWP, submit draft documents to reviewing agencies, and incorporate comments into the final UPWP.
- Process revisions (amendments and modifications) to the adopted UPWP as necessary.
- Process budget revisions to the adopted UPWP as necessary.
- Coordinate with neighboring M/TPOs.
- Closeout of FY25-FY26 UPWP.

Product

Schedule

- Office supplies & equipment purchase/leaseAs needed
- Software purchase.....As needed
- Policy Board meetings, packets, minutes, agendasBi-monthly & as needed
- Advisory Committee meetings, packets, minutes, agendasBi-monthly & as needed
- Arrangements for training & meeting roomsAs needed
- Regional coordinationAs needed
- Collaborative meetings.....As needed
- Annual state certification review3rd & 4th Qtr. FY27 & FY28
- Annual audit (Martin County internal audit)1st Qtr. FY27 & FY28
- Financial and other record keepingOngoing
- Progress reports and invoicesQuarterly
- GPC Selection ProcessJanuary 2028
- Workshops and trainingAs needed
- MPOAC/statewide meetingsQuarterly and as needed
- Performance measure complianceOngoing
- Conduct annual review of COOPMay 2027, May 2028
- Advertise the draft TIPMay 2027, May 2028
- Advertise the amendments to the LRTP and TIPAs needed
- UPWP FY27-FY28 amendments/modifications.....As needed
- FY29-FY30 UPWP kickoff meeting.....January 2028
- FY29-FY30 draft UPWP submitted to FDOTMarch 2028
- FY29-FY30 draft UPWP to Committees & MPO Board.....April 2028
- Meetings with St. Lucie and Indian River T/MPOs.....As needed
- Open public comment period for FY29-FY30 UPWP.....April 2028
- Final submittal of FY29-FY30 UPWP to FDOT.....May 2028
- Closeout of FY27-FY28 UPWPJune 2028

Responsible Agency: Martin MPO

Task 1: Budget Category Description Detail FY27 & FY28

Consultant/ Contract Services:

Professional Services Contract - Provide professional assistance to staff and assist the MPO with required work products. Professional assistance support may include, but not be limited to, the following: assisting the MPO with public involvement efforts, outreach initiatives, and safety campaigns; pursue grant funding for non-motorized transportation projects and preparation of grant applications; evaluate projects on the Electronic Review Comments (ERC) System for their impact on bicycle and pedestrian facilities; attend meetings; assist with LRTP modifications and amendments; assist with State Review Certification, perform GIS analysis and mapping for a variety of items; and other professional assistance support tasks described in the MPO’s adopted UPWP.

Task 1 UPWP AND ORGANIZATION ADMINISTRATION		
2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	GXX1	
Source Level	PL	
Lookup Name	2026/2027 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 130,000	\$ 130,000
Personnel (salary and benefits) Subtotal	\$ 130,000	\$ 130,000
Consultant		
Professional Services Contract	\$ 30,000	\$ 30,000
Consultant Subtotal	\$ 30,000	\$ 30,000
Travel		
Travel/Training	\$ 5,000	\$ 5,000
Travel Subtotal	\$ 5,000	\$ 5,000
Direct Expenses		
Advertising	\$ 750	\$ 750
County Administrative and Event	\$ 500	\$ 500
Office Furniture	\$ 500	\$ 500
Postage and Freight	\$ 300	\$ 300
Printing and Binding Services	\$ 1,000	\$ 1,000
Vehicle Expenses	\$ 6,000	\$ 6,000
Direct Expenses Subtotal	\$ 9,050	\$ 9,050
Supplies		
Office Supplies	\$ 1,000	\$ 1,000
Supplies Subtotal	\$ 1,000	\$ 1,000
Equipment		
Computer/Equipment	\$ 1,000	\$ 1,000
Software Programs		\$ -
Equipment Subtotal	\$ 1,000	\$ 1,000
Total	\$ 176,050	\$ 176,050

Task 1 UPWP AND ORGANIZATION ADMINISTRATION		
2027/2028		
Funding Source	FHWA	FY 2027/2028 Total
Contract Number	GXX1	
Source	PL	
Lookup Name	2027/2028 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 110,800	\$ 110,800
Personnel (salary and benefits) Subtotal	\$ 110,800	\$ 110,800
Consultant		
Professional Services Contract	\$ 10,000	\$ 10,000
Consultant Subtotal	\$ 10,000	\$ 10,000
Travel		
Travel /Training	\$ 5,000	\$ 5,000
Travel Subtotal	\$ 5,000	\$ 5,000
Direct Expenses		
Advertising	\$ 750	\$ 750
County Administrative and Event	\$ 500	\$ 500
Office Furniture	\$ 500	\$ 500
Postage and Freight	\$ 300	\$ 300
Printing and Binding Services	\$ 1,000	\$ 1,000
Vehicle Expenses	\$ 6,000	\$ 6,000
Direct Expenses Subtotal	\$ 9,050	\$ 9,050
Supplies		
Office Supplies	\$ 1,000	\$ 1,000
Supplies Subtotal	\$ 1,000	\$ 1,000
Equipment		
Computer/Equipment	\$ 1,000	\$ 1,000
Software Programs	\$ -	\$ -
Equipment Subtotal	\$ 1,000	\$ 1,000
Total	\$ 136,850	\$ 136,850

Task 2: Public Involvement and Outreach

Purpose: To ensure citizen participation in the transportation planning process. This involves presenting information to the citizens, soliciting input, and using the input (data) obtained to continually revise and refine proposed programs, plans, and projects. These efforts include ensuring that population groups and geographic areas have opportunities to provide input on transportation planning and have access to and be involved in the MPO decision-making process.

Previous Work:

In FYs 2025 and 2026, the MPO engaged the public through several avenues supported by the Public Participation Plan, including:

- Updated the Interactive TIP web-application.
- Reviewed the Public Participation Plan (PPP) as well as annually reviewed the Title VI/Nondiscrimination Policy and Plan to ensure Federal compliance.
- Conducted outreach initiatives and held multiple virtual bicycle and pedestrian Safety Campaigns to target diverse groups of individuals and promote safe walking and bicycling on busy roadway corridors.
- Organized National Walk to School Day Event to promote safe walking and bicycling for over 50 individuals.
- Hosted multiple Open Houses and Public Workshops for projects such as the 2050 LRTP and the US-1 Congestion Management Study.
- Continued to use techniques to involve/engage the public in decision-making and ensure materials were produced in Spanish.
- Continued to use the MPO's traditional website as a means of providing information to the public (www.martinmpo.com) where all pages are available in more than 75 languages.
- Continued to contract with a translator provider, a nationwide leader in the field of translation and interpretation services. The service provides over-the-phone, face-to-face, and videoconference interpreting, and document translation services. This allows the MPO to communicate with the public in different languages as needed.
- MPO Board meetings continued to be live streamed on television.
- Continued to contract services for the Martin MPO website.
- Continued to maintain a Facebook page and Instagram account
- Maintained the Development Review Interactive Map to assist with prioritizing transportation priority projects.

Required Activities

- Review PPP and prepare Public Involvement Annual Reports.
- Attend Title VI, ADA, and public involvement training.
- Title VI Plan Review and Update.
- Maintain MPO Website to disseminate information.

- Attend Community Redevelopment Area (CRA) - Neighborhood Advisory Committee (NAC) meetings and other community and partner agency meetings.
- Create newsletters and brochures to inform the public of MPO activities.
- Participate in community events and meetings.
- Promote Bicycle and Pedestrian Safety Education.
- Social Media outreach.
- Public Involvement Activities for MPO work products.

Product and Schedule:

- Documentation of public involvement efforts.....Ongoing
- Attend community/partner agency meetingsOngoing
- Website maintenanceOngoing
- Create newsletters and brochures.....Ongoing
- Review PPP and develop annual reportJune 2027 and 2028
- Attend Title VI, ADA, and public involvement trainingOngoing
- Title VI plan review and updateJune 2027 and 2028
- Bicycle and pedestrian safety education.....Ongoing
- Social media outreachOngoing
- Public involvement activities.....Ongoing

Responsible Agency: Martin MPO

Task 2: Budget Category Description Detail FY27 & FY28

Consultant/Contract Services:

Website Maintenance - Continue to contract services for hosting the Martin MPO Website. Includes monthly web hosting, support, and domain registration.

Task 2 PUBLIC INVOLVEMENT AND OUTREACH		
2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	GXX1	
Source Level	PL	
Lookup Name	2026/2027 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 60,000	\$ 60,000
Personnel (salary and benefits) Subtotal	\$ 60,000	\$ 60,000
Consultant		
Website Maintenance	\$ 4,200	\$ 4,200
Consultant Subtotal	\$ 4,200	\$ 4,200
Total	\$ 64,200	\$ 64,200
2027/2028		
Funding Source	FHWA	FY 2027/2028 Total
Contract Number	GXX1	
Source	PL	
Lookup Name	2027/2028 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 51,600	\$ 51,600
Personnel (salary and benefits)	\$ 51,600	\$ 51,600
Consultant		
Website Maintenance	\$ 4,200	\$ 4,200
Consultant Subtotal	\$ 4,200	\$ 4,200
Total	\$ 55,800	\$ 55,800

Task 3: Data Collection and Analysis

Purpose: To support data collection efforts that address multimodal planning, including land use, roadway, rail, transit, and bicycle/pedestrian. To analyze social and economic factors as well as the use of land during the planning process. To maintain the traffic volume, turning movements and crash databases on the public roadway network impacting the MPA; and to support data collection efforts that address multimodal planning, including land use, roadway, rail, transit, and bicycle/pedestrian. Task is also funded through in-kind contributions made by Martin County.

Previous Work:

- In FYs 2025 and 2026, the MPO collected, analyzed and shared transportation-related data such as traffic counts and crashes.
- Martin County Public Works Department continued to gather traffic count data so that Annual Average Daily Traffic (AADT) counts could be calculated for the collector and arterial roadway system. The data was used to help plan roadway improvements that further the safety and security of the system.
- Collected and analyzed crash data using the web-based database Signal Four Analytics, managed by the University of Florida. This crash database was used to collect the crash hotspots concerning bicyclists and pedestrians.
- Assisted FDOT with the development of the Treasure Coast Regional Planning Model Version 6 (TCRPM6).
- Participated in the development of the Federal Highway Administration Urban Area Boundary and Functional Classification System.

Required Activities:

- Coordinate with local governments, including during the comprehensive plan updates.
- Acquire big data (such as Origin/Destination, travel time, travel speed, and travel volumes) to support the validation and calibration of the regional model to support the metropolitan transportation planning process.
- Identify locations with a high number of traffic crashes (including bike and pedestrian crashes) for safety improvements working with FDOT and Martin County.
- Work with the County’s Traffic Division to access and analyze traffic count data including land use, roadway, rail, transit, and bicycle/pedestrian counts.
- Assist in collecting and analyzing and sharing crash data.
- Update Development Review Interactive Map.

Products and Schedule:

- Local government coordinationJune 2028
- Plans and development reviewJune 2028
- GIS analyses and census data reviewJune 2028

- Update Quarterly Development Review Interactive Map.....June 2028
- Bicycle/pedestrian data collectionJune 2028
- Level of Service (LOS) reviewJune 2028
- Traffic countsJune 2028
- Review databasesJune 2028

Required Agency: Martin MPO

Task 3: Budget Category Description Detail FY27 & FY28

Consultant/Contract Services:

Development Review Interactive Map - Update the GIS web application quarterly including all the existing residential and commercial developments within unincorporated Martin County and Stuart, Sewall’s Point, Ocean Breeze, Indiantown, and Jupiter Island. The web mapping application enables all the public and staff to see the spatial relationship between developments through Martin County and assists the MPO Policy Board in setting project priorities.

Task 3 DATA COLLECTION AND ANALYSIS

2026/2027			
Funding Source	FHWA	Local	FY 2026/2027 Total
Contract Number	GXX1		
Source Level	PL	Source 1	
Lookup Name	2026/2027 FHWA GXX1 (PL)	2026/2027 Local (Source 1)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 60,000	\$ 130,070	\$ 190,070
Personnel (salary and benefits) Subtotal	\$ 60,000	\$ 130,070	\$ 190,070
Consultant			
Development Review Map	\$ 8,400		\$ 8,400
Consultant Subtotal	\$ 8,400	\$ -	\$ 8,400
Total	\$ 68,400	\$ 130,070	\$ 198,470
2027/2028			
Funding Source	FHWA	Local	FY 2027/2028 Total
Contract Number	GXX1		
Source	PL	Source 1	
Lookup Name	2027/2028 FHWA GXX1 (PL)	2027/2028 Local (Source 1)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 51,600	\$ 133,300	\$ 184,900
Personnel (salary and benefits) Subtotal	\$ 51,600	\$ 133,300	\$ 184,900
Consultant			
Development Review Map	\$ 8,400		\$ 8,400
Consultant Subtotal	\$ 8,400	\$ -	\$ 8,400
Total	\$ 60,000	\$ 133,300	\$ 193,300

Task 4: Long Range Transportation Plan

Purpose: The Long Range Transportation Plan (LRTP) is developed to cover a 20-year planning horizon and is updated and adopted every five years. The intent and purpose of the LRTP is to ensure that a continuous, cooperative, and comprehensive transportation planning process follows all Federal, State, and local rules and regulations. This long-range process encourages and promotes the safe and efficient management, operation, and development of a multimodal transportation system that serves the mobility needs of both people and freight, while simultaneously minimizing fuel consumption and air pollution.

