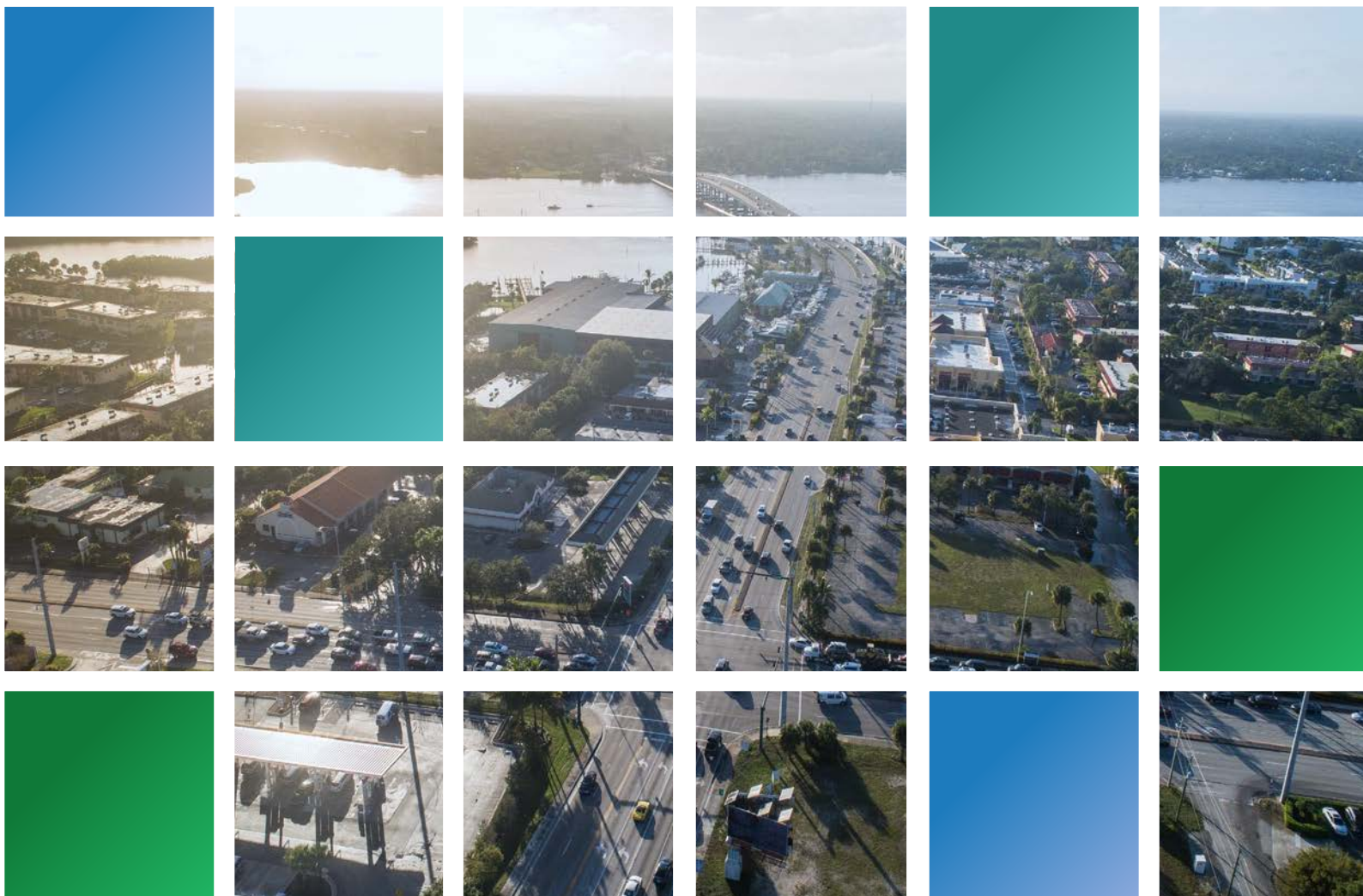


Unified Planning Work Program FY25 – FY26

Revision 2: October 3, 2025



MARTIN METROPOLITAN PLANNING ORGANIZATION

FY24/25 – FY25/26

UNIFIED PLANNING WORK PROGRAM

JULY 1, 2024, THROUGH JUNE 30, 2026

Martin Metropolitan Planning Organization
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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 0413-062-M
Financial Project Number 439328-5-14-01

Adopted by the Martin MPO on May 6, 2024

SIGNED FOR DOUG SMITH



Commissioner Troy McDonald, MPO Chairman

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

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SECRETARY

Cost Analysis Certification

Martin MPO

Unified Planning Work Program - FY 25/26

Adopted 5/6/2024

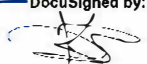
Revision Number: Initial Adoption

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

Name: Kelly Budhu

Planning Specialist, District 4

Title and District

DocuSigned by:

DB46206B47964C2...

5/6/2024

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
AADT	Annual Average Daily Traffic
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
EJ	Environmental Justice
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
 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

SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
 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
 TEA-21..... Transportation Equity Act for the 21st Century
 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, 2024, to June 30, 2026. 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 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 Transportation Planning Agency (TPA) through MPO staff attendance at meetings, and peer exchanges with the Palm Beach TPA office.

1.2 Transportation Planning Activities

The Martin MPO has comprehensive transportation planning activities as follows:

- **2050 Long Range Transportation Plan (LRTP)** – Every five years, the MPO is required to review and update the Long Range Transportation Plan (LRTP). The LRTP sets the vision for transportation for all modes of travel throughout the Planning Area and influences projects included in the 5-year Transportation Improvement Program (TIP). The update of the Martin LRTP every five years is one of the primary activities of the Martin MPO to meet Federal and State requirements.
- **Transportation Disadvantaged Service Plan (TDSP) Major Update** – In August of 2025, the Martin County Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) is scheduled to approve the Transportation Disadvantaged Service Plan (TDSP). Staff will prepare this Major Update to the TDSP for service years 2025-2029. The TDSP serves as a comprehensive operational plan, defining the framework that governs the Transportation Disadvantaged (TD) services in Martin County. The TDSP includes a needs assessment and demand estimates based on U.S. Census data.
- **US-1 Congestion Management Strategies/Public Outreach Studies** – The Martin MPO will finalize its US-1 Congestion Management Strategies/Public Outreach Study for the northern segment of US-1, from SW Joan Jefferson Way to the Martin/St. Lucie County line. A second US-1 Congestion Management Strategies/Public Outreach Study will be conducted south of SW Joan Jefferson Way to SE Lillian Court. US-1 has been widened as far as feasible, and an Advanced Traffic Management System (ATMS) has been deployed along the corridor in Martin County. The Martin MPO will continue to work with FDOT, the County, and the 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, the City of Stuart's Gateway Triangle District, FDOT's Multimodal US-1 Corridor Study, and the Martin MPO's initial US-1 Congestion Management Strategies/Public Outreach Study will be explored for implementation strategies.
- **Transit Development Plan** – The State requires that Martin County Public Transit complete a Major Update of the Transit Development Plan (TDP) every five years. The County has requested the assistance of the Martin MPO to develop the Major Update of the TDP. The TDP has a ten-year planning horizon and is intended to support the development of an effective multi-modal transportation system in Martin County and surrounding areas. The

previous TDP was completed for 2020-2029 with the intent of enhancing the overall quality of life of Martin County residents, workers, and visitors by providing a safe, accessible, reliable, interconnected, and attractive public transportation system to meet the community's growing needs. The Martin MPO began work on the 2024 – 2033 TDP Major Update during the FY23 – FY24 UPWP cycle and will finalize the plan in FY25 of this UPWP. Consultant tasks for a Major Update include the following: Public Involvement Process, Situational Appraisal, Demand Estimation, Assessment of Land Use and Urban Design Patterns, Mission and Goals, Exploration and Alternatives, and Ten-Year Implementation Program.

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 MPO is including the CMP Major Update 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.
- **Equity** - As part of the transportation planning process, using the “Ladders of Opportunity” example, the Martin MPO is identifying transportation connectivity gaps in accessing essential services such as employment, health care, schools/education and recreation. The

Martin MPO updated its Community Characteristics Report in 2023 as a way to identify areas in the county that will need additional outreach opportunities for our public outreach strategies. The MPO continues to reach out to traditionally underserved populations to ensure they are engaged in an equitable planning process.

- **Bicycle and Pedestrian Safety** – The Martin MPO’s 2050 Long Range Transportation Plan will include a component for non-motorized transportation projects in the County. These projects can include sidewalks, shared-use paths, and complete street projects. The MPO is dedicated to improving the safety for all road users, including those who walk and bike within the County.

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 \$143,260 for FY25 and \$126,039 for FY26 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)
FY25	\$792,808	\$649,548	\$143,260
FY26	\$697,502	\$571,463	\$126,039

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.

The MPO has used the principles of environmental justice in the preparation of this document. This includes information contained in the Martin MPO Public Participation Plan, materials posted on the MPO website, circulation of informational newsletters/flyers, use of the Advisory Committees, input from public workshops, communications with other Martin County Advisory Committees [such as the Community Redevelopment Areas' (CRAs') Neighborhood Advisory Committees (NACs)], coordination with other local and regional land and transportation planning agencies and the local government TV broadcast station Martin County Television (MCTV).

