



**JOINT CITIZEN'S ADVISORY COMMITTEE (CAC) AND BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING**

Martin County Administrative Center  
Board of County Commission Chambers  
2401 SE Monterey Road, Stuart, FL 34996

[www.martinmpo.com](http://www.martinmpo.com)

(772) 221-1498

**Wednesday, April 3, 2024 @ 9:00 AM**

**AGENDA**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. APPROVE AGENDA</b>	<b>APPROVE</b>
<b>4. APPROVE MINUTES</b> <ul style="list-style-type: none"><li>• CAC Meeting – February 7, 2024 (pg. 3)</li><li>• BPAC Meeting – February 12, 2024 (pg. 9)</li></ul>	<b>APPROVE APPROVE</b>
<b>5. COMMENTS FROM THE PUBLIC</b> (PLEASE LIMIT YOUR COMMENTS TO THREE MINUTES; COMPLETE CARD TO COMMENT)	
<b>6. AGENDA ITEMS</b>	
<b>A. FY23-FY24 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT #2 - DE-OBLIGATION OF PL FUNDS (pg. 16)</b>	<b>APPROVE</b>
<b>B. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MODIFICATION #2 (pg. 32)</b>	<b>APPROVE</b>
<b>C. DRAFT FY25-FY26 UPWP (pg. 34)</b>	<b>APPROVE</b>
<b>D. TITLE VI AND NONDISCRIMINATION POLICY AND PLAN UPDATE (pg. 143)</b>	<b>APPROVE</b>

**E. TURNPIKE AND I-95 DIRECT CONNECTION PD&E  
STUDY PRESENTATION (pg. 158)**

**INFORMATION**

**7. COMMENTS FROM COMMITTEE MEMBERS**

**8. NOTES**

**9. NEXT MEETING**

- Joint CAC/BPAC/TAC Meeting – April 29, 2024

**10. ADJOURN**

The Martin MPO solicits public participation without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require language translation services (free of charge) should contact Ricardo Vazquez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or [rvazquez@martin.fl.us](mailto:rvazquez@martin.fl.us) in advance of the meeting. Hearing-impaired individuals are requested to telephone the Florida Relay System at #711.

**MARTIN METROPOLITAN PLANNING ORGANIZATION  
CITIZENS ADVISORY COMMITTEE MEETING**

Martin County Administrative Building Commission Chambers  
2401 SE Monterey Road, Stuart, FL 34996  
(772) 221-1498

[www.martinmpo.com](http://www.martinmpo.com)

Wednesday, February 7, 2024 @ 9:00 AM

**MEETING MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 9:01 AM by Saadia Tsaftarides, Chair.

**2. ROLL CALL**

Anthony O'Neill-Butler, Administrative Assistant, called roll.

**CAC Members in Attendance:**

Saadia Tsaftarides, Chair  
John F. Patteson, Vice Chair  
Hilary Young  
Blake Capps  
Larry Sofield  
Helen McBride  
Howard Lyndon Brown  
Trent Steele  
Cindy Greenspan

**CAC Members Excused:**

Ann Kagdis

**CAC Members Not in Attendance:**

**Staff in Attendance:**

Beth Beltran, MPO Administrator  
Ricardo Vazquez, Senior Planner  
Lucine Martens, Planner  
Anthony O'Neill-Butler, Administrative Assistant

**Others in Attendance:**

Keith Baker, Martin County Public Works  
James Brown, FDOT – Florida Turnpike Enterprise  
Robert Lopes, FDOT – District Four  
Tanya Kristoff, H.W. Lochner  
Jeff Weidner, Marlin Engineering

**A quorum was present at 9:01 A.M. prior to any votes**

### **3. APPROVE AGENDA**

**A motion to approve the agenda was made by Hilary Young and was seconded by Larry Sofield. The motion passed unanimously.**

### **4. APPROVE MINUTES**

**A motion to approve the September 6, 2023, CAC Minutes was made by Cindy Greenspan and seconded by Hilary Young. The motion passed unanimously.**

### **5. COMMENTS FROM THE PUBLIC - None**

### **6. AGENDA ITEMS**

#### **A. ELECTION OF OFFICERS**

**Blake Capps nominated Saadia Tsaftarides as Chair of the Citizen's Advisory Committee. Saadia Tsaftarides was unanimously voted for as Chair.**

**Saadia Tsaftarides nominated Larry Sofield as Vice Chair of the Citizen's Advisory Committee. Larry Sofield was unanimously voted as Vice Chair.**

#### **B. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT #3**

Beth Beltran, MPO Administrator, presented the Transportation Improvement Program (TIP) Amendment #3. This amendment was requested by the Florida Department of Transportation (FDOT) to add funding for design and right-of-way acquisition for the realignment project at CR-714 and SR-710.

**A motion to approve the Transportation Improvement Program (TIP) Amendment #3 was made by Larry Sofield and seconded by Hilary Young. The motion passed unanimously.**

#### **C. PUBLIC INVOLVEMENT ANNUAL REPORT - 2023**

Ricardo Vazquez, MPO Senior Planner, presented the Public Involvement Annual Report, which is used to help ensure public input is considered during the transportation planning process .

Larry Sofield noted that there were some openings on some of the MPO's Advisory Committees and asked what we could do to fill every position. Beth Beltran, MPO Administrator, referred to the MPO's plethora of public outreach, stating that this allows staff to market the MPO, reach out to our communities, and create connections that may fill these positions. However, some of these positions are appointed by the County Commissioners, and only they can fill those positions.



**A motion to approve the Public Involvement Annual Report - 2023 was made by Larry Sofield and was seconded by Blake Capps. The motion passed unanimously.**

#### **D. DRAFT FY26-FY30 LIST OF PROJECT PRIORITIES (LOPP)**

Ms. Beltran introduced the Draft List of Project Priorities (LOPP) to the Committee which is a list required by FDOT to determine funding opportunities within FDOT's Work Program. Ms. Beltran called special attention to the changes to Item #7, SR-710 at SW Allapattah Road, Item #8, SE Commerce Avenue, Item #9, US-1 at Palm City Road, and Item #10, SW Palm City Road Complete Streets improvements.

There was a brief discussion regarding the criteria used for the ranking of different projects and their resulting rank on the LOPP. Ms. Beltran advised the committee that the most important thing is that all projects on the LOPP are available to receive funding but that the LOPP's ranking is decided by the MPO Policy Board and is useful when presenting projects to the State, like the MPO's number one priority, the widening of SR-710.

**A motion to approve the Draft FY26-FY30 List of Project Priorities was made by Cindy Greenspan and was seconded by Howard Lyndon Brown. The motion passed unanimously.**

#### **E. TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT APPLICATION**

Keith Baker, Public Works Senior Project Engineer, presented the Transportation Alternatives Program (TAP) Project application for the SW Bulldog Avenue Sidewalk Project.

Larry Sofield wondered if a six foot sidewalk would be sufficient considering children also ride bicycles to school. Helen McBride echoed his sentiments, further stating that it should be an eight foot sidewalk. Mr. Baker stated that this was a very valid point and one that he would investigate.

Trent Steele inquired about the availability of impact fees and if those could be used as immediate funding for the project. Mr. Baker believed the impact fees had been used for the sidewalk segment that will route through the development where it will connect to this TAP project.

**A motion to approve the Transportation Alternatives Program (TAP) Project Application was made by Larry Sofield and was seconded by Hilary Young. The motion passed unanimously.**

## **F. 2050 LONG RANGE TRANSPORTATION PLAN (LRTP) SCOPE OF SERVICES**

Ricardo Vazquez, MPO Senior Planner, introduced the 2050 Long Range Transportation Plan (LRTP) Scope of Services and explained that the intent and purpose of the LRTP is to encourage and promote the safe and efficient management, operation, and development of a cost-feasible transportation system that will serve the mobility needs of people and freight; and foster economic growth and development within the Martin County Planning Area.

**A motion to approve the 2050 Long Range Transportation Plan (LRTP) Scope of Services was made by Larry Sofield and was seconded by Howard Lyndon Brown. The motion passed unanimously.**

## **G. TRANSIT DEVELOPMENT PLAN (TDP) PROGRESS REPORT UPDATE**

Lucine Martens, MPO Planner, introduced Jeff Weidner from Marlin Engineering and Jessica Mackey from Kittelson and Associates who presented the Transit Development Plan (TDP) Progress Report Update.

Larry Sofield wanted clarification on the mileage for our transit vehicles and their replacement schedule, calling special attention to the paratransit vehicles as there seemed to be a discrepancy in the mileage for a 2019 vehicle. Mr. Weidner stated that the vehicles are replaced after twelve years or 500,000 miles. Beth Beltran advised that the MPO would speak with the Transit Administrator and determine the proper mileage for the paratransit vehicles.

Blake Capps wanted to speak more about the fleet of vehicles, stating that a more varied approach with smaller vehicles may be more efficient and may also appear better to the public. Mr. Capps also sought clarification on the total amount that Martin County taxpayers pay toward the MARTY Transit System. Mr. Weidner advised that Martin County receives \$2 million in State and Federal funds and Martin County pays \$1 million annually for MARTY.

Saadia Tsafarides, Chair, asked Mr. Weidner what type of feedback was received regarding weekend service as she believes it is needed. Mr. Weidner agreed and stated that they had received a lot of feedback regarding the need for weekend service.

**A motion to approve the Transit Development Plan (TDP) Progress Report Update was made by Larry Sofield and was seconded by Hilary Young. The motion passed unanimously.**

## **H. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MONTEREY ROAD GRADE SEPARATION AT FEC RAILROAD CROSSING PD&E PRESENTATION**

Robert Lopes with FDOT and Tanya Kristoff with H.W. Lochner, presented the PD&E study for the Monterey Road Grade Separation project which included nine potential alternatives.

Discussion took place regarding the different alternatives and their impacts to the Witham Field Airport, the surrounding neighborhoods, and the local businesses.

### **I. DEVELOPMENT REVIEW INTERACTIVE MAP UPDATE**

Mr. Vazquez presented the Development Review Interactive Map Update to the Committee. The Development Review Interactive Map was developed to show County and municipal land developments. This information assists the MPO and its Policy Board in making decisions related to MPO project priorities. It also serves as a vital resource for many departments and agencies.

## **7. COMMENTS FROM COMMITTEE MEMBERS**

Larry Sofield asked for an update on relations with other counties, specifically regarding the meeting that Ms. Beltran had with the Palm Beach Transportation Planning Agency (TPA). Ms. Beltran provided that the Martin MPO and Palm Beach TPA had shared the projects they were each respectively working on and noted how impressed the Palm Beach TPA is with Martin MPO's Freight Technical Advisory Committee. They also had a lengthy discussion on the many Complete Streets improvements that had been planned by the Palm Beach TPA. Ms. Beltran noted that the Palm Beach TPA has been extended an invitation to come and tour some of the Martin MPO's projects.

## **8. NOTES - None**

## **9. NEXT MEETING**

- CAC Meeting – April 3, 2024 @ 9:00 A.M.

## **10. ADJOURNMENT: 11:01 A.M.**

**Prepared by:**

\_\_\_\_\_  
Anthony O'Neill-Butler, Administrative Assistant

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Saadia Tsaftarides, CAC Chair

\_\_\_\_\_  
Date

**Minutes Approved on April 3, 2024**

DRAFT

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**MARTIN METROPOLITAN PLANNING ORGANIZATION  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING**

Martin County Administrative Building, Commission Chambers  
2401 SE Monterey Road, Stuart, FL 34996

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(772) 221-1498

**Monday, February 12, 2024 @ 2:00 PM**

**MINUTES**

**1. CALL TO ORDER**

The meeting started officially at 2:03 P.M. and was called to order by Julie Preast, Vice Chair.

**2. ROLL CALL** – Anthony O’Neill-Butler, MPO Administrative Assistant, called roll.

**BPAC Members in Attendance:**

Julie Preast, Vice Chair  
Bonnie Moser  
Rachel Dumas  
Michael MacLeod  
Hal Forslund

**Members Excused:**

Pinal Gandhi-Savdas, Chair  
Don Fabricy  
Mike Bocchino  
Bradford Davey  
Arlette Cataldo

**Members Absent:**

Jody Garrett

**Staff in Attendance:**

Beth Beltran, MPO Administrator  
Ricardo Vazquez, Senior Planner  
Lucine Martens, Planner  
Anthony O’Neill-Butler, Administrative Assistant

**Others in Attendance:**

Keith Baker, Martin County Public Works  
Ashman Beecher, Transit Administrator  
James Brown, FDOT-FTE

Robert Lopes, FDOT-District Four  
Tanya Kristoff, H.W. Lochner  
Jeff Weidner, Marlin Engineering

**A quorum was not initially present for the meeting, so the meeting began with informational Agenda Item H. A quorum was reached at 2:06 P.M.**

### **3. APPROVE AGENDA**

**A motion to approve the Agenda was made by Bonnie Moser and was seconded by Michael MacLeod. The motion passed unanimously.**

### **4. APPROVE MINUTES**

- BPAC Meeting – September 11, 2023

**A motion to approve the Minutes of September 11, 2023, was made by Bonnie Moser and was seconded by Rachel Dumas. The motion passed unanimously.**

**5. COMMENTS BY THE PUBLIC –** Patrick Duran commented on Agenda Item H, Monterey Road Grade Separation at FEC Railroad Crossing PD&E Presentation. Mr. Duran expressed his concerns about the alternatives that include an elevated structure as they can be difficult to cross for bicyclists.

### **6. AGENDA ITEMS**

**\*Agenda Item H was the first item discussed. \***

#### **A. ELECTION OF OFFICERS**

**Julie Preast nominated Pinal Ghandi-Savdas as Chair of the Bicycle and Pedestrian Advisory Committee. Pinal Ghandi-Savdas was unanimously voted for as Chair.**

**Bonnie Moser nominated Julie Preast as Vice Chair of the Bicycle and Pedestrian Advisory Committee. Julie Preast was unanimously voted for as Vice Chair.**

#### **B. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT #3**

Beth Beltran, MPO Administrator, presented the Transportation Improvement Program (TIP) Amendment #3 as a result of the Florida Department of Transportation's (FDOT) funding of design and right-of-way acquisition for the CR-714 realignment project near SR-710.

**A motion to approve Transportation Improvement Program (TIP) Amendment #3 was made by Michael MacLeod and was seconded by Bonnie Mosser. The motion passed unanimously.**

### **C. PUBLIC INVOLVEMENT ANNUAL REPORT - 2023**

Ricardo Vazquez, MPO Senior Planner, presented the Public Involvement Annual Report, which is used to help ensure public input is considered during the transportation planning process.

Bonnie Moser complimented the Martin MPO on their public outreach efforts, stating that the MPO does a great job but should try and reach more youth. Julie Preast echoed her sentiments adding that the Martin MPO's public involvement efforts are always upbeat and creative.

**A motion to approve the Public Involvement Annual Report - 2023 was made by Hal Forslund and was seconded by Bonnie Moser. The motion passed unanimously.**

### **D. DRAFT FY26-FY30 LIST OF PROJECT PRIORITIES (LOPP)**

Beth Beltran introduced the Draft List of Project Priorities (LOPP) to the Committee which is a list required by FDOT to determine funding opportunities within FDOT's Work Program. Ms. Beltran called special attention to the changes to item #7, SR-710 at SW Allapattah Road, item #8, SE Commerce Avenue, item #9, US-1 at Palm City Road, and item #10, SW Palm City Road.

Julie Preast sought clarification on how projects are ranked. Ms. Beltran informed her that the important thing is to have an item on the list, which makes it available for funding.

Michael MacLeod asked if bicycle lanes would be included with the Commerce Avenue improvements. Keith Baker, Martin County Public Works Senior Project Engineer, advised that the current design included a paved shoulder, but that a bicycle lane could be further investigated. Rachel Dumas noted that repaving and resurfacing projects are supposed to include walkways and bike paths. Mr. Baker stated that he would further investigate both, but that he did not believe there would be enough room for both a sidewalk and a bike path. Bonnie Moser commented that a shared-use path would be much safer than a bicycle lane and more people would likely utilize it over a bike lane. Hal Forslund added that if we had safe, proper bike paths, we would have more people taking advantage of them.

**A motion to approve the Draft FY26-FY30 List of Project Priorities (LOPP) was made by Bonnie Moser and was seconded by Michael MacLeod. The motion passed unanimously.**

## **E. TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT APPLICATION**

Keith Baker presented the Transportation Alternatives Program (TAP) Project application for the SW Bulldog Avenue Sidewalk Project. Mr. Baker called attention to the eight-foot sidewalks suggested by the Citizen's Advisory Committee.

Julie Preast asked if there were any concerns with adjusting the six-foot sidewalk to an eight-foot shared-use path. Mr. Baker advised that he was comfortable with the change and did not foresee any issues.

**A motion to approve the Transportation Alternatives Program (TAP) Project Application was made by Michael MacLeod and was seconded by Bonnie Moser. The motion passed unanimously.**

## **F. 2050 LONG RANGE TRANSPORTATION PLAN (LRTP) SCOPE OF SERVICES**

Mr. Vazquez introduced the 2050 Long Range Transportation Plan (LRTP) Scope of Services and explained that the intent and purpose of the LRTP is to encourage and promote the safe and efficient management, operation, and development of a cost-feasible transportation system that will serve the mobility needs of people and freight; and foster economic growth and development within the Martin County Planning Area.

Julie Preast asked if the Martin MPO was happy with the cost for the LRTP. Mr. Vazquez advised that the MPO was satisfied with the pricing.

**A motion to approve the 2050 Long Range Transportation Plan (LRTP) Scope of Services was made by Bonnie Moser and was seconded by Michael MacLeod. The motion passed unanimously.**

## **G. TRANSIT DEVELOPMENT PLAN (TDP) PROGRESS REPORT UPDATE**

Lucine Martens, MPO Planner, introduced Jeff Weidner from Marlin Engineering who presented the Transit Development Plan (TDP) Progress Report Update. Mr. Weidner commented on the Technical Advisory Committee's request for an additional slide to explain the differences between Indian River County's GoLine and Martin County's MARTY system and discussed the big differences between the two systems.

Hal Forslund suggested that a route be made to take individuals to the beach and Hutchinson Island.

Julie Preast wanted clarification on the economics of the larger busses as she had previously heard that the larger busses were cheaper to operate, however, the public sees these large busses that are mostly empty, resulting in a negative perception. Mr.



Weidner advised her that the buses themselves are not cheaper, but that the cost of labor, which accounts for roughly 70% of operating costs, is more efficient. Ms. Prest went on to state that we need more bus shelters as the small bus signs are not enough and wondered if the inclusion of bike racks at every bus stop could help encourage more ridership. Ms. Prest continued that there needs to be a more concerted effort to acquire right of way to provide these facilities. Mr. Weidner stated that dedications from developers could be an option and could allow a business to make their own branded shelters or brightly colored bike racks. Ms. Prest emphasized that the commercial and residential building codes need to be adjusted to include these types of facilities and wondered why this wasn't included in the report. Mr. Weidner advised that the report contained the feedback from the TDP's public outreach and that it was an outline of objectives. Once these objectives are approved, they will be able to move forward with some of these ideas in the final report. Ms. Prest also mentioned that we should not be trying to recreate the wheel but should try to copy Indian River County's approach and that she would like to see an analysis of Indian River County's processes included in the report regarding what we can utilize here in Martin County.

Michael MacLeod questioned the amount of revenue generated by the cost of MARTY bus fares and wondered if the County would be willing to accept the loss of that revenue. Ashman Beecher, Transit Administrator, stated that \$145,000 was generated by fares. Mr. MacLeod pointed out that we are making only about 5% of the \$3 million budget from fare collection.