Previous Work:

- The Martin MPO 2050 LRTP, also known as Martin Moves 2050, was prepared, reviewed, and adopted.
- Maintained a webpage to help inform the public regarding the LRTP development process.
- Held several Open Houses/Public Workshops prior to the adoption of the 2050 LRTP.
- Participated in the Federal Certification Review Process which included discussion about the 2045 LRTP.

Required Activities:

- Implement 2050 LRTP Projects
- Coordinate with other agencies to implement projects in the LRTP
- Modifications and amendments to the LRTP
- Implementation of FHWA Performance Measures and Performance Targets.

Products and Schedule:

- Implement 2050 LRTP ProjectsJune 2028
- Modify/Amend adopted LRTPJune 2028
- Attend model task force meetingsJune 2028
- Performance measure implementationJune 2028
- Data sharing among agenciesJune 2028

Responsible Agencies: Martin MPO

Task 4 LONG RANGE TRANSPORTATION PLAN		
2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	GXX1	
Source Level	PL	
Lookup Name	2026/2027 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 35,000	\$ 35,000
Personnel (salary and benefits) Subtotal	\$ 35,000	\$ 35,000
Total	\$ 35,000	\$ 35,000
2027/2028		
Funding Source	FHWA	FY 2027/2028 Total
Contract Number	GXX1	
Source	PL	
Lookup Name	2027/2028 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 30,100	\$ 30,100
Personnel (salary and benefits) Subtotal	\$ 30,100	\$ 30,100
Total	\$ 30,100	\$ 30,100

Task 5: Transportation Improvement Program

Purpose: To develop an annual List of Project Priorities (LOPP), serving as the basis of this five-year capital improvement plan. The project priorities will be coordinated and maintained in a single document reflecting Federal, State, and local funding levels for the Martin County Area.

Previous Work:

- In FYs 2025 and 2026, the MPO prepared an updated Transportation Improvement Programs (TIP) including LOPPs.
- The MPO has annually reviewed FDOT’s Draft Tentative Five-year Work Program and has coordinated with FDOT. The MPO has also coordinated with local municipalities to include the Capital Improvement Programs. The completed TIPs are submitted to FDOT. Staff worked with FDOT and District Four MPOs to develop the Interactive TIP.

Required Activities:

- Develop an annual List of Project Priorities.
- Review and endorse FDOT’s Draft Tentative Work Program.
- Develop annual TIP.
- Utilize Interactive TIP tool.
- Amendments to TIP/STIP.
- Research and review interactive TIP tool options.
- Coordinate with FDOT to ensure consistency with NEPA and ETDM Program Screening.
- Coordinate with local governments on TIP projects.
- Coordinate with FDOT to update FHWA Performance Measures in the Transportation Improvement Program.
- Adoption of Transit Asset Management (TAM) targets and Safety Performance Targets and inclusion into the TIP.

Products and Schedule:

- Development of LOPPsJanuary 2027 and 2028
- Submittal of LOPPs to FDOT.....March 2027 and 2028
- Review and endorse FDOT’s Five-Year Tentative Work Program December 2027 and 2028.....December 2027 and 2028
- Develop annual TIPJune 2027 and 2028
- Publish notice of public hearing of Draft TIPMay 2027 and 2028
- Advisory committee reviewsJune 2027 and 2028
- Annual publication of federally funded project listing.....June 2027 and 2028
- MPO approval of TIPJune 2027 and 2028
- EDTM training and studyOngoing
- TIP modifications/amendmentsAs needed

- Utilize interactive TIP tool.....Ongoing
- Coordination and training for interactive TIP tool.....As needed
- Performance measures implementation.....Ongoing
- Adoption of TAM targets and inclusion in the TIP.....June 2027 and 2028
- Adoption of Transit Safety Performance Targets as identified in the Public Transit Agency Safety Plan (PTASP) and inclusion into the TIPJune 2027 and 2028

Required Agencies: Martin MPO

Task 5: Budget Category Description Detail FY27 & FY28

Consultant/Contract Services

Interactive TIP: Consulting services include database management, hosting of the Interactive TIP, and data transfer from the FDOT’s Work Program. The Interactive TIP is an intuitive software application that helps MPOs comply with Federal Transportation Improvement Program (TIP) reporting requirements for Federal and State funds. The software is a tool for all TIP users, especially the general public, to review TIP projects better and more easily.

Task 5 TRANSPORTATION IMPROVEMENT PROGRAM		
2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	GXX1	
Source Level	PL	
Lookup Name	2026/2027 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 45,000	\$ 45,000
Personnel (salary and benefits) Subtotal	\$ 45,000	\$ 45,000
Consultant		
Interactive TIP Tool	\$ 7,560	\$ 7,560
Consultant Subtotal	\$ 7,560	\$ 7,560
Total	\$ 52,560	\$ 52,560
2027/2028		
Funding Source	FHWA	FY 2027/2028 Total
Contract Number	GXX1	
Source	PL	
Lookup Name	2027/2028 FHWA GXX1 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 38,700	\$ 38,700
Personnel (salary and benefits) Subtotal	\$ 38,700	\$ 38,700
Consultant		
Interactive TIP Tool	\$ 7,560	\$ 7,560
Consultant Subtotal	\$ 7,560	\$ 7,560
Total	\$ 46,260	\$ 46,260

Task 6: Transportation Systems Planning

Purpose: To implement a comprehensive approach to developing and implementing an integrated multi-modal system, including sidewalks, bikeways/cycle tracks, bicycle lanes, shared-use pathways, trails, complete streets, transit, and freight into the transportation system throughout Martin County while managing congestion and creating livable communities. To develop, implement, and maintain the MPO's Congestion Management Process (CMP) including implementation of CMP projects that support all modes of transportation. Collaborating with FDOT's Planning & Environmental Management (PLEMO) staff on their CMP results and recommendations from their Districtwide Congestion Assessment effort.

Previous Work:

- Organized an annual Walk to School Day and provided safety bags to students.
- Served as the Designated Official Planning Agency (DOPA) for Martin County. The MPO provided staff support to the Community Transportation Coordinator (CTC), and the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD).
- Advertised and held annual Public Workshops for the LCB-TD.
- Submitted TD Planning Grant quarterly reports, as required by State Law, and worked with the CTC to provide quarterly progress reports to the LCB-TD.
- Worked with Martin County staff to update the Transportation Element of the Martin County Comprehensive Plan and to address Transportation Demand Management (TDM) components of Development Review.
- Partnered with Chambers of Commerce through the membership of the Transportation Committee of Stuart/Martin County Chamber of Commerce.
- Attended the Business before Breakfast at Stuart/Martin County Chamber of Commerce and Luncheon at Jensen Beach Chamber of Commerce to gain input from local business on the LRTP.
- Serves on the Chamber of Commerce/Local Government Transportation Committee.
- Presented to the Economic Council of Martin County.
- Participated in the Business Development Board of Martin County Commercial Real Estate Forum
- Staffed MPO Freight Transportation Advisory Committee (FTAC) meetings.

Required Activities:

- Work with partner agencies to ensure the needs of non-motorist travelers are being considered.
- Update the Martin MPO Bicycle, Pedestrian and Trails Master Plan.

- Pursue grant funding or assist local governments with grant applications such as Transportation Alternatives Program (TAP) and Shared-Use Nonmotorized (SUN) Trail Network Program for non-motorized improvements.
- Evaluate programmed projects that go through the Electronic Review Comments (ERC) System.
- Coordinate with governments, agencies, and organizations on planning, prioritizing, and funding bicycle/pedestrian/greenways facilities, including the Sailfish Capital Trail, part of the East Coast Greenway.
- Work with community groups and local governments to develop bicycle/pedestrian awareness and traffic safety.
- Develop a Targeted Public Outreach Campaign to communicate transportation alternatives to the Population in Martin County; including PSAs, safety campaigns, and programs with partner agencies to facilitate equitable access to affordable, safe, carefree, reliable modal choices/options/alternatives.
- Work with partner agencies to ensure the needs of non-motorist travelers are being considered.
- Pursue grant funding or assist local governments with grant applications such as Transportation Alternatives Program (TAP) and Shared-Use Nonmotorized (SUN) Trail Network Program for non-motorized improvements.
- Evaluate programmed projects that go through the Electronic Review Comments (ERC) System.
- Organize events to promote walking and bicycling as an important mode of transportation.
- Assist in collecting, analyzing, and sharing bicycle and pedestrian counts and crash data over multiple years.
- Staff the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD).
- Develop Transportation Disadvantaged Service Plan (TDSP) annual updates.
- Prepare CTC Evaluations.
- Prepare TD Planning Grant Quarterly Progress Reports and invoices.
- Attend conferences, workshops, and training.
- Coordinate with Martin County Public Transit (MCPT) to analyze data for Transit System Planning projects and to identify connectivity gaps in the bus service.
- Plan for all multimodal connections to the proposed Treasure Coast Brightline Station in downtown Stuart.
- Meet public participation requirements for the MCPT Program of Projects (POP).
- Adopt MCPT's Public Transportation Agency Safety Plan (PTASP) safety targets and include in TIP and LRTP.
- Adopt the Transit Asset Management (TAM) plan performance targets and include in TIP and LRTP.
- Coordinate with other agencies on planning activities.

- Continue to provide planning services as the DOPA to the Florida Commission for the Transportation Disadvantaged (CTD) for the Transportation Disadvantaged (TD) Program in accordance with Chapter 427, Florida Statutes and Rule 41-2.
- CMP project implementation, including analyzing improvements along US-1 that integrate transit accessibility, walkability, and emerging technologies that support transit.
- Complete the development of the US-1 South Corridor Congestion Management Study.
- Support transit and TSM&O strategies to improve corridor carrying capacity for person trips.
- Identify congestion management and livability planning strategies to reduce congestion, improve mobility and address multimodal transportation options.
- Collaborate with FDOT’s Transportation Systems Management and Operations (TSM&O) staff in developing the TSM&O strategies and identifying the investments needed.
- Collaborate with County Public Works Staff and utilize Intelligent Transportation System to assist in data collection for monitoring and improving traffic flows.
- Continue MPO efforts in the implementation of the Florida Transportation Plan (FTP) and in planning and implementation efforts for the FDOT Strategic Intermodal System (SIS) Plan.
- Continue System Connectivity efforts such as coordination with member jurisdictions to identify their connectivity needs and emphasize continuity on facilities that link to other metropolitan and rural areas.
- Work with other agencies and stakeholder groups on regionally significant projects, such as Greenways and Blueways.

Product and Schedules

- Attend Advisory Committees meetings.....Bi-monthly
- Coordinate bicycle and pedestrian safety and data analysisOngoing
- Agency project review and coordination.....Ongoing
- Public safety awareness.....Ongoing
- Review bicycle and pedestrian counts.....Ongoing
- LCB meetings.....Quarterly
- LCB annual public workshop.....1st Qtr. FY27 & FY28
- CTC evaluationJune 2027 and 2028
- Annual CTD conference and business meeting1st/2nd Qtr. FY27 & FY28
- TD progress reports, invoicing, meeting attendanceQuarterly
- TDSP annual updatesJune 2027 and 2028
- Finalize Bicycle, Pedestrian and Trails Master Plan UpdateJune 2028
- MCPT Program of Projects (POP)/Public InvolvementMay 2027 and 2028
- Adopt MCPT’s PTASP targets and inclusion into TIP & LRTPJune 2027 and 2028
- Adopt new TAM targets and inclusion into TIP & LRTP.....October 2027 and 2028
- MPO staff-related training.....Ongoing
- CMP improvements recommended for funding.....Ongoing

- Finalize US-1 South Corridor Congestion Management Study.....June 2027
- Meetings of the MPOAC Freight & Rail CommitteeOngoing
- Coordinate with Chambers of CommerceOngoing

Responsible Agency: Martin MPO

Task 6: Budget Category Description Detail FY27 & FY28

Consultant/Contract Services

Bicycle, Pedestrian and Trails Master Plan Update: The Martin MPO’s Bicycle, Pedestrian & Trails Master Plan was adopted in 2017. It provides the foundation for the County becoming a pedestrian and bicycle friendly, walkable and livable community. The MPO will be updating the Master Plan to help reflect the current environment, with attention to establish a multimodal transportation system that will expand transportation options and improve quality of life. The Master Plan builds from the non-motorized transportation foundation set by the 2050 Long Range Transportation Plan (LRTP), known as Martin Moves 2050 and prior plans and studies.

US-1 South Corridor Congestion Management Study: This study will explore the full range of remaining techniques available for improving congestion along US-1, including investments that encourage the use of non-auto modes, Safe Streets, and Transportation Systems and Operations Management (TSM&O) improvements. The Martin MPO will continue to work with FDOT, the County and City of Stuart to identify techniques to manage congestion on US-1 in Martin County. The City of Stuart’s Federal Highway Master Plan, City of Stuart’s Gateway Triangle District Master Plan, and FDOT’s Multimodal US-1 Corridor Study will be explored for implementation strategies.