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. **Economic Vitality:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. **Safety:** Increase the safety of the transportation system for motorized and nonmotorized users.
3. **Security:** Increase the security of the transportation system for motorized and nonmotorized users.
4. **Accessibility:** Increase the accessibility and mobility of people and for freight.
5. **Environment:** 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. **Connectivity:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

7. **Efficient Management:** Promote efficient system management and operation.
8. **Preservation:** Emphasize the preservation of the existing transportation system.
9. **Resilience:** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. **Travel and Tourism:** Enhance travel and tourism.

Federal Planning Factors	Task Numbers						
	1	2	3	4	5	6	7
1. Economic Vitality	X	X	X	X	X	X	X
2. Safety	X	X	X	X	X	X	X
3. Security	X	X		X	X	X	X
4. Accessibility	X	X		X	X	X	X
5. Environment	X	X	X	X	X	X	X
6. Connectivity	X	X	X	X	X	X	X
7. Efficiency Management	X	X	X	X	X	X	X
8. Preservation	X	X	X	X	X	X	
9. Resilience	X	X	X	X	X	X	X
10. Travel and Tourism	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, ensuring equity, researching and deploying new technologies, and improving safety for all uses.

1.8 State and Federal Planning Emphasis Areas and Task Matrix

State Planning Emphasis Areas

In addition to the Federal Planning Factors identified in Section 1.7 and the Federal Emphasis Areas identified later in this section, the FDOT Office of Policy Planning has identified four planning emphasis areas for Florida MPOs to consider when developing their UPWPs: safety, equity, resilience, and emerging mobility. The emphasis planning areas set planning priorities, support the Florida Transportation Plan, and give importance to topics MPOs are encouraged to address. The State’s four emphasis planning areas are described below, followed by the Federal Emphasis Areas and the Matrix table with Martin MPO’s tasks that address them.

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 December 11, 2023. 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) will address safety through Complete Street projects and ranking projects based on their impact on reducing fatalities and serious injuries. The MPO will also conduct a US-1 Congestion Management/Public Outreach Study that will make recommendations to improve pedestrian and bicyclist safety along one of the busiest corridors in Martin County.

Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the “Justice40 Initiative” that aims to deliver 40 percent of the overall benefits of relevant Federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines Federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that

improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only the impacts of transportation projects on a community but also the benefits of projects that can enhance opportunities for a community. To this end, the Martin MPO updated its Community Characteristics Report in 2023, which is a document that is used to better understand the socioeconomic and mobility conditions of the County's local communities. This UPWP addresses approaches to furthering transportation equity.

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.

A resilience component will be considered when identifying projects in the Martin MPO 2050 LRTP.

Emerging Mobility

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The Martin MPO recognizes the important influence of emerging mobility on the multi-modal transportation system and will include a component of emerging mobility/technology in the 2050 LRTP.

Federal Planning Emphasis Areas

The FHWA and FTA has identified eight planning emphasis areas that include:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Lands Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

Task Matrix

State and Federal Planning Emphasis Areas	Task Numbers						
	1	2	3	4	5	6	7
1. Safety		X	X	X	X	X	X
2. Equity	X	X	X	X	X	X	X
3. Resilience		X	X	X	X	X	X
4. Emerging Mobility		X		X	X	X	X
5. Tackling the Climate Crisis		X		X	X	X	
6. Equity and Justice 40	X	X	X	X	X	X	X
7. Complete Streets		X	X	X	X	X	
8. Public Involvement	X	X	X	X	X	X	X
9. Strategic Highway Network (STRAHNET)			X	X	X		
10. Federal Lands Management Agency Coordination			X	X	X		
11. Planning and Environment Linkages (PEL)			X	X	X		
12. Data in the Transportation Planning			X	X	X		

1.9 Air Quality Planning Activities

According to the EPA, actions to implement the [Clean Air Act](#) have achieved dramatic reductions in air pollution, preventing hundreds of thousands of cases of serious health effects each year. Since 1990 there has been approximately a 50% decline in emissions of key air pollutants. Despite the dramatic progress to date, air pollution continues to threaten Americans' health and welfare.

Multimodal Transportation is an effective way to reduce carbon dioxide (CO₂) emissions by reducing fossil fuel consumption. [According to the EPA](#), in 2021, carbon dioxide accounted for the largest percentage of greenhouse gases (79.4%). The 2050 LRTP will be crafted to address all modes of transportation. Providing transportation choices reduces automobile use and increases human-powered transportation. This results in a reduction of greenhouse gases such as CO₂.

Even though Martin County is in attainment status the Martin MPO includes transportation choices to assist with the reduction of key air pollutants.

RESOLUTION NUMBER #24-06

A RESOLUTION OF THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) OF MARTIN COUNTY, FLORIDA, APPROVING THE FY25 – FY26 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 FY25 – FY26 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 FY25 – FY26 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 FY25 – FY26 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 FY25 – FY26 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 FY25 – FY26 Unified Planning Work Program.

DULY PASSED AND ADOPTED THIS 6th DAY OF May, 2024

MARTIN METROPOLITAN PLANNING
ORGANIZATION

Signed for Douglas M. III


Troy McDonald, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


Sarah W. Woods, County Attorney

ATTEST:


Anthony O'Neill-Butler, 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 an eight-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: four Commissioners
- City of Stuart: two Commissioners
- Town of Sewall's Point: one Commissioner
- Village of Indiantown: one Council Member

The recently approved Martin MPO Apportionment plan includes an additional Martin County Commissioner (five total). Local governments are currently moving forward with amending the interlocal agreement to reflect this change.

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 are representatives of:

- 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 amends the Interlocal Agreement and includes the Village of Indiantown as a voting member. A second amendment is currently being routed through the local governments for approval to add 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 1, 2023

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 May 15, 2023 and executed by the CTD on June 30, 2023.

MPO Agreement for FHWA Planning (PL) Funds for FY23 and FY24 – Executed June 20, 2022, expires and is replaced every 2 years. The next agreement is anticipated to be executed no later than June 30, 2024.

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, 2022 - June 30, 2024. The FY23-FY24 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.

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

The Official Records of the MPO are maintained in the MPO Administrative Office located at the Willoughby Commons Plaza at 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994. All of the MPO records are available for public inspection during normal business hours.

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 presented to the MPO Policy Board for close-out in December 2021. The Martin MPO received certification from FHWA through September 2025. 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, FY24/25 – FY25/26 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 FY22/23 – FY23/24 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 TPA, 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 FY24/25 - FY25/26 UPWP.
- Work with County staff to maintain financial records including an annual audit 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.
- 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 February 1, 2025.
- 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.
- 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 FY25 – FY26 UPWP.
- Develop the FY27 – FY28 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 FY23-FY24 UPWP.

Product:	Schedule:
Office Supplies & Equipment Purchase/Lease	As Needed
Software Purchase	As Needed
Policy Board Meetings, Packets, Minutes, Agendas	Bi-Monthly & As Needed
Advisory Committee Meetings, Packets, Minutes, Agendas	Bi-Monthly & As Needed
Arrangements for Training & Meeting Rooms	As Needed
Regional Coordination	As Needed
Collaborative Meetings	As Needed

Annual State Certification Review	3 rd & 4 th Qtr. FY25 & FY26
Annual Audit (Martin County Internal Audit)	1 st Qtr. FY25 & FY26
Financial and Other Record Keeping	Ongoing
GPC Selection Process	February 2025
Progress Reports and Invoices	Quarterly
Workshops and Training	As Needed
MPOAC/Statewide Meetings	Quarterly & As Needed
Performance Measure Compliance	Ongoing
Conduct Annual Review of COOP	May 2025, May 2026
Advertise the draft TIP	May 2025, May 2026
Advertise the amendments to the LRTP and TIP	As Needed
UPWP FY25 – FY26 Amendments/Modifications	As Needed
FY27 – FY28 UPWP Kickoff Meeting	January 2026
FY27 – FY28 Draft UPWP submitted to FDOT	March 2026
FY27 – FY28 Draft UPWP to Advisory Committees & MPO Board	April 2026
Meetings with St. Lucie and Indian River T/MPOs	As Needed
Open Public Comment Period for FY27-FY28 UPWP	April 2026
Final Submittal of FY27-FY28 UPWP to FDOT	May 2026
Closeout of FY23-FY24 UPWP	June 2024
Responsible Agency: Martin MPO	

Task 1: Budget Category Description Detail FY25 & FY26	
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 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		
2024/2025		
Funding Source	FHWA	FY 2024/2025 Total
Contract Number	G2Y11	
Source Level	PL	
Lookup Name	2024/2025 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 100,684	\$ 100,684
Personnel (salary and benefits) Subtotal	\$ 100,684	\$ 100,684
Consultant		
Professional Services Contract	\$ 10,000	\$ 10,000
Consultant Subtotal	\$ 10,000	\$ 10,000
Travel		
Travel/Training	\$ 6,500	\$ 6,500
Travel Subtotal	\$ 6,500	\$ 6,500
Direct Expenses		
Advertising	\$ 2,000	\$ 2,000
County Administrative and Event Charges	\$ 500	\$ 500
Office Furniture	\$ 500	\$ 500
Postage and Freight	\$ 300	\$ 300
Printing and Binding Services	\$ 3,500	\$ 3,500
Vehicle Expenses	\$ 10,000	\$ 10,000
Direct Expenses Subtotal	\$ 16,800	\$ 16,800
Indirect Expenses		
Indirect Expenses Subtotal	\$ -	\$ -
Supplies		
Office Supplies	\$ 2,000	\$ 2,000
Supplies Subtotal	\$ 2,000	\$ 2,000
Equipment		
Computer/Equipment	\$ 2,000	\$ 2,000
Software Programs	\$ 1,500	\$ 1,500
Equipment Subtotal	\$ 3,500	\$ 3,500
Total	\$ 139,484	\$ 139,484