**A motion to approve the Transit Development Plan (TDP) Progress Report Update was made by Hal Forslund and was seconded by Bonnie Moser. The motion passed unanimously.**

#### **H. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MONTEREY ROAD GRADE SEPARATION AT FEC RAILROAD CROSSING PD&E PRESENTATION**

Robert Lopes with FDOT and Tanya Kristoff with H.W. Lochner, presented the PD&E study for the Monterey Road Grade Separation project which included nine potential alternatives. Ms. Kristoff noted that she had added an additional slide specifically relating to bicycle and pedestrian facilities.

Julie Prest asked if there would be a website and, if so, would that website be through FDOT. Ms. Kristoff advised her that yes, it would be through FDOT.

Bonnie Moser, who lives in the neighborhood just north of the study area, stressed that this has been a long time, heavily residential area of Stuart and that nothing should be prioritized more than the maintenance of this residential area. Ms. Moser continued, stating that these alternatives seem tone-deaf as they would disconnect the neighborhoods and are more akin to a major highway interchange, not something one would expect near a residential community. Ms. Moser also noted that the pros of every

alternative is to increase traffic flow, which is not something the residents of this area care about, they do not want to see mass amounts of quickly moving traffic traveling through this area. Ms. Moser further stressed concerns about the lack of public involvement until June 2025, stating that this is a major misstep and a waste of time and money. Ms. Moser ultimately was not pleased with any of the alternatives.

Ms. Prest sought further information on the tunneling alternatives, asking if the tunneling option would result in the least impact to what is currently there and how it would be accomplished with concerns to the water table and local businesses. Ms. Kristoff advised that tunneling does require a greater right of way acquisition due to the extra support of the structure, but ultimately it does produce a design that appears to have a smaller blueprint. She also advised that pumps would need to be used for the impact by the water table. Regarding the impact to businesses, FDOT would put in some type of frontage road to maintain access to the current businesses. Ms. Prest stated that she felt like this option would have the least impact to the neighborhoods and the businesses.

Hal Forslund inquired about the height of the proposed bridge. Ms. Kristoff advised that the bridge would be approximately 35 feet high and would have a 23-and-a-half-foot clearance from the track. Ms. Moser suggested that when FDOT presents these options to the public, they include renderings to showcase the impact to the view shed. Ms. Prest echoed Ms. Moser's sentiments, adding that they should use 3D renderings so the public can truly see the impact.

Ms. Kristoff wanted to add that alternative 9 would allow traffic to flow and move south of the community. Ms. Prest advised that if alternative 9 would help the neighborhood, to please look at it closely.

## **I. DEVELOPMENT REVIEW INTERACTIVE MAP UPDATE**

Ricardo Vazquez, MPO Senior Planner, presented the Development Review Interactive Map Update to the Committee. The Development Review Interactive Map was developed to show County and municipal land developments. This information assists the MPO in making decisions related to transportation project priorities. It also serves as a vital resource for many departments and agencies.

**7. COMMENTS BY COMMITTEE MEMBERS – None**

**8. NOTES - None**

### **9. NEXT MEETING**

BPAC Meeting – April 8, 2024 @ 2:00 PM

**ADJOURNMENT: 3:24 P.M.**

Prepared by:

\_\_\_\_\_  
Anthony O'Neill-Butler, Administrative Assistant

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Pinal Gandhi-Savdas, BPAC Chair

\_\_\_\_\_  
Date

**Minutes Approved on April 3, 2024**

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**MARTIN METROPOLITAN PLANNING ORGANIZATION  
JOINT CITIZEN'S ADVISORY COMMITTEE (CAC) AND BICYCLE AND  
PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> April 3, 2024	<b>DUE DATE:</b> March 27, 2024	<b>UPWP#:</b> 1
<b>WORDING:</b> FY23-FY24 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT #2 - DE-OBLIGATION OF PL FUNDS		
<b>REQUESTED BY:</b> FDOT	<b>PREPARED BY:</b> Ricardo Vazquez / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> FY23-FY24 UPWP Amendment #2

**BACKGROUND**

The MPO is approaching the end of the current FY23-FY24 UPWP and has drafted the new FY25 – FY26 UPWP. De-obligation of Federal Highway Administration (FHWA) Planning (PL) funds is an FDOT process that releases federal funds previously authorized but not expended by the MPO. The MPO must ensure the de-obligation is received by FDOT-District Four no later than May 1<sup>st</sup>. Unless a de-obligation process is followed, the remaining project balances of the UPWP on June 30, 2024, will not be available until Year 2, on July 1, 2025, of the next adopted UPWP. Staff recommends de-obligating funds from the current UPWP in order to fund planning studies that span both planning periods.

**ISSUES**

MPO staff estimates approximately \$254,000 for consultant services will not be expended by June 30, 2024. Two projects were started in Year 2 of the FY23-FY24 UPWP that will be completed in the FY25 – FY26 UPWP: the 2050 Long Range Transportation Plan (LRTP) and the US-1 Congestion Management Study. Two additional projects in Task 7 of the FY23-FY24 UPWP will have their funds de-obligated to be used for the 2050 LRTP in FY25 of the next UPWP: the Strategic Plan and the Emerging Mobility Readiness Study.

Staff requests that \$254,000 in PL funds be unencumbered and de-obligated in the FY23-FY24 UPWP and be made available in Year 1 of the next FY25-FY26 UPWP.

Below is a summary of the funds that are being de-obligated:

Task 4	2050 LRTP	\$ 94,000
Task 6	US-1 Congestion Management Strategies	\$ 70,000
Task 7	Strategic Plan	\$ 30,000
Task 7	Emerging Mobility Readiness Study	\$ 60,000
	<b>De-obligated Amount:</b>	<b>\$ 254,000</b>

## **RECOMMENDED ACTION**

- a. Approve de-obligating \$254,000 in PL funds and making funding available in Year 1 of the next FY25-FY26 UPWP and approve FY23-FY24 UPWP Amendment #2.
- b. Approve with comments de-obligating \$254,000 in PL funds and making funding available in Year 1 of the next FY25–FY26 UPWP and approve FY23 – FY24 UPWP Amendment #2.

## **FISCAL IMPACT**

\$254,000 would be made available in FY25, the first year of the FY25-FY26 UPWP

## **APPROVAL**

MPO

## **ATTACHMENTS**

FY23 – FY24 UPWP Amendment #2.



UPWP REVISION FORM

FLORIDA DEPARTMENT OF TRANSPORTATION

Last updated: 09/15/2022

MPO: Martin MPO

Revision #: 4

Reason: Decreasing funds for from the FY23-FY24 UPWP to de-obligate them for use in the first year of the FY25-FY26 UPWP.

Fiscal Year: FY 2024 Contract #: G2929 Fund: FHWA - PL Form: 1 of: 2

FUNDING CHANGES Part of a De-Ob: Yes Revision Type: Amendment (Financial)

Table with 5 columns: Task #, Task Name, Original \$, Proposed \$, Difference. Includes rows for Long Range Transportation Plan (FY24) and Special Project Planning (FY24), and a summary row for FHWA - PL Total Budget Amount for FY 2024.

OTHER UPWP CHANGES (NON-FINANCIAL)

Table with 3 columns: Task #, Task Name, Amendment Type. Currently empty.

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

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

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

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

Reviewing Action

Table for reviewing action with columns for Reviewer, Action, and Comments. Rows are provided for FDOT, FHWA, and FTA.



UPWP REVISION FORM

FLORIDA DEPARTMENT OF TRANSPORTATION

Last updated: 09/15/2022

MPO: Martin MPO

Revision #: 4

Reason: Decreasing funds for from the FY23-FY24 UPWP to de-obligate them for use in the first year of the FY25-FY26 UPWP.

Fiscal Year: FY 2023 Contract #: G2929 Fund: FHWA - PL Form: 2 of: 2

FUNDING CHANGES Part of a De-Ob: Yes Revision Type: Amendment (Financial)

Table with 5 columns: Task #, Task Name, Original \$, Proposed \$, Difference. Row 6: Transportation Systems Planning (FY23) with values \$421,306.00, \$351,306.00, -\$70,000.00. Includes a summary row for FHWA - PL Total Budget Amount for FY 2023.

OTHER UPWP CHANGES (NON-FINANCIAL)

Table with 3 columns: Task #, Task Name, Amendment Type. Currently empty.

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

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

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

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

Reviewing Action

Table for reviewing action with columns for Reviewer, Action, and Comments. Rows for FDOT, FHWA, and FTA.

## CURRENT

Task 4 LONG RANGE TRANSPORTATION PLAN		
2022/2023		
Funding Source	FHWA	FY 2022/2023 Total
Contract Number	G2929	
Source Level	PL	
MPO Budget Reference		
Lookup Name	2022/2023 FHWA G2929 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 17,000	\$ 17,000
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
Consultant		
		\$ -
<b>Consultant Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
2023/2024		
Funding Source	FHWA	FY 2023/2024 Total
Contract Number	G2929	
Source	PL	
MPO Budget Reference		
Lookup Name	2023/2024 FHWA G2929 (PL)	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 20,000	\$ 20,000
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Consultant		
2050 Long Range Transportation Plan	\$ 136,163	\$ 136,163
		\$ -
<b>Consultant Subtotal</b>	<b>\$ 136,163</b>	<b>\$ 136,163</b>
<b>Total</b>	<b>\$ 156,163</b>	<b>\$ 156,163</b>

Task 4: Budget Category Description Detail	
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 a scope of services and begin this work effort at the end of FY24.



Task 4 LONG RANGE TRANSPORTATION PLAN		
2022/2023		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2022/2023 Total</b>
<b>Contract Number</b>	<b>G2929</b>	
<b>Source Level</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2022/2023 FHWA G2929</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 17,000	\$ 17,000
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
Consultant		
		\$ -
<b>Consultant Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
2023/2024		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2023/2024 Total</b>
<b>Contract Number</b>	<b>G2929</b>	
<b>Source</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2023/2024 FHWA G2929</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 20,000	\$ 20,000
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Consultant		
2050 Long Range Transportation Plan	\$ 42,163	\$ 42,163
		\$ -
<b>Consultant Subtotal</b>	<b>\$ 42,163</b>	<b>\$ 42,163</b>
<b>Total</b>	<b>\$ 62,163</b>	<b>\$ 62,163</b>

Task 4: Budget Category Description Detail	
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 a scope of services and begin this work effort at the end of FY24.

**CURRENT**

<b>Task 6 TRANSPORTATION SYSTEMS PLANNING</b>					
<b>2022/2023</b>					
Funding Source	FHWA	CTD	FFY 21 FTA 5305(d)	FFY 21 FTA 5305(d)	FY 2022/2023 Total
Contract Number	G2929	G2965	G1V44	G2174	
Source Level	PL	State	Federal	Federal	
MPO Budget Reference					
Lookup Name	2022/2023 FHWA G2929 (PL)	2022/2023 CTD G2965 (State)	2022/2023 FFY 21 FTA 5305(d) G1V44	2022/2023 FFY 21 FTA 5305(d) G2174	
Personnel (salary and benefits)					
MPO staff salaries, fringe benefits, and other deductions	\$ 107,500	\$ 23,000	\$ 23,000		\$ 153,500
					\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 107,500</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ 153,500</b>
Consultant					
Bicycle and Pedestrian Facility Map	\$ 2,500				\$ 2,500
US-1 Congestion Management Strategies: Public Outreach	\$ 120,000				\$ 120,000
Transit Efficiency Study			\$ 12,803	\$ 33,197	\$ 46,000
Transit Development Plan	\$ 68,306			\$ 31,000	\$ 99,306
					\$ -
<b>Consultant Subtotal</b>	<b>\$ 190,806</b>	<b>\$ -</b>	<b>\$ 12,803</b>	<b>\$ 64,197</b>	<b>\$ 267,806</b>
<b>Total</b>	<b>\$ 298,306</b>	<b>\$ 23,000</b>	<b>\$ 35,803</b>	<b>\$ 64,197</b>	<b>\$ 421,306</b>
<b>2023/2024</b>					
Funding Source	FHWA	CTD	FFY 21 FTA 5305(d)	FY 21 FTA 5305(d)	FY 2023/2024 Total
Contract Number	G2929	G2965	G1V44	G2174	
Source	PL	State	Federal	Federal	
MPO Budget Reference					
Lookup Name	2023/2024 FHWA G2929	2023/2024 CTD G2965 (State)	2023/2024 FFY 21 FTA 5305(d)	2023/2024 FFY 21 FTA 5305(d)	
Personnel (salary and benefits)					
MPO staff salaries, fringe benefits, and other deductions	\$ 189,432	\$ 23,000			\$ 212,432
					\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 189,432</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 212,432</b>
Consultant					
Transit Development Plan	\$ 55,306				\$ 55,306
Bicycle and Pedestrian Facility Map	\$ 22,500				\$ 22,500
					\$ -
<b>Consultant Subtotal</b>	<b>\$ 77,806</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,806</b>
<b>Total</b>	<b>\$ 267,238</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,238</b>

## PROPOSED

Task 6 TRANSPORTATION SYSTEMS PLANNING					
2022/2023					
Funding Source	FHWA	CTD	FFY 21 FTA 5305(d)	FFY 21 FTA 5305(d)	FY 2022/2023 Total
Contract Number	G2929	G2965	G1V44	G2174	
Source Level	PL	State	Federal	Federal	
MPO Budget Reference					
Lookup Name	2022/2023 FHWA G2929 (PL)	2022/2023 CTD G2965 (State)	2022/2023 FFY 21 FTA 5305(d) G1V44	2022/2023 FFY 21 FTA 5305(d) G2174	
Personnel (salary and benefits)					
MPO staff salaries, fringe benefits, and other deductions	\$ 107,500	\$ 23,000	\$ 23,000		\$ 153,500
					\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 107,500</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ 153,500</b>
Consultant					
Bicycle and Pedestrian Facility Map	\$ 2,500				\$ 2,500
US-1 Congestion Management Strategies: Public Outreach	\$ 50,000				\$ 50,000
Transit Efficiency Study			\$ 12,803	\$ 33,197	\$ 46,000
Transit Development Plan	\$ 68,306			\$ 31,000	\$ 99,306
					\$ -
<b>Consultant Subtotal</b>	<b>\$ 120,806</b>	<b>\$ -</b>	<b>\$ 12,803</b>	<b>\$ 64,197</b>	<b>\$ 197,806</b>
<b>Total</b>	<b>\$ 228,306</b>	<b>\$ 23,000</b>	<b>\$ 35,803</b>	<b>\$ 64,197</b>	<b>\$ 351,306</b>
2023/2024					
Funding Source	FHWA	CTD	FFY 21 FTA 5305(d)	FY 21 FTA 5305(c)	FY 2023/2024 Total
Contract Number	G2929	G2965	G1V44	G2174	
Source	PL	State	Federal	Federal	
MPO Budget Reference					
Lookup Name	2023/2024 FHWA	2023/2024 CTD G2965	2023/2024 FFY 21 FTA 5305(d)	2023/2024 FFY 21 FTA 5305(d)	
Personnel (salary and benefits)					
MPO staff salaries, fringe benefits, and other deductions	\$ 189,432	\$ 23,000			\$ 212,432
					\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 189,432</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 212,432</b>
Consultant					
Transit Development Plan	\$ 55,306				\$ 55,306
Bicycle and Pedestrian Facility Map	\$ 22,500				\$ 22,500
					\$ -
<b>Consultant Subtotal</b>	<b>\$ 77,806</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,806</b>
<b>Total</b>	<b>\$ 267,238</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,238</b>

**CURRENT**

<b>Task 7 SPECIAL PROJECT PLANNING</b>		
<b>2022/2023</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2022/2023 Total</b>
<b>Contract Number</b>	<b>G2929</b>	
<b>Source Level</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2022/2023 FHWA G2929 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 52,500	\$ 52,500
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 52,500</b>	<b>\$ 52,500</b>
Consultant		
Resiliency Study - Phase 1 Finalization	\$ 20,000	\$ 20,000
US-1/Palm City Road Intersection	\$ 65,000	\$ 65,000
		\$ -
<b>Consultant Subtotal</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<b>Total</b>	<b>\$ 137,500</b>	<b>\$ 137,500</b>
<b>2023/2024</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2023/2024 Total</b>
<b>Contract Number</b>	<b>G2929</b>	
<b>Source</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2023/2024 FHWA G2929 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 70,000	\$ 70,000
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
Consultant		
Strategic Plan	\$ 30,000	\$ 30,000
Emerging Mobility Readiness Study	\$ 60,000	\$ 60,000
		\$ -
<b>Consultant Subtotal</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>

**PROPOSED**

<b>Task 7 SPECIAL PROJECT PLANNING</b>		
<b>2022/2023</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2022/2023 Total</b>
<b>Contract Number</b>	<b>G2929</b>	
<b>Source Level</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2022/2023 FHWA G2929 (PL)</b>	
<b>Personnel (salary and benefits)</b>		
MPO staff salaries, fringe benefits, and other deductions	\$ 52,500	\$ 52,500
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 52,500</b>	<b>\$ 52,500</b>
<b>Consultant</b>		
Resiliency Study - Phase 1 Finalization	\$ 20,000	\$ 20,000
US-1/Palm City Road Intersection	\$ 65,000	\$ 65,000
		\$ -
<b>Consultant Subtotal</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<b>Total</b>	<b>\$ 137,500</b>	<b>\$ 137,500</b>
<b>2023/2024</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2023/2024 Total</b>
<b>Contract Number</b>	<b>G2929</b>	
<b>Source</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2023/2024 FHWA G2929 (PL)</b>	
<b>Personnel (salary and benefits)</b>		
MPO staff salaries, fringe benefits, and other deductions	\$ 70,000	\$ 70,000
		\$ -
<b>Personnel (salary and benefits)</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>Consultant</b>		
<b>Consultant Subtotal</b>	<b>\$</b>	<b>\$</b>
<b>Total</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>

**CURRENT**

**SUMMARY BUDGET TABLES**

**Table 1A: Agency Participation FY 22/23 & FY 23/24**

**Agency Participation**

Funding Source Contract	CTD G2965		FFY 21 FTA 5305(d) G1V44		FFY 21 FTA 5305(d) G2174		FHWA G2929		FHWA		Local	
	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024
<b>Total Budget</b>	\$ 23,000	\$ 23,000	\$ 35,803	\$ -	\$ 64,197	\$ -	\$ 791,168	\$ 842,484	\$ 50,000	\$ 20,000	\$ 143,213	\$ 105,277
<b>Task 1 UPWP AND ORGANIZATION ADMINISTRATION</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,562	\$ 90,915	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300	\$ 11,500	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,800	\$ 20,800	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,162	\$ 148,215	\$ -	\$ -	\$ -	\$ -
<b>Task 2 PUBLIC INVOLVEMENT AND OUTREACH</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ 40,168	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 44,168	\$ -	\$ -	\$ -	\$ -
<b>Task 3 DATA COLLECTION</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ 30,500	\$ -	\$ -	\$ 103,213	\$ 105,277
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,000	\$ 34,500	\$ -	\$ -	\$ 103,213	\$ 105,277
<b>Task 4 LONG RANGE TRANSPORTATION PLAN</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,163	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ 156,163	\$ -	\$ -	\$ -	\$ -
<b>Task 5 TRANSPORTATION IMPROVEMENT PROGRAM</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ 7,200	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,200	\$ 32,200	\$ -	\$ -	\$ -	\$ -
<b>Task 6 TRANSPORTATION SYSTEMS PLANNING</b>												
Personnel (salary and benefits)	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ -	\$ 107,500	\$ 189,432	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 12,803	\$ -	\$ 64,197	\$ -	\$ 190,806	\$ 77,806	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 23,000	\$ 23,000	\$ 35,803	\$ -	\$ 64,197	\$ -	\$ 298,306	\$ 267,238	\$ -	\$ -	\$ -	\$ -
<b>Task 7 SPECIAL PROJECT PLANNING</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,500	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,500	\$ 160,000	\$ -	\$ -	\$ -	\$ -
<b>8 REGIONAL PLANNING</b>												
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 20,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 20,000	\$ 40,000	\$ -
<b>TOTAL PROGRAMMED</b>	\$ 23,000	\$ 23,000	\$ 35,803	\$ -	\$ 64,197	\$ -	\$ 791,168	\$ 842,484	\$ 50,000	\$ 20,000	\$ 143,213	\$ 105,277