Task 6 TRANSPORTATION SYSTEMS PLANNING			
2026/2027			
Funding Source	FHWA	CTD	FY 2026/2027 Total
Contract Number	GXX1	GXX2	
Source Level	PL*	State	
MPO Budget Reference			
Lookup Name	2026/2027 FHWA GXX1 (PL)	2026/2027 CTD GXX2 (State)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 168,303	\$ 26,488	\$ 194,791
Personnel (salary and benefits) Subtotal	\$ 168,303	\$ 26,488	\$ 194,791
Consultant			
US-1 South Corridor Congestion Management Study	\$ 25,000		\$ 25,000
Bicycle, Pedestrian & Trails Master Plan Update	\$ 57,295		\$ 57,295
Consultant Subtotal	\$ 82,295	\$ -	\$ 82,295
Total	\$ 250,598	\$ 26,488	\$ 277,086
2027/2028			
Funding Source	FHWA	CTD	FY 2027/2028 Total
Contract Number	GXX1	GXX2	
Source	PL	State	
MPO Budget Reference			
Lookup Name	2027/2028 FHWA GXX1 (PL)	2027/2028 CTD GXX2 (State)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 136,635	\$ 26,488	\$ 163,123
Personnel (salary and benefits) Subtotal	\$ 136,635	\$ 26,488	\$ 163,123
Consultant			
			\$ -
Consultant Subtotal	\$ -	\$ -	\$ -
Total	\$ 136,635	\$ 26,488	\$ 163,123

* 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 26/27 is \$20,020 of \$250,598 PL, and for FY27/28, it is \$14,415 of \$136,635 PL.

Task 7: Regional Planning

Purpose: To support a regional transportation planning process while considering both local and regional transportation needs and ensuring multi-jurisdictional coordination for the Treasure Coast urbanized area. Assist in future planning and decision-making process for Regional Corridor Planning.

Previous Work:

- Attended the Treasure Coast Transit Meetings (TCTMs).
- Assisted in the development of the Treasure Coast Regional Planning Model Version 6 (TCRPM6).
- Attended TCRPC, MPOAC, Treasure Coast Technical Advisory Committee (TCTAC), and Treasure Coast Transportation Council (TCTC) meetings.
- Attended the St. Lucie TPO TAC and Board meetings.

Required Activities:

- Attend TCTC and TCTAC meetings.
- Attend regional meetings for regional collaboration.
- Coordinate with neighboring MPOs and other government agencies.
- Assist in the preparation and submittal of the Transportation Regional Incentive Program (TRIP) Grant Applications.
- Continue contact with neighboring MPOs, including attending meetings of the Southeast Florida Transportation Council (SEFTC) and the Regional Transportation Technical Advisory Committee (RTTAC).
- Develop 2050 Regional LRTP with other Treasure Coast M/TPO's
- Assist FDOT with the Treasure Coast Regional Planning Model
- Conduct regional freight planning
- Participate in the reestablished TCTM meetings
- Conduct research, analysis, and coordination in regard to Regional Transit and Passenger Rail projects.

Products and Schedule

- TCTC Meetings.....As needed
- TCTAC MeetingsAs needed
- TCTM MeetingsAs needed
- Attend other agency and regional meetingsOngoing
- TRIP GrantMarch 2027 and 2028
- 2050 Regional LRTPAs needed

Responsible Agency: Martin MPO, FDOT, St. Lucie TPO, Indian River MPO, TCRPC

7 REGIONAL PLANNING

2026/2027			
Funding Source	FHWA		FY 2026/2027 Total
Contract Number			
Source Level	PL	Total	
Lookup Name	2026/2027 FHWA (PL)	FHWA (Total)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 129,000	\$ 129,000	\$ 129,000
Personnel (salary and benefits)	\$ 129,000	\$ 129,000	\$ 129,000
Consultant			
Transfer to St. Lucie TPO	\$ 25,000	\$ 25,000	\$ 25,000
Consultant Subtotal	\$ 25,000	\$ 25,000	\$ 25,000
Total	\$ 154,000	\$ 154,000	\$ 154,000
2027/2028			
Funding Source	FHWA		FY 2027/2028 Total
Contract Number			
Source Level	PL	Total	
MPO Budget Reference			
Lookup Name	2027/2028 FHWA (PL)	2027/2028 FHWA	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 110,940	\$ 110,940	\$ 110,940
Personnel (salary and benefits)	\$ 110,940	\$ 110,940	\$ 110,940
Total	\$ 110,940	\$ 110,940	\$ 110,940

7 REGIONAL PLANNING Detailed Breakdown

2026/2027					
Funding Source	Transfer from		FHWA		FY
Source Level			PL	Total	2026/2027
<i>2050 Regional Long Range Transportation Plan</i>					
<i>Lead Agency:</i>	St. Lucie TPO	No	\$ 25,000	\$ 25,000	\$ 25,000
<i>(Other contributing</i>	Martin MPO	Yes	\$ 25,000	\$ 25,000	\$ 25,000
	Indian River MPO	Yes	\$ 25,000	\$ 25,000	\$ 25,000
<i>2050 Regional Long Range Transportation Plan Subtotal</i>			\$ 75,000	\$ 75,000	\$ 75,000
Total			\$ 75,000	\$ 75,000	\$ 75,000
2027/2028					
Funding Source	Transfer from				FY
Source Level				Total	2027/2028
Total			\$ -	\$ -	\$ -

**Italicized amounts denote transfers to the lead agency as identified per regional task.*

****Notes: One-Time Cost Sharing for Treasure Coast Memorandum of Understanding (MOU) (funds to St. Lucie TPO) Regional Planning Activities. MOU Participant Members: Martin MPO, St. Lucie TPO, and Indian River County MPO.**

MARTIN MPO FY27 and FY28 UPWP FHWA PL FUNDING BUDGET

PL Carry Forward Balance		\$224,223	
FHWA FY27 PL Allocation		\$492,846	
FY27 PL Amount related to CPG		+83,739	
FY27 PL Budget			\$800,808
FHWA FY28 PL Allocation	\$492,846		
FY28 PL Amount related to CPG	<u>+83,739</u>		
FY28 PL Budget			<u>+576,585</u>
<u>TOTAL FY27/FY28 UPWP PL BUDGET</u>			\$1,377,393

Table 1A: Agency Participation FY27 & FY28

Funding Source Contract Fiscal Year Total Budget	CTD GXX2		FHWA GXX1		Local	
	2026/2027	2027/2028	2026/2027	2027/2028	2026/2027	2027/2028
	\$ 26,488	\$ 26,488	\$ 800,808	\$ 576,585	\$ 130,070	\$ 133,300
Task 1 UPWP AND ORGANIZATION ADMINISTRATION						
Personnel (salary and benefits)	\$ -	\$ -	\$ 130,000	\$ 110,800	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 30,000	\$ 10,000	\$ -	\$ -
Travel	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 9,050	\$ 9,050	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 176,050	\$ 136,850	\$ -	\$ -
Task 2 PUBLIC INVOLVEMENT AND OUTREACH						
Personnel (salary and benefits)	\$ -	\$ -	\$ 60,000	\$ 51,600	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 4,200	\$ 4,200	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 64,200	\$ 55,800	\$ -	\$ -
Task 3 DATA COLLECTION AND ANALYSIS						
Personnel (salary and benefits)	\$ -	\$ -	\$ 60,000	\$ 51,600	\$ 130,070	\$ 133,300
Consultant	\$ -	\$ -	\$ 8,400	\$ 8,400	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 68,400	\$ 60,000	\$ 130,070	\$ 133,300
Task 4 LONG RANGE TRANSPORTATION PLAN						
Personnel (salary and benefits)	\$ -	\$ -	\$ 35,000	\$ 30,100	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 35,000	\$ 30,100	\$ -	\$ -
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM						
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,000	\$ 38,700	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 7,560	\$ 7,560	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 52,560	\$ 46,260	\$ -	\$ -
Task 6 TRANSPORTATION SYSTEMS PLANNING						
Personnel (salary and benefits)	\$ 26,488	\$ 26,488	\$ 168,303	\$ 136,635	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 82,295	\$ -	\$ -	\$ -
Sub Total	\$ 26,488	\$ 26,488	\$ 250,598	\$ 136,635	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7 REGIONAL PLANNING						
Personnel (salary and benefits)	\$ -	\$ -	\$ 129,000	\$ 110,940	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 154,000	\$ 110,940	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$ -	\$ 52,976	\$ -	\$ 1,377,393	\$ -	\$ 263,370
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAMMED	\$ 26,488	\$ 26,488	\$ 800,808	\$ 576,585	\$ 130,070	\$ 133,300

Table 2A: Funding Source FY27 & FY28

Contract	Funding Source	Source Level	2026/2027	2027/2028	FY 2026/2027 Funding Source				FY 2027/2028 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
					GXX2	CTD	State	\$ 26,488	\$ 26,488	\$ -	\$ -	\$ 26,488.00
		CTD GXX2 TOTAL	\$ 26,488	\$ 26,488	\$ -	\$ -	\$ 26,488	\$ -	\$ -	\$ -	\$ 26,488	\$ -
GXX1	FHWA	PL	\$ 800,808	\$ 576,585	\$ 176,621.51	\$ 800,808.00	\$ -	\$ -	\$ 127,168.20	\$ 576,585.00	\$ -	\$ -
		FHWA GXX1 TOTAL	\$ 800,808	\$ 576,585	\$ 176,622	\$ 800,808	\$ -	\$ -	\$ 127,168	\$ 576,585	\$ -	\$ -
	Local	Source 1	\$ 130,070	\$ 133,300	\$ -	\$ -	\$ -	\$ 130,070.00	\$ -	\$ -	\$ -	\$ 133,300.00
		Local TOTAL	\$ 130,070	\$ 133,300	\$ -	\$ -	\$ -	\$ 130,070	\$ -	\$ -	\$ -	\$ 133,300

Appendix A

Noteworthy Practices

Martin MPO Noteworthy Practices

2050 Long Range Transportation Plan (LRTP)

The Martin MPO successfully adopted its 2050 Long Range Transportation Plan (LRTP), establishing a vision for a safe and efficient transportation system through 2050. The plan was developed through extensive public involvement, data-driven analysis, and coordination with local partners.

Development Review Interactive Map

In cooperation with Martin County and its municipalities, the Martin MPO developed a Martin County Development Review Interactive Map to track County and municipal developments on a single map. This map provides continuously updated data that will enable the Martin MPO to coordinate and prioritize future planning and transportation projects based on future developments.

Walk to School Day

Staff members met with staff from J.D. Parker Elementary School on October 15, 2025, to promote safe walking. The MPO gave out backpacks filled with comic books, stickers, arm bands, trading cards, blinking lights and other items (provided by the University of Florida's Pedestrian and Bicycling Safety Resource Center) that all reinforced the message of how to walk to school safely. The MPO has made it a priority that people of all ages especially young children learn about the dangers of crossing driveways and intersections along roadways, and how to do it in the safest way possible.

Social Media

The Martin MPO has been working to build their following and increase their presence on social media, which includes the Facebook Page and Instagram. The Martin MPO shares safety messages and advertises the various public involvement the agency hosts such as public workshops, open houses, and meetings.

Appendix B

Joint Certification Packet

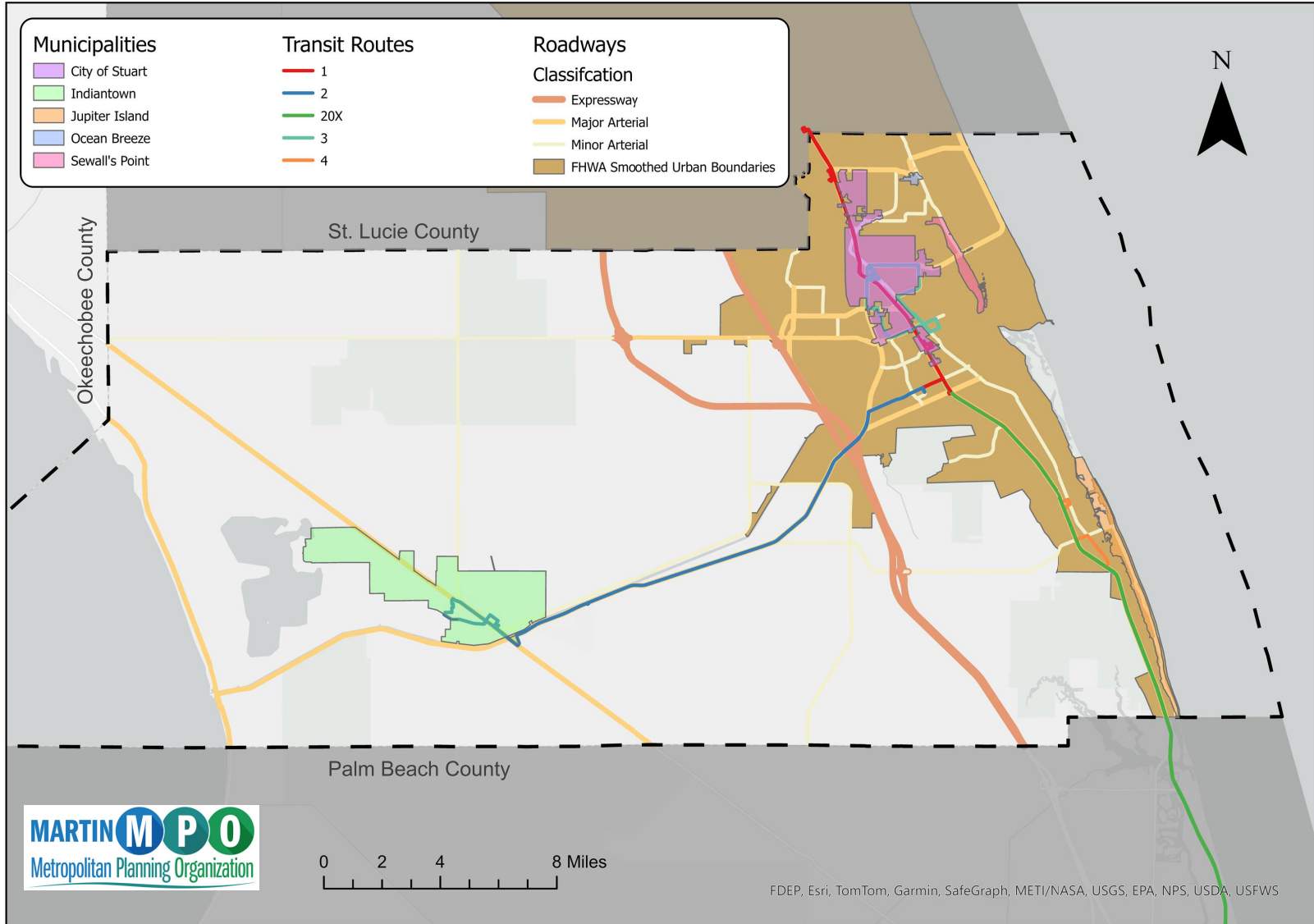
Appendix C

Transportation Disadvantaged Planning Grant Application

Appendix D

Planning Area Map

Martin MPO Planning Area Map



Appendix E

FDOT District Four/FHWA Planning Activities

Appendix F

Miscellaneous Exhibits

Exhibit 1: Staff Services Agreement with Martin County

Exhibit 2: Resolution 22-04 – Travel Policy

Exhibit 3: MPO Bylaws

Exhibit 4: State Emphasis Areas

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AGREEMENT

Between

THE MARTIN
METROPOLITAN PLANNING ORGANIZATION

And

MARTIN COUNTY, FLORIDA

For

STAFF SERVICES

THIS AGREEMENT made and entered into this 16th day of OCTOBER, 2007, by and between THE MARTIN METROPOLITAN PLANNING ORGANIZATION, hereinafter called the "MPO," and MARTIN COUNTY, FLORIDA, hereinafter called the "COUNTY."