Task 1 UPWP AND ORGANIZATION ADMINISTRATION		
2025/2026		
Funding Source	FHWA	FY 2025/2026 Total
Contract Number	G2Y11	
Source	PL	
Lookup Name	2025/2026 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 95,563	\$ 95,563
Personnel (salary and benefits) Subtotal	\$ 95,563	\$ 95,563
Travel		
Travel /Training	\$ 5,000	\$ 5,000
Travel Subtotal	\$ 5,000	\$ 5,000
Direct Expenses		
Advertising	\$ 2,000	\$ 2,000
County Administrative and Event Charges	\$ 500	\$ 500
Office Furniture	\$ 500	\$ 500
Postage and Freight	\$ 300	\$ 300
Printing and Binding Services	\$ 3,500	\$ 3,500
Vehicle Expenses	\$ 10,000	\$ 10,000
Direct Expenses Subtotal	\$ 16,800	\$ 16,800
Supplies		
Office Supplies	\$ 2,000	\$ 2,000
Supplies Subtotal	\$ 2,000	\$ 2,000
Equipment		
Computer/Equipment	\$ 2,000	\$ 2,000
Software Programs	\$ 1,500	\$ 1,500
Equipment Subtotal	\$ 3,500	\$ 3,500
Total	\$ 122,863	\$ 122,863

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 2023 and 2024, the MPO engaged the public through several avenues supported by the Public Participation Plan, including:

- Developed a new Martin MPO Website.
- 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.
- 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.
- Created and maintained an MPO Instagram account.
- Developed a Development Review Interactive Map to assist with prioritizing transportation priority projects.
- During the development of the 2024-2033 Transit Development Plan (TDP), the MPO, through its social media campaigns and public outreach events, was able to collect 732 completed TDP surveys.

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 including LRTP & TIP.

Product:	Schedule:
Documentation of public involvement efforts	Ongoing
Attend community/partner agency meetings	Ongoing
Website maintenance	Ongoing
Create newsletters and brochures	Ongoing
Review PPP and develop annual Report	June 2025 and 2026
Attend Title VI, ADA, and public involvement training	Ongoing
Title VI Plan review and update	June 2025 and 2026
Bicycle and pedestrian safety education	Ongoing
Social media outreach	Ongoing
Public involvement activities	Ongoing
Responsible Agency: Martin MPO	

Task 2: Budget Category Description Detail FY25 & FY26	
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		
2024/2025		
Funding Source	FHWA	FY 2024/2025 Total
Contract Number	G2Y11	
Source Level	PL	
Lookup Name	2024/2025 FHWA G2Y11 (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		
Website Maintenance	\$ 4,000	\$ 4,000
Consultant Subtotal	\$ 4,000	\$ 4,000
Total	\$ 49,000	\$ 49,000
2025/2026		
Funding Source	FHWA	FY 2025/2026 Total
Contract Number	G2Y11	
Source	PL	
Lookup Name	2025/2026 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 41,000	\$ 41,000
Personnel (salary and benefits) Subtotal	\$ 41,000	\$ 41,000
Consultant		
Website Maintenance	\$ 4,000	\$ 4,000
Consultant Subtotal	\$ 4,000	\$ 4,000
Total	\$ 45,000	\$ 45,000

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 2023 and 2024, the MPO collected, analyzed and shared transportation-related data such as traffic counts and crashes.
- Updated the Martin MPO Community Characteristics Report, which included information on low-income households, minorities, persons with Limited English proficiency (LEP), disabled population, zero-auto households, the elderly population, as well as commuting and traffic accident data.
- 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.
- Worked with FDOT to develop the 2020 FHWA Functional Classification and Adjusted Urban Area.
- 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.

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.

Product:

Local government coordination

Schedule:

Ongoing

Plans and development review	Ongoing
GIS analyses and census data review	Ongoing
Update Development Review Interactive Map	Quarterly
Bicycle/Pedestrian data collection	Ongoing
Level of Service review	Ongoing
Traffic counts	Ongoing
Review databases	Ongoing
Responsible Agency: Martin MPO	

Task 3: Budget Category Description Detail FY25 & FY26	
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			
2024/2025			
Funding Source	FHWA	Local	FY 2024/2025 Total
Contract Number	G2Y11		
Source	PL	Source 1	
Lookup Name	2024/2025 FHWA G2Y11 (PL)	2024/2025 Local (Source 1)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 39,600	\$ 112,801	\$ 152,401
Personnel (salary and benefits) Subtotal	\$ 39,600	\$ 112,801	\$ 152,401
Consultant			
Development Review Map	\$ 8,000		\$ 8,000
Consultant Subtotal	\$ 8,000	\$ -	\$ 8,000
Total	\$ 47,600	\$ 112,801	\$ 160,401
2025/2026			
Funding Source	FHWA	Local	FY 2025/2026 Total
Contract Number	G2Y11		
Source	PL	Source 1	
Lookup Name	2025/2026 FHWA G2Y11 (PL)	2025/2026 Local (Source 1)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 31,800	\$ 115,057	\$ 146,857
Personnel (salary and benefits) Subtotal	\$ 31,800	\$ 115,057	\$ 146,857
Consultant			
Development Review Map	\$ 8,200		\$ 8,200
Consultant Subtotal	\$ 8,200	\$ -	\$ 8,200
Total	\$ 40,000	\$ 115,057	\$ 155,057

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.

The 2050 LRTP achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206]

Previous Work:

- Collected and updated socioeconomic and travel data to be used for the Treasure Coast Regional Planning Model 6 (TCRPM6) update.
- Prepared the 2050 LRTP Scope of Services.
- Began development of the 2050 LRTP.

Required Activities:

- Finalize the 2050 LRTP.
- Incorporate Resiliency/Climate Change Impact into the 2050 LRTP.
- Incorporate emerging mobility and technology into the 2050 LRTP.
- Implement projects in the adopted LRTP.
- Implementation of FHWA Performance Measures.
- ACES data review and analysis.
- Coordinate with other agencies to implement projects identified in the adopted LRTP.
- Modifications/Amendments to adopted LRTP.

Product:	Schedule:
Develop 2050 LRTP	October 2025
Implement LRTP Projects	Ongoing
Modify/Amend adopted LRTP	As Needed
Attend Model Task Force Meetings	Ongoing
Performance Measures Implementation	Ongoing
Data Sharing among agencies	Ongoing

Responsible Agency: Martin MPO

Task 4: Budget Category Description Detail FY25 & FY26	
Consultant/Contract Services	
2050 LRTP	Every five years, the MPO is required to review and update the Long Range Transportation Plan (LRTP). The LRTP sets the vision for transportation for all modes of travel throughout the Planning Area and influences projects included in the 5-year Transportation Improvement Program (TIP). The LRTP will include twenty years of projects and funding and provide a complete picture of revenues and costs for the planning horizon. The first five years of projects will be included in the Cost Feasible Plan and financial plan that compares costs to revenues to demonstrate how the plan can be implemented. The MPO will develop and complete the 2050 LRTP by October 2025.

Task 4 LONG RANGE TRANSPORTATION PLAN		
2024/2025		
Funding Source	FHWA	FY 2024/2025 Total
Contract Number	G2Y11	
Source	PL *	
Lookup Name	2024/2025 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 68,752	\$ 68,752
Personnel (salary and benefits) Subtotal	\$ 68,752	\$ 68,752
Consultant		
2050 Long Range Transportation Plan	\$ 242,000	\$ 242,000
Consultant Subtotal	\$ 242,000	\$ 242,000
Total	\$ 310,752	\$ 310,752
2025/2026		
Funding Source	FHWA	FY 2025/2026 Total
Contract Number	G2Y11	
Source	PL *	
Lookup Name	2025/2026 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 26,850	\$ 26,850
Personnel (salary and benefits) Subtotal	\$ 26,850	\$ 26,850
Consultant		
2050 Long Range Transportation Plan	\$ 40,987	\$ 40,987
Consultant Subtotal	\$ 40,987	\$ 40,987
Total	\$ 67,837	\$ 67,837

* These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning. [§ 11206(b)] The total amount of funds used by the MPO for Complete Streets planning for FY 24/25 is \$16,239 of \$126,752 PL, and for FY25/26, it is \$14,287 of \$67,837 PL.

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 2023 and 2024, the MPO prepared an updated Transportation Improvement Program (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.