**PROPOSED**

**SUMMARY BUDGET TABLES**

**Agency Participation**

Funding Source Contract	CTD G2965		FFY 21 FTA 5305(d) G1V44		FFY 21 FTA 5305(d) G2174		FHWA G2929		FHWA		Local			
	Fiscal Year		2022/2023		2023/2024		2022/2023		2023/2024		2022/2023		2023/2024	
	Total Budget		\$ 23,000	\$ 23,000	\$ 35,803	\$ -	\$ 64,197	\$ -	\$ 721,168	\$ 658,484	\$ 50,000	\$ 20,000	\$ 143,213	\$ 105,277
<b>Task 1 UPWP AND ORGANIZATION ADMINISTRATION</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,562	\$ 90,915	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300	\$ 11,500	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,800	\$ 20,800	\$ -	\$ -	\$ -	\$ -	
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,162	\$ 148,215	\$ -	\$ -	\$ -	\$ -	
<b>Task 2 PUBLIC INVOLVEMENT AND OUTREACH</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ 40,168	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 44,168	\$ -	\$ -	\$ -	\$ -	
<b>Task 3 DATA COLLECTION</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ 30,500	\$ -	\$ -	\$ 103,213	\$ 105,277	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,000	\$ 34,500	\$ -	\$ -	\$ 103,213	\$ 105,277	
<b>Task 4 LONG RANGE TRANSPORTATION PLAN</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,163	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ 62,163	\$ -	\$ -	\$ -	\$ -	
<b>Task 5 TRANSPORTATION IMPROVEMENT PROGRAM</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ 7,200	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,200	\$ 32,200	\$ -	\$ -	\$ -	\$ -	
<b>Task 6 TRANSPORTATION SYSTEMS PLANNING</b>														
Personnel (salary and benefits)	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 107,500	\$ 189,432	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ 12,803	\$ -	\$ 64,197	\$ -	\$ -	\$ 120,806	\$ 77,806	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ 23,000	\$ 23,000	\$ 35,803	\$ -	\$ 64,197	\$ -	\$ -	\$ 228,306	\$ 267,238	\$ -	\$ -	\$ -	\$ -	
<b>Task 7 SPECIAL PROJECT PLANNING</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,500	\$ 70,000	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,500	\$ 70,000	\$ -	\$ -	\$ -	\$ -	
<b>8 REGIONAL PLANNING</b>														
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 20,000	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 40,000	\$ -	
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 20,000	\$ 40,000	\$ -	
<b>TOTAL PROGRAMMED</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 35,803</b>	<b>\$ -</b>	<b>\$ 64,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 721,168</b>	<b>\$ 658,484</b>	<b>\$ 50,000</b>	<b>\$ 20,000</b>	<b>\$ 143,213</b>	<b>\$ 105,277</b>	

**CURRENT**

**Table 2A: Funding Source FY 22/23 & FY 23/24**

Funding Source

Contract	Funding Source	Source Level	2022/2023		2023/2024		FY 2022/2023 Funding Source				FY 2023/2024 Funding Source			
							Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G2965	CTD	State	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 23,000.00	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>CTD G2965 TOTAL</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ -</b>
G1V44	FFY 21 FTA 5305(d)	Federal	\$ 35,803	\$ -	\$ 8,950.75	\$ 35,803.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>FFY 21 FTA 5305(d) G1V44 TOTAL</b>	<b>\$ 35,803</b>	<b>\$ -</b>	<b>\$ 8,951</b>	<b>\$ 35,803</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G2174	FFY 21 FTA 5305(d)	Federal	\$ 64,197	\$ -	\$ 16,049.25	\$ 64,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>FFY 21 FTA 5305(d) G2174 TOTAL</b>	<b>\$ 64,197</b>	<b>\$ -</b>	<b>\$ 16,049</b>	<b>\$ 64,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G2929	FHWA	PL	\$ 791,168	\$ 842,484	\$ 174,495.37	\$ 791,168.00	\$ -	\$ -	\$ 185,813.33	\$ 842,484.00	\$ -	\$ -		
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		<b>FHWA G2929 TOTAL</b>	<b>\$ 791,168</b>	<b>\$ 842,484</b>	<b>\$ 174,495</b>	<b>\$ 791,168</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185,813</b>	<b>\$ 842,484</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	FHWA	PL	\$ 50,000	\$ 20,000	\$ 11,027.71	\$ 50,000.00	\$ -	\$ -	\$ 4,411.08	\$ 20,000.00	\$ -	\$ -		
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
		<b>FHWA TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 20,000</b>	<b>\$ 11,028</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,411</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>		
	Local	Local Transfers	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -		
		Source 1	\$ 103,213	\$ 105,277	\$ -	\$ -	\$ -	\$ 103,213.00	\$ -	\$ -	\$ -	\$ 105,277.00		
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
		<b>Local TOTAL</b>	<b>\$ 143,213</b>	<b>\$ 105,277</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,213</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,277</b>		
<b>TOTAL</b>			<b>\$ 1,107,381</b>	<b>\$ 990,761</b>	<b>\$ 210,523</b>	<b>\$ 941,168</b>	<b>\$ 23,000</b>	<b>\$ 143,213</b>	<b>\$ 190,224</b>	<b>\$ 862,484</b>	<b>\$ 23,000</b>	<b>\$ 105,277</b>		



**PROPOSED**

**Table 2A: Funding Source FY 22/23 & FY 23/24**

Funding Source

Contract	Funding Source	Source Level	2022/2023		2023/2024		FY 2022/2023 Funding Source				FY 2023/2024 Funding Source			
							Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G2965	CTD	State	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00	\$ -	\$ -	\$ -	\$ 23,000.00	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>CTD G2965 TOTAL</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,000</b>
G1V44	FFY 21 FTA 5305(d)	Federal	\$ 35,803	\$ -	\$ 8,950.75	\$ 35,803.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FFY 21 FTA 5305(d) G1V44 TOTAL</b>	<b>\$ 35,803</b>	<b>\$ -</b>	<b>\$ 8,951</b>	<b>\$ 35,803</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G2174	FFY 21 FTA 5305(d)	Federal	\$ 64,197	\$ -	\$ 16,049.25	\$ 64,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FFY 21 FTA 5305(d) G2174 TOTAL</b>	<b>\$ 64,197</b>	<b>\$ -</b>	<b>\$ 16,049</b>	<b>\$ 64,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
G2929	FHWA	PL	\$ 721,168	\$ 658,484	\$ 159,056.58	\$ 721,168.00	\$ -	\$ -	\$ -	\$ -	\$ 145,231.37	\$ 658,484.00	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FHWA G2929 TOTAL</b>	<b>\$ 721,168</b>	<b>\$ 658,484</b>	<b>\$ 159,057</b>	<b>\$ 721,168</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145,231</b>	<b>\$ 658,484</b>	<b>\$ -</b>	<b>\$ -</b>
	FHWA	PL	\$ 50,000	\$ 20,000	\$ 11,027.71	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,411.08	\$ 20,000.00	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>FHWA TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 20,000</b>	<b>\$ 11,028</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,411</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
	Local	Local Transfers	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
		Source 1	\$ 103,213	\$ 105,277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,213.00	\$ -	\$ -	\$ -	\$ 105,277.00
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Local TOTAL</b>	<b>\$ 143,213</b>	<b>\$ 105,277</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,213</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>			<b>\$ 1,037,381</b>	<b>\$ 806,761</b>	<b>\$ 195,084</b>	<b>\$ 871,168</b>	<b>\$ 23,000</b>	<b>\$ 143,213</b>	<b>\$ 149,642</b>	<b>\$ 678,484</b>	<b>\$ 23,000</b>	<b>\$ 105,277</b>	<b>\$ -</b>	

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

Financial Project No.: <u>439328-4-14-01</u> (item-segment-phase-sequence) Contract No.: <u>G2929</u>  CFDA Number & Title: <u>20.205 – Highway Planning and Construction</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>
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THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 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.

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)

John Krane, P.E.

\_\_\_\_\_  
Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Chairman

\_\_\_\_\_  
Title

Director of Transportation Development – District 4

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Review

MPO

\_\_\_\_\_  
Legal Review

Department of Transportation



**MARTIN METROPOLITAN PLANNING ORGANIZATION  
JOINT CITIZEN'S ADVISORY COMMITTEE (CAC) AND BICYCLE AND  
PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> April 3, 2024	<b>DUE DATE:</b> March 27, 2024	<b>UPWP#:</b> 5
<b>WORDING:</b> FY24-FY28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MODIFICATION #2		
<b>REQUESTED BY:</b> MPO	<b>PREPARED BY:</b> Ricardo Vazquez / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> Draft FY25-FY26 UPWP

**BACKGROUND**

Due to the FY23-FY24 Unified Planning Work Program (UPWP) being amended to de-obligate funds for the FY25-FY26 UPWP, the Martin MPO must modify the FY24-FY28 TIP to reflect the decreased amount (FM#4393284).

**ISSUES**

At the April 3, 2024, MPO Advisory Committee meetings, Martin MPO staff will present the FY24-FY28 TIP Modification.

**RECOMMENDED ACTION**

Approve TIP modification

**FISCAL IMPACT**

This TIP modification is part of the process of de-obligating funds from the FY23-FY24 UPWP to add funds in the first year of the FY25-FY26 UPWP.

**APPROVAL**

MPO

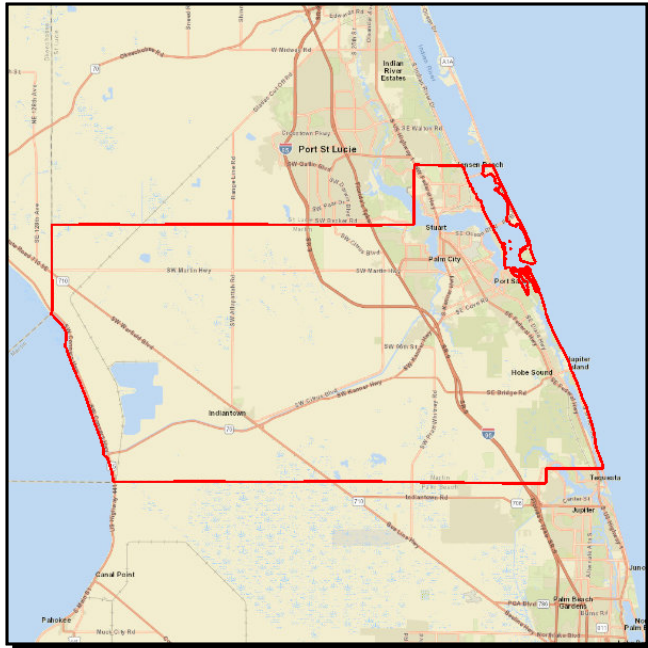
**ATTACHMENTS**

TIP Project Page

4393284

MARTIN COUNTY FY 2022/2023-2023/2024 UPWP

Non-SIS



**Project Description:** FHWA PLANNING (PL) FUNDS

**Work Summary:** TRANSPORTATION PLANNING

**From:**

**To:** N/A

**Lead Agency:** Martin MPO

**Length:** .000

Phase	Fund Source	2023/24	2024/25	2025/26	2026/27	2027/28	Total
PLN	PL	678,484	0	0	0	0	678,484
<b>Total</b>		<b>678,484</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>678,484</b>

**Prior Year Cost:** 841,168  
**Future Year Cost:** 678,484  
**Total Project Cost:** 1,553,652



**MARTIN METROPOLITAN PLANNING ORGANIZATION  
JOINT CITIZEN'S ADVISORY COMMITTEE (CAC) AND BICYCLE AND  
PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> April 3, 2024	<b>DUE DATE:</b> March 27, 2024	<b>UPWP#:</b> 1
<b>WORDING:</b> DRAFT FY25 – FY26 UNIFIED PLANNING WORK PROGRAM (UPWP)		
<b>REQUESTED BY:</b> MPO	<b>PREPARED BY:</b> Ricardo Vazquez / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> Draft FY25-FY26 UPWP

**BACKGROUND**

The MPO is required to develop a Unified Planning Work Program (UPWP) document identifying the planning activities budgeted for the upcoming two-year period. Tasks described in the UPWP may be completed by MPO staff or consultants. All tasks are funded by Federal Highway Administration (FHWA) planning (PL) funds that incorporate Federal Transit Administration (FTA) Section 5305(d) funds through a Consolidated Planning Grant (CPG), Transportation Disadvantaged (TD) planning funds, State match funds, local match funds, and in-kind contributions made by Martin County.

Funding received by each MPO is awarded in accordance with a distribution formula developed by the Florida Department of Transportation (FDOT) and approved by FHWA and may be expended only in accordance with an approved UPWP. The DRAFT UPWP was submitted to FDOT by the established March 15<sup>th</sup> deadline.

The DRAFT UPWP supports the continuity of MPO activities. This work plan includes the development and completion of the 2050 Long Range Transportation Plan, quarterly updates to the Development Review Interactive Map, and US-1 Congestion Management Studies.

**ISSUES**

At the April 3, 2024, MPO Advisory Committee Meetings, staff will provide an overview of the Draft FY25-FY26 UPWP. The Final FY25-FY26 UPWP will be presented at the Joint Advisory Committee meeting on April 29, 2024.

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**RECOMMENDED ACTION**

Approve the Draft FY25-FY26 UPWP

## AGENDA ITEM 6C

### **FISCAL IMPACT**

The budget for the Draft FY25-FY26 UPWP does not include the de-obligated funds from the FY23-FY24 UPWP. The de-obligated funds will be added to the FY25-FY26 UPWP after the current FY23-FY24 UPWP has been amended and the amendment to the MPO Agreement is executed by the MPO and FDOT.

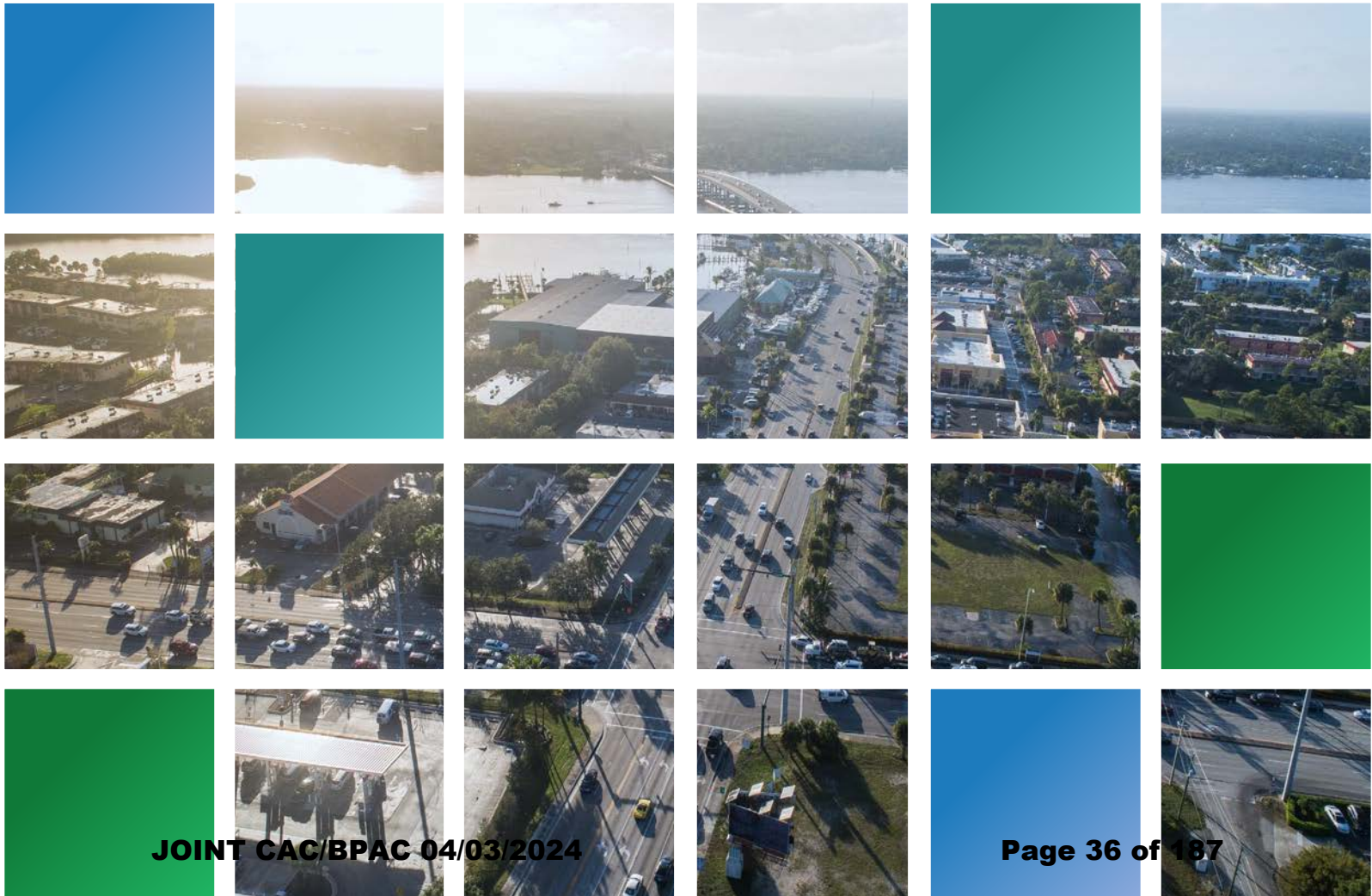
### **APPROVAL**

MPO

### **ATTACHMENTS**

Martin MPO Draft FY25-FY26 UPWP

# Unified Planning Work Program FY25 – FY26





# MARTIN METROPOLITAN PLANNING ORGANIZATION

FY24/25 – FY25/26

## UNIFIED PLANNING WORK PROGRAM

**JULY 1, 2024, THROUGH JUNE 30, 2026**

Martin Metropolitan Planning Organization

3481 SE Willoughby Boulevard, Suite 101

Stuart FL 34994

[www.martinmpo.com](http://www.martinmpo.com)

772-221-1498

**www.martinmpo.com**

### **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 0413-060-M**

**Financial Project Number 439328-5-14-01**

**Adopted by the Martin MPO on May 6, 2024**

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**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, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or [rvazquez@martin.fl.us](mailto:rvazquez@martin.fl.us). Hearing-impaired individuals are requested to telephone the Florida Relay System at #711.



**Florida Department of Transportation**

**RON DESANTIS**  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

**JARED W. PERDUE, P.E.**  
SECRETARY

**Cost Analysis Certification**

**Martin MPO**

**Unified Planning Work Program - FY25-FY26**

Select Status 5/6/2018

Revision Number: Select

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: MPO Liaison Name

Select to enter \_\_\_\_\_  
Title and District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Select Date

**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 FY246 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)
<b>FY25</b>	\$792,808	\$649,548	\$143,260
<b>FY26</b>	\$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 (CO<sub>2</sub>) 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 CO<sub>2</sub>.

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 Regulation: 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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

MARTIN METROPOLITAN PLANNING ORGANIZATION

\_\_\_\_\_  
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.

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.
- 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.