WITNESSETH:

WHEREAS, the MPO, pursuant to the authority conferred upon it by Article 5 of the Interlocal Agreement establishing the Martin County Metropolitan Planning Organization effective July 18, 2006, may enter into contracts with local or state agencies to utilize the staff resources of such agencies and for the performance of certain services by such agencies; and

WHEREAS, pursuant to the aforesaid Interlocal Agreement and the companion Joint Participation Agreement between the MPO and the Florida Department of Transportation dated September 19, 2006, it is contemplated that COUNTY personnel will perform a substantial portion of each task necessary to carry out the Transportation Planning and Programming Process mandated by Federal Regulations as a condition precedent to the receipt of Federal Funds for the planning, construction or operation of Transportation Programs and Projects; and

WHEREAS, it is deemed by the parties to be appropriate and necessary that the duties and obligations of the COUNTY in providing Staff Services to the MPO be defined and fixed by formal agreement; NOW, THEREFORE,

IN CONSIDERATION of the mutual covenants, promises and representations herein, the parties agree as follows:

1.0 PURPOSE

For the reasons recited in the preamble, which are hereby adopted as part hereof, this Agreement is to provide for professional services to carry out the terms of the Interlocal Agreement establishing the MPO and the Joint Participation Agreement between the MPO and the Florida Department of Transportation, and to provide personnel for the administration of the MPO.

2.0 DEFINITIONS

.01 COUNTY ADMINISTRATOR: Shall mean the Martin County Administrator.

.02 FDOT: shall mean the Florida Department of Transportation.

.03 FHWA: shall mean the United States Federal Highway Administration.

1 .04 UPWP: shall mean the annual Unified Planning Work Program required by Federal
 2 Regulations. (23 CFR 450 A)
 3

4 .05 FTA: shall mean Federal Transit Administration.
 5

6 3.00 SCOPE OF SERVICES
 7

8 It is agreed by the COUNTY that it shall furnish the MPO with the professional, technical,
 9 administrative and clerical services, the supplies, the equipment, the office and other
 10 space, and such other incidental items as may be required and necessary to manage the
 11 business and affairs of the MPO and to carry on the Transportation Planning and
 12 Programming Process specified by the Joint Participation Agreement between the MPO
 13 and FDOT dated September 19, 2006; provided, it is understood and agreed that unless
 14 otherwise provided for, the performance of such service and functions shall be limited to
 15 those specified and allocated in the UPWP budget and all approved budgets under
 16 Federal or state grant contracts with the MPO. It is further agreed:
 17

18 .01 COUNTY ADMINISTRATOR
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20 The County Administrator, or his/her designee, shall be responsible to the MPO for the
 21 Conduct of the Transportation Planning Process as well as the appointment, assignment,
 22 direction and control of all county personnel necessary thereto; the development of
 23 appropriate organizational structure to carry out the responsibilities set forth in this
 24 Agreement; and the development of procedures to monitor and coordinate the Planning
 25 Process.
 26

27 .02 COMMITMENT OF PERSONNEL
 28

29 The COUNTY Administrator, or his/her designee, shall annually have prepared a detailed
 30 listing of all tasks necessary and incident to carry out the Planning Process, the man-
 31 hours required to carry out such tasks, and the required skills or qualifications of the
 32 personnel assigned to MPO duties. The personnel so assigned shall, when performing
 33 such duties, be under the direction of the person in charge of and bearing the
 34 responsibility for, producing the required work product.
 35

36 .03 TECHNICAL ADVISORS
 37

38 The head of each COUNTY department or agency participating in the Transportation
 39 Planning Process shall be deemed a Technical Advisor in the field of his competency and
 40 shall be expected to provide the MPO with expert advice or perform such duties incident
 41 thereto as the COUNTY Administrator shall assign.
 42

43 .04 GENERAL COUNSEL
 44

45 The COUNTY Attorney shall be the legal advisor to the MPO and shall represent the
 46 MPO in all legal matters provided that the MPO may employ special counsel for specific
 47 needs.
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49 .05 MPO STAFF DIRECTOR
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51 An MPO Staff Director to be designated by the COUNTY Administrator and serving at
 52 his/her pleasure, shall be considered a county employee with all associated rights and
 53 obligations, shall report directly to the MPO Policy Board for all matters regarding the
 54 administration and operation of the MPO and, shall have the following duties and
 55 functions with relation to the MPO: coordinating the activities of the various structures
 56 established by the Interlocal Agreement heretofore mentioned; preparing the agendas of

1 the MPO and MPO Technical Advisory Committee and Citizens Advisory Committee;
 2 preparing Resolutions and other appropriate documents; scheduling meetings; giving
 3 notice; keeping minutes; preparing an annual report; preparing such interim reports as
 4 may be required; developing and implementing operating procedures necessary to carry
 5 out the functions and duties of the MPO Staff Director, directing the implementation of
 6 policies established by the MPO, and performing such other duties as may be assigned
 7 by the MPO Board or required by governing local, state or federal regulations or laws.

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.06 ANNUAL BUDGET

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The COUNTY Administrator shall have prepared an Annual Budget on October 1 to
 September 30 fiscal year basis. The budget shall identify funding sources, participating
 agencies and the level of participation by the various agencies. The MPO shall prepare
 its operating Budget to address its use of state, federal and local funds as part of the
 UPWP on a fiscal year basis of July 1 to June 30.

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.07 FINANCIAL ADMINISTRATION

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Through the MPO Staff Director:

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.07.1 The Records and accounts of the MPO shall be administered by the
 COUNTY in accordance with accounts and accounting procedures which
 shall be developed by the COUNTY for the MPO and in accordance with
 all state and federal regulations and laws applicable to the MPO.

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.07.2 Contracts and bids for the purchase of materials and services shall be in
 accordance with COUNTY procedures and all state and federal rules,
 regulations and laws applicable to the MPO.

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.07.3 Purchasing of materials, supplies, equipment and services shall be
 through the COUNTY Purchasing Division in accordance with COUNTY
 procedures and practices and all state and federal rules, regulations and
 laws applicable to the MPO.

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.07.4 Expenditures of money shall only be made in accordance with
 procedures which shall be developed by the COUNTY for the MPO and
 shall comply with all state and federal rules, regulations and laws
 applicable to the MPO.

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.07.5 Deposit of Funds. All monies received by the MPO shall be deposited
 with the COUNTY in a trust account and applied only in accordance with
 the provisions of the procedures established pursuant to Section 3.07.4
 of this Agreement.

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4.0 REIMBURSEMENT OF COUNTY

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The MPO hereby agrees that it shall reimburse the COUNTY for all services rendered
 under this Agreement as specified in the UPWP budget and all approved budgets under
 Federal or state grant contracts with the MPO and in accordance with the procedures
 established pursuant to 3.07 of this Agreement.

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5.0 CONSULTANTS

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It is agreed by the parties that nothing in this Agreement shall limit or preclude the
 prerogative of the MPO to enter into contracts for other professional consultant services
 to perform such tasks as the MPO may deem appropriate provided the control and

56

1 direction of such consultants and the administration of such contracts shall be in
 2 conformance with all applicable local, state and federal, rules, regulations and laws,
 3 related to procuring professional services.

4
 5 6.0 FEDERAL ASSURANCES

6
 7 .01 SUBCONTRACTING

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 9 The MPO may perform or may subcontract with other public agencies, work valued at not
 10 more than 50 per cent of the value of the annual Unified Planning Work Program,
 11 excluding specialized services. Specialized services are those items not ordinarily
 12 furnished in support of the urban transportation planning process. Specialized services
 13 and subcontract work should be itemized in the Unified Planning Work Program to the
 14 extent that they are determinable, and approved in the process of approval of the Unified
 15 Planning Work Program.

16
 17 .02 SUPPLEMENTAL AGREEMENTS

18
 19 It is understood and agreed that, in order to permit federal participation, no supplemental
 20 agreement of any nature may be entered into by the parties hereto with regard to the
 21 work to be performed hereunder without the approval of the U.S. Department of
 22 Transportation, anything to the contrary in the Agreement notwithstanding.

23
 24 .03 THIRD PARTY CONTRACTS

25
 26 Except as otherwise authorized in writing by the Florida Department of Transportation,
 27 FTA, and FHWA, the COUNTY shall not execute any contract or obligate itself in any
 28 other manner with any third party with respect to the Staff Services provided under this
 29 Agreement without the prior written concurrence of the Florida Department of
 30 Transportation, FTA, and the FHWA. Subletting of consultant contracts and contracts
 31 with other public agencies shall be in accordance with the requirements of 23 CFR 172.

32
 33 .04 TERMINATION OR SUSPENSION

34
 35 .04.1 Termination or Suspension Generally. If the COUNTY abandons or, before
 36 completion, finally discontinues the Staff Services provided under this
 37 Agreement; or if for any other reason, the commencement, prosecution, or timely
 38 completion of the Staff Services provided under this Agreement by the COUNTY
 39 is rendered improbable, infeasible, impossible, or illegal, the MPO may, by
 40 written notice to the COUNTY, suspend any or all of its obligations under this
 41 Agreement until such time as the event or condition resulting in such suspension
 42 has ceased or been corrected, or the MPO may terminate any or all of its
 43 obligations under this agreement.

44
 45 .04.2 Action Subsequent to Notice of Termination or Suspension. Upon receipt of any
 46 final termination notice under this Section, the COUNTY shall proceed promptly
 47 to carry out the actions required therein which may include any or all of the
 48 following: (1) necessary action to terminate or suspend, as the case may be,
 49 Staff Services provided under this Agreement and contracts and such other
 50 actions as may be required or desirable to keep to the minimum the costs upon
 51 the basis of which the financing is to be computed; (2) furnish a statement of the
 52 status of the Staff Services provided under this Agreement and of the Payroll
 53 Accounts as well as a proposed schedule, plan, and budget for terminating or
 54 suspending and closing out Staff Services provided under this Agreement and
 55 contracts, and other undertakings the costs of which are otherwise includable as
 56 costs; and (3) remit to the MPO such portion of the financing and any advance

1 payment previously received as is determined by the parties to be due under the
 2 provisions of the Agreement. The closing out shall be carried out in conformity
 3 with the latest schedule, plan, and budget as approved by the MPO or upon the
 4 basis of terms and conditions imposed by the MPO upon the failure of the
 5 COUNTY to furnish the schedule, plan and budget within a reasonable time. The
 6 acceptance of a remittance by the COUNTY or the closing out of Federal
 7 financial participation in the Staff Services provided under this Agreement shall
 8 not constitute a waiver of any claim which the MPO may otherwise have arising
 9 out of this Agreement.

10
 11 **.05 AUDIT AND INSPECTION**

12
 13 The COUNTY shall permit, and shall require its contractors to permit FHWA, FTA, and
 14 the Florida Department of Transportation authorized representatives to inspect all work,
 15 materials, payrolls, records of personnel, invoices of materials, and other relevant data
 16 and records; and to audit the books, records, and accounts of the COUNTY, pertaining to
 17 the development of the Staff Services provided under this Agreement. Records of costs
 18 incurred under terms of the Agreement shall be maintained and made available upon
 19 request of the Florida Department of Transportation, FTA, or FHWA at all times during
 20 the period of a specific Unified Planning Work Program and for three years after final
 21 payment is made on a specific Unified Planning Work Program. Copies of these
 22 documents and records shall be furnished to Florida Department of Transportation, FTA,
 23 or FHWA upon request. The COUNTY shall furnish annual audit reports to Florida
 24 Department of Transportation in accordance with UPWP procedures, and all applicable
 25 local, state and federal, rules, regulations and laws.

26
 27 **.06 EQUIPMENT**

28
 29 Where Federal funds are to be used to provide part or all of the cost of equipment, such
 30 Expenditures must have the prior written approval of the Florida Department of
 31 Transportation and the FHWA, and must be in accordance with the requirements of 23
 32 CFR 420A.