Product:

Schedule:

Development of LOPPs	January 2025 and 2026
Submittal of LOPPs to FDOT	March 2025 and 2026
Review and endorse FDOT's Five-Year Tentative Work Program	December 2025 and 2026
Develop annual TIP	June 2025 and 2026
Publish notice of public hearing of DRAFT TIP	May 2025 and 2026
Advisory committee reviews	June 2025 and 2026

Annual publication of the federally funded project listing	June 2025 and 2026
MPO approval	June 2025 and 2026
ETDM Training and Study	Ongoing
TIP modifications/ amendments	As 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 2025 and 2026
Adoption of Transit Safety Performance Targets as identified in the Public Transit Agency Safety Plan (PTASP) and inclusion into the TIP	June 2025 and 2026
Responsible Agency: Martin MPO	

Task 5: Budget Category Description Detail FY25 & FY26	
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		
2024/2025		
Funding Source	FHWA	FY 2024/2025 Total
Contract Number	G2Y11	
Source Level	PL	
Lookup Name	2024/2025 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 30,000	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ 30,000
Consultant		
Interactive TIP Tool	\$ 7,200	\$ 7,200
Consultant Subtotal	\$ 7,200	\$ 7,200
Total	\$ 37,200	\$ 37,200
2025/2026		
Funding Source	FHWA	FY 2025/2026 Total
Contract Number	G2Y11	
Source	PL	
Lookup Name	2025/2026 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 30,000	\$ 30,000
Personnel (salary and benefits) Subtotal	\$ 30,000	\$ 30,000
Consultant		
Interactive TIP Tool	\$ 7,200	\$ 7,200
Consultant Subtotal	\$ 7,200	\$ 7,200
Total	\$ 37,200	\$ 37,200

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 plan for all multimodal connections to the new Treasure Coast Brightline Station. 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:

- 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. The virtual safety campaigns focused on key components for nighttime visibility safety awareness and mid-block safety and were published in the County Connection Digital Newsletter, Martin MPO's Martin in Motion social media account, and South Florida Commuter Services (SFCS) social media accounts.
- Organized and held Public Meetings for the Hobe Sound North Corridor Shared-Use Nonmotorized (SUN) Trail Feasibility Study.
- Participated in the FDOT Mobility Week during the Artwalk event in Downtown Stuart.
- Organized an annual Walk to School Day and Bike to School Day and provided safety bags to students.
- Obtained bicycle/pedestrian safety resources from FDOT and the University of Florida PedBike Resource Center for distribution to local schools.
- Undertaken numerous planning and implementation activities, including Transportation Alternatives Program (TAP) grant applications, stakeholder, and public meetings for the Hobe Sound North Corridor SUN Trail Feasibility Study.
- Finalized the Hobe Sound North Corridor SUN Trail Feasibility Study
- 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. In addition, the Hobe Sound Chamber of Commerce served as a stakeholder during the development of the Hobe Sound North Corridor SUN Trail Feasibility Study.
- 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 Transit Development Plan.
- During the development of the 2024-2033 Transit Development Plan, the MPO, through its social media campaigns and public outreach events, was able to collect 732 completed TDP surveys.

Required Activities:

- Work with partner agencies to ensure the needs of non-motorist travelers are being considered.
- Implement recommendations from the 2017 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.
- Collaborate with community partners on Complete Streets implementation.
- 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.
- Organize events to promote walking and bicycling as an important mode of transportation.
- 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.
- 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).
- Select a CTC through a competitive bidding process.
- Develop Transportation Disadvantaged Service Plan (TDSP) Major Update and annual updates.

- Prepare CTC Evaluations.
- Prepare TD Planning Grant Quarterly Progress Reports and invoices.
- Attend conferences, workshops, and training.
- Finalize Transit Development Plan Major Update.
- 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 new 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.
- Finalize US-1 Congestion Management Strategies/Public Outreach Study.
- Develop US-1 Congestion Management Strategies/Public Outreach Study #2
- 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 participation in the implementation of the Florida Transportation Plan (FTP) and in planning and implementation efforts for the FDOT 2045 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.

Product:	Schedule:
Attend Advisory Committees Meetings	Bi-monthly
Coordinate Bicycle and Pedestrian Safety and Data Analysis	Ongoing
Agency project review and coordination	Ongoing
Public Safety Awareness	Ongoing

Review Bicycle and Pedestrian Counts	Ongoing
LCB Meetings	Quarterly
LCB Annual Public Workshop	1 st Qtr. FY25 & FY26
CTC Selection	June 2025
CTC Evaluation	June 2025 and 2026
Annual CTD Conference and Business Meeting	1 st /2 nd Qtr. FY23 & FY24
TD Progress Reports, invoicing, meeting attendance	Quarterly
TDSP Annual Update	June 2026
TDSP Major Update	June 2025
Finalize Transit Development Plan	June 2025
MCPT Program of Projects (POP)/Public Involvement	May 2025 and 2026
Adopt MCPT's PTASP targets and inclusion into the TIP & LRTP	June 2025
Adopt new TAM targets and inclusion into the TIP & LRTP	October 2025
MPO staff-related training	Ongoing
CMP improvements recommended for funding	Ongoing
Finalize US-1 Congestion Management Strategies/Public Outreach	January 2025
US-1 Congestion Management Strategies/Public Outreach Study #2	June 2026
Meetings of the MPOAC Freight & Rail Committee	Ongoing
Coordinate with Chambers of Commerce	Ongoing
Responsible Agency: Martin MPO, Martin County Public Works	

Task 6: Budget Category Description Detail FY25 & FY26	
Consultant/Contract Services	
US-1 Congestion Management Strategies/ Public Outreach Study #2	The consultant will conduct a US-1 Congestion Management Strategies and Public Outreach Study for the southern segment of the corridor in Martin County (from SE Lillian Court to SW Joan Jefferson Way), exploring techniques to relieve congestion. Public outreach will focus on addressing safety improvements and congestion concerns raised by adjacent businesses and residents.
Continuation of Congestion Management/Public Outreach Study #1	Consultant will finalize the US-1 Congestion Management Strategies/Public Outreach Study for the northern segment of US-1, from Joan Jefferson Way to Martin/St. Lucie County Line. The purpose of this study is to explore the full range of techniques including investments that encourage the use of non-auto modes, Complete Streets and Transportation Demand Management (TDM) and manage congestion on the 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. This study, which was outlined in the FY23-FY24 UPWP, was initiated in FY24.
Continuation of Transit Development Plan Major Update	The Martin MPO began work on the 2024 – 2033 TDP Major update during the previous UPWP cycle and will finalize the plan in FY25 of this UPWP. The State requires that Martin County Public Transit (MCPT) develop a Major Update of the Transit Development Plan (TDP) every five years. The TDP has a ten-year planning horizon and is intended to support the development of an effective multi-modal transportation system in Martin County and surrounding areas. The previous TDP was completed for 2020-2029 with the intent of enhancing the overall quality of life of Martin County residents, workers, and visitors by providing a safe, accessible, reliable, interconnected, and attractive public transportation system to meet the community's growing needs. Consultant tasks for a Major Update include the following: Public Involvement Process, Situational Appraisal, Demand Estimation, Assessment of Land Use and Urban Design Patterns, Mission and Goals, Exploration and Alternatives and Ten-Year Implementation Program.

Task 6 TRANSPORTATION SYSTEMS PLANNING			
2024/2025			
Funding Source	FHWA	CTD	FY 2024/2025 Total
Contract Number	G2Y11	GXX2	
Source	PL	State	
Lookup Name	2024/2025 FHWA G2Y11 (PL)	2024/2025 CTD GXX2 (State)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 163,912	\$ 25,741	\$ 189,653
Personnel (salary and benefits) Subtotal	\$ 163,912	\$ 25,741	\$ 189,653
Consultant			
Finalize US-1 Congestion Management Strategies: Public Outreach Study	\$ 71,200		\$ 71,200
Wrap-up Transit Development Plan	\$ 3,400		\$ 3,400
Consultant Subtotal	\$ 74,600	\$ -	\$ 74,600
Total	\$ 238,512	\$ 25,741	\$ 264,253
2025/2026			
Funding Source	FHWA	CTD	FY 2025/2026 Total
Contract Number	G2Y11	GXX2	
Source	PL	State	
Lookup Name	2025/2026 FHWA G2Y11 (PL)	2025/2026 CTD GXX2 (State)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 158,563	\$ 25,741	\$ 184,304
Personnel (salary and benefits) Subtotal	\$ 158,563	\$ 25,741	\$ 184,304
Consultant			
US-1 Congestion Management Strategies: Public Outreach Study South	\$ 30,000		\$ 30,000
Consultant Subtotal	\$ 30,000	\$ -	\$ 30,000
Total	\$ 188,563	\$ 25,741	\$ 214,304

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, St. Lucie TPO Board/Advisory Committee, Treasure Coast Technical Advisory Committee (TCTAC), and Treasure Coast Transportation Council (TCTC) meetings.
- Attended the St. Lucie TPO TAC and Board meetings.
- Coordinated with the Heartland Regional TPO on the CR-714/SW Martin Highway realignment project.

Required Activities:

- Attend staff TCTC and TCTAC meetings.
- Attend regional meetings for regional collaboration.
- Work with other agencies and stakeholder groups on regionally significant projects, such as Greenways and Blueways;
- Coordinate with neighboring MPOs and other government agencies.
- Coordinate with neighboring MPOs during the LRTP development.
- 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).
- Finalize and approve the Treasure Coast Regional Planning Model Version 6 (TCRPM6).