<b>Product:</b>	<b>Schedule:</b>
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 <sup>rd</sup> & 4 <sup>th</sup> Qtr. FY25 & FY26
Annual Audit	2 <sup>nd</sup> Qtr. FY25 & FY26
Financial and Other Record Keeping	Ongoing
GPC Selection Process	2 <sup>nd</sup> Qtr. FY25
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	3 <sup>rd</sup> Qtr. FY25 & FY26
Advertise the draft TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Advertise the amendments to the LRTP and TIP	As Needed
UPWP FY25 – FY26 Amendments/Modifications	As Needed
FY27 – FY28 UPWP Kickoff Meeting	2 <sup>nd</sup> Qtr. FY26
FY27 – FY28 Draft UPWP submitted to FDOT	3 <sup>rd</sup> Qtr. FY26
FY27 – FY28 Draft UPWP to Advisory Committees & MPO Board	FY24
Meetings with St. Lucie and Indian River T/MPOs	As Needed
Open Public Comment Period for FY27-FY28 UPWP	2 <sup>nd</sup> & 3 <sup>rd</sup> Qtr. FY26
Final Submittal of FY27-FY28 UPWP to FDOT	4 <sup>th</sup> Qtr. FY26
Closeout of FY23-FY24 UPWP	2 <sup>nd</sup> Qtr. FY25
<b>Responsible Agency: Martin MPO</b>	

<b>Task 1: Budget Category Description Detail FY25 &amp; FY26</b>	
<b>Consultant/Contract Services</b>	
<b>Professional Services Contract</b>	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.

<b>Task 1 UPWP AND ORGANIZATION ADMINISTRATION</b>		
<b>2024/2025</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024/2025 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source Level</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2024/2025 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 100,684	\$ 100,684
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 100,684</b>	<b>\$ 100,684</b>
Consultant		
Professional Services Contract	\$ 10,000	\$ 10,000
<b>Consultant Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
Travel		
Travel/Training	\$ 6,500	\$ 6,500
<b>Travel Subtotal</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>
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
<b>Direct Expenses Subtotal</b>	<b>\$ 16,800</b>	<b>\$ 16,800</b>
Supplies		
Office Supplies	\$ 2,000	\$ 2,000
<b>Supplies Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Equipment		
Computer/Equipment	\$ 2,000	\$ 2,000
Software Programs	\$ 1,500	\$ 1,500
<b>Equipment Subtotal</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
<b>Total</b>	<b>\$ 139,484</b>	<b>\$ 139,484</b>

<b>Task 1 UPWP AND ORGANIZATION ADMINISTRATION</b>		
<b>2025/2026</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2025/2026 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2025/2026 FHWA GXX1 (PL)</b>	
<b>Personnel (salary and benefits)</b>		
MPO staff salaries, fringe benefits, and other deductions	\$ 95,563	\$ 95,563
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 95,563</b>	<b>\$ 95,563</b>
<b>Travel</b>		
Travel /Training	\$ 5,000	\$ 5,000
<b>Travel Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Direct Expenses</b>		
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
<b>Direct Expenses Subtotal</b>	<b>\$ 16,800</b>	<b>\$ 16,800</b>
<b>Supplies</b>		
Office Supplies	\$ 2,000	\$ 2,000
<b>Supplies Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Equipment</b>		
Computer/Equipment	\$ 2,000	\$ 2,000
Software Programs	\$ 1,500	\$ 1,500
<b>Equipment Subtotal</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
<b>Total</b>	<b>\$ 122,863</b>	<b>\$ 122,863</b>



## 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](http://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.

<b>Product:</b>	<b>Schedule:</b>
Documentation of public involvement efforts	Ongoing
Attend community/partner agency meetings	Ongoing
Website maintenance	Ongoing
Create newsletters and brochures	FY25 & FY26
Review PPP and develop annual Report	3 <sup>rd</sup> Qtr. FY23 & FY24
Attend Title VI, ADA, and public involvement training	Ongoing
Title VI Plan review and update	3 <sup>rd</sup> Qtr. FY23 & FY24
Bicycle and pedestrian safety education	Ongoing
Social media outreach	Ongoing
Public involvement activities	Ongoing
<b>Responsible Agency: Martin MPO</b>	

<b>Task 2: Budget Category Description Detail FY25 &amp; FY26</b>	
<b>Consultant/Contract Services</b>	
<b>Website Maintenance</b>	Continue to contract services for hosting the Martin MPO Website. Includes monthly web hosting, support, and domain registration.

<b>Task 2 PUBLIC INVOLVEMENT AND OUTREACH</b>		
<b>2024/2025</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024/2025 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source Level</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2024/2025 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 45,000	\$ 45,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
Consultant		
Website Maintenance	\$ 4,000	\$ 4,000
<b>Consultant Subtotal</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Total</b>	<b>\$ 49,000</b>	<b>\$ 49,000</b>
<b>2025/2026</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2025/2026 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2025/2026 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 41,000	\$ 41,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 41,000</b>	<b>\$ 41,000</b>
Consultant		
Website Maintenance	\$ 4,000	\$ 4,000
<b>Consultant Subtotal</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Total</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

### 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
<b>Responsible Agency: Martin MPO</b>	

<b>Task 3: Budget Category Description Detail FY25 &amp; FY26</b>	
<b>Consultant/Contract Services</b>	
<b>Development Review Interactive Map</b>	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	GXX1		
Source Level	PL	Source 1	
Lookup Name	2024/2025 FHWA GXX1 (PL)	2024/2025 Local (Source 1)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 39,600		\$ 39,600
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 39,600</b>	<b>\$ -</b>	<b>\$ 39,600</b>
Consultant			
Development Review Map	\$ 8,000		\$ 8,000
<b>Consultant Subtotal</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 8,000</b>
<b>Total</b>	<b>\$ 47,600</b>	<b>\$ -</b>	<b>\$ 47,600</b>
2025/2026			
Funding Source	FHWA	Local	FY 2025/2026 Total
Contract Number	GXX1		
Source	PL	Source 1	
Lookup Name	2025/2026 FHWA GXX1 (PL)	2025/2026 Local (Source 1)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 32,000		\$ 32,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ 32,000</b>
Consultant			
Development Review Map	\$ 8,000		\$ 8,000
<b>Consultant Subtotal</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 8,000</b>
<b>Total</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>

## Task 4: Long Range Transportation Plan

**Purpose:**

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

**Previous Work:**

- 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.



<b>Task 4 LONG RANGE TRANSPORTATION PLAN</b>		
<b>2024/2025</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024/2025 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source Level</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2024/2025 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 68,752	\$ 68,752
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 68,752</b>	<b>\$ 68,752</b>
Consultant		
2050 Long Range Transportation Plan	\$ 58,000*	\$ 58,000*
<b>Consultant Subtotal</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>
<b>Total</b>	<b>\$ 126,752</b>	<b>\$ 126,752</b>
<b>2025/2026</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2025/2026 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2025/2026 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 27,000	\$ 27,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 27,000</b>	<b>\$ 27,000</b>
Consultant		
2050 Long Range Transportation Plan	\$ 40,837	\$ 40,837
<b>Consultant Subtotal</b>	<b>\$ 40,837</b>	<b>\$ 40,837</b>
<b>Total</b>	<b>\$ 67,837</b>	<b>\$ 67,837</b>

\* \$184,000 is being de-obligated from the FY23-FY24 UPWP to be used for the 2050 Long Range Transportation Plan (LRTP) in FY25 of this UPWP.

## 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	3 <sup>rd</sup> & 4 <sup>th</sup> Qtr. FY25 & FY26
Submittal of LOPPs to FDOT	4 <sup>th</sup> Qtr. FY25 & FY26
Review and endorse FDOT’s Five-Year Tentative Work Program	2 <sup>nd</sup> Qtr. FY25 & FY26
Develop annual TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Publish notice of public hearing of DRAFT TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Advisory committee reviews	4 <sup>th</sup> Qtr. FY25 & FY26
Annual publication of the federally funded project listing	4 <sup>th</sup> Qtr. FY25 & FY26
MPO approval	4 <sup>th</sup> Qtr. FY25 & FY26
ETDM Training and Study	Ongoing
TIP modifications/ amendments	As needed

Utilize Interactive TIP tool	4 <sup>th</sup> Qtr. FY25 & FY26
Coordination and training for Interactive TIP Tool	As needed
Performance measures implementation	Ongoing
Adoption of TAM targets and inclusion in the TIP	4 <sup>th</sup> Qtr. FY25 & FY26
Adoption of Transit Safety Performance Targets as identified in the Public Transit Agency Safety Plan (PTASP) and inclusion into the TIP	4 <sup>th</sup> Qtr. FY25 & FY26
<b>Responsible Agency: Martin MPO</b>	

<b>Task 5: Budget Category Description Detail FY25 &amp; FY26</b>	
<b>Consultant/Contract Services</b>	
<b>Interactive TIP</b>	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.

<b>Task 5 TRANSPORTATION IMPROVEMENT PROGRAM</b>		
<b>2024/2025</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024/2025 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source Level</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2024/2025 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 30,000	\$ 30,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
Consultant		
Interactive TIP Tool	\$ 7,200	\$ 7,200
<b>Consultant Subtotal</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>
<b>Total</b>	<b>\$ 37,200</b>	<b>\$ 37,200</b>
<b>2025/2026</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2025/2026 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source</b>	<b>PL</b>	
<b>Lookup Name</b>	<b>2025/2026 FHWA GXX1 (PL)</b>	
Personnel (salary and benefits)		
MPO staff salaries, fringe benefits, and other deductions	\$ 30,000	\$ 30,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
Consultant		
Interactive TIP Tool	\$ 7,200	\$ 7,200
<b>Consultant Subtotal</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>
<b>Total</b>	<b>\$ 37,200</b>	<b>\$ 37,200</b>

## 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.

<b>Product:</b>	<b>Schedule:</b>
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 <sup>st</sup> Qtr. FY25 & FY26

CTC Selection	3 <sup>rd</sup> Qtr. FY25
CTC Evaluation	4 <sup>th</sup> Qtr. FY26
Annual CTD Conference and Business Meeting	1 <sup>st</sup> /2 <sup>nd</sup> Qtr. FY23 & FY24
TD Progress Reports, invoicing, meeting attendance	Quarterly
TDSP Annual Update	4 <sup>th</sup> Qtr. FY26
TDSP Major Update	3 <sup>rd</sup> Qtr. FY25
Finalize Transit Development Plan	1 <sup>st</sup> Qtr. FY25
MCPT Program of Projects (POP)/Public Involvement	3 <sup>rd</sup> & 4 <sup>th</sup> Qtr. FY25 & FY26
Adopt MCPT's PTASP targets and inclusion into the TIP & LRTP	4 <sup>th</sup> Qtr. FY25 & FY26
Adopt new TAM targets and inclusion into the TIP & LRTP	4 <sup>th</sup> Qtr. FY25
MPO staff-related training	Ongoing
CMP improvements recommended for funding	Ongoing
Finalize US-1 Congestion Management Strategies/Public Outreach	2 <sup>nd</sup> Qtr. FY25
US-1 Congestion Management Strategies/Public Outreach Study #2	4 <sup>th</sup> Qtr. FY26
Meetings of the MPOAC Freight & Rail Committee	Ongoing
Coordinate with Chambers of Commerce	Ongoing
<b>Responsible Agency: Martin MPO, Martin County Public Works</b>	

<b>Task 6: Budget Category Description Detail FY25 &amp; FY26</b>	
<b>Consultant/Contract Services</b>	
<b>US-1 Congestion Management Strategies/ Public Outreach Study #2</b>	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.
<b>Continuation of Congestion Management/Public Outreach Study #1</b>	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



	<p>congestion mitigation concerns that adjacent businesses express. This study, which was outlined in the FY23-FY24 UPWP, was initiated in FY24.</p>
<p><b>Continuation of Transit Development Plan Major Update</b></p>	<p>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.</p>

Task 6 TRANSPORTATION SYSTEMS PLANNING			
2024/2025			
Funding Source	FHWA	CTD	FY 2024/2025 Total
Contract Number	GXX1	GXX2	
Source Level	PL	State	
Lookup Name	2024/2025 FHWA GXX1 (PL)	2024/2025 CTD GXX2 (State)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 163,912	\$ 24,540	\$ 188,452
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 163,912</b>	<b>\$ 24,540</b>	<b>\$ 188,452</b>
Consultant			
Finalize US-1 Congestion Management Strategies: Public Outreach Study	\$ 1,200*		\$ 1,200*
Wrap-up Transit Development Plan	\$ 3,400		\$ 3,400
<b>Consultant Subtotal</b>	<b>\$ 4,600</b>	<b>\$ -</b>	<b>\$ 4,600</b>
<b>Total</b>	<b>\$ 168,512</b>	<b>\$ 24,540</b>	<b>\$ 193,052</b>
2025/2026			
Funding Source	FHWA	CTD	FY 2025/2026 Total
Contract Number	GXX1	GXX2	
Source	PL	State	
Lookup Name	2025/2026 FHWA GXX1 (PL)	2025/2026 CTD GXX2 (State)	
Personnel (salary and benefits)			
MPO staff salaries, fringe benefits, and other deductions	\$ 158,563	\$ 24,540	\$ 183,103
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 158,563</b>	<b>\$ 24,540</b>	<b>\$ 183,103</b>
Consultant			
US-1 Congestion Management Strategies: Public Outreach Study South	\$ 30,000		\$ 30,000
<b>Consultant Subtotal</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Total</b>	<b>\$ 188,563</b>	<b>\$ 24,540</b>	<b>\$ 213,103</b>

\*\$70,000 is being de-obligated from the FY23-FY24 UPWP to be used for the US-1 Congestion Management Strategies-Public Outreach Study in FY25 of this UPWP.

## 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

FY25 & FY26

TCTAC Meetings

FY25 & FY26

Attend other agency and regional meetings

Ongoing

TRIP Grant

3<sup>rd</sup> Qtr. FY25 & FY26

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

<b>Task 7 REGIONAL PLANNING</b>		
<b>2024/2025</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2024/2025 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source Level</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2024/2025 FHWA GXX1 (PL)</b>	
<b>Personnel (salary and benefits)</b>		
MPO staff salaries, fringe benefits, and other deductions	\$ 81,000	\$ 81,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>
<b>Total</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>
<b>2025/2026</b>		
<b>Funding Source</b>	<b>FHWA</b>	<b>FY 2025/2026 Total</b>
<b>Contract Number</b>	<b>GXX1</b>	
<b>Source</b>	<b>PL</b>	
<b>MPO Budget Reference</b>		
<b>Lookup Name</b>	<b>2025/2026 FHWA GXX1 (PL)</b>	
<b>Personnel (salary and benefits)</b>		
MPO staff salaries, fringe benefits, and other deductions	\$ 70,000	\$ 70,000
<b>Personnel (salary and benefits) Subtotal</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>Total</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>

**MARTIN MPO FY25 and FY26 UPWP FHWA PL FUNDING BUDGET**

FY21/FY22 UPWP Close-out		\$232,384	
FY24 UPWP Budget Amendment	\$150,963		
CPG-FTA 5303(d) increase in FY24	<u>-963</u>		
FY24 Budget Amendment using Close-out funds		<u>-150,000</u>	
Remaining FY21/FY22 UPWP Close-out		\$82,384	
FHWA FY25 PL Allocation		\$489,159	
FY25 PL Amount related to CPG		<u>+78,005</u>	
<b>FY25 PL Budget</b>			<b>\$649,548</b>
FHWA FY26 PL Allocation		\$493,458	
FY26 PL Amount related to CPG		<u>+78,005</u>	
<b>FY26 PL Budget</b>			<b><u>+571,463</u></b>
<b><u>TOTAL FY25/FY26 UPWP PL BUDGET</u></b>			<b>\$1,221,011</b>

**Table 1A: Agency Participation FY25 & FY26**

Funding Source Contract Fiscal Year Total Budget	CTD GXX2		FHWA GXX1		Local	
	2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026
	\$ 24,540	\$ 24,540	\$ 649,548	\$ 571,463	\$ -	\$ -
<b>Task 1 UPWP AND ORGANIZATION ADMINISTRATION</b>						
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	\$ -	\$ -
<b>Task 2 PUBLIC INVOLVEMENT AND OUTREACH</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 45,000	\$ 41,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 49,000	\$ 45,000	\$ -	\$ -
<b>Task 3 DATA COLLECTION AND ANALYSIS</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 39,600	\$ 32,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 47,600	\$ 40,000	\$ -	\$ -
<b>Task 4 LONG RANGE TRANSPORTATION PLAN</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 68,752	\$ 27,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 58,000*	\$ 40,837	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 126,752	\$ 67,837	\$ -	\$ -
<b>Task 5 TRANSPORTATION IMPROVEMENT PROGRAM</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 7,200	\$ 7,200	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 37,200	\$ 37,200	\$ -	\$ -
<b>Task 6 TRANSPORTATION SYSTEMS PLANNING</b>						
Personnel (salary and benefits)	\$ 24,540	\$ 24,540	\$ 163,912	\$ 158,563	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 4,600**	\$ 30,000	\$ -	\$ -
Sub Total	\$ 24,540	\$ 24,540	\$ 168,512	\$ 188,563	\$ -	\$ -
<b>Task 7 REGIONAL PLANNING</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 81,000	\$ 70,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 81,000	\$ 70,000	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$ -	\$ 49,080	\$ -	\$ 1,221,011	\$ -	\$ -
Total De-ob. Funds (PL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total De-ob. (Other Source)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMMED</b>	<b>\$ 24,540</b>	<b>\$ 24,540</b>	<b>\$ 649,548</b>	<b>\$ 571,463</b>	<b>\$ -</b>	<b>\$ -</b>

\* \$184,000 is being de-obligated from the FY23-FY24 UPWP to be used for the 2050 Long Range Transportation Plan (LRTP) in FY25 of this UPWP.

\*\* \$70,000 is being de-obligated from the FY23-FY24 UPWP to be used for the US-1 Congestion Management Strategies-Public Outreach Study in FY25 of this UPWP

**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	\$ 24,540	\$ 24,540	\$ -	\$ -	\$24,540	\$ -	\$ -	\$ -	\$ 24,540	\$-
		CTD GXX2	\$ 24,540	\$ 24,540	\$ -	\$ -	\$24,540	\$ -	\$ -	\$ -	\$ 24,540	\$-
		<b>TOTAL</b>										
GXX1	FHWA	PL	\$ 649,548	\$ 571,463	\$ 143,260.50	\$ 649,548	\$ -	\$ -	\$ 126,038.53	\$ 571,463	\$ -	\$ -
		FHWA GXX1	\$ 649,548*	\$ 571,463	\$ 143,260	\$ 649,548	\$ -	\$ -	\$ 126,039	\$ 571,463	\$ -	\$ -
		<b>TOTAL</b>										
	Local	Source 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$-
		<b>Local TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$-
<b>TOTAL</b>			<b>\$ 674,088</b>	<b>\$ 596,003</b>	<b>\$ 143,260</b>	<b>\$ 649,548</b>	<b>\$ 24,540</b>	<b>\$ -</b>	<b>\$ 126,039</b>	<b>\$ 571,463</b>	<b>\$ 24,540</b>	<b>\$ -</b>

\* \$184,000 is being de-obligated from the FY23-FY24 UPWP to be used for the 2050 Long Range Transportation Plan (LRTP) in FY25 of this UPWP.

\* \$70,000 is being de-obligated from the FY23-FY24 UPWP to be used for the US-1 Congestion Management Strategies-Public Outreach Study in FY25 of this UPWP.