33
 34 **.07 PUBLICATION, RENTAL OF SPACE OR EQUIPMENT AND INDIRECT COSTS**

35
 36 This Agreement is subject to all applicable requirements of 23 CFR and all other
 37 applicable Federal regulations related to approval of travel, report publication provisions,
 38 rental of space or equipment, and indirect costs. All reports published by the MPO or
 39 COUNTY which were funded wholly or in part by FHWA Planning (PL) funds shall contain
 40 the credit "prepared in cooperation with the U.S. Department of Transportation, Federal
 41 Highway Administration."

42
 43 **.07.1 Indirect Costs (Reserved)**

44
 45 **.08 NONDISCRIMINATION**

46
 47 **.08.1 Compliance with Regulations.** The COUNTY shall comply with the regulations of
 48 Fed. DOT relative to nondiscrimination in federally-assisted programs of the Fed.
 49 DOT (Title 49, Code of Federal Regulations, Part 21, and Part 23, hereinafter
 50 referred to as the Regulations), which are herein incorporated by reference and
 51 made a part of the contract.

52
 53 **.08.2 Nondiscrimination.** The COUNTY, with regard to the work performed by it after
 54 award and prior to completion of the contract work, will not discriminate on the
 55 grounds of race, color, religion, sex, national origin, age, marital status, or
 56 disability, in the selection and retention of subcontractors, including

1 procurements of material and leases of equipment. The COUNTY will not
 2 participate either directly or indirectly in the discrimination prohibited by Section
 3 21.5 of the Regulations, including employment practices when the contract
 4 covers the program set forth in Appendix B of the Regulations.
 5

6 .08.3 Solicitations for Subcontracts, Including Procurements of Materials and
 7 Equipment. In all solicitations made by the COUNTY for work to be performed
 8 under a subcontract, including procurements of materials and leases of
 9 equipment, each potential subcontractor, supplier or lessor shall be notified by
 10 the COUNTY of obligations under this contract and the regulations relative to
 11 nondiscrimination on the grounds of race, color, religion, sex, national origin, age,
 12 marital status, or disability.
 13

14 .08.4 Information and Reports. The COUNTY will provide all information and reports
 15 required by the Regulations, or orders and instructions issued pursuant thereto,
 16 and will permit access to its books, records, accounts, other sources of
 17 information, and its facilities as may be determined by the Florida Department of
 18 Transportation, FTA, or FHWA to be pertinent to ascertain compliance with such
 19 Regulations, orders and instruction. Where any information required of the
 20 COUNTY is in the exclusive possession of another who fails or refuses to furnish
 21 this information, the COUNTY shall certify to the Florida Department of
 22 Transportation, FTA, or FHWA, as appropriate, and shall set forth what efforts it
 23 has made to obtain the information.
 24

25 .08.5 Sanctions for Noncompliance. In the event of the COUNTY's noncompliance
 26 with the nondiscrimination provisions of this contract, the Florida Department of
 27 Transportation shall impose such contract sanctions as it or FTA or FHWA may
 28 determine to be appropriate, including, but not limited to, withholding of payments
 29 to the COUNTY under the contract until the COUNTY complies; and/or
 30 cancellation, termination or suspension of the contract, in whole or in part.
 31

32 .08.6 Incorporation of Provisions. The COUNTY will include the provisions of
 33 Paragraphs 6.08.1 through 6.08.6 in every subcontract, including procurement of
 34 materials and leases pursuant thereto. The COUNTY will take such action with
 35 respect to any subcontract or procurement as the Florida Department of
 36 Transportation, FTA, or FHWA may direct as a means of enforcing such
 37 provisions including sanctions for noncompliance, provided, however, that, in the
 38 event the COUNTY becomes involved in, or is threatened with, litigation with a
 39 subcontractor or supplier as a result of such direction, the COUNTY may request
 40 the State to enter into such litigation to protect the interests of the State, and, in
 41 addition, may request the United States to enter into such litigation to protect the
 42 interests of the State, and, in addition, may request the United States to enter
 43 into such litigation to protect the interests of the United States.
 44

45 .09 TRAINING

46
 47 The use of federal funds for training of employees of the COUNTY shall be in
 48 accordance with the requirements of 23 CFR, and all other applicable Federal
 49 Regulations.
 50

51 .10 PROHIBITED INTERESTS

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 53 The COUNTY shall insert in all contracts entered into in connection with the Staff
 54 Services provided under this Agreement or any property included or planning to
 55 be included in any Staff Services provided under this Agreement, and shall

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require its contractors to insert in each of their subcontracts, the following provision:

“No member, officer, or employee of the COUNTY or of the locality during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.”

This provision shall not be applicable to any agreement between the COUNTY and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a Governmental agency.

7.0 MISCELLANEOUS PROVISIONS

.01 HOW CONTRACT AFFECTED BY PROVISION BEING HELD INVALID

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

.02 EXECUTION OF AGREEMENT

This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

.03 DURATION OF AGREEMENT AND WITHDRAWAL PROCEDURE

This Agreement shall remain in effect until terminated by the parties to the Agreement. Any party may withdraw from said Agreement after presenting, in written form, a notice of intent to withdraw, to the other parties, at least sixty (60) days prior to the intended date of withdrawal, provided financial commitments made prior to withdrawal are effective and binding for their full terms and amount regardless of withdrawal.

.04 AMENDMENT OF AGREEMENT

The COUNTY and the MPO may upon initiation of either party amend this Agreement to cure any ambiguity, defect, omission or to grant any additional powers, or to confer additional duties which are consistent with the intent and purpose of this Agreement.

.05 CONFIRMATION OF AGREEMENT

The Agreement shall be reviewed annually by the MPO to confirm the validity of the contents and to recommend the type of amendments, if any, that are required.

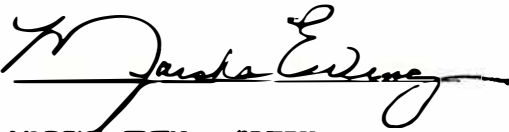
.06 AGREEMENT FORMAT

All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

IN WITNESS WHEREOF, the undersigned parties have caused the Agreement to be duly executed in their behalf on the respective date indicated.

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ATTEST:



MARSHA EWING, CLERK

BOARD OF COUNTY COMMISSIONERS
MARTIN COUNTY, FLORIDA

BY:


MICHAEL DITERLIZZI, CHAIRMAN

APPROVED AS TO FORM AND
CORRECTNESS:


STEPHEN FRY
COUNTY ATTORNEY

METROPOLITAN PLANNING ORGANIZATION


MICHAEL DITERLIZZI, CHAIRMAN

September 17, 2007
Date

**A RESOLUTION OF THE
MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO)
AMENDING ITS STAFF SERVICES AGREEMENT BETWEEN
THE MARTIN MPO AND MARTIN COUNTY
RESOLUTION NUMBER 08-03**

WHEREAS, the Staff Services Agreement between the Martin Metropolitan Planning Organization (MPO) Policy Board and the Martin County Board of County Commissioners was last executed on January 17, 1995; and,

WHEREAS, Committee names, and references to applicable rules, regulations and laws require updating; and,

WHEREAS, consistent with the recently enacted State of Florida HB 985, the MPO Coordinator shall be called the MPO Staff Director; and,

WHEREAS, all other agreements referenced in the 1995 Staff Services Agreement have been recently updated are now obsolete necessitating the update of this Agreement; and,

WHEREAS, Martin County does not draw indirect costs from the MPO Planning Funds that it provides to the MPO in support of administrative costs but may wish to do so in the future; and,

WHEREAS, the Staff Services Agreement requires updating and is reflective of the MPO's relationship to its host, Martin County;

NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION POLICY BOARD MEMBERS:

- 1) The Martin Metropolitan Planning Organization shall propose that the January 17, 1995, Staff Services Agreement be amended as reflected in the attached, Staff Services Agreement.
- 2) The proposed, amended Agreement shall be submitted to the Martin Board of County Commissioners for consideration and execution at the earliest opportunity.
- 3) The January 17, 1995, Staff Services Agreement between Martin County and the Martin Metropolitan Planning Organization shall remain in full force and effect until replaced by a new Staff Services Agreement duly considered and executed by parties thereto.

DULY PASSED AND ADOPTED THIS 17TH DAY OF September, 2007

Attest:


Faith Simpson, Clerk

Martin Metropolitan Planning Organization
Policy Board


Michael DiTerlizzi, Chairman

Approved as to Form:


Stephen Fry, County Attorney

RESOLUTION NUMBER #22-04

A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) OF MARTIN COUNTY, FLORIDA, TO UTILIZE THE MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS (THE "COUNTY") TRAVEL POLICY FOR REIMBURSEMENT OF TRAVEL EXPENSES.

WHEREAS, the travel policy of the Martin County Board of County Commissioners is governed by Section 112.061, Florida Statutes; and

WHEREAS, Martin County is authorized by state law to reimburse individuals for expenses incurred while traveling on official County business when the expenses directly relate to the purpose of the trip; and

WHEREAS, the County's policies and procedures concerning the reimbursement of travel expenses are explained in the Martin County Travel Policy effective December 30, 2020 (see attached); and

WHEREAS, Section 112.061 (14), Florida Statutes provides that if an MPO has not approved a written travel policy, the Florida State requirement/rules apply; and

WHEREAS, Martin MPO has no approved written travel policy; and

WHEREAS, the duties and obligations of the County in providing Staff Services to the MPO are defined by Agreement dated October 16, 2007 (also attached).

NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION, THAT:

Section 1. The Martin MPO hereby approves the Martin County Travel Policy as its adopted travel policy for reimbursement of travel expenses.

Section 2. The MPO Administrator or designee is authorized to work with the Martin County Administration/Office of Management and Budget for travel expense and reimbursement.

DULY PASSED AND ADOPTED THIS 9th DAY OF MAY, 2022

MARTIN METROPOLITAN PLANNING ORGANIZATION



Troy McDonald, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Sarah W. Woods, County Attorney

ATTEST:



Cheryl White, Clerk

ADMINISTRATIVE DIRECTED POLICY

To: BCC Employees

From: Don D. Donaldson, County
Administrator

Subject: Travel Policy – Revised

Effective Date: August 22, 2023

Created by: Administration & Clerk of Court

PURPOSE

The travel policy of the Martin County Board of County Commissioners (the "County") is regulated by Section 112.061, Florida Statutes. Standard Mileage Rate is published by the Internal Revenue Service.

The purpose of this policy is to establish uniform guidelines that are consistent with the business objectives of Martin County. It is the County's policy to reimburse employees for reasonable expenses incurred when traveling for official county business, including meetings conferences, trainings, workshops, and seminars. Travel may be local, in state, out of state and/or overnight.

Procedures for travel to include the requests, approval, reimbursement, and related documents will be found in the Travel Automation User Training Guides.



Don G. Donaldson, County Administrator

Suppression History:

219 – June 1, 2023
POL219 - December 30, 2020
POL219 - August 1, 2019
POL219 - June 17, 2019
POL204 - April 30, 2018
POL195 - June 8, 2017
POL193 - June 1, 2017
POL164 - March 16, 2015
POL136 - July 24, 2013
POL101 - June 7, 2011
POL74 - March 10, 2010
POL13 - October 3, 2006
POL5 - December 6, 2005
cwd04o.004 - January 7, 2004
cwd0lo.007 - January 23, 2001
adm00m.023 - October 20, 1999

POLICY**AUTHORITY TO TRAVEL**

All travel requests to a non-contiguous County require pre-approval whether or not expenses are incurred. The County is authorized by state law to reimburse individuals for expenses incurred while traveling on official County business. The expenses must be directly related to the purpose of the trip, evidenced by receipts and other supporting documentation.

State law and County policy require approval by the County Administrator or designee for all travel by a County employee, prior to the date of travel, when possible. Local travel or day travel within the Treasure Coast does not require a travel authorization unless an expense is incurred other than registration.. Emergencies may preclude the applicability of policy in certain instances.

The reimbursement of travel expenditures must be in compliance with Section 112.061, Florida Statutes. Travel expenditures will be reimbursed only upon submission of the Expense Report, after completion of a trip. The County will not process requests for travel reimbursement not in compliance with this section of the law.

A Purchasing Card (P-Card) shall be used for all travel related expenses where allowed. Travel expenses utilizing grant funds where the granting agency does not allow use of a credit card shall be paid by County check.

DEFINITIONS**I. Definitions**

- A. Department Director - Director of a given department with the responsibility to verify that sufficient budgeted funds are available prior to authorizing travel.
- B. Approver - Authorized staff to approve Pre-Approval Report and Expense Reports
- C. Designee - An Approval Delegate that has been assigned by an approver in their absence
- D. Delegate - Assigned staff with the ability to create and submit Pre-Approval Report and Expense Reports on a traveler's behalf
- E. M & IE - meals and incidental expenses such as laundry room services, tips for services and other fees that may be associated with travel
- F. Per Diem - Daily allowance for M & IE
- G. GSA - US General Services Administration, guidelines for meals reimbursement
- H. Blanket Request Travel Authorization - A BTRA may be used when an employee performs numerous trips out of the County to the same destination and/or to neighboring counties. This may be set up for a fiscal year or shorter period; however, they all will expire at the end of the fiscal year (September 30)
- I. Pre-Approval Report - Request for travel authorization
- J. Expense Report - Post travel reimbursement
- K. Treasure Coast - Martin, St. Lucie, Palm Beach, Indian River and Okeechobee Counties.