Product:

Schedule:

TCTC Meetings

As needed

TCTAC Meetings

As needed

Attend other agency and regional meetings

Ongoing

TRIP Grant

March 2025 and 2026

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

Task 7 REGIONAL PLANNING		
2024/2025		
Funding Source	FHWA	FY 2024/2025 Total
Contract Number	G2Y11	
Source Level	PL	
MPO Budget Reference		
Lookup Name	2024/2025 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 81,000	\$ 81,000
Personnel (salary and benefits) Subtotal	\$ 81,000	\$ 81,000
Total	\$ 81,000	\$ 81,000
2025/2026		
Funding Source	FHWA	FY 2025/2026 Total
Contract Number	G2Y11	
Source	PL	
MPO Budget Reference		
Lookup Name	2025/2026 FHWA G2Y11 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 70,000	\$ 70,000
Personnel (salary and benefits) Subtotal	\$ 70,000	\$ 70,000
Total	\$ 70,000	\$ 70,000

MARTIN MPO FY25 and FY26 UPWP FHWA PL FUNDING BUDGET

FY21/FY22 UPWP Close-out	\$232,384	
*FY24 Budget Amendment using Close-out	<u>-150,000</u>	
funds Remaining FY21/FY22 UPWP Close-out	\$82,384	
FHWA FY25 PL Allocation	\$489,159	
FY25 PL Amount related to CPG	+78,005	
De-Obligated funds from FY23-FY24 UPWP	<u>+\$254,000</u>	
FY25 PL Budget		\$903,548
FHWA FY26 PL Allocation	\$493,458	
FY26 PL Amount related to CPG	<u>+78,005</u>	
FY26 PL Budget		<u>+571,463</u>
<u>TOTAL FY25/FY26 UPWP PL BUDGET</u>		\$1,475,011

* Adjusted-Amendment included CPG-FTA 5303(d) increase in FY24

Table 1A: Agency Participation FY25 & FY26

<i>Funding Source</i>	<i>CTD</i>		<i>FHWA</i>		<i>Local</i>	
<i>Contract</i>	<i>GXX2</i>		<i>G2Y11</i>			
<i>Fiscal Year</i>	<i>2024/2025</i>	<i>2025/2026</i>	<i>2024/2025</i>	<i>2025/2026</i>	<i>2024/2025</i>	<i>2025/2026</i>
<i>Total Budget</i>	\$ 25,741	\$ -	\$ 903,548	\$ 571,463	\$ 112,801	\$ 115,057
Task 1 UPWP AND ORGANIZATION ADMINISTRATION						
Personnel (salary and benefits)	\$ -	\$ -	\$ 100,684	\$ 95,563	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 6,500	\$ 5,000	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 16,800	\$ 16,800	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 139,484	\$ 122,863	\$ -	\$ -
Task 2 PUBLIC INVOLVEMENT AND OUTREACH						
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,000	\$ 41,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 49,000	\$ 45,000	\$ -	\$ -
Task 3 DATA COLLECTION AND ANALYSIS						
Personnel (salary and benefits)	\$ -	\$ -	\$ 39,600	\$ 31,800	\$ 112,801	\$ 115,057
Consultant	\$ -	\$ -	\$ 8,000	\$ 8,200	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 47,600	\$ 40,000	\$ 112,801	\$ 115,057
Task 4 LONG RANGE TRANSPORTATION PLAN						
Personnel (salary and benefits)	\$ -	\$ -	\$ 68,752	\$ 26,850	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 242,000	\$ 40,987	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 310,752	\$ 67,837	\$ -	\$ -
Task 5 TRANSPORTATION IMPROVEMENT PROGRAM						
Personnel (salary and benefits)	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 7,200	\$ 7,200	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 37,200	\$ 37,200	\$ -	\$ -
Task 6 TRANSPORTATION SYSTEMS PLANNING						
Personnel (salary and benefits)	\$ 25,741	\$ -	\$ 163,912	\$ 158,563	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 74,600	\$ 30,000	\$ -	\$ -
Sub Total	\$ 25,741	\$ -	\$ 238,512	\$ 188,563	\$ -	\$ -
Task 7 REGIONAL PLANNING						
Personnel (salary and benefits)	\$ -	\$ -	\$ 81,000	\$ 70,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 81,000	\$ 70,000	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$ 25,741	\$ -	\$ 1,475,011	\$ -	\$ 227,859	\$ -
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAMMED	\$ 25,741	\$ -	\$ 903,548	\$ 571,463	\$ 112,801	\$ 115,057

Table 2A: Funding Source FY25 & FY26

Contract	Funding Source	Source Level	2024/2025	2025/2026	FY 2024/2025 Funding Source				FY 2025/2026 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
GXX2	CTD	State	\$ 25,741	\$ -	\$ -	\$ -	\$25,741	\$ -	\$ -	\$ -	\$ -	\$ -
		CTD GXX2 TOTAL	\$ 25,741	\$ -	\$ -	\$ -	\$25,741	\$ -	\$ -	\$ -	\$ -	
G2Y11	FHWA	PL	\$ 903,548	\$ 571,463	\$ 199,281.24	\$ 903,548.00	\$ -	\$ -	\$ 126,038.53	\$ 571,463.00	\$ -	\$ -
		FHWA GXX1 TOTAL	\$ 903,548	\$ 571,463	\$ 199,281	\$ 903,548	\$ -	\$ -	\$ 126,039	\$ 571,463	\$ -	\$ -
	Local	Source 1	\$ 112,801	\$ 115,057	\$ -	\$ -	\$ -	\$ 112,801.37	\$ -	\$ -	\$ -	\$ 115,057.40
		Local TOTAL	\$ 112,801	\$ 115,057	\$ -	\$ -	\$ -	\$ 112,801	\$ -	\$ -	\$ -	\$ 115,057
TOTAL			\$ 1,042,090	\$ 686,520	\$ 199,281	\$ 903,548	\$ 25,741	\$ 112,801	\$ 126,039	\$ 571,463	\$ -	\$ 115,057

Appendix A

Noteworthy Practices

Martin MPO Noteworthy Practices & Achievements

Community Characteristics Report 2023

The Martin MPO Policy Board approved the Community Characteristics Report (CCR) 2023 update on December 11, 2023. The report uses the 2020 Decennial Census data for socioeconomic information and uses the American Community Survey (ACS) 2020 5-Year Estimates when there is no information from the Decennial Census available. The report includes minority, age, poverty, mobility, and Limited English Proficiency data, crash data, as well as additional demographic information that is vital in identifying diverse groups and incorporating their needs into the transportation decision-making process.

New Martin MPO Website

The Martin MPO developed a new website in 2023. The intent of the project was to modernize the website with several improvements, such as an improved event calendar, document archive, pages addressing planning emphasis areas, and an enhanced resources page.

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.

Transit Efficiency Study

The Transit Efficiency Study examined how the transit system could become more efficient and determined service integration opportunities for Martin County Public Transit. The Study identified strategies that will effectively improve passenger experience, efficiently expand services through micro-transit to areas not currently served, as well as reduce operating and capital costs. Recommendations from this Study will be included in the Martin County Transit Development Plan (TDP), which is currently under development.

US 1 at SW Palm City Road Intersection Feasibility Study

The US 1 at SW Palm City Road Intersection Feasibility Study was developed to improve safety and mobility for all modes of transportation at the intersection of US 1 at SW Palm City Road. The

study included identifying and evaluating conceptual alternatives and gathering input from the public and relevant stakeholders. The public outreach for this project was very successful. The project included two public workshops to discuss the project with community members and receive input. The first public workshop had over 70 participants and the second public workshop had approximately 100 participants. Public outreach also included a presentation to the City of Stuart Commission, where a preferred alternative was selected. The preferred alternative included a recommendation to add complete street components along SW Palm City Road that were proposed in the Martin MPO's Complete Streets: Access to Transit Study. The MPO Policy Board adopted this study on December 11, 2023.

Walk to School Day

Staff members met with staff from J.D. Parker Elementary on October 4, 2023, to promote safe walking. The MPO gave out backpacks filled with comic books, reflective shoe laces, 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.

Hobe Sound North Corridor SUN Trail Study

At the September 18, 2023, Policy Board meeting, the Martin MPO approved the Hobe Sound North Corridor SUN Trail Feasibility Study. The study identified the preferred alignment for a segment of the East Coast Greenway along US-1 and developed a conceptual design of the shared-use path. SUN Trail funding is now programmed for the construction phase of this project.

Mobility Week Proclamation

On October 24, 2023, the MPO Chairman accepted a Martin County Board of County Commissioners Proclamation declaring Mobility Week in Martin County from October 27, 2023, to November 4, 2023. Mobility Week events included the Martin MPO participating in the Art Walk on Friday, November 3, 2023, in downtown Stuart. Staff partnered with Martin County Public Transit and FDOT's South Florida Commuter Services and handed out safety education materials and information about the benefits of using the MARTY bus system.

Social Media

The Martin MPO has a strong presence on Social Media, which includes the MPO Facebook Page and Instagram. The Martin MPO shares information regarding safety, as well as advertising our public workshops, open houses, and meetings. In the timeframe covering October through January 22, 2024, the MPO's Facebook and Instagram accounts have seen increases in reaches, post engagements, and visits. The Martin MPO Facebook post reach has increased by 2100% and post engagement increased by 1100%. The Facebook page has also seen a 440% increase in overall visitors. The MPO Instagram post reach increased by 41%; Instagram post engagement has increased by 4100%; and profile visits have seen a 380% increase.