# 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**

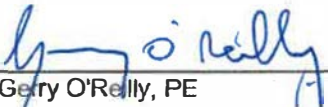
525-010-05c  
POLICY PLANNING  
02/18

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)

6-1-23  
Date

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

4/17/23  
Date

**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)

2/29/24  
Date

## TITLE VI/ NONDISCRIMINATION ASSURANCE

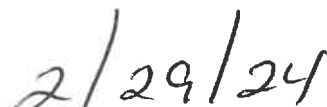
Pursuant to Section 9 of US DOT Order 1050.2A, the Martin MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil 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

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

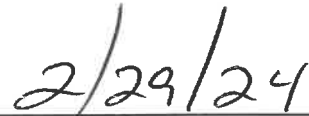
It is the policy of the Martin MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are 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



**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

## **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  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

- (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

# Appendix D

## Planning Area Map

# Martin MPO Planning Area Map



**Transit Routes**

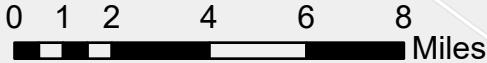
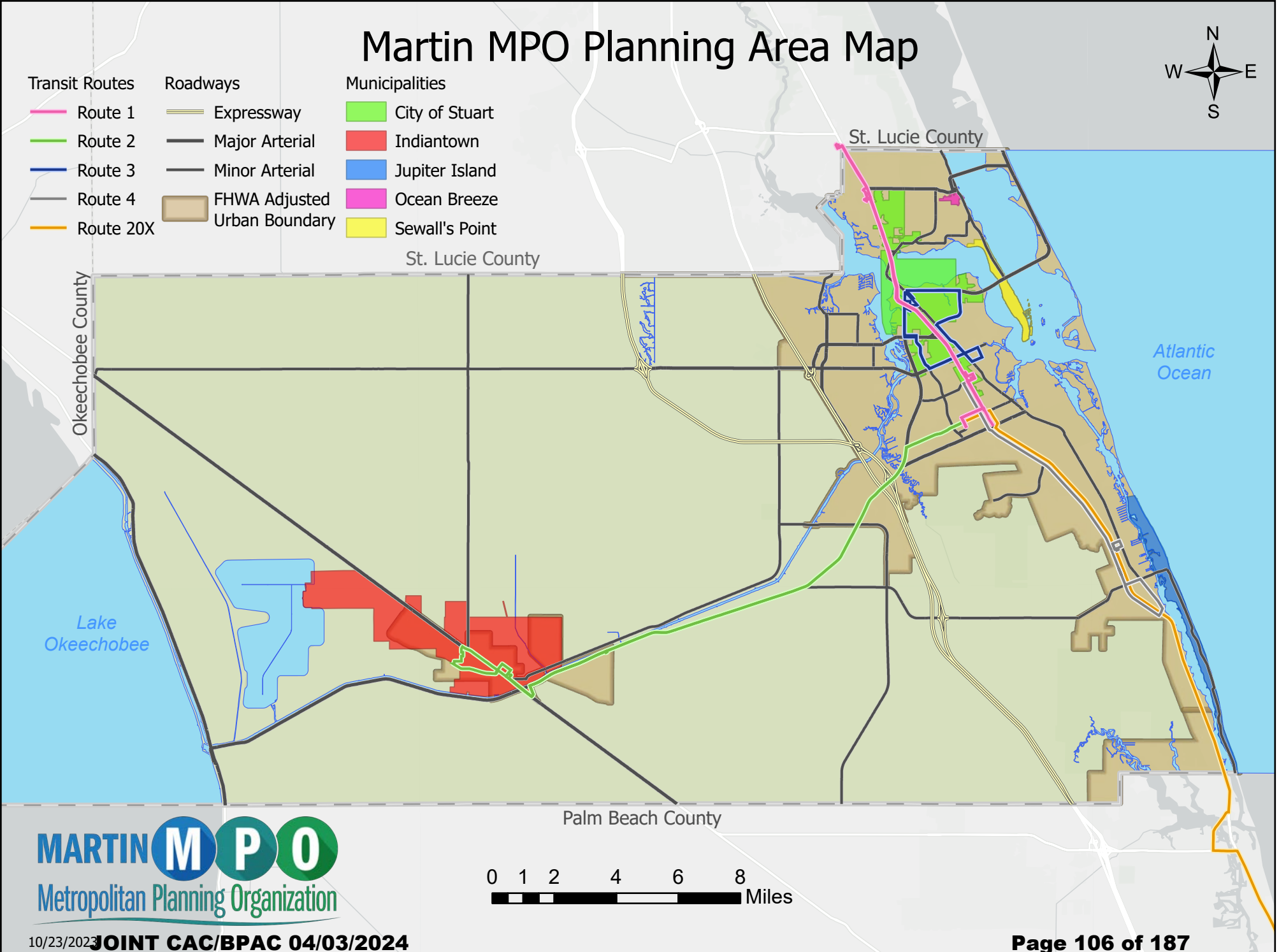
- Route 1
- Route 2
- Route 3
- Route 4
- Route 20X

**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

# Appendix F

## Miscellaneous Exhibits

Exhibit 1: Staff Service Agreement with Martin County

Exhibit 2: Resolution 22-04 – Travel Policy

Exhibit 3: MPO Bylaws



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AGREEMENT

Between

THE MARTIN  
METROPOLITAN PLANNING ORGANIZATION

And

MARTIN COUNTY, FLORIDA

For

STAFF SERVICES

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

WITNESSETH:

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

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

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

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

1.0 PURPOSE

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

2.0 DEFINITIONS

- .01 COUNTY ADMINISTRATOR: Shall mean the Martin County Administrator.
- .02 FDOT: shall mean the Florida Department of Transportation.
- .03 FHWA: shall mean the United States Federal Highway Administration.

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

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

6 3.00 SCOPE OF SERVICES  
 7

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

18 .01 COUNTY ADMINISTRATOR  
 19

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

27 .02 COMMITMENT OF PERSONNEL  
 28

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

36 .03 TECHNICAL ADVISORS  
 37

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

43 .04 GENERAL COUNSEL  
 44

45 The COUNTY Attorney shall be the legal advisor to the MPO and shall represent the  
 46 MPO in all legal matters provided that the MPO may employ special counsel for specific  
 47 needs.  
 48

49 .05 MPO STAFF DIRECTOR  
 50

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

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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

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

4  
 5 6.0 FEDERAL ASSURANCES

6  
 7 .01 SUBCONTRACTING

8  
 9 The MPO may perform or may subcontract with other public agencies, work valued at not  
 10 more than 50 per cent of the value of the annual Unified Planning Work Program,  
 11 excluding specialized services. Specialized services are those items not ordinarily  
 12 furnished in support of the urban transportation planning process. Specialized services  
 13 and subcontract work should be itemized in the Unified Planning Work Program to the  
 14 extent that they are determinable, and approved in the process of approval of the Unified  
 15 Planning Work Program.

16  
 17 .02 SUPPLEMENTAL AGREEMENTS

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

23  
 24 .03 THIRD PARTY CONTRACTS

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

32  
 33 .04 TERMINATION OR SUSPENSION

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

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

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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

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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

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

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

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

7.0 MISCELLANEOUS PROVISIONS

.01 HOW CONTRACT AFFECTED BY PROVISION BEING HELD INVALID

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

.02 EXECUTION OF AGREEMENT

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

.03 DURATION OF AGREEMENT AND WITHDRAWAL PROCEDURE

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

.04 AMENDMENT OF AGREEMENT

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

.05 CONFIRMATION OF AGREEMENT

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

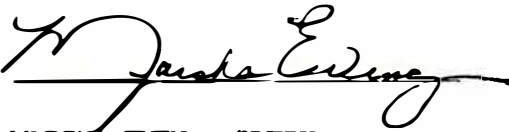
.06 AGREEMENT FORMAT

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

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

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ATTEST:



MARSHA EWING, CLERK

BOARD OF COUNTY COMMISSIONERS  
MARTIN COUNTY, FLORIDA

BY:

  
MICHAEL DITERLIZZI, CHAIRMAN

APPROVED AS TO FORM AND  
CORRECTNESS:

  
STEPHEN FRY  
COUNTY ATTORNEY

METROPOLITAN PLANNING ORGANIZATION

  
MICHAEL DITERLIZZI, CHAIRMAN

September 17, 2007  
Date



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

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

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

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

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

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

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

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

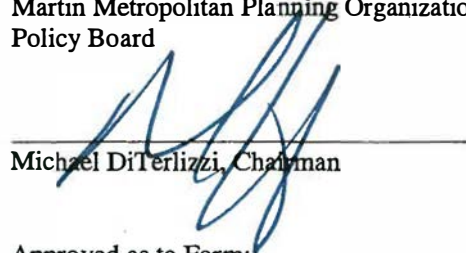
- 1) The Martin Metropolitan Planning Organization shall propose that the January 17, 1995, Staff Services Agreement be amended as reflected in the attached, Staff Services Agreement.
- 2) The proposed, amended Agreement shall be submitted to the Martin Board of County Commissioners for consideration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

DULY PASSED AND ADOPTED THIS 17<sup>TH</sup> 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

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**To:** BCC Employees

**From:** Don D. Donaldson, County  
Administrator

**Subject:** Travel Policy – Revised

**Effective Date:** August 22, 2023

**Created by:** Administration & Clerk of Court

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### **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.

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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

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**POLICY**

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**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.

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**DEFINITIONS**

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**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](http://www.martin.fl.us), type **tax exempt** in the Search field. Tax will not be reimbursed to employees who choose to use their personal credit card for travel.

#### 9. Registration Fees

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

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

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

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

### III. **Expense Report Reimbursement**

#### 1. General

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

#### 2. Non-Reimbursable Expenses



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

3. Personal Travel While on County Business

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

**IV. PER DIEM AND MEAL ALLOWANCES**

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

**A. CLASS OF TRAVEL**

- CLASS A:** Continuous travel of 24 hours or more away from official headquarters.
- CLASS B:** Continuous travel of less than 24 hours that requires overnight absence from official headquarters. Cannot exceed four quarters.
- CLASS C:** Travel for short day trips not requiring overnight absence from official headquarters.

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

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

**B. AUTOMOBILE TRAVEL**

1. Use of Own Automobile

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

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

2. Mileage Allowance

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

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

3. Mileage to Airport

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

4. Travel Route

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

5. Treasure Coast Travel

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

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

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

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

7. Fire Rescue Mileage Allowance

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

**C. CASH ADVANCE**

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

**D. MISCELLANEOUS**

1. Workshops, Seminars, or Other Training

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

2. Purchasing Card

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

3. Overpayments

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

4. Metropolitan Planning Organization (MPO)

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

5. Mutual Aid Deployment

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

6. State Funded Travel

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

7. Non-Employee Travel for Tourist Development

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

8. Tips for Transportation Services

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

Example: - Uber Rideshare Total \$20.00.

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



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

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

**1.02 COMPOSITION OF THE MPO**

**A. Composition**

(1) The Martin MPO is the primary agency responsible for transportation planning in Martin County. The MPO consists of 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](http://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.

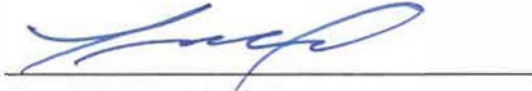
B. Whenever an emergency meeting or workshop is scheduled to be held, the MPO shall notify, as soon as possible prior to the meeting, at least one major newspaper or major circulation in the Martin County area stating time, date, place, and purpose of the meeting or workshop.

2.04 VIRTUAL PUBLIC MEETINGS.

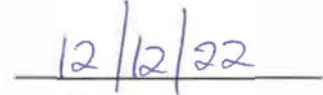
In some emergency situations, and/or when permitted by an order of the Governor of Florida or Martin County Board of County Commissioners, it may be necessary to conduct public meetings virtually. When this occurs, the MPO shall utilize technology available to provide its Board, committee members, and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

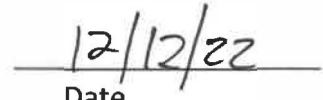


Date

Attest:



Alor Cadorna, Administrative Specialist III



Date



# Appendix G

## Comments and Responses

# Appendix H

## Revisions



**JOINT CITIZEN'S ADVISORY COMMITTEE (CAC) AND BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> April 3, 2024	<b>DUE DATE:</b> March 27, 2024	<b>UPWP#:</b> 2
<b>WORDING:</b> TITLE VI AND OTHER NONDISCRIMINATION POLICY AND PLAN UPDATE		
<b>REQUESTED BY:</b> MPO	<b>PREPARED BY:</b> Ricardo Vazquez / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> Title VI Plan

**BACKGROUND**

Martin MPO must comply with both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) regulations about Title VI and other Nondiscrimination. FHWA requires the MPO to review the Title VI language regularly to ensure it is current.

The following updates were made to the Title VI and Other Nondiscrimination Policy and Plan:

- Updated the Martin County BOCC ADA webpage link
- Updated Table 1 – “Top Languages Spoken at Home in Martin County” with American Community Survey (ACS) 2022 5-year estimates
- Added events to the Title VI activity log

**ISSUES**

At the April 3, 2024, MPO Advisory Committee meetings, MPO Staff will present the Title VI and Other Nondiscrimination Policy and Plan Update.

**RECOMMENDED ACTION**

Recommend approval of Title VI and Other Nondiscrimination Policy and Plan Update

**APPROVAL**

MPO

**ATTACHMENTS**

Title VI and Other Nondiscrimination Policy and Plan

# **Martin MPO**

## **Martin County, FL Board of County Commissioners Title VI and Other Nondiscrimination Policy and Plan**

### **I. Title VI/Nondiscrimination Protection:**

#### **Policy Statement:**

Martin County values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, Martin County believes that the best transportation systems and community services result from careful consideration of the needs of all of its communities and when those communities are involved in the decision-making process. Thus, Martin County does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, Martin County will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

#### **Complaint Procedures:**

Martin County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of Martin County's programs, services or activities may file a complaint with the Martin County Title VI Coordinator:

A complaint must be filed within one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the FTA, FHWA or other federal or state authorities.

If possible, complaints should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address and telephone number, along with a description of the alleged discrimination and the date of the occurrence. Allegations of discrimination received via e-mail will be acknowledged and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing. If complainant is hearing or speech impaired, call the Florida Relay Service (FRS) by dialing 711 or 1-800-955-8771 (TTY) or email the Title VI Coordinator for assistance.

Complaints should be submitted to:

**Board of County Commissioners**

**Tanyi Grimm**

Title VI Coordinator/ADA Officer/  
Human Resources Administrator

2401 SE Monterey Road  
Stuart, FL 34996  
Email: tgrimm@martin.fl.us  
Phone: 772-419-6968

and/or

**Martin MPO**

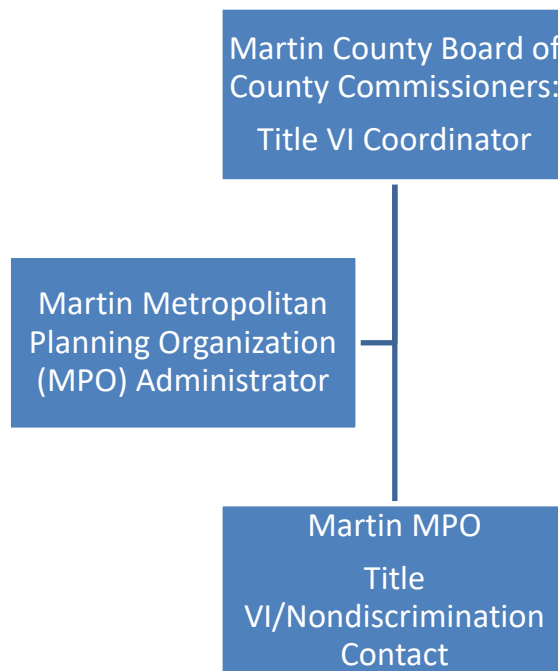
**Ricardo Vazquez**

Title VI/Nondiscrimination Contact

2401 SE Monterey Road  
Stuart, FL 34996  
Email: rvazquez@martin.fl.us  
Phone: 772-223-7983

**Organization Structure**

The following chart displays Martin County’s organizational structure for the Title VI/Nondiscrimination Program:



**Complaint Investigation**

Upon receipt of a signed complaint, the Title VI Coordinator will, within five (5) working days, provide the complainant or his/her representative with a written acknowledgement of the complaint.

The Title VI Coordinator will take reasonable steps to resolve the matter and respond to the complaint within thirty (30) days. The Title VI Coordinator has 'easy access' to the Martin County Administrator and is not required to obtain management or other approval to discuss discrimination with the County Administrator.

Regardless of whether Martin County is able to satisfactorily resolve the complaint, the Title VI Coordinator will provide a copy of the complaint, along with a record of its disposition, to the applicable federal or state agency, or oversight board, for further processing, if required.

## **Retaliation**

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of Martin County that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Title VI Coordinator.

## **II. ADA/504 Statement**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services, and activities.

Martin County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. Martin County will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

Martin encourages the public to report any facility, program, service, or activity that appears inaccessible to the disabled. Furthermore, Martin County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, Martin County asks that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments, or requests for accommodation should be made to the Martin County's ADA Officer:

Tanyi Grimm  
Title VI Coordinator/ADA Officer  
Human Resources Administrator  
2401 SE Monterey Road  
Stuart, FL 34990  
Email: tgrimm@martin.fl.us  
Phone: 772-419-6968  
Hearing or speech impaired: 711 or 1-800-955-8771

Martin County has an informative ADA webpage ([www.martin.fl.us/ADA](http://www.martin.fl.us/ADA)) that describes the County's accessibility program as well as provides certain resources to the community that is disabled. All website information is available in alternative formats. For more information, contact the ADA Officer.

In addition, Martin County has a Transit ADA plan specific to transit services. That plan can be viewed by visiting [www.martin.fl.us/resources/ada-transit-plan](http://www.martin.fl.us/resources/ada-transit-plan).

### **III. Limited English Proficiency (LEP) Plan**

#### **Introduction**

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services, or activities.
2. The frequency with which LEP individuals come in contact with these programs, services, or activities.
3. The nature and importance of the program, service, or activity to people's lives.
4. The resources available and the overall cost to the County.

The goal of the *Martin County Limited English Proficiency (LEP) Access Plan* is to ensure that the County recognizes the needs of limited English proficient (LEP) members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information and decision-making.

### Martin County Four Factor Analysis

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors. The following sections address each of these with respect to the Martin County planning area.

#### Factor 1: Review of LEP Populations

Understanding the needs of the community begins with identifying the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served or likely to be encountered by the County through its programs, services, or activities. In an effort to determine potential LEP needs in the County planning area, staff reviewed data available through the U.S. Census Bureau American Community Survey 2020 5-Year Estimates.

Data collected for Martin County indicated that 4.9% of the total population 5 years and older speak English less than “very well”. Further analysis shows that 9.9% of the population speaks Spanish; 3% speaks a Indo-European language; 0.8% speaks an Asian or Pacific Islander language; and 0.1% speaks another language (see Table 1). This information led staff to review the Spanish-speaking LEP group to identify whether this population was concentrated into specific communities.

**Table 1: The Top Languages Spoken at Home in Martin County**

Population 5 years and older	No. of LEP Persons	% of LEP Persons	% of Persons who speak Spanish	% of Persons who speak Indo-Euro Languages	% of Persons who speak Asian or Pacific Islander Languages	% of Persons who speak Other Languages
153,089	7,432	4.9%	9.9%	3%	0.8%	0.1%

Source: US Census Bureau’s 2022 American Community Survey 5-Year Estimates

Spanish (9.9%) was reported to be the second most prevalent language spoken by the population of Martin County. After reviewing the data in GIS, it appears that a high concentration of LEP persons live in the Indiantown and Port Salerno areas.



## **Factor 2: Assessing Frequency of Contact with LEP Persons**

The results of the census data indicate that Spanish is the most prevalent language spoken by the LEP population in Martin County. To date, the MPO has not received any requests for translation or interpretation of its projects, services, or activities into Spanish or any other language.

## **Factor 3: Assessing the Importance of County Programs**

All of the County programs are important; however, those related to safety, public transit, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The County must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the planning processes to be consistent with its nondiscrimination goals.