II. Policy

A. TRAVEL REQUEST

All requests for travel must be approved in advance by applicable Department Director or their designee. Please refer to the Travel Automation User Training Guides for the procedures related to the travel request submission, expense management and travel reconciliation.

The traveler is responsible for making reservations for airline tickets, hotels, and car rental. It is the traveler's responsibility to provide a tax-exempt certificate to the hotel, car rental agency, etc., and to ensure that sales tax is not charged. If the traveler chooses to use a personal credit card, the County's tax exemption certificate will not be honored by the vendor and the traveler will not be reimbursed for taxes. The County shall not pay any State sales taxes except for extenuating circumstances and out of state travel. Travel time compensation will be consistent with the Fair Labor Standards Act (FLSA).

1. Common Carrier/Air

The County will only reimburse economy class airline, train, or bus travel. Travelers securing upgraded fares must personally pay for the upgraded fare and request reimbursement for the cost of the economy fare. A statement must be attached to the Expense Report showing the economy rate.

2. Cancelled Airline Tickets

The traveler must maintain airline tickets that are not used due to cancellation of the trip. In most cases the airline ticket will remain open up to one (1) year of original purchase date. For an additional fee a transfer can be done to use the open ticket. Notify the Clerk of the Court/Accounting of cancellation and notice of open ticket.

3. County Vehicles

County vehicles shall be used whenever possible. A justification shall be provided when using a personal vehicle for County travel. Indicate County vehicle use in the map mileage section on the Expense Report.

4. Car Rental

The County will only reimburse travelers for the rental of compact cars. An exception to this rule is normally allowed when the automobile is shared with other travelers resulting in a savings to the County. It is recommended that staff use cooperative purchasing agreements when available.

Before driving away from the rental premises, the traveler should examine the car to make sure it is not damaged. If the car is damaged, the traveler should notify the rental company and request either another car or a written statement from a representative of the company acknowledging that the car was damaged when delivered to the traveler.

All accidents are to be reported to the car rental company. Any forms or reports prepared by the police or car rental company shall be turned in to Risk Management.

The traveler must obtain the original copy of the receipt from the car rental company at the time the car is returned. The receipt must be attached to the Expense Report. Car rental companies have "drop off" facilities at most airports. When such facilities are used, the traveler must contact

the rental company to obtain a copy of the receipt. Clerk of the Court/Accounting cannot process the Expense Report until all receipts are available for audit.

5. Mandatory Use of Seat Belts

All occupants of County vehicles and/or rented vehicles are required by law to use seat belts while traveling in such vehicles. Failure to use seat belts may result in disciplinary action or reduced worker's compensation benefits in the event of an accident.

6. Fuel Reimbursement

Travelers shall use a P-Card or will be reimbursed for gasoline purchased while renting a car, or while utilizing a County vehicle on County business. Fuel cost reimbursement will not be allowed when using a personal vehicle. The original gas receipt must be turned in with the Expense Report. In the event of a fuel pump malfunction or inability to obtain a printed receipt, a photograph of the pump with the amount of fuel and the cost of that fuel, plus a matching P-Card charge is adequate. In lieu of utilizing a gas station, vehicle should be fueled at the General Services gas pump prior to leaving the County and/or when returning to the County when possible.

7. Hotel Accommodations/Lodging

The traveler is responsible for making appropriate arrangements with hotels for the rental of rooms. A P-Card shall be used to reserve the hotel room unless P-Card use is not permitted due to grant restrictions.

The County will pay for single occupancy only unless the room is shared with another County authorized traveler. When multiple travelers share a hotel room, and the hotel bill is paid by one of the travelers, the traveler paying the bill shall request reimbursement for the total amount of the bill. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill shall request reimbursement for the total amount on the Expense Report.

The traveler whose hotel bill is being paid must state on his Expense Report "hotel room compliments of John Doe". If two travelers share a hotel room and split the bill, each traveler may claim one-half of the hotel bill on their Expense Report. In each of the above situations, each traveler shall provide an explanation of the circumstances and submit their Expense Report together or provide copies of the approved Expense Report of the other traveler(s).

The *itemized* hotel receipt must be filed with the Expense Report and must have a zero balance. A copy of the credit card charge slip alone is not acceptable. If payment is made by County P-Card the expense shall be shown as an advance on the Expense Report. Only the cost of the room (including tax when applicable) and allowable parking fees pursuant to this policy per night will be reimbursed. It is your responsibility to supply a Tax-Exempt Certificate to the hotel. Personal calls, meals, or any other charges included in the hotel bill are not reimbursable. Any calls made strictly for business must be clearly marked as such if the traveler is requesting reimbursement.

Hotel parking fees are reimbursable for *self-parking* only unless valet is the only option (statement required on Expense Report). Receipts are required for reimbursement. Parking charges shown on a hotel bill are an acceptable form of receipt for reimbursement. Tax is reimbursable for parking expenses if the tax cannot be forgiven in cases such as parking meters, automated parking lot machines, airport lots, etc.

The traveler is responsible for canceling hotel reservations when a trip is cancelled, or the dates changed. The traveler will be personally liable to the hotel for any charges or penalties resulting from failure to give proper notice of cancellation, except in the case of extenuating circumstances approved by the County Administrator or designee.

A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the County Administrator. Criteria for approval may include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

8. Tax Exemption

The County is Tax-Exempt and will not pay any State taxes except for extenuating circumstances, out of state travel and other instances stated herein. When making travel arrangements supply a copy of the tax-exempt form to vendors to waive all and any State taxes. The Tax-Exempt Certificate is available on the website at www.martin.fl.us, type **tax exempt** in the Search field. Tax will not be reimbursed to employees who choose to use their personal credit card for travel.

9. Registration Fees

A registration fee to attend a conference, convention, or any other event is frequently required prior to the date of the event. A P-Card should be used when possible. If agency does not accept the P-Card, a check will be mailed directly to the payee along with a copy of the registration form.

If a check is required, the traveler must submit the following to the Clerk of the Court/Accounting at least ten (10) working days prior to the due date for the registration fee:

- A copy of the 'approved' Pre-Approval Report;
- A vendor invoice OR literature from the organization if one is available (must include name of payee, mailing address, amount of registration fee and actual date of conference or event);
- A copy of the registration form (be sure the form is properly completed as it will be mailed directly to the payee).

Optional entertainment included on the registration form outside of the base cost of the event is a personal expense and will not be reimbursed by the County.

III. **Expense Report Reimbursement**

1. General

The Expense Report is to be used to reimburse travelers for expenses incurred while on travel. Upon completion of the travel, the traveler must submit the Expense Report, with original receipts for hotel room, gas, parking, car rental, airline ticket, screenshot of the official FDOT city to city mileage and google maps for vicinity travel if using a personal vehicle, and other expenses to be approved by their supervisor and the County Administrator where the final/complete travel will be submitted to Clerk of the Court/Accounting and uploaded to Banner/Financial system. If receipts cannot be produced, then a sworn and signed Affidavit must be completed and included with the Expense Report.

2. Non-Reimbursable Expenses

- Tips, except for approved transportation services and tourism marketing expenses as defined in the Tourism Familiarization Travel Policy in the County Purchasing Manual, and Section 125.0104, Florida Statutes.
- Personal travel insurance (travel insurance that benefits the County is acceptable)
- Rental car insurance
- Personal laundry service
- Locksmith services
- Personal telephone calls
- Mileage between home and official place of work
- Fines for traffic violations
- Room service
- Food (except as provided herein)
- Any other personal expense

3. Personal Travel While on County Business

Travelers occasionally extend their visit to a city beyond the period required to complete the official business of the County. The traveler's supervisor, prior to the date of travel, must approve annual leave. A traveler will not be reimbursed for expenses incurred beyond the time required to complete the official business of the County. The Expense Report must show "personal" on the days that the traveler was on personal business.

IV. PER DIEM AND MEAL ALLOWANCES

Per Diem is subsistence allowance that a traveler is authorized to receive when traveling on official business. A P-Card shall not be used for meals. The rates for reimbursement will be according to the U.S. General Service Administration (GSA) Per Diem Rates (Meals and Incidental Expense Breakdown) on the website: <https://www.gsa.gov/>.

A. CLASS OF TRAVEL

CLASS A: Continuous travel of 24 hours or more away from official headquarters.

CLASS B: Continuous travel of less than 24 hours that requires overnight absence from official headquarters. Cannot exceed four quarters.

CLASS C: Travel for short day trips not requiring overnight absence from official headquarters.

Day trip/travel - a period of 24 hours consisting of four quarters of 6 hours each.

Meal allowance reimbursements for Class C travel are included in employee's paycheck. An ACH refund will be processed for other expenses such as mileage and tolls.

B. AUTOMOBILE TRAVEL

1. Use of Own Automobile

A traveler may use his/her own automobile when it is in the best interest of the County. A justification shall be provided. The County will reimburse the traveler for the official mileage between the cities, or the negotiated airfare, whichever is less. Costs of operation, maintenance and ownership of a vehicle are the responsibility of the traveler. The County is not authorized

to reimburse a traveler for repairs or other related costs incurred while traveling on official business of the County.

2. Mileage Allowance

Travelers using their own automobiles will be eligible for reimbursement a rate regulated by the IRS.

Whenever possible, mileage between cities must be obtained from the FDOT Official Highway Mileage website <https://fdotewpl.dot.state.fl.us/CityToCityMileage/viewer.aspx>. Traveler will not be reimbursed for mileage between home and official place of business. Mileage will be reimbursed for travel between home and travel destination OR official place of work and travel destination, whichever is less.

3. Mileage to Airport

When traveling to the airport, the traveler is authorized to claim mileage from his/her official headquarters, or home, whichever is less.

4. Travel Route

All travel connected with the official business of the County must be by the most direct route. If a person travels by an indirect route for his/her own convenience, the extra costs must be borne by the traveler. The County will only reimburse the traveler for those expenses that would have been incurred had the traveler used the most direct route. If the employee is travelling by air and will not return home immediately following the end of County business due to personal travel, the County will reimburse the employee for the cost of round-trip airfare to and from Florida airport that the employee departed from (with proof of such cost) **or** the cost of round-trip airfare to the employee's personal destination, whichever is less. If proof of round-trip airfare cost to and from Florida airport is not provided, the traveler will be reimbursed for the cost of one-way airfare only.

5. Treasure Coast Travel

The employee may be reimbursed for in-County mileage traveled for County related business. **An employee may attend a seminar that takes place within the Treasure Coast. Submitting a travel request is not required for this type of travel, unless there are expenses that will be incurred other than registration.** Use of a personal vehicle for in-County travel must be justified. Mileage will be reimbursed for travel between home and travel destination **or** official place of work and travel destination, whichever is less. Class C meals will not be paid for in-County travel. A reimbursement voucher for in-County travel can be submitted to the County at any time; however, the Clerk of the Court/Accounting encourages submission once or twice a month.

6. Commissioner Day Travel Mileage/Tolls Monthly Reimbursement Report (Exhibit A)

When using a personal vehicle, County Commissioners may submit a Commissioner Day Travel Mileage/Tolls Monthly Reimbursement Report (Report), which includes mileage, tolls, and a description of the public purpose, for all day travel conducted that does not involve any ancillary reimbursement(s) other than tolls for which a receipt is provided. The Report shall be submitted to the Clerk of the Court/Accounting in a timely manner at the conclusion of each month and shall have attached maps depicting the travel route(s) that also notes the mileage used. As FDOT map sourcing does not provide for detailed mileage within the vicinity of local jurisdictions, a Mapquest or Google Maps product may be used. The Report must be

completed in its entirety prior to submission. Mileage reimbursement shall not be allowed for travel between home and the official place of work (headquarters). Mileage will be reimbursed for travel between home and travel destination OR official place of work and travel destination, whichever is less.

7. Fire Rescue Mileage Allowance

Mileage allowance from fire station to fire station for employees covered by the Agreement between Martin County and Martin County Firefighters Association, Local 2959, IAFF shall be in accordance with that Agreement.

C. CASH ADVANCE

Cash advances in a form determined by the Martin County Clerk of the Court/Accounting Department will be permitted only when P-Card use is not feasible or allowed.

D. MISCELLANEOUS

1. Workshops, Seminars, or Other Training

Travel expenses to attend workshops, seminars or other types of training must be incurred only when the subject matter of the training is relevant to the duties required in the employee's current position. The training must be intended to improve the efficiency of a "qualified" employee.

2. Purchasing Card

P-Cards shall be used for the purpose of County authorized travel unless prohibited by grant rules. Absolutely no personal purchases or cash advances are allowed when using a County issued P-Card. In accordance with the P-Card Policy, the card should be used for conference registration (when required) and to charge expenses incurred while traveling on the official business of the County such as hotel rooms, car rental, and airfare. All Vendors must be notified of the County's Tax-Exempt status prior to processing sales transaction.

3. Overpayments

Any overpayment made to an employee must be paid back to the County as soon as they are notified of such overpayment, and/or a date is mutually arranged. Any advance requests or reimbursements submitted for processing will be held until reimbursement to the County has been made.

4. Metropolitan Planning Organization (MPO)

The MPO shall utilize County procedures for travel authorization and reimbursement with the exception of P-Card use. Check advances for hotel, registration and airfare shall be allowed. Reimbursement for mileage, tolls, meals and per diem shall be after the fact. State grant funds may not be used for Class C travel per Section 112.061(15), Florida Statutes. MPO members who are not employees of the Martin County Board of County Commissioners shall be reimbursed for meals and mileage in accordance with the rates outlined in Section 112.061, Florida Statutes.