2045 Regional Long Range Transportation Plan (RLRTP)

The Martin MPO worked with the Indian River MPO and the St. Lucie TPO to develop the 2045 RLRTP. The Martin MPO served as the Lead Agency. The RLRTP included Regional Goals, Objectives, and Performance Measures; public involvement; Regional Needs Assessment; components of regional transit, non-motorized transportation and freight; and a prioritized list of regional projects using tiers, with Tier 1 being projects with the highest priority. The Treasure Coast Transportation Council (TCTC) adopted the 2045 RLRTP on November 29, 2023.

PROJECTS UNDERWAY

Transit Development Plan

On June 19, 2023, the Martin MPO Policy Board approved the Transit Development Plan (TDP) Scope of Services. A TDP-specific Public Involvement Plan (PIP) has been developed, a stakeholder group was created, and multiple public events have taken place. The Martin MPO has hosted multiple open houses at various locations throughout the County to promote transit, explain the TDP process, and ask the public to complete a survey regarding the transit system. The MPO, through its social media campaigns and public outreach events, was able to collect 732 completed TDP surveys.

CR-714 Realignment Project

The Martin MPO has worked diligently on the CR-714 Realignment Project. Martin MPO staff coordinated a meeting on August 25, 2023 between the Heartland Regional TPO, FDOT Districts Four and One, as well as Martin County and Okeechobee County staff to discuss the realignment project. All parties agreed on the importance of moving this project forward. District Four is managing the project. The FY25-FY29 Draft Tentative Work Program has funding for the ROW phase programmed in FY25, FY26 and FY27.

Appendix B

Joint Certification & Statements and Assurances

Debarment and Suspension

Lobbying

DBE

Title VI

Appendix A&E

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

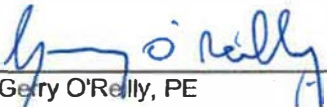
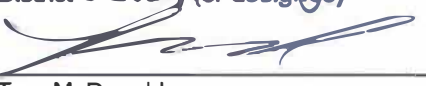
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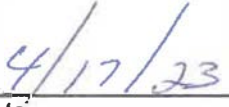
Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Martin MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on 2/13/2023.

Based on a joint review and evaluation, the Florida Department of Transportation and the Martin MPO recommend that the Metropolitan Planning Process for the Martin MPO be certified.


Name: Gerry O'Reilly, PE
Title: District Secretary (or designee)

Name: Troy McDonald
Title: MPO Chairman (or designee)


Date

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

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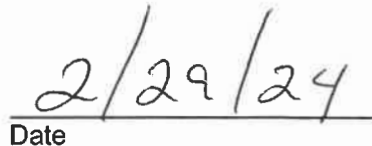
DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Martin MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Martin MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Name:
Title: MPO Chairman (or designee)



Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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TITLE VI/ NONDISCRIMINATION ASSURANCE

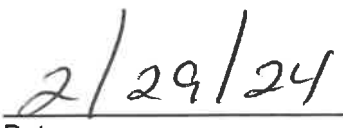
Pursuant to Section 9 of US DOT Order 1050.2A, the Martin MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil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

The Martin MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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


Name: Troy McDonald
Title: MPO Chairman


Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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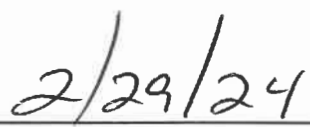
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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


Name: Troy McDonald
Title: MPO Chairman


Date

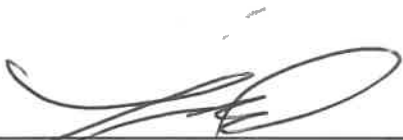
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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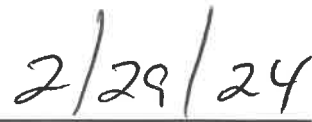
LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Martin MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Martin MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Martin MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Name: Troy McDonald
Title: MPO Chairman



Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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APPENDICES A and E

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

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

FLORIDA DEPARTMENT OF TRANSPORTATION
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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

Appendix C

Transportation Disadvantaged Planning Grant Application

RESOLUTION NUMBER #24-07

**A RESOLUTION OF THE MARTIN
METROPOLITAN PLANNING ORGANIZATION OF
MARTIN COUNTY, FLORIDA, TO EXECUTE A
TRANSPORTATION DISADVANTAGED
PLANNING GRANT AGREEMENT WITH THE
FLORIDA COMMISSION FOR THE
TRANSPORTATION DISADVANTAGED**

WHEREAS, a Resolution of the Martin Metropolitan Planning Organization (MPO) Board, hereby authorizes the execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged; and

WHEREAS, the Martin MPO Board is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code; and

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

Section 1. The Martin MPO Board has the authority to enter into this grant agreement.

Section 2. The Martin MPO Board authorizes the MPO Chairman or his designee to execute the grant agreement on behalf of the Board with the Florida Commission for the Transportation Disadvantaged.

Section 3. The Martin MPO Board authorizes the MPO Chairman or his designee to sign any and all agreements or contracts that are required in connection with the grant agreement.

Section 4. The Martin MPO Board authorizes the MPO Chairman or his designee to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the grant agreement.

DULY PASSED AND ADOPTED THIS 6th DAY OF May, 2024.

MARTIN METROPOLITAN PLANNING
ORGANIZATION

SIGNED FOR DALE SMITH



Troy McDonald, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Sarah W. Woods, County Attorney

ATTEST:



Anthony O'Neill-Butler, Clerk



Transportation Disadvantaged Planning Grant Recipient Information

Legal Name	Martin Metropolitan Planning Organization		
Federal Employer Identification Number	59-6000743-036		
Registered Address	3481 Southeast Willoughby Boulevard, Suite 101		
City and State	Stuart, FL	Zip Code	34994
Contact Person for this Grant	Beth Beltran, MPO Administrator	Phone Number Format 111-111-1111	772-221-1498
E-Mail Address [Required]	bbeltran@martin.fl.us		
Project Location [County(ies)]	Martin County		
Budget Allocation			
	Grant Amount Requested		\$25,741.00
	Total Project Amount		\$25,741.00

I, the authorized Grant Recipient Representative, hereby certify that the information herein is true and accurate and is submitted in accordance with the 2024-25 Program Manual and Instructions for the Planning Grant.

Beth Beltran
Signature of Grant Recipient Representative

5/9/24
Date

Name: Beth Beltran

Title: MPO Administrator

Appendix D

Planning Area Map

Martin MPO Planning Area Map



Transit Routes

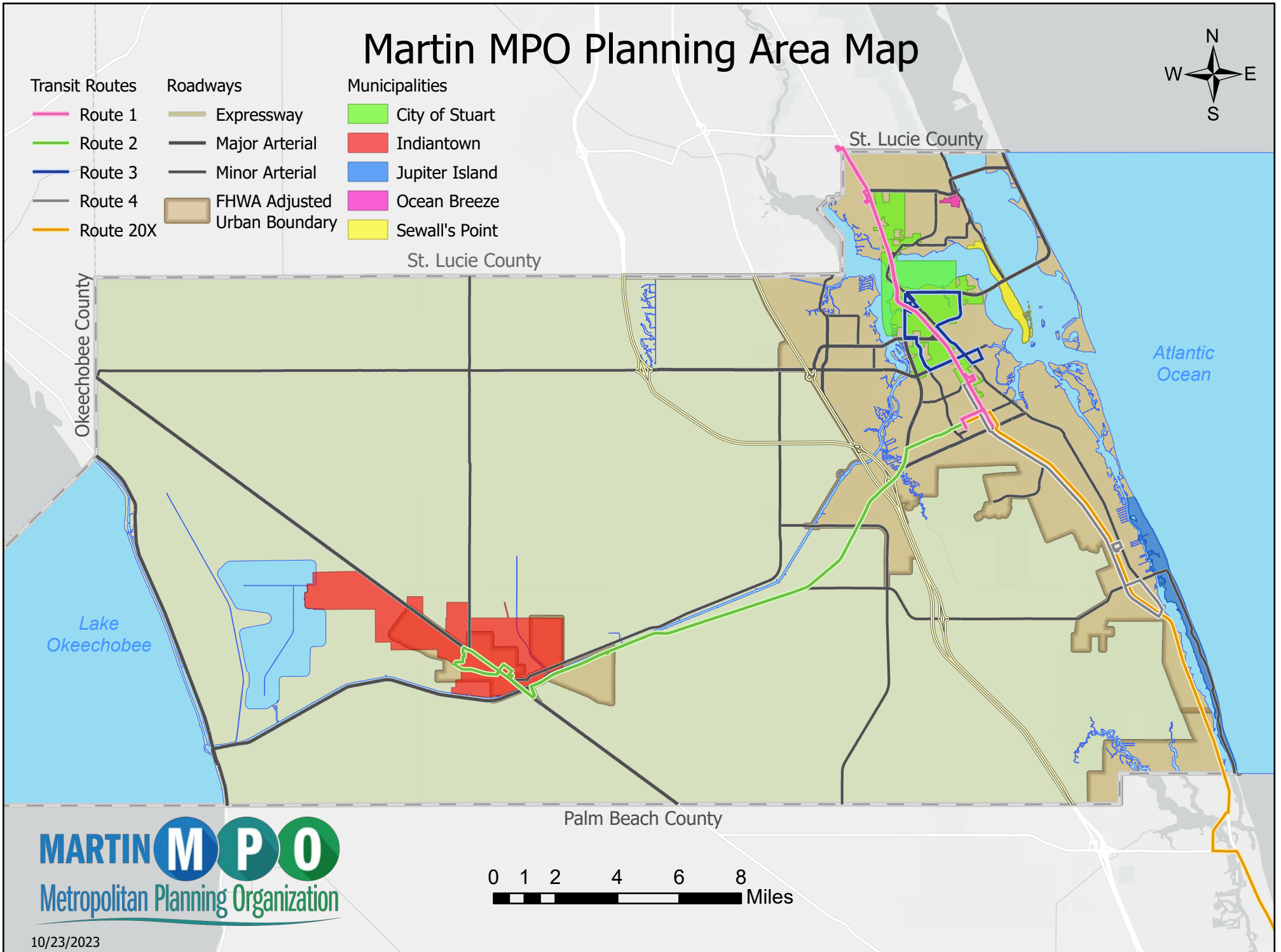
- Route 1
- Route 2
- Route 3
- Route 4
- Route 20X