## **Factor 4: Determining Available Resources**

When planning any activity, it is imperative that an organization assess the resources available to conduct the activity in a way that is meaningful and balances those efforts with the overall cost to the organization. To that end, Martin MPO contracted with Language Line in October 2013 to assure speakers of other languages may effectively participate in the transportation planning process. Language Line offers over the phone and face to face translation, 24 hours a day, 7 days a week. This professional translation service also provides translation of written documents to ensure the most accurate translation of all written materials provided to the public. For meetings located in areas with a large percentage of LEP citizens, the Martin MPO has an on-site translator available. The Martin MPO will review and update this plan as needed.

## **Language access implementation plan and procedures**

Martin County will:

- Maintain a list of employees who competently speak Spanish and other languages and who are willing to provide translation and/or interpretation services and distribute this list to staff that regularly have contact with the public.
- Provide meeting, program and services availability notifications in English and Spanish, where appropriate, particularly where programs or activities are located in Indiantown, Port Salerno or any other area identified as having higher LEP populations.
- Develop agreements with agencies to provide oral and written LEP services with reasonable notification.
- Identify events and activities that may require a translator to ensure meaningful access by LEP persons.
- State in outreach documents that language services are available free of charge in a language LEP persons can understand.
- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible.
- Provide Spanish language format in informational materials that assist in the accessibility of Martin County services.

For questions or concerns regarding Martin County's commitment to nondiscrimination or to request LEP services, contact the Title VI Coordinator.

### **IV. Public Involvement:**

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, and other county services, Martin County must have the input of its public. Martin County spends substantial staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) is composed of disabled representatives, persons over the age of 65, Veterans Service Office and the Florida Division of Vocational Rehabilitation or Division of Blind Services. The LCB-TD provides information, advice, direction and support to the Community Transportation Coordinator (CTC) of Martin County for the delivery of transportation disadvantaged services. Representatives of underserved populations will also serve on other MPO advisory committees. Further, Martin County holds a number of meetings, workshops and other events designed to gather public input on project planning and construction. Martin County officials and employees attend and participate in other community events to promote its services to the public.

Martin County is constantly seeking ways of measuring the effectiveness of its public involvement. Persons wishing to request special presentations by Martin County; volunteer in any of its activities or offer suggestions for improvement of Martin County's public involvement should contact the Title VI Coordinator or any other County department or official. For additional information about Martin MPO Public Involvement, please visit our website:

<https://martinmpo.com/core-products/public-participation-plan/>

#### Nondiscrimination Program Achievements & Goals:

Identified during the completion of the Public Involvement Plan – Annual Report 2022, the following were accomplished in the Nondiscrimination program: Public involvement activities were geographically dispersed throughout the county, all meeting notices and information were sent at least 7 days prior to the meeting, all meetings were held in ADA accessible locations, and various age groups were targeted. Various programs and planning products such as the TDP, TIP and UPWP went through the advisory committees prior to being adopted to ensure nondiscrimination. The Citizens Advisory Committee (CAC) for instance, is made up of Citizen-At-Large – Racial Minority Person and Citizen-At-Large – Disabled Person or over 65. Two achievable goals for the Nondiscrimination Program are to conduct a survey to evaluate the effectiveness of public outreach techniques and efforts, and to use the updated Community Characteristics Report specified below (V. Data Collection) to assist in future project selection and assist in equity analysis.

#### **V. Data Collection:**

FHWA regulations require federal-aid recipients to collect and analyze racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. Martin County accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its Community Development Department and other methods. From time to time, Martin County may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists Martin County with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to Martin County will always be voluntary and anonymous. Moreover, Martin County will not release or otherwise use this data in any manner inconsistent with federal regulations. The Martin MPO updated the Community Characteristics Report using the 2020 decennial census. The report included minority, age, poverty, mobility, and Limited English Proficiency data, as well as additional demographic information that is vital in identifying diverse groups and incorporating their needs into the transportation decision-making process.

## **VI. ASSURANCES:**

Every three (3) years, or commensurate with a change in Martin County executive leadership, Martin County must certify to US DOT and other applicable federal and state agencies that its programs, services, and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document Martin County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which Martin County may be held liable for breach. The public may view assurances on Martin County's website or by visiting Martin County offices.

## **NOTICE TO THE PUBLIC**

**Martin County Board of County Commissioners complies with Title VI of the Civil Rights Act of 1964 and other civil rights authorities.**

**NO PERSON OR GROUP OF PERSONS SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF OR SUBJECTED TO DISCRIMINATION IN ANY COUNTY PROGRAM, SERVICE, OR ACTIVITY BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, RELIGION OR FAMILY STATUS.**

**For more information on Martin County's commitment to nondiscrimination or to file a discrimination complaint, visit the Martin County Title VI website (<https://www.martin.fl.us/TitleVI>) or call the Title VI Coordinator, Tanyi Grimm @ 772-419-6968 (711 Florida Relay).**

## **NOTICIA PARA EL PUBLICO**

**El tablero Del condado Martin County cumple y cooperan con Titulo VI regulación y otros actos de derechos civiles autoridades.**

**NINGUNA PERSONA O GRUPO DE PERSONAS SERÁ EXCLUIDA DE LA PARTICIPACIÓN EN, NEGADA LOS BENEFICIOS O SUJETA A DISCRIMINACIÓN EN CUALQUIER PROGRAMA, SERVICIO O ACTIVIDAD DEL CONDADO BASADO EN RAZA, COLOR, ORIGEN NACIONAL, SEXO, EDAD, DISCAPACIDAD, RELIGIÓN O ESTADO FAMILIAR.**

**Para obtener más información sobre el compromiso del condado de martin con la no discriminación o para presentar una queja por discriminación, visite el sitio del Título VI del condado de Martin (<https://www.martin.fl.us/titlevi>) o llame al coordinador del Título VI, Tanyi Grimm @ 772-419-6968 (711 Florida relay).**

<b>Martin County Board of Commissioners</b> <b>Title VI / Nondiscrimination Program</b>										
Complainant(s) Name:	Complainant(s) Address:									
Complainant(s) Phone Number:	E-mail Address:									
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc.):										
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:										
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):										
Discrimination Because of: <table style="display: inline-table; border: none; margin-left: 10px;"> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Color</td> <td><input type="checkbox"/> National</td> </tr> <tr> <td><input type="checkbox"/> Origin</td> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Sex</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National	<input type="checkbox"/> Origin	<input type="checkbox"/> Age	<input type="checkbox"/>	<input type="checkbox"/> Sex			Date of Alleged Discrimination:
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National								
<input type="checkbox"/> Origin	<input type="checkbox"/> Age	<input type="checkbox"/>								
<input type="checkbox"/> Sex										
Please list the name(s) and phone number(s) of any person, if known, that the Volusia Transportation Planning Organization could contact for additional information to support or clarify your allegation(s).										
Please explain as clearly as possible <b>how, why, when</b> and <b>where</b> you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.										
Complainant(s) or Complainant(s) Representative(s) Signature:	Date of Signature:									

**Junta de comisionados del Condado de Martin  
 Titulo VI / Programa Antidiscriminatorio  
 Querrela de Discriminación**

Nombre del querellante:		Dirección:	
Número de teléfono:		Dirección de correo electrónico:	
Nombre, dirección, teléfono y relación (ej. amigo, abogado, pariente, etc.) del Representante del querellante:			
Nombre y dirección de la Agencia, Institución, o Departamento que usted alega discrimino en su contra:			
Nombre(s) del Individuo(s) Quien(es) Usted Alega Discrimino Contra Usted Si lo(s) Conoce:			
Razón de la discriminación	<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Incapacidad/Impedimento Físico <input type="checkbox"/> Edad <input type="checkbox"/> Sexo <input type="checkbox"/> Represalia <input type="checkbox"/> Status de Ingreso <input type="checkbox"/> Otro	Fecha de la alegada discriminación:	
Favor de indicar el nombre (s) y número(s) de teléfono(s) de alguna persona(s) que del Condado de Martin puede comunicarse para información adicional que clarifique o respalde su alegación o alegaciones.			
Favor de explicar tan claro como sea posible, <b>como, porque, cuando y donde</b> usted cree que fue discriminado. Incluya suficiente información acerca de los antecedentes según le sea posible, de los alegados actos de discrimen. Puede añadir paginas adicionales, si es necesario.			
Firma del Querellante(s) o su Representante:		Fecha:	



<b>Martin MPO            Title VI/Nondiscrimination Activity            Log</b>		
<b>Date</b>	<b>Activity</b>	<b>Additional Comment(s)</b>
<b>July 14, 2022</b>	Equity Forum: Upending Cultural Displacement	Webinar
<b>October 25, 2022</b>	ITS4US for Underserved Communities – Improving Mobility for Vulnerable Communities	2022 AMPO Annual Conference
<b>October 25, 2022</b>	The Vulnerable Populations Index and Efforts to Incorporate Equity into Planning Activities	2022 AMPO Annual Conference
<b>February 3, 2023</b>	Leveraging Big Data to Plan Safe, Equitable Streets	2023 Safe Streets Summit
<b>September 20, 2023</b>	Equity in Roadway Safety Workshop: Strategies for Meaningful Public Involvement in Roadway Safety Planning	
<b>September 27, 2023</b>	Equity Indices and Regional Priorities	2023 AMPO Annual Conference
<b>November 29, 2023</b>	Office Hours at FDOT - ADA in Design, construction, and Maintenance	Webinar
<b>February 29, 2024</b>	Cities for Everyone	Safe Streets Summit Presentation



**MARTIN METROPOLITAN PLANNING ORGANIZATION  
JOINT CITIZEN'S ADVISORY COMMITTEE (CAC) AND BICYCLE AND  
PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> April 3, 2024	<b>DUE DATE:</b> March 27, 2024	<b>UPWP#:</b> 6
<b>WORDING:</b> TURNPIKE AND I-95 DIRECT CONNECTION PD&E STUDY PRESENTATION		
<b>REQUESTED BY:</b> MPO	<b>PREPARED BY:</b> Ricardo Vazquez / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> N/A

**BACKGROUND**

Florida’s Turnpike Enterprise (FTE) is currently developing a Project Development and Environment (PD&E) Study for the Turnpike and I-95 Direct Connection Interchange Project. The purpose of this study is to develop and evaluate alternatives to a potential interchange that will directly connect I-95 and the Florida Turnpike. This study will look at improvements to traffic operations, travel time reliability, safety, and enhanced emergency response and evacuation.

**ISSUES**

At the April 3, 2024, Advisory Committee meetings, FTE staff will present the Turnpike and I-95 Direct Connection Interchange PD&E Study.

**RECOMMENDED ACTION**

Provide comments

**ATTACHMENTS**

Turnpike and I-95 Direct Connection Interchange PD&E Study PowerPoint Presentation

# Martin MPO CAC and TAC Meetings April 3, 2024

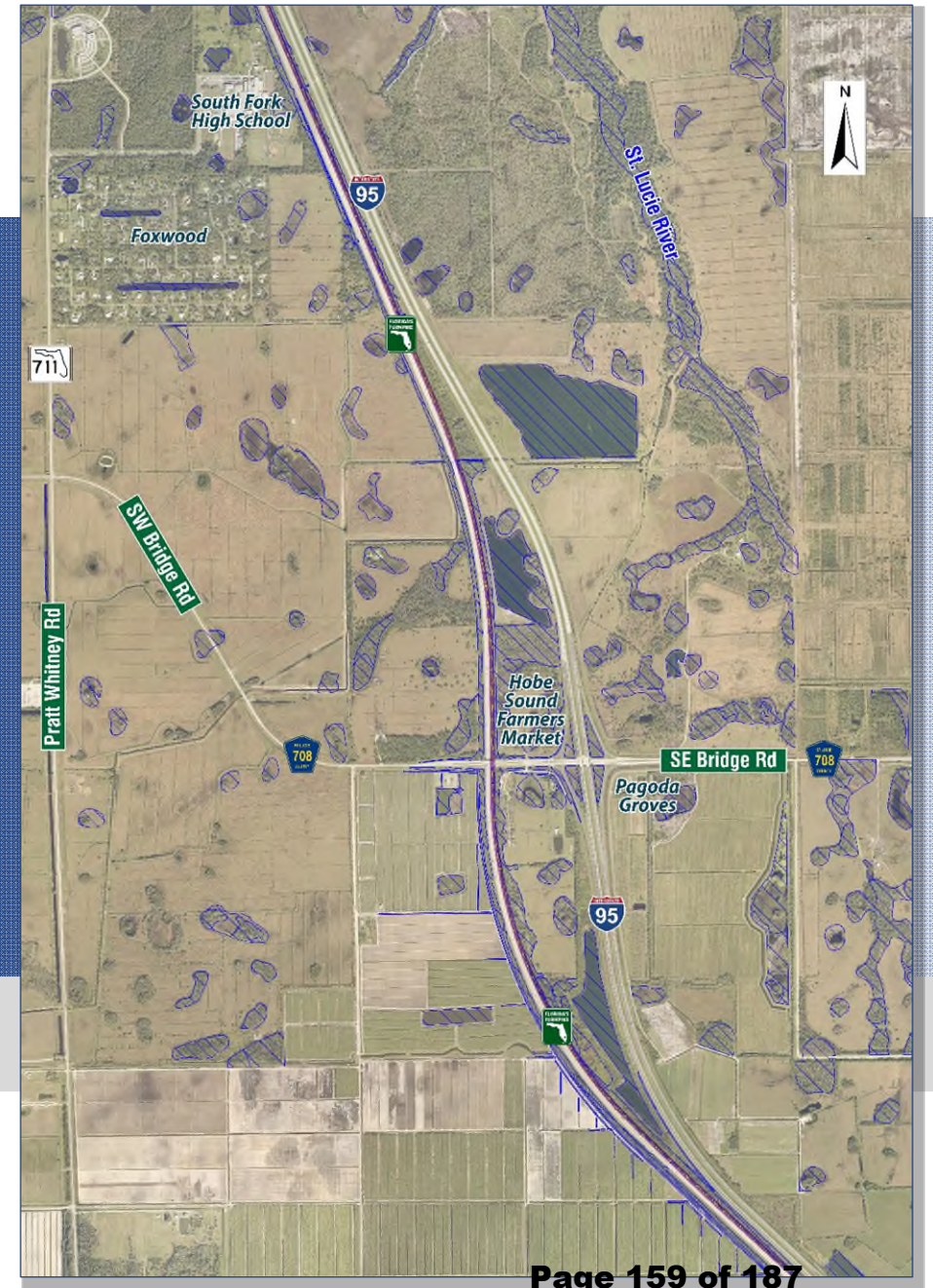
# Martin MPO Board Meeting April 8, 2024

## Turnpike (SR 91) and I-95 (SR 9) Direct Connection Interchange PD&E Study in Martin County

Financial Project ID #: 446975-1

Presenters: Jazlyn Heywood, P.E.  
Bill Howell, P.E.

JOINT CAC/BPAC 04/03/2024



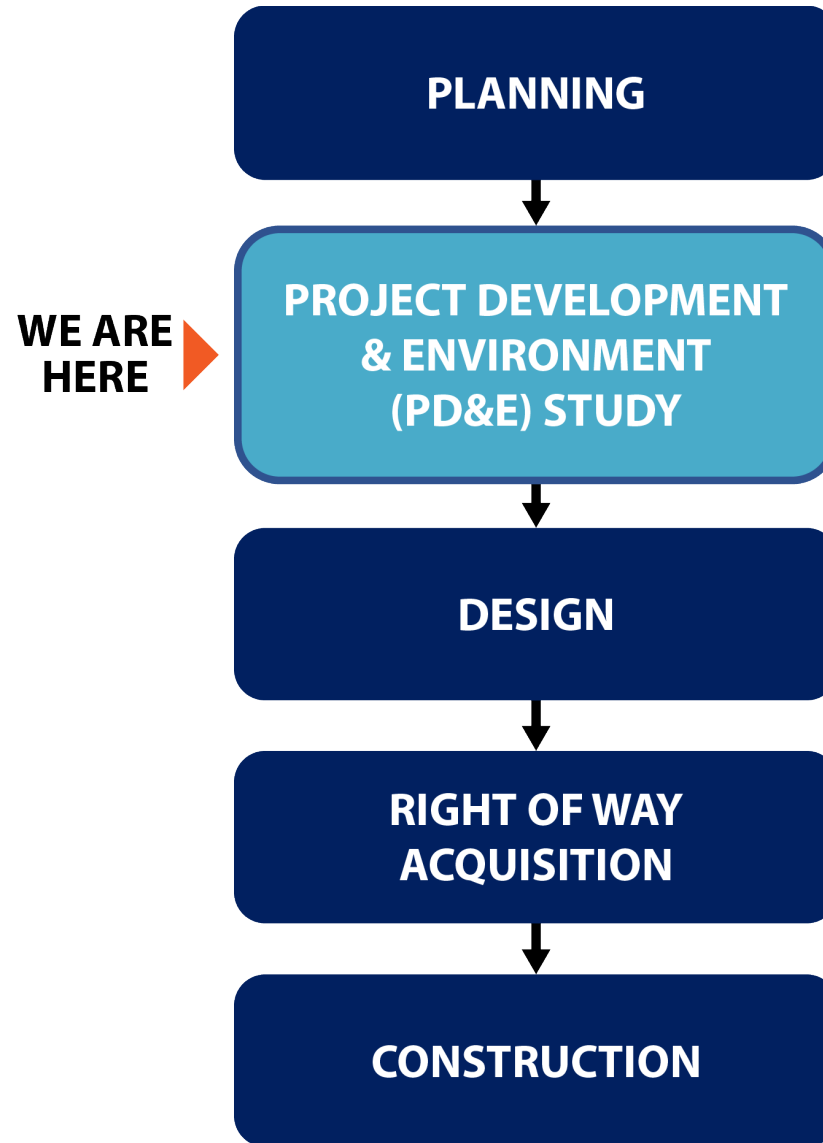


# PRESENTATION OUTLINE

1. Project Development Process
2. Project Purpose and Need
3. Proposed Improvements
4. Schedule



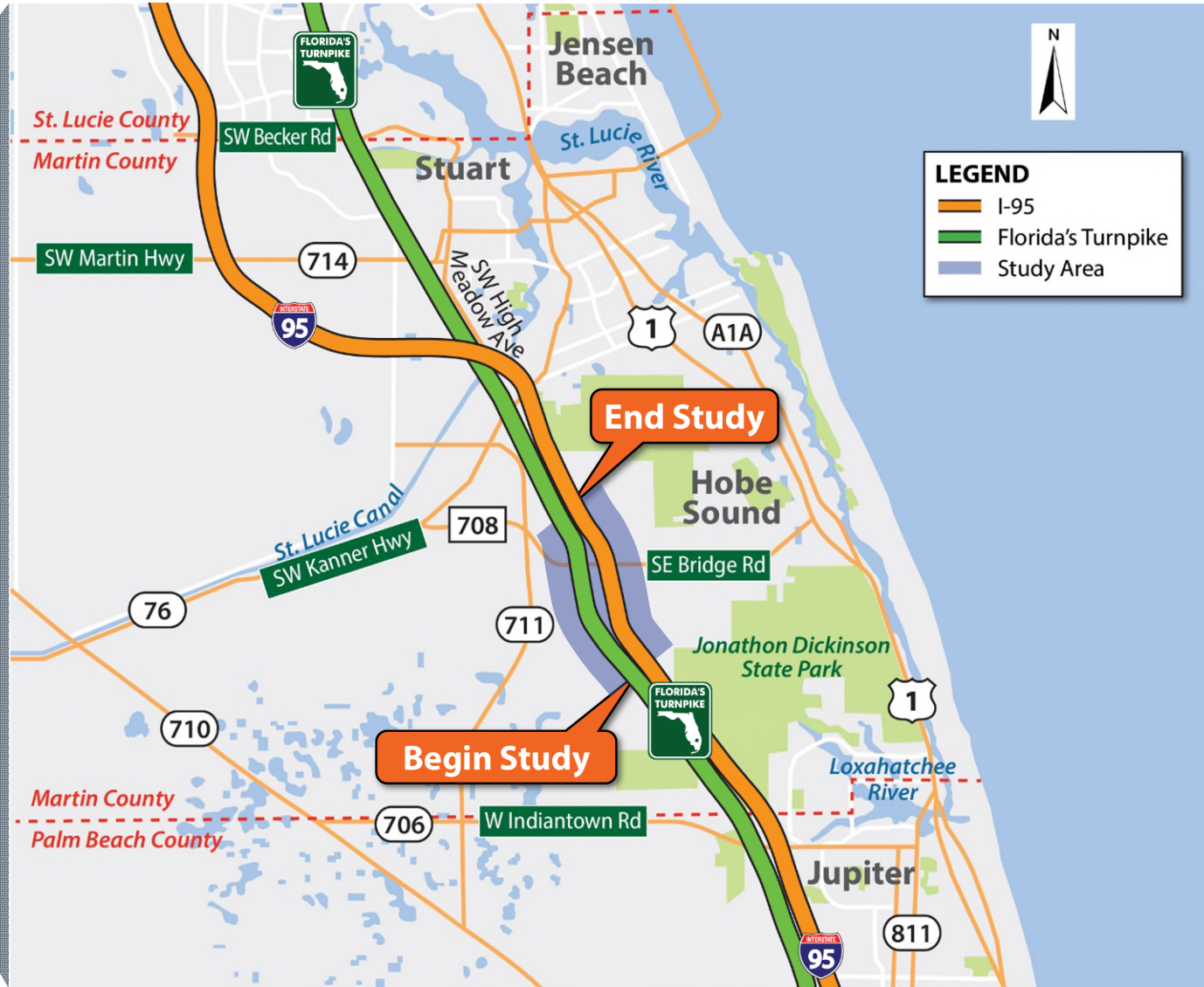
# PROJECT DEVELOPMENT PROCESS





# STUDY LIMITS

Martin County



- Purpose and need for a project provide the basis for developing, considering, evaluating, and eliminating project alternatives.
- Project needs include:



## Improve System Linkage

Improve Traffic Operations & Travel Time Reliability

Relieve Congestion on Local Roadway Network



## Enhance Safety



## Enhance Emergency Response & Evacuation



# PROJECT PURPOSE AND NEED – INCREASE SYSTEM LINKAGE



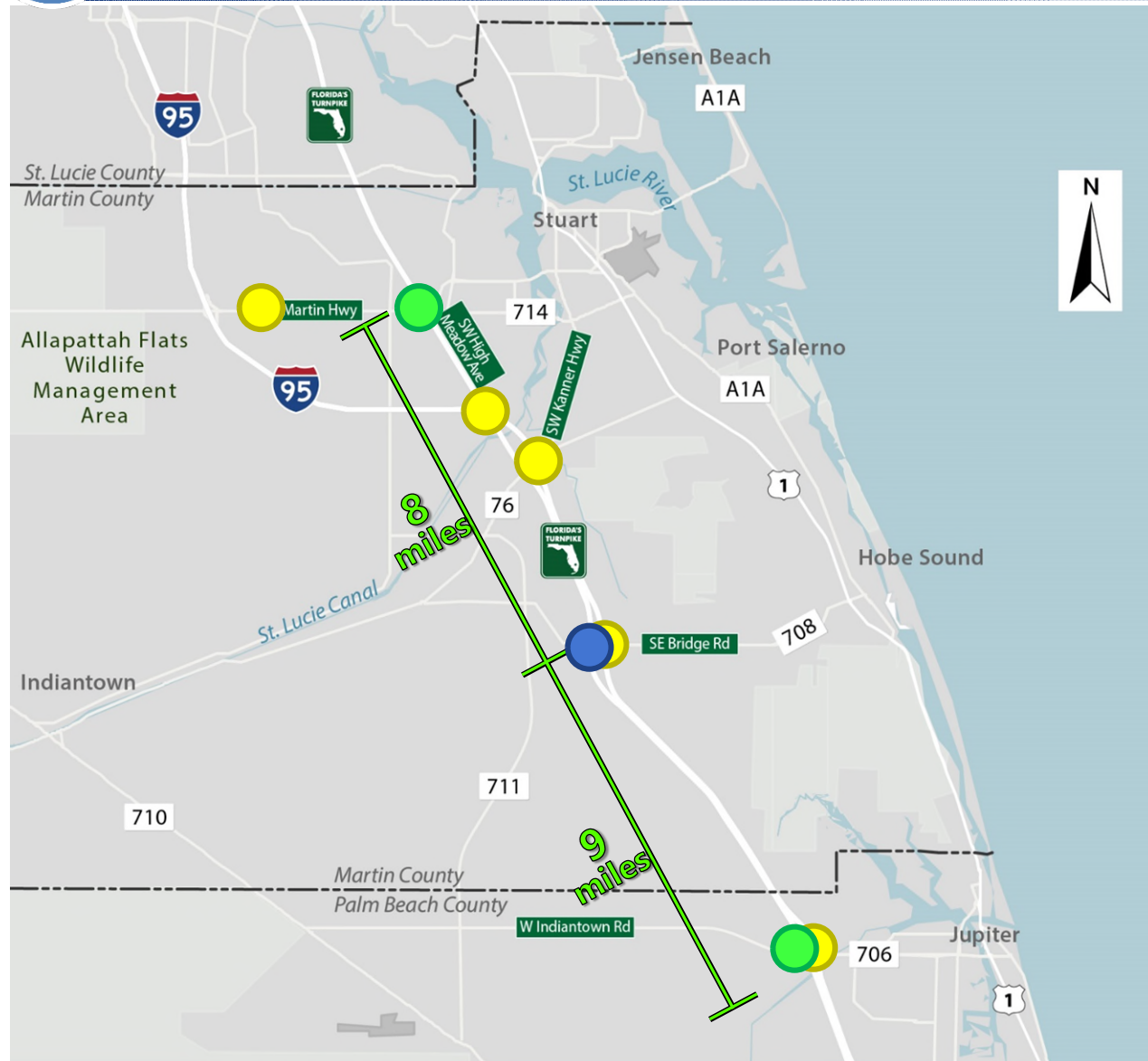
## I-95 Interchanges ●

- SW Martin Highway (SR 714)
- SW High Meadow Avenue (CR 713)
- SW Kanner Highway (SR 76)
- SE Bridge Road (CR 708)
- W Indiantown Road (SR 706)

## Turnpike Interchanges ●

- SW Martin Highway (SR 714)
- W Indiantown Road (SR 706)
- Turnpike at I-95 Direct Connection

## Proposed Direct Connection Interchange ●





# PROJECT PURPOSE AND NEED - IMPROVE TRAFFIC OPERATIONS & TRAVEL TIME RELIABILITY

## 2050 Traffic Conditions

### New Direct Connection Interchange

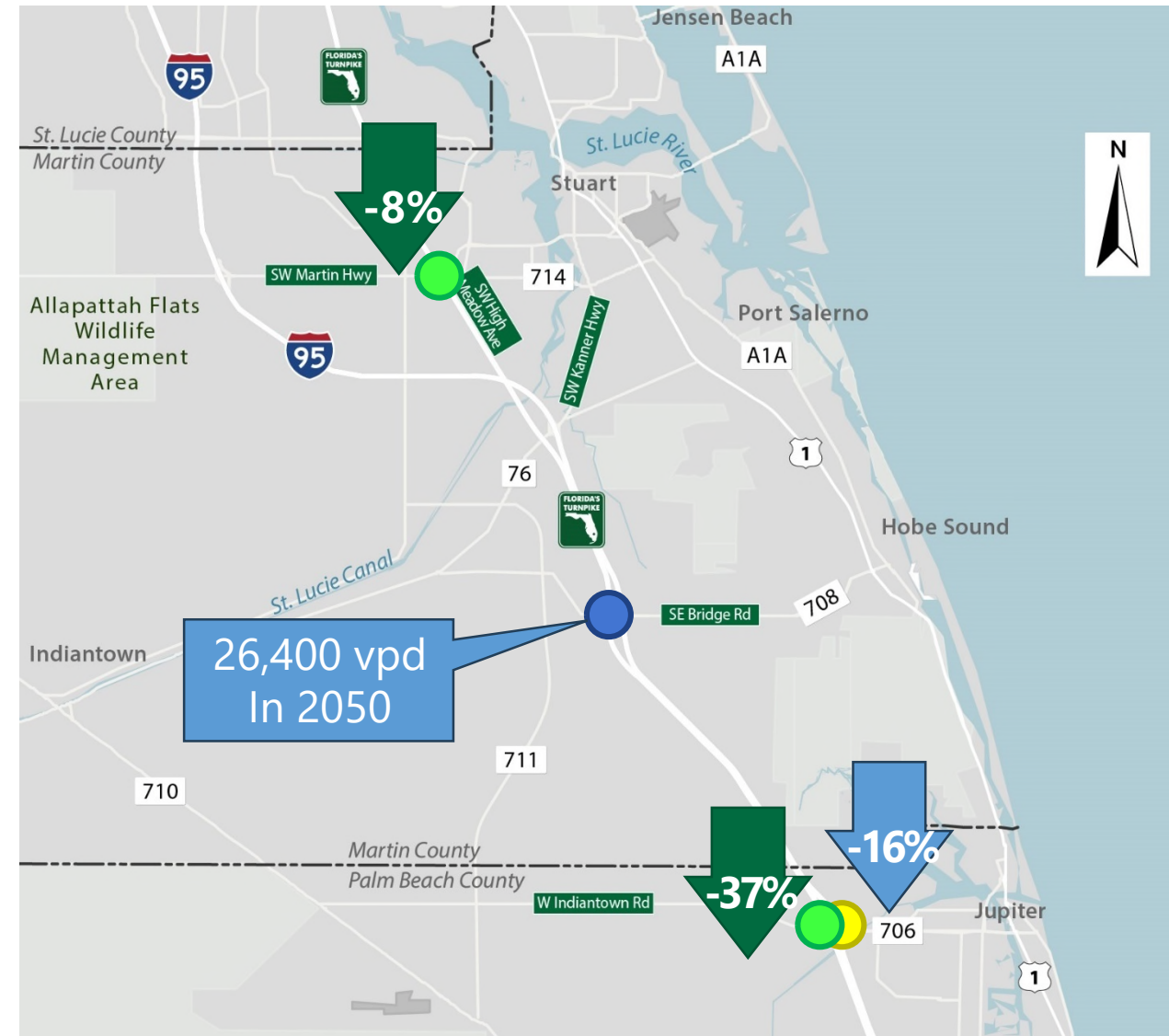
- 26,400 vehicles per day

### West Indiantown Road Interchange

- Crossover traffic removed: 15,600 AADT
- 37% decrease at Turnpike interchange
- 16% decrease at I-95 interchange

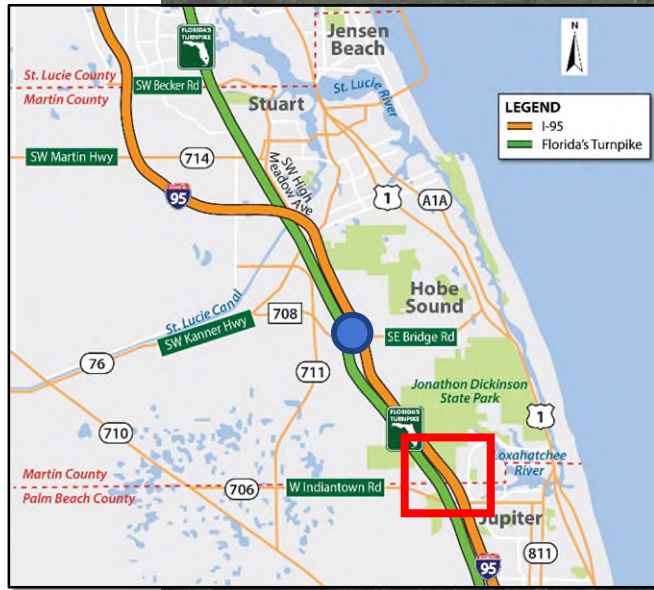
### Southwest Martin Highway Interchange

- Cross over traffic removed: 3,200 AADT
- 8% decrease at Turnpike interchange





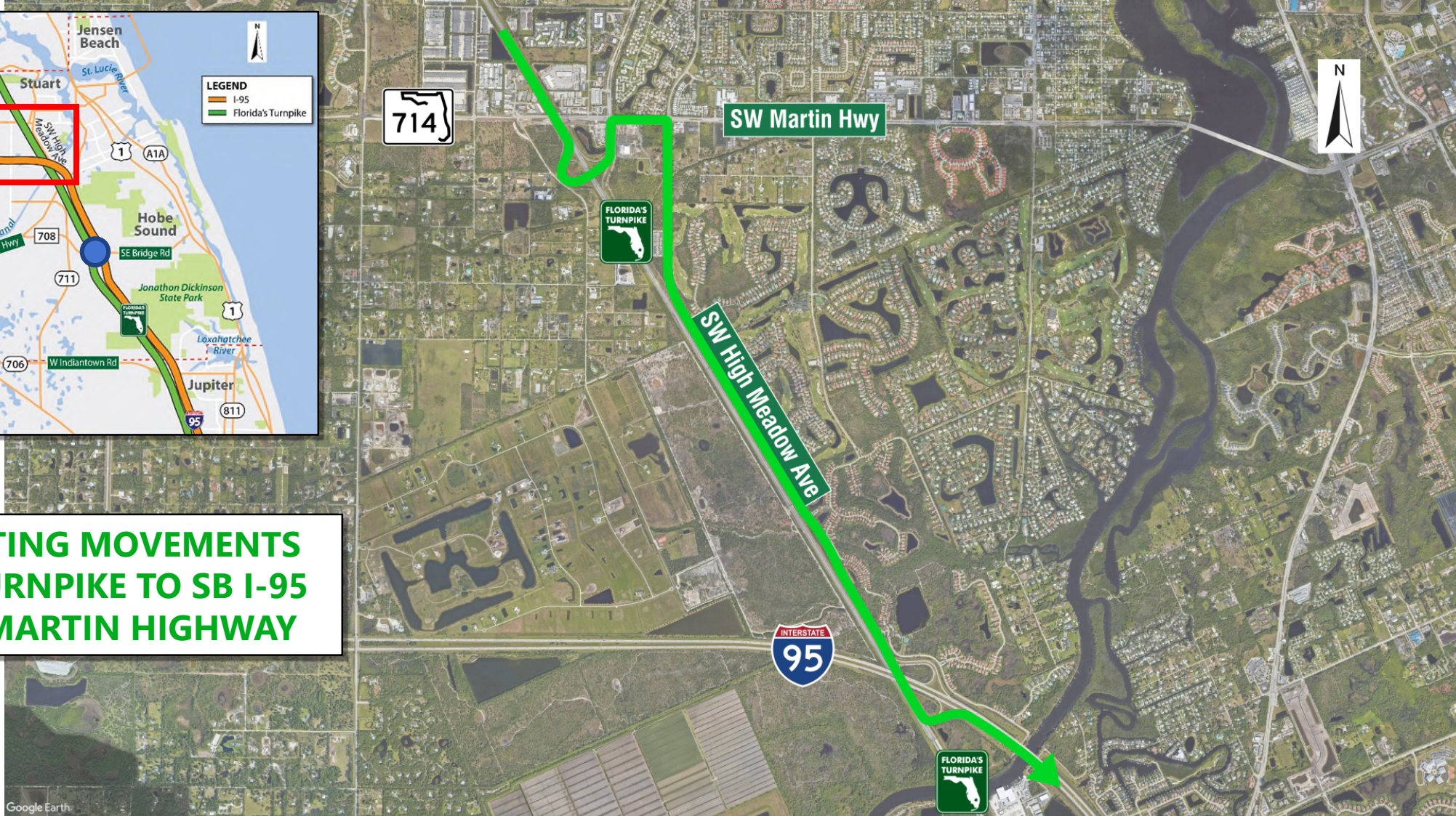
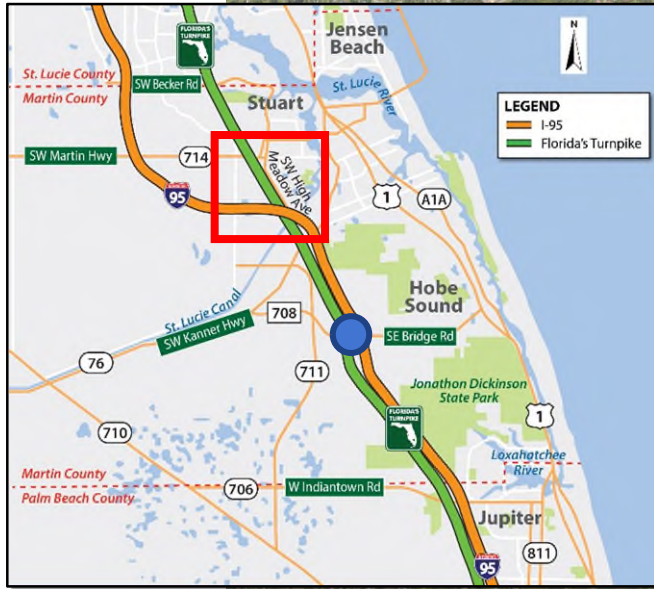
# PROJECT PURPOSE & NEED – RELIEVE CONGESTION ON LOCAL ROADWAY NETWORK



**EXISTING MOVEMENTS  
NB TURNPIKE TO NB I-95  
W INDIANTOWN ROAD**



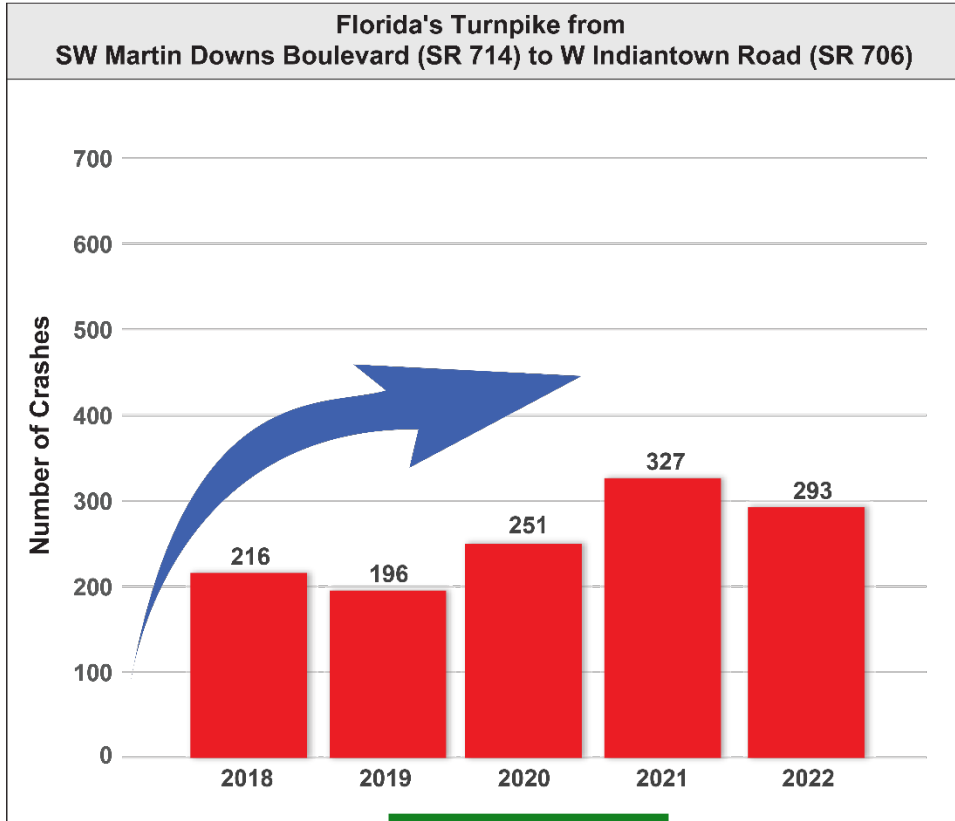
# PROJECT PURPOSE & NEED – RELIEVE CONGESTION ON LOCAL ROADWAY NETWORK



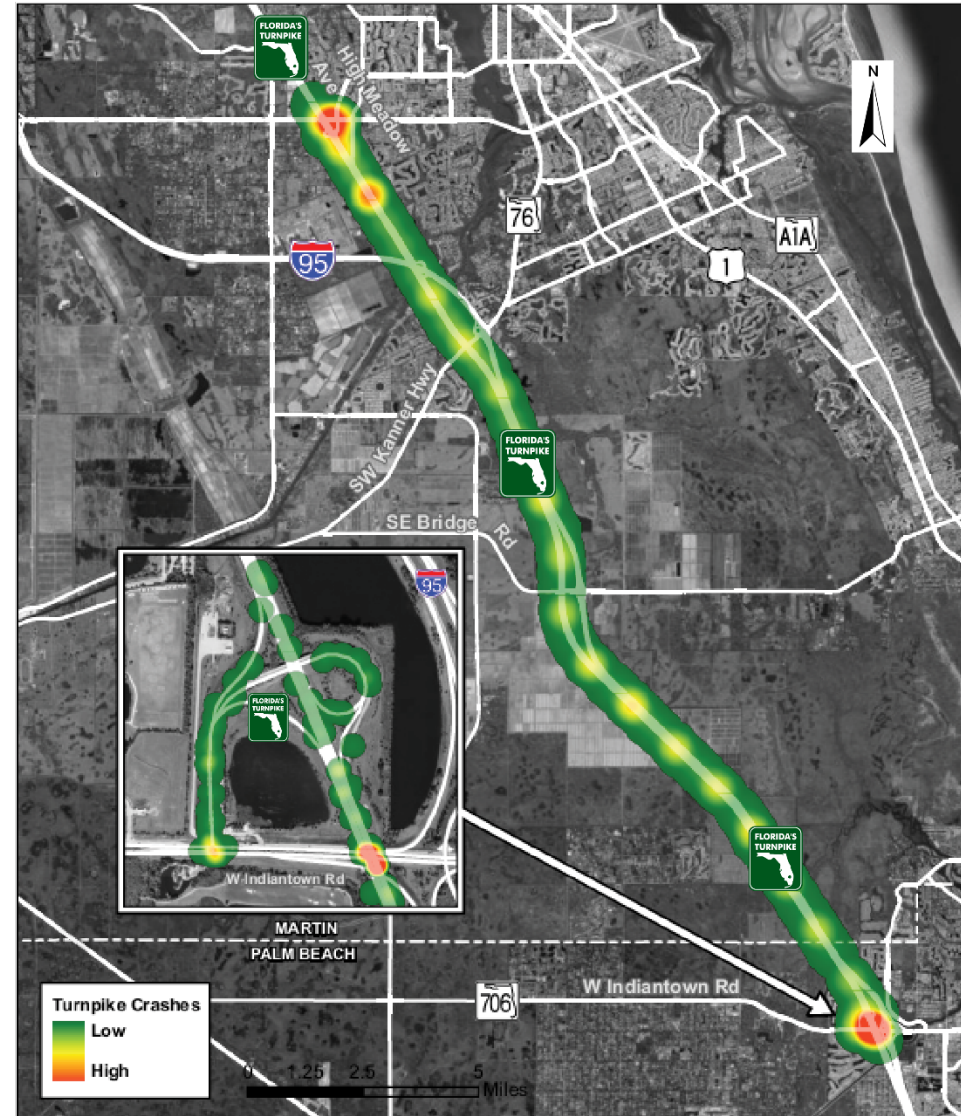
**EXISTING MOVEMENTS  
SB TURNPIKE TO SB I-95  
SW MARTIN HIGHWAY**



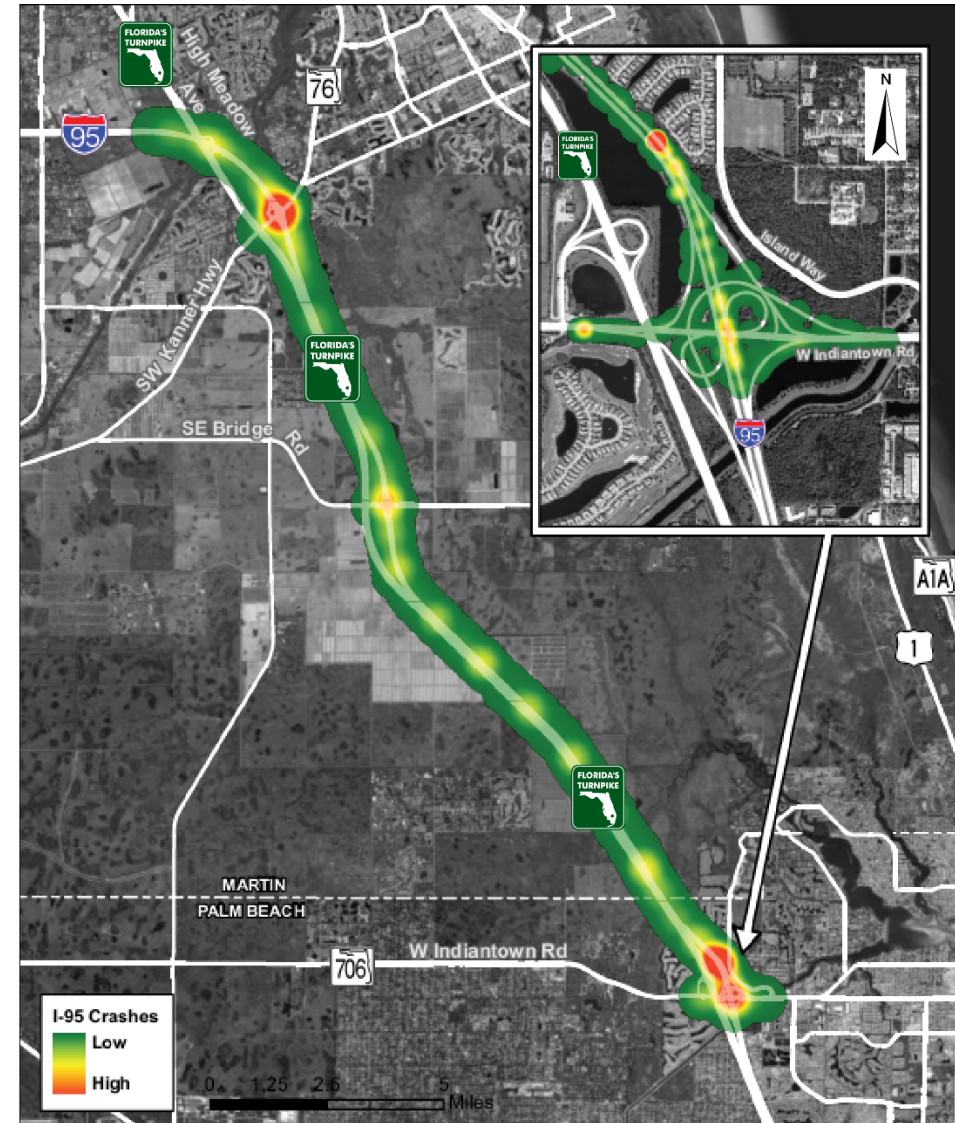
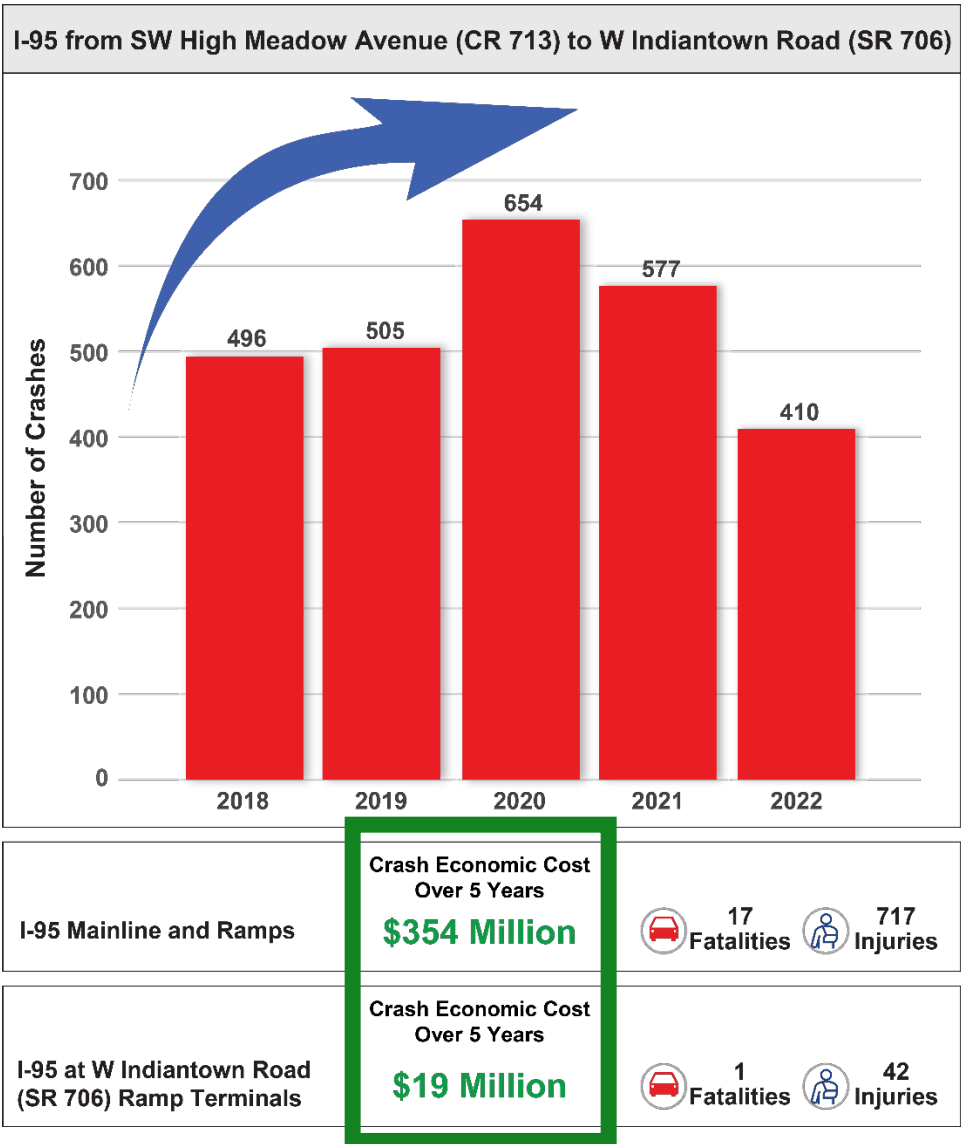
# PROJECT PURPOSE & NEED - ENHANCE SAFETY



Florida's Turnpike Mainline and Ramps	Crash Economic Cost Over 5 Years <b>\$107 Million</b>	4 Fatalities	283 Injuries
Florida's Turnpike at W Indiantown Road (SR 706) Ramp Terminal	Crash Economic Cost Over 5 Years <b>\$2 Million</b>	0 Fatalities	11 Injuries



# PROJECT PURPOSE & NEED - ENHANCE SAFETY





## 6

### Enhance emergency response and evacuation

- Both Turnpike and I-95 are critical in facilitating traffic movement during emergency response and evacuation periods



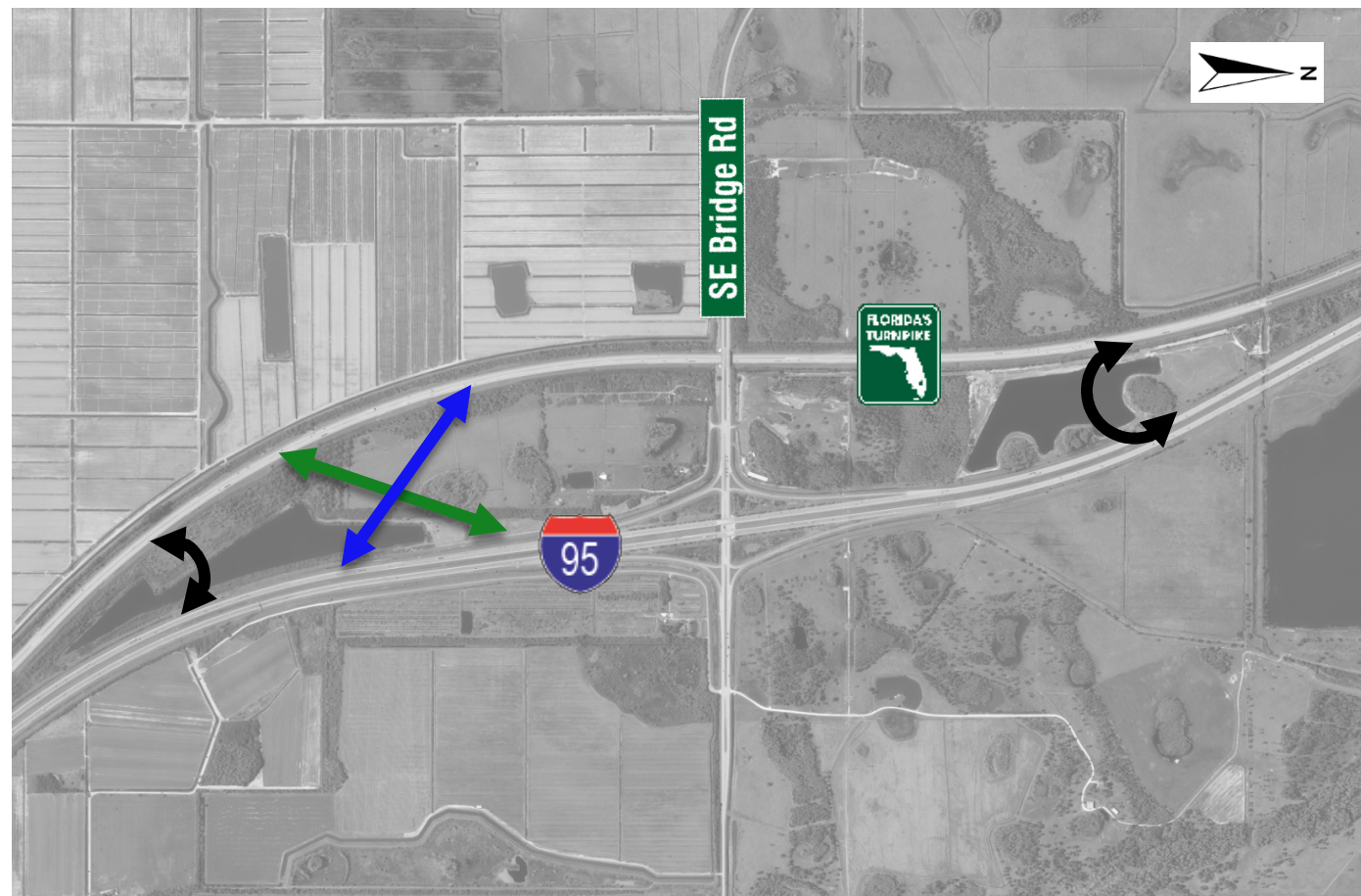
# PROPOSED IMPROVEMENTS – MOVEMENTS TO BE PROVIDED

- **Provided Major Movements**

- NB to NB (both directions)
- SB to SB (both directions)

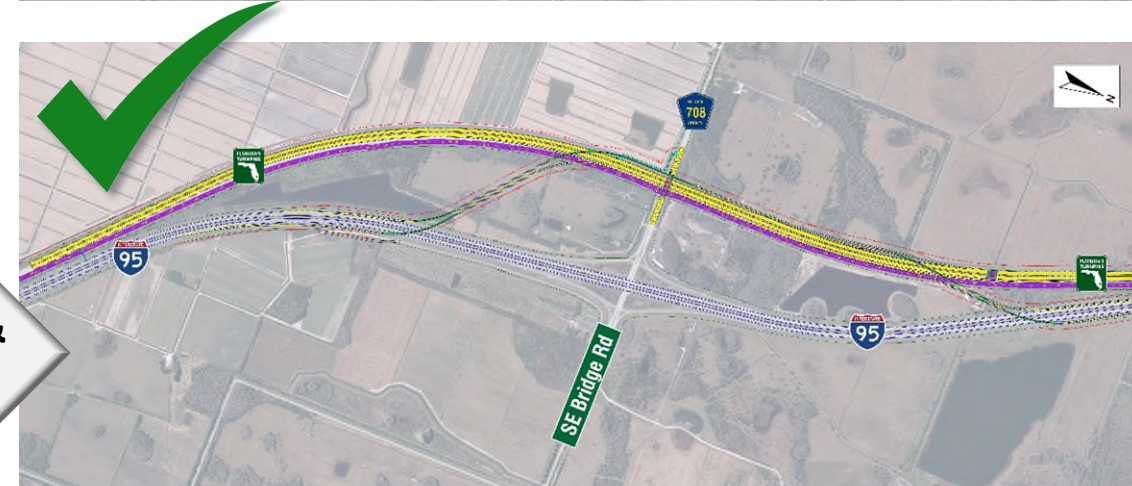
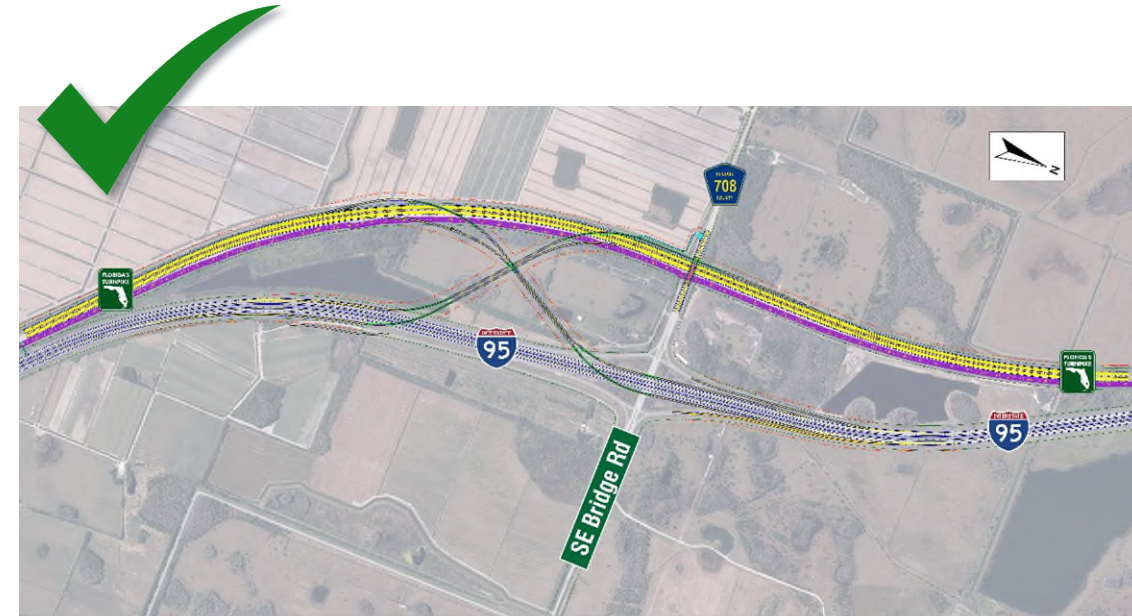