5. Mutual Aid Deployment

In the event that Fire Rescue or other County employees are deployed outside the County for mutual aid, the employee shall be permitted to use a P-Card to pay for meals or may choose to follow the travel reimbursement guidelines herein to request reimbursement for travel expenses. If using a P-Card, the daily allowance for meals shall not exceed the daily authorized M & IE amount allowed by GSA.

6. State Funded Travel

Travel funded by the State will be reimbursed to the employee in accordance with the County travel policy regardless of State reimbursement rates. Employee must attach proof of State funding to the travel request.

7. Non-Employee Travel for Tourist Development

Travel expense for travel writers/bloggers, tour operators and travel agents shall be in accordance with the Tourism Familiarization Travel Policy in the County Purchasing Manual, and Section 125.0104, Florida Statutes. The Tourism Director is delegated authority to authorize travel and incur expenses. A Tourist Development Travel Expense Voucher shall be completed and submitted Clerk of the Court/Accounting upon completion of travel.

8. Tips for Transportation Services

Reimbursable transportation cost include taxi, bus, shuttle, ride sharing, and other fares required to get to and from the business travel destination. Receipts for transportation cost are to be submitted as back-up for reimbursement or recondition purposes. Traveler will be reimbursed up to 20% for a tip for a taxi, shuttle or ride sharing; Traveler will need to provide a receipt that includes the tip. If the receipt does not include the tip traveler may add the tip amount to the receipt and sign the receipt to attest to the payment.

Example: - Uber Rideshare Total \$20.00.

Tipping will be reimbursable up to 20% of the total or any amount up to \$4.00 (20% of \$20.00). The Clerk's office will request reimbursement from the employee for any amount which exceeds \$1.00 over the 20% allowable tip amount.

**BYLAWS
OF THE
MARTIN
METROPOLITAN PLANNING
ORGANIZATION
(MPO)**

DULY PASSED AND AMENDED THIS 16th DAY OF SEPTEMBER 2024

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the Americans with Disabilities Act or language translation services (free of charge) should contact the MPO Principal Planner (Title VI/Non-discrimination Contact) at (772) 221-1498. Hearing-impaired individuals are requested to telephone the Florida Relay System at #711.

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Creation of the MPO is for the purpose of implementing Title 23, United States Code, Section 134, and Title 49, United States Code, Sections 1602, 1603, and 1604, and Title 23, Code of Federal Regulations, part 450, and Chapter 339.175, Florida Statutes. The MPO is created to work in cooperation with the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and local participating governments.

1 DESCRIPTION OF ORGANIZATION

1.01 THE AGENCY

The Martin Metropolitan Planning Organization, hereinafter referred to as MPO, is created pursuant to Florida Statue 339.175, and will operate under an Interlocal Agreement, dated May 6, 2015, and amended on February 7, 2019, authorized under Chapter 163, Florida Statues. The parties to the Interlocal Agreement are the Martin County Board of County Commissioners, City of Stuart, Town of Sewall’s Point, Village of Indiantown, and Florida Department of Transportation.

1.02 COMPOSITION OF THE MPO

A. Composition

(1) The Martin MPO is the primary agency responsible for transportation planning in Martin County. The MPO consists of nine elected officials who are voting members representing four local governments and one non-voting advisor representing the Florida Department of Transportation (FDOT). The FDOT member serves as a Technical Advisor to the MPO Board. The MPO is a planning and policy-making body with the power to develop and adopt plans and to program improvements to the transportation system for facilities receiving state or federal funds. The MPO voting membership is as shown below.

Martin County Commission	(5)
City of Stuart	(2)
Town of Sewall’s Point	(1)
Village of Indiantown	(1)

(2) Officers – A Chairman and Vice Chairman shall be elected at the first meeting of the calendar year. The Chairman and Vice Chairman shall serve for a period of one year or until a successor is elected and shall be voting members.

(3) Chairman – The Chairman and Vice Chairman must have completed the MPOAC Institute training program for elected officials or served on the Martin MPO for at least two (2) years. The Chairman shall call and preside at all meetings. Upon approval of the Martin County Department Director, the MPO Chairman shall review and approve or disapprove the MPO Administrator’s timesheets and expense reimbursements, in accordance with FDOT Technical Memorandum 19-05. The Vice Chairman shall serve as Chairman in the absence of the Chairman.

In the absence of both the Chairman and Vice Chairman, the voting members of the MPO that are present, if comprising a quorum, shall elect a voting member to serve as a Chairman for the meeting or until the Chairman or Vice Chairman are present.

(4) Minutes – The staff of the MPO shall maintain the minutes and other records. The minutes shall accurately reflect the proceedings.

(5) Quorum – At least five of the voting members of the MPO must be present for the MPO to conduct business.

B. *Alternate Membership*

(1) If desired, an MPO member governmental entity may appoint, by action taken at an official meeting of the governmental entity, an alternate for one or more of its appointed MPO members.

(a) The alternate member must be an elected official and serve the same governmental entity or area that the regular member serves as defined in 339.175(3)(a), Florida Statutes.

(b) An alternate voting member’s term shall be for not longer than the term of the voting member he or she represents as defined in 339.175(3)(b), Florida Statutes.

(2) The member governmental entity shall notify the MPO Chairman in writing that the appointed individual may act as an alternate member in accordance with 339.175(3)(a), Florida Statutes, if the regular member cannot attend a meeting. A copy of the governmental entity’s minutes of the meeting when the alternate member was appointed shall accompany this written notification.

C. Conduct of Business

(1) Robert’s Rules of Order most recent edition shall govern all MPO meetings and hearings.

D. Treasure Coast Transportation Council

(1) The Chairman and Vice Chairman of the MPO shall represent the Martin MPO on the Treasure Coast Transportation Council (TCTC). The MPO Board shall also appoint two alternates to the TCTC.

(2) The TCTC shall meet for the purposes stated in its governing agreement, as amended, as frequently as needed to approve regional project funding and associated planning activities but no less than twice per year.

(3) Meetings of the TCTC shall be hosted by the Martin MPO, Indian River MPO, and the St. Lucie Transportation Planning Organization (TPO) on a rotation basis.

(4) The **Treasure Coast Technical Advisory Committee (TCTAC)** – The function of the Treasure Coast Technical Advisory Committee is to provide technical and citizen input on regional transportation planning activities related to regional plan amendment activities and regional project prioritization and funding activities.

The TCTAC consists of representatives from the Martin MPO, the Indian River MPO, and the St. Lucie TPO. The TCTAC is comprised of seven total members; two representatives from each T/MPO, and an FDOT representative.

The TCTAC would be scheduled to meet prior to any Treasure Coast Transportation Council Meetings. These meetings shall be hosted by the three MPOs on a rotation basis.

1.03 COMMITTEES

A. *Standing Committees*

(1) There are hereby created four standing committees, which shall be advisory committees to the governing board of the MPO. These advisory committees are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), the Bicycle and Pedestrian Advisory Committee (BPAC) and the Freight Transportation Advisory Committee (FTAC).

B. *Operation*

(1) Committee Members having three consecutive unexcused absences in succession or four unexcused absences in the previous 12 months, will require a replacement or reappointment by the MPO, except as noted below. The active roster shall be comprised of committee members who have not had three consecutive unexcused absences in succession or four unexcused absences in the previous 12 months.

(a) For the Citizens Advisory Committee and the Bicycle and Pedestrian Advisory Committee, seasonal residents may serve any resident appointment. Seasonal residents, if so declared upon their appointment, shall be required to attend at least three meetings per year between September and May.

(b) For the Freight Transportation Advisory Committee, due to the semi-annual meetings, Committee Members having two consecutive unexcused absences in succession, will require a replacement or reappointment by the MPO.

(2) Officers – A Chairman and Vice Chairman shall be elected at the first meeting of the Calendar year. The Chairman and Vice Chairman shall serve for a period of one year or until a successor is elected and shall be voting members.

(3) Chairman – The Chairman shall call and preside at all meetings. The Vice Chairman shall serve as Chairman in the absence of the Chairman.

(4) Minutes – The staff of the MPO shall maintain the minutes of other records. The minutes shall accurately reflect the proceedings.

(5) Quorum – A majority of the TAC and FTAC voting members on the active roster must be present for the Technical Advisory Committee and Freight Transportation Advisory Committee, proceeding, to conduct business. Due to seasonal membership, a majority of the CAC or BPAC members on the active roster at the time of the respective meeting must be present for the CAC or BPAC to conduct business.

C. Composition and Duties:

(1) The **Technical Advisory Committee (TAC)** – The responsibility of the Technical Advisory Committee, hereinafter referred to as the TAC, shall serve the MPO in an advisory capacity on technical matters, including promoting communication among members, promoting coordination of transportation planning and programming, reviewing technical sufficiency, accuracy, and completeness of appropriate studies, making priority recommendations for transportation plans and program implementation, and providing technical responses on other transportation planning issues.

The TAC shall be composed of 12 voting members and an undesignated number of non-voting members. The voting member sponsoring agencies are as listed below.

1. Martin County Public Works
2. Martin County Growth Management
3. City of Stuart Representatives (2)
4. Town of Sewall’s Point
5. Village of Indiantown
6. Town of Ocean Breeze Park
7. Town of Jupiter Island
8. Witham Airport Management
9. Public Transit Provider
10. Treasure Coast Regional Planning Council
11. Transportation Director – Martin County School Board
12. Martin County Fire Rescue (non-voting)
13. Martin County Sheriff’s Office (non-voting)

Each TAC voting member may designate in writing an alternate or alternates from the same sponsoring agency to serve as a replacement in his/her absence. The TAC shall meet monthly or as needed to provide review of all technical matters prior to MPO action.

(2) The **Citizens Advisory Committee (CAC)** – The function of the Citizens Advisory Committee is to provide public involvement and input to the MPO. It is referred to as the CAC and advises the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs. The CAC shall consist of 12 voting members appointed by the MPO. Membership shall be nine citizens residing in the following areas and three citizens at large.

- 5 – Unincorporated Martin County – appointed one by each Martin County Commissioner
- 1 – City of Stuart – appointed by the City of Stuart Commission
- 1 – Town of Sewall’s Point – appointed by the Town of Sewall’s Point Commission
- 1 – Town of Jupiter Island – appointed by the Jupiter Island Commission
- 1 – Village of Indiantown – appointed by the Village of Indiantown Council
- 3 – Citizens at large, including a minimum of one disabled or 65 years or older citizen and one racial minority citizen appointed by the MPO.

All CAC members must reside within Martin County Metropolitan Planning Area boundaries..

The CAC shall meet generally every other month or as needed to provide public input on relevant matters prior to MPO action.

(3) The **Bicycle and Pedestrian Advisory Committee (BPAC)** – The function of the Bicycle and Pedestrian Advisory Committee is to provide public involvement and input to the MPO on all bicycle and pedestrian issues and advise the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs related to bicycle and pedestrian issues. The BPAC shall consist of 16 voting members appointed as follows.

- 5 Representatives – Appointed by their district commissioners
- 2 Representatives – Appointed by the City of Stuart Commission
- 1 Representative – Appointed by the Town of Sewall’s Point Commission
- 1 Representative – Appointed by the Village of Indiantown Council
- 7 Representatives – Appointed by the MPO Administrator with the intent of representing individuals with disabilities, merchants, the County Parks and Recreation Department, the bicycling community, the elderly, neighborhood and homeowner associations, and a parent of a school child.
- 3 Non-Voting members representing the Martin County Sheriff’s Office, the City of Stuart Police Department, the Town of Sewall’s Point Police Department. FDOT serves as a non-voting advisor.

BPAC Members must reside within the Martin County Metropolitan Planning Area boundaries.

The BPAC shall meet generally every other month or as needed to provide public input on all pedestrian and bicycle matters prior to MPO action.

(4) The **Freight Transportation Advisory Committee (FTAC)** – The responsibility of the Freight Transportation Advisory Committee, hereinafter referred to as the FTAC, shall serve the MPO in an advisory capacity on freight transportation matters. The membership of the FTAC shall consist of representatives with expertise in matters related to the various aspects of the freight industry including, but not limited to, shipping, warehousing, trucking, airport or water-based transportation operations, freight forwarding, logistics, rail, industrial real-estate, commercial deliveries and wholesale activity. They shall provide guidance and make recommendations to the MPO Policy Board on topics, such as, safety, infrastructure planning and design, commercial loading and parking, land use management, educational events, traffic and delivery management, noise reduction, truck parking, education and enforcement, marine Industries and waterway initiatives, MPO Priorities, and emerging technologies.

The FTAC shall be composed of 20 voting members and an undesignated number of non-voting members. The voting member sponsoring agencies are as listed below.

1. Martin County Public Works
2. Martin County Growth Management
3. Martin County Airport/Witham Field
4. City of Stuart Representative
5. Stuart/Martin County Chamber of Commerce
6. Indiantown Chamber of Commerce
7. Marine Industries Association of the Treasure Coast
8. Port Salerno Commercial Fishing Dock Authority
9. Treasure Coast Regional Planning Council (TCRPC)
10. Florida Department of Transportation: Policy Planning, Freight Coordinator
11. Florida Inland Navigation District (FIND)
12. Florida East Coast Railroad
13. US Customs and Border Protection
14. Florida Trucking Association
15. University of Florida/Institute of Food and Agricultural Sciences (UF/IFAS Martin County Extension
16. Five (5) at-large members representing the transportation freight industry appointed by the MPO

Each FTAC voting member may designate in writing an alternate or alternates from the same sponsoring agency to serve as a replacement in his/her absence. The FTAC shall meet on a semi-annual basis or as needed to provide review of all freight matters prior to MPO action.