Roadways

- Expressway
- Major Arterial
- Minor Arterial
- FHWA Adjusted Urban Boundary

Municipalities

- City of Stuart
- Indiantown
- Jupiter Island
- Ocean Breeze
- Sewall's Point



Appendix E

FDOT District Four/FHWA Planning Activities

FDOT District Four Planning Activities FY 24-25 to FY 25-26

(For use in MPO/TPO/TPA UPWP Development)

Planning Activities are as follows:

1. Strategic Intermodal System (SIS) Planning
2. Interchange Reviews
3. State Highway System Corridor Studies
4. Systems Planning and Reviews
5. Freight Planning and Reviews
6. Travel Demand Model Development, Maintenance & Support
7. Federal Functional Classification (including Urban Boundary Updates)
8. Traffic Characteristic Inventory Program
9. Roadway Characteristics Inventory
10. GIS Application Development and System Maintenance
11. Promoting and Coordinating Safety for all Modes of Transportation, including Bicycle and Pedestrian
12. Transportation Alternatives Program Development
13. Complete Streets Studies
14. Modal Development and Technical Support
15. Commuter Services
16. ETDM/Community Impact Assessment
17. Growth Management Impact Reviews
18. Annual Traffic Count Program
19. Resiliency
20. Land use (Consistency throughout state, county, and local municipalities)
21. Transportation System Management and Operation (TSM&O)

FDOT District Four will undertake Planning Activities consistent with the following goals (in no particular order):

- The Seven goals of the [Florida Transportation Plan \(FTP\)](#), which include:
 - Safety & Security
 - Infrastructure
 - Mobility
 - Choices
 - Economy
 - Community
 - Environment
- The **2024 Florida Planning Emphasis Areas** (published by USDOT in the December 30, 2021 Letter) which include:
 - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
 - Equity and Justice40 in Transportation Planning
 - Complete Streets
 - Public Involvement
 - Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
 - Federal Land Management Agency (FLMA) Coordination
 - Planning and Environment Linkages (PEL)
 - Data in Transportation Planning
- The FDOT Secretary’s list of the “vital few” agency emphasis areas, which include:
 - Safety
 - Workforce Development
 - Technology
 - Communities
 - Resiliency
 - Robust Supply Chain





U.S. Department
of Transportation
**Federal Highway
Administration**

Office of the Administrator

1200 New Jersey Ave., SE
Washington, D.C. 20590

Federal Transit
Administration

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and
Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Acting Administrator
Federal Highway Administration

Enclosure

2021 Planning Emphasis Areas:

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on “Tackling the Climate Crisis at Home and Abroad,” [EO 13990](#) on “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis.” [EO 14030](#) on “Climate-Related Financial Risk,” See also [FHWA Order 5520](#) “Transportation System Preparedness and Resilience to Extreme Weather Events,” FTA’s “[Hazard Mitigation Cost Effectiveness Tool](#),” FTA’s “[Emergency Relief Manual](#),” and “[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)”)

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMA's in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMA's, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decisionmaking at the State, MPO, regional, and local levels for all parties.

Appendix F

Miscellaneous Exhibits

Exhibit 1: Staff Service Agreement with Martin County

Exhibit 2: Resolution 22-04 – Travel Policy

Exhibit 3: MPO Bylaws

Exhibit 4: Amendment #2 to the MPO Agreement – FY23-FY24 UPWP De-Obligation

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.

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

.05 FTA: shall mean Federal Transit Administration.

3.00 SCOPE OF SERVICES

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

.01 COUNTY ADMINISTRATOR

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

.02 COMMITMENT OF PERSONNEL

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

.03 TECHNICAL ADVISORS

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

.04 GENERAL COUNSEL

The COUNTY Attorney shall be the legal advisor to the MPO and shall represent the MPO in all legal matters provided that the MPO may employ special counsel for specific needs.

.05 MPO STAFF DIRECTOR

An MPO Staff Director to be designated by the COUNTY Administrator and serving at his/her pleasure, shall be considered a county employee with all associated rights and obligations, shall report directly to the MPO Policy Board for all matters regarding the administration and operation of the MPO and, shall have the following duties and functions with relation to the MPO: coordinating the activities of the various structures established by the Interlocal Agreement heretofore mentioned; preparing the agendas of

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

.06 ANNUAL BUDGET

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.

.07 FINANCIAL ADMINISTRATION

Through the MPO Staff Director:

.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.

.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.

.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.

.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.

.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.

4.0 REIMBURSEMENT OF COUNTY

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.

5.0 CONSULTANTS

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

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

6.0 FEDERAL ASSURANCES

.01 SUBCONTRACTING

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

.02 SUPPLEMENTAL AGREEMENTS

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

.03 THIRD PARTY CONTRACTS

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

.04 TERMINATION OR SUSPENSION

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

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

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

.05 AUDIT AND INSPECTION

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

.06 EQUIPMENT

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

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

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

.07.1 Indirect Costs (Reserved)

.08 NONDISCRIMINATION

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

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

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

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

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

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

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

.09 TRAINING

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

.10 PROHIBITED INTERESTS

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

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:



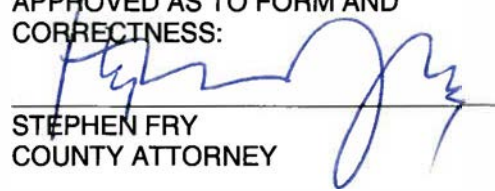
MARSHA EWING, CLERK

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:

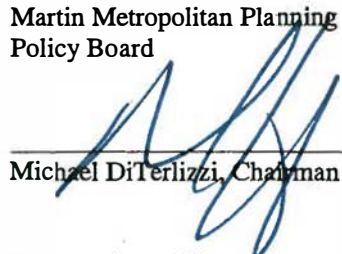
- 1) The Martin Metropolitan Planning Organization shall propose that the January 17, 1995, Staff Services Agreement be amended as reflected in the attached, Staff Services Agreement.
- 2) The proposed, amended Agreement shall be submitted to the Martin Board of County Commissioners for consideration 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

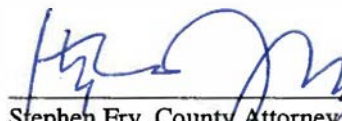
Attest:


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).

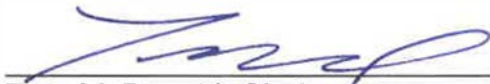
**NOW, THEREFORE, BE IT RESOLVED BY THE MARTIN
METROPOLITAN PLANNING ORGANIZATION, THAT:**

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



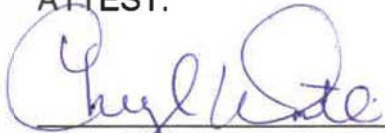
Troy McDonald, Chairman

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Sarah W. Woods, County Attorney

ATTEST:



Cheryl White, Clerk

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.

EXHIBIT 2

MARTIN COUNTY

BOARD OF COUNTY COMMISSIONERS

COMMISSIONER DAY TRAVEL MILEAGE/TOLL MONTHLY REIMBURSEMENT REPORT

Commissioner: XXX

Account Number: 0

Date of Travel	Public Purpose/Meeting	Point of Origin	Destination(s)	Mileage rate	\$ 0.575	Reimbursement
				Tolls	Mileage*	
11/3/20	Elections Canvassing Board	Stuart	Stuart	\$ -	4.00	\$ 2.30
11/4/20	Stuart Chamber Monthly Mtg	Stuart	Palm City	\$ -	11.00	\$ 6.33
11/5/20	Tom Lucido Mtg	Stuart	Hobe Sound	\$ -	20.00	\$ 11.50
11/5/20	Elections Canvassing Board	Stuart	Stuart	\$ -	4.00	\$ 2.30
11/6/20	IRLC BofD mtg	Stuart	Sebastian	\$ -	105.40	\$ 60.61
11/9/20	Jeff Chamberlain Mtg	Stuart	Stuart	\$ -	7.00	\$ 4.03
11/10/20	FRD Promotional Ceremony	Stuart	Jensen Beach	\$ -	7.20	\$ 4.14
11/12/20	MCPAL photo shoot w/Sheriff	Stuart	Stuart	\$ -	5.00	\$ 2.88
11/14/20	Elections Canvassing Board	Stuart	Stuart	\$ -	4.00	\$ 2.30
11/19/20	FRD Promotional Ceremony	Stuart	Jensen Beach	\$ -	7.20	\$ 4.14
11/20/20	Tykes & Teens Event	Stuart	Stuart	\$ -	4.60	\$ 2.63
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
TOTAL				\$ -	179.40	\$ 103.16

I hereby certify or affirm that the above expenses were actually incurred by me as necessary travel expenses in the performance of my official duties.