1.04 PUBLIC INFORMATION ON THE MPO

All public records of the MPO are open for inspection and examination by appointment at the MPO office, located at 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994, between the hours of 8:30 A.M. to 4:30 P.M.

1.05 PUBLIC ACCESS TO MEETINGS AND WORKSHOPS

All meetings, workshops and proceedings shall be open to the public.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact the MPO Senior Planner (Title VI/Non-discrimination Contact) at (772) 221-1498. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

1.06 RIGHTS OF REVIEW

The FDOT, FHWA, and the FTA shall have the rights of technical review and comment on MPO projects.

If any persons decides to appeal any decision made with respect to any matter considered at the meetings of hearings of any board, committee, agency, council or advisory group, that the person will need a record of proceedings and, for such purposes, may need to insure that the verbatim record of the proceedings is made, which record should include the testimony and evidence upon which the appeal is to be based.

2 AGENDA AND SCHEDULING – Meetings and Workshops

2.01 NOTICE OF MEETINGS AND WORKSHOPS

A. Except in the case of emergency meetings or workshops, the MPO shall give at least five (5) days of public notice of any meeting or workshop by posting on the MPO website and through various communication platforms.

The notice of such meeting or workshop shall provide the following information.

- (1) The date, time and place of the event
- (2) A brief description of the purpose of the event.
- (3) The address where interested persons may obtain a copy of the agenda.

B. The Chair may cancel regular meetings should there be insufficient business on the MPO's tentative agenda or a lack of anticipated quorum.

2.02 AGENDA

A. At least seven days prior to a meeting or workshop, the MPO staff shall prepare and make available an agenda for distribution to members.

B. The agenda shall list the items in the order they are considered provided, however, that for good cause stated in the record by the Chair, items may be considered out of their listed order.

C. The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy shall be listed on the agenda.

D. Additional items not included on the meeting agenda may be considered at a meeting if the Chairman or his/her designee feels that the item requires immediate action by the MPO. Such items will be considered as an addition to the agenda and shall be heard in the order adopted by the MPO.

E. An agenda of items to be considered will be available to the public in the Martin County Administration Building, 2401 SE Monterey Road, Stuart, Florida; the MPO office at 3481 SE Willoughby Boulevard, Suite 101, Stuart, Florida; or through the MPO's website at www.martinmpo.com.

2.03 EMERGENCY MEETINGS AND WORKSHOPS

A. The MPO may hold an emergency meeting or workshop notwithstanding the provisions of Rules 2.01 and 2.02, for the purpose of acting upon matters affecting the public health, safety, and welfare.

B. Whenever an emergency meeting or workshop is scheduled to be held, the MPO shall notify, as soon as possible prior to the meeting, at least one major newspaper or major circulation in the Martin County area stating time, date, place, and purpose of the meeting or workshop.

2.04 VIRTUAL PUBLIC MEETINGS.

In some emergency situations, and/or when permitted by an order of the Governor of Florida or Martin County Board of County Commissioners, it may be necessary to conduct public meetings virtually. When this occurs, the MPO shall utilize technology available to provide its Board, committee members, and the public with opportunities for participation in public meetings. Virtual public meetings held by the MPO shall be conducted in accordance to Martin County procedures.

ADOPTED BY THE MARTIN METROPOLITAN PLANNING ORGANIZATION

This 16TH day of September, 2024



Chairman
Martin Metropolitan Planning Organization

09/16/2024

Date

Attest: 

Brittany Truong, Administrative Assistant

09/16/2024

Date

State Emphasis Areas

FDOT Office of Policy Planning has identified planning emphasis areas for Florida MPOs to consider when developing their UPWPs. The emphasis planning areas set planning priorities, support the Florida Transportation Plan, and give importance to topics MPOs are encouraged to address.

Safety

The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a State target of zero traffic fatalities and serious injuries. The Martin MPO adopted the State's "Vision Zero" performance measure targets for safety on February 23, 2026. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP considers enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

The Martin MPO prioritizes safety in all our planning efforts. The 2050 Long Range Transportation Plan (LRTP) addresses safety through safe streets projects and ranking projects based on their impact on reducing fatalities and serious injuries. The MPO will develop a Bicycle, Pedestrian and Trails Master Plan to identify improvements to the transportation network that will increase the safety of alternative modes of transportation. The MPO will also conduct a US-1 South Corridor Congestion Management Study that will make recommendations to improve vehicle, pedestrian, and bicyclist safety along one of the busiest corridors in Martin County.

Resilience

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

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to

flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of the goals in the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

Appendix G

Comments and Responses

Martin MPO FY27-FY28 UPWP - Comments from Reviewing Agencies

FDOT Comments	MPO Response
Add a one line note that audit is conducted via County support and not budgeted as a separate line in the UPWP.	Langauge added to text on page 25 to state that annual audit is conducted via county support
The AADT acronym appears twice on the acronyms pages.	Acronym list revised to remove repeated acronym.



UPWP Review Checklist

MPO Name:

Draft or Final UPWP:

UPWP Fiscal Year:

Reviewed by:

UPWP Date:

Date of Review:

Federal and State Requirements

Required Content

See: 2 CFR 200.332, 23 CFR 420.111(b), 23 CFR 450.308(c), s. 339.175(9), FS, and FDOT/MPO Agreement

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
Catalog of Federal Domestic Assistance (CFDA) number	Yes	1		
Financial Project Number (FPN)	No		Not Available at this time	
Federal Award Identification Number (FAIN) or Federal Aid Project Number (FAP)	No		Not available at this time	
Correct state fiscal years	Yes	1		
The agencies providing funds for the UPWP	Yes	1		

Does the UPWP include:	Response	Page Number(s)	Comments	Comment Type
Local and MPO planning priorities	Yes	8		
A description of work proposed for the next 2 years by major activity or task	Yes	8,9,10		
Who will perform the work (e.g., MPO, state, public transportation operator, local government, or consultant)	Yes	8		
A schedule for completing the work	Yes	8,9		
The resulting work products	Yes	8,9,10		
The proposed funding or cost estimate by activity or task	Yes	11		
A summary of the total amounts and sources of federal and matching funds	Yes	11		

Does the UPWP include a summary that shows:	Response	Page Number(s)	Comments	Comment Type
Federal share by type of fund	Yes	11		
Matching rate by type of fund	Yes	11		
State and/or local matching share	Yes	11		
Other state or local funds	Yes	11		

Transportation Management Areas (TMA)

See: 23 CFR 420.111(e)

	Response	Page Number(s)	Comments	Comment Type
Does the MPO serve a TMA?	Yes	22,27		
If yes, does the UPWP identify and include cost estimates for planning, research, and technology transfer activities funded with other federal, state, or local funds within the MPO area?	Yes	27,28,49,50		

MPO Agreements

See: 23 USC 134, 23 CFR 450.314, s. 339.175(2) FS, and FDOT/MPO Agreement

Does the UPWP include discussion of the following agreements?	Response	Page Number(s)	Comments	Comment Type
FDOT/MPO Agreement, including date executed	Yes	14,15		
Signed Interlocal Agreement for the Creation or Redesignation of the MPO, including date executed	Yes	20		
Public Transportation Grant Agreements (PGTA), including date executed (if necessary)	No		Not available	

Indirect Costs		See: 2 CFR 200.332, 2 CFR 200.414, 2 CFR 200.416, and FDOT/MPO Agreement			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP identify the indirect cost rate, if applicable?	No		Cost rate is not applicable.		
Consolidated Planning Grant		See: 23 USC 120, 23 CFR 450.308(f), and FDOT/MPO Agreement			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a statement of participation in the Consolidated Planning Grant? (See the FDOT Guide for UPWP Development for sample statement text.)	Yes	11			
Soft Match		See: 23 USC 120, 49 USC 53, and FDOT/MPO Agreement			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include the definition of the soft match?	Yes	11			
Does the UPWP identify the total soft match amount used to match FHWA funding?	Yes	11			
Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2?	Yes	11			
PL Set Aside		See: § 11201; 23 USC 134			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP identify activities and funds used to meet the requirements of the 2.5% PL set aside in § 11201; 23 USC 134?	Yes	11			
Costs		See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures			
Does the UPWP categorize costs as follows?	Response	Page Number(s)	Comments	Comment Type	
Personnel Services	Yes	49			
Equipment	Yes	49			
Travel	Yes	49			
Supplies	Yes	49			
Direct Expenses	Yes	49			
Indirect Expenses (if the MPO has an approved indirect rate)	No		Indirected Expenses are not applicable.		
Annual Audit Expense (if required)	No		There is not a Annual Adit Expense.		
Annual Audits		See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a line item expense for the Annual Audit?	No		Add a one-line note that audit is conducted via County support and not budgeted as a separate line in the UPWP.	Completed - Page 25	
MPO Public Involvement Process		See: 23 CFR 450.210 and 23 CFR 450.316			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a description of the public involvement process used to develop the MPO's UPWP?	Yes	29			
Federal Planning Factors		See: 23 CFR 306(b) and 23 CFR 450.308(c)			
	Response	Page Number(s)	Comments	Comment Type	
Does the UPWP include a description of how the activities in the UPWP address the Federal Planning Factors (can be demonstrated using a matrix)?	Yes	13			
Memberships		See: 2 CFR 200.454			
	Response	Page Number(s)	Comments	Comment Type	
If memberships are listed as an expense, does the UPWP state that the memberships are for organizational memberships, not individual memberships?	No		Not Applicable		

Required Attachments

Are the following attachments included in the final UPWP?	Response	Page Number(s)	Comments	Comment Type
Signed resolution adopting the UPWP (23 CFR 450.308(b))	Yes	14	It is not signed.	To be signed following May 11, 2026 MPO Board meeting.
Signed resolution adopting the travel policy, if the MPO does not use the FDOT policy (s. 112.061(14), FS)	Yes	68,69		
Signed Cost Analysis Certification Statement (s. 216.3475, FS)	No		This form is no longer required.	
The Cost Allocation Plan and Certificate of Indirect Cost, if applicable (2 CFR 200.332, 23 CFR 200.414, 23 CFR 200.416)	Yes	67		

Recommended Content Framework

The following items are recommended for inclusion in the UPWP, in addition to the requirements listed above.

UPWP Cover or Title Page

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
MPO name, address, and website?	Yes	1		
The UPWP adoption date of the final UPWP?	Yes	1		

UPWP Organization and Content

Is the UPWP organized into the following sections?	Response	Page Number(s)	Comments	Comment Type
Introduction	Yes	8		
Organization and Management	Yes	16		
Planning Tasks	Yes	23		
Funding Summary	Yes	23		
Definitions and Acronyms	Yes	2,3,4	The AADT acronym appears twice on the acronyms pages.	Completed

Does the UPWP introduction include:	Response	Page Number(s)	Comments	Comment Type
A definition and purpose for the UPWP?	Yes	8,9		
An overview of the MPO's comprehensive transportation planning activities?	Yes	8,9,10,11		

Do the UPWP Work Elements/Task Sheets include the following:	Response	Page Number(s)	Comments	Comment Type
Is each Task Sheet in the UPWP named and numbered?	Yes			
Does the UPWP clearly identify funds de-obligated from the previous UPWP?	N/A		there arent any deobligated funds.	
Does the UPWP separately list atypical expenditures, including individual supplies costing more than \$1,000 per item and individual equipment costing more than \$5,000 per item?	No			

UPWP Budget Tables Template	Response	Page Number(s)	Comments	Comment Type
Does the UPWP use the UPWP budget tables template for task tables, summary tables, and regional activities?	Yes	49		
Do the total amounts match across all funding tables?	Yes	49,50		

MPO Organization and Management

Does the UPWP include information about the following items:

	Response	Page Number(s)	Comments	Comment Type
Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager	Yes	1,9,	Commissioner Sarah Heard , MPO Chair	
MPO Continuity of Operations Plan (COOP) or operational procedures	Yes	8,14		
MPO bylaws	Yes	21,22		

Does the UPWP discuss the following agreements, including date executed?

	Response	Page Number(s)	Comments	Comment Type
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	No			
Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities	Yes	45		

Regional Activities

	Response	Page Number(s)	Comments	Comment Type
Is the MPO receiving or transferring any funds to another agency for a regional project or activity?	Yes	38		
If yes, does the UPWP provide information on the other agencies included in the regional activities and the funding amounts being transferred/received?	Yes	47		



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 Florida Division Office
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 Tallahassee, Florida 32312
 (850) 553-2201
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Planning Comments

Document Name: **FY26/27-FY27/28**

MPO: Martin MPO

Date of Document:

Date Received:
4/20/2026

Date Reviewed:
4/22/2026

District:
4

Reviewed by: Erika Thompson

COMMENTS:

	Page #	Comment Type	Comment Description	Martin MPO Response(s)
1		Critical	Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.	Awaiting for the specified information to be provided by FDOT
2		Critical	Include deliverables with due dates in Task 3 and 4. (The due dates can be the final month/year of the UPWP or the final month/year of the FY, if applicable.)	Completed
3		Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	See Appendix G
4		Critical	Please note that any equipment purchases equal to or greater than \$10,000 (previously \$5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	Noted
5		Critical	Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fun Coordinator and the Districts' Work programs for STBG levels.	Noted
6		Critical	Please include all Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements. These should be signed and dated, and included in the final copy of the document.	Awaiting for the specified information to be provided by FDOT
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Appendix H

Revisions