Commissioner: _____

Prepared by: _____

Financial Analyst: _____

I hereby certify or affirm that, to the best of my knowledge, the above travel was official business of Martin County.

Signature: _____

Department Director/Designee

Date Submitted: _____

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

DULY PASSED AND AMENDED THIS 12th DAY OF DECEMBER, 2022

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.

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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 Statute 339.175, and will operate under an Interlocal Agreement, dated May 6, 2015, and amended on February 7, 2019, authorized under Chapter 163, Florida Statutes. 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 eight 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	(4)
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.

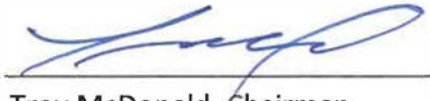
B. Whenever an emergency meeting or workshop is scheduled to be held, the MPO shall notify, as soon as possible prior to the meeting, at least one major newspaper or major circulation in the Martin County area stating time, date, place, and purpose of the meeting or workshop.

2.04 VIRTUAL PUBLIC MEETINGS.

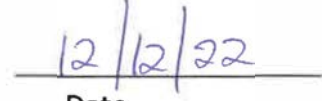
In some emergency situations, and/or when permitted by an order of the Governor of Florida or Martin County Board of County Commissioners, it may be necessary to conduct public meetings virtually. When this occurs, the MPO shall utilize technology available to provide its Board, committee members, and 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 12 day of December, 2022



Troy McDonald, Chairman
Martin Metropolitan Planning Organization

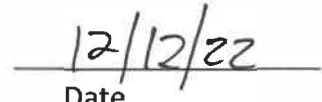


Date

Attest:



Alor Cadorna, Administrative Specialist III



Date

EXHIBIT 4

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

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

Financial Project No.: <u>439328-4-14-01</u> (item-segment-phase-sequence) Contract No.: <u>G2929</u>	Fund: <u>PL</u> Function: <u>615</u> Federal Award Project No.: <u>0413-060-M</u> MPO SAM No.: <u>DLPGAUQK4LX8</u>	FLAIR Approp.: _____ FLAIR Obj.: <u>780000</u> Org. Code: <u>55042010430</u> Vendor No.: <u>F596000743036</u>
CFDA Number & Title: <u>20.205 – Highway Planning and Construction</u>		

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this 15 day of April, 2024, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309-3421 and the Martin Metropolitan Planning Organization (MPO), whose address is 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994, and whose System for Award Management (SAM) Number is: DLPGAUQK4LX8 (collectively the “parties”).

RECITALS

WHEREAS, the Department and the MPO on June 20, 2022 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

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

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

1. Paragraph 4 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$1,449,652. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit “A”. The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	AMOUNT
439328-4-14-01 (PL FY 2022-2023)	\$ 841,168.00
439328-4-14-01 (PL FY 2023-2024)	\$ 608,484.00
TOTAL	\$ 1,449,652.00

Exhibit A (Scope of Work) of the Agreement is amended as follows: The total budgetary ceiling is being decreased from \$1,703,652 to \$1,449,652 under Amendment 2 of the Martin (MPO) UPWP through the de-obligation of \$254,000 of PL funds. This amendment is more fully described in the attached UPWP Revision Form #4.

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

EXHIBIT 4

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

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

MPO

Florida Department of Transportation

Martin MPO

MPO Name

Troy McDonald

Signatory (Printed or Typed)

Signature

Chairman

Title

Legal Review

MPO

John Krane, P.E.

Department of Transportation

Signature

Director of Transportation Development – District 4

Title

DocuSigned by:
Francine Steelman
43DE6BB3D3BF464...

Legal Review

Department of Transportation

Appendix G

Comments and Responses

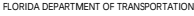
Martin MPO FY25-FY26 UPWP - Comments from Reviewing Agencies

FHWA/FTA Comments	MPO Response
Please verify funding levels available to the MPO to FHWA and FTA 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 fund Coordinator and the Districts' Work programs for STBG levels.	Noted. Verified funding levels will be coordinated between FDOT and FHWA.
The UPWP does not demonstrate that the 2.5% set-aside for Complete Streets is met for the MPO PL funds. Please revise the UPWP to identify how this requirement has been met.	Language regarding 2.5% Set-Aside for Complete Streets Planning has been added to the UPWP.
Funding source tables should document the total cost and the federal/nonfederal shares. The tables only illustrate the federal amounts; thus, the proportions are not verifiable.	Discussed this comment with FHWA/FTA partners and a plan of action for the following UPWP cycle is in place. Revisions to the UPWP Budget template may be needed.
Consider aligning your Task products and schedule directly with each Task requirement. If an activity was not completed within the prescribed target dates and the completion date rolled to another year, be sure to highlight the activity in the end products. Be sure to do the same for the associated funds.	Future UPWPs will have Task products and schedule aligned with Task requirement. Additional language has been added to Task 4 and Task 6 to identify the continuation of projects from previous UPWP.
Please review all task pages and ensure that milestones and end products have a month/year associated with the items listed.	Month/year for tasks have been added.
Verify if 963 and 150k should be negative on page 53.	The 963 and 150k numbers have been removed on page 53. A footnote was added to the bottom of the page to explain the PL Funding budget.
Any planning activity funded with 5307 and discretionary funds that will be applied to a FTA grant should be documented with the following information: sponsor, completed by, study/plan short title, programmed year, status (ie: (bi-)annual, carried forward from xxx, new, underway, etc.), project schedule, brief scope of work/deliverables, funding source, and federal/nonfederal/total amounts. This information is needed to verify consistency with the applying agency's TrAMS application.	N/A

Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.	Noted
When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment.	Comments from reviewing agencies can be found in Appendix G of the UPWP.
For TMAs all major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP (including corridor and sub-area studies in accordance with 23 CFR 450.318) regardless of source of funding or entity undertaking the work.	Noted.
Are funds being transferred to or from the Martin MPO for regional planning? If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds and activities must be reflected in the all the participating MPOs' UPWPs consistently.	The Martin MPO will not be transferring funds for regional planning this UPWP cycle.
If there are any tasks related to the fulfillment of PTASP and/or TAM, be sure to highlight these efforts.	The MPO does not have any tasks that are related to the fulfillment of the PTASP or TAM.
Confirm if the UPWP's previous budget was based on a partial apportionment or if the document was adjusted to reflect actual apportionment? If the budget is not based on a full apportionment, what actions are taken to ensure the full apportionment is programmed in the UPWP, when available?	Martin MPO programs based on estimated apportionments. Once apportionments are finalized, amendments will be created to reflect the finalized amounts.
FDOT Comments	MPO Response
Funding Source Budget Table and Summary Budget Table: include the contract # (D4 will provide) in the Final UPWP.	Noted
Continuity of Operation (COOP) date executed needs to be included.	Original adoption date and last updated date has been added.
Annual Audit mentioned in Task 1 – Required Activities but not the budget table as a line item. Is it included in Professional Services Contract? Please specify.	The annual audit referenced in Task 1 is the host agency Martin County BOCC audit. A Professional Services Contract will not be used for this task.

Appendix H

Revisions



Revision Type:

FDOT	Reviewer:		Comments:	
	Action:			
FHWA	Reviewer:		Comments:	
	Action:			
FTA	Reviewer:		Comments:	
	Action:			



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 - FY 2024/2025 – 2025/2026

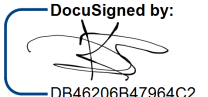
Modified 8/5/2025

Revision Number: Revision 1

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.

Kelly Budhu
Name: MPO Liaison Name

MPO Liaison (Consultant) – District 4
Title and District


DB46206B47964C2... 8/5/2025
Signature

MPO: Martin MPO

Revision #: 2

Reason:

Within Task 4 - Long Range Transportation Plan, staff is requesting \$150 be reduced from the "MPO staff salaries, fringe benefits, and other deductions" line item and moved to the Consultant/Contract Services "2050 Long Range Transportation Plan" line item. Monies will be used to fulfill the amount on the 2050 Long Range Transportation Plan Task Order.

Fiscal Year: FY25/26

Contract #: G2Y11

Fund: FHWA - PL

Form: 1

of: 1

FUNDING CHANGES

Part of a De-Ob: No

Revision Type: Modification

Task #	Task Name	Original \$	Proposed \$	Difference
4	Long Range Transportation Plan	\$ 67,837.00	\$ 67,837.00	\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
	TOTAL FUNDING CHANGE	\$ 67,837.00	\$ 67,837.00	\$ 0.00
FHWA - PL	Total Budget Amount for FY FY25/26			\$ 0.00

OTHER UPWP CHANGES (NON-FINANCIAL)

Task #	Task Name	Amendment Type

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

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

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

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

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

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

Reviewing Action

Agency	Review	Comments
FDOT	Reviewer: Action:	Comments:
FHWA	Reviewer: Action:	Comments:
FTA	Reviewer: Action:	Comments:



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 - FY 2024/2025 – 2025/2026

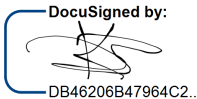
Modified 10/3/2025

Revision Number: Revision 2

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.

Kelly Budhu
Name: MPO Liaison Name

MPO Liaison (Consultant) – District 4
Title and District


DB46206B47964C2...
Signature

10/3/2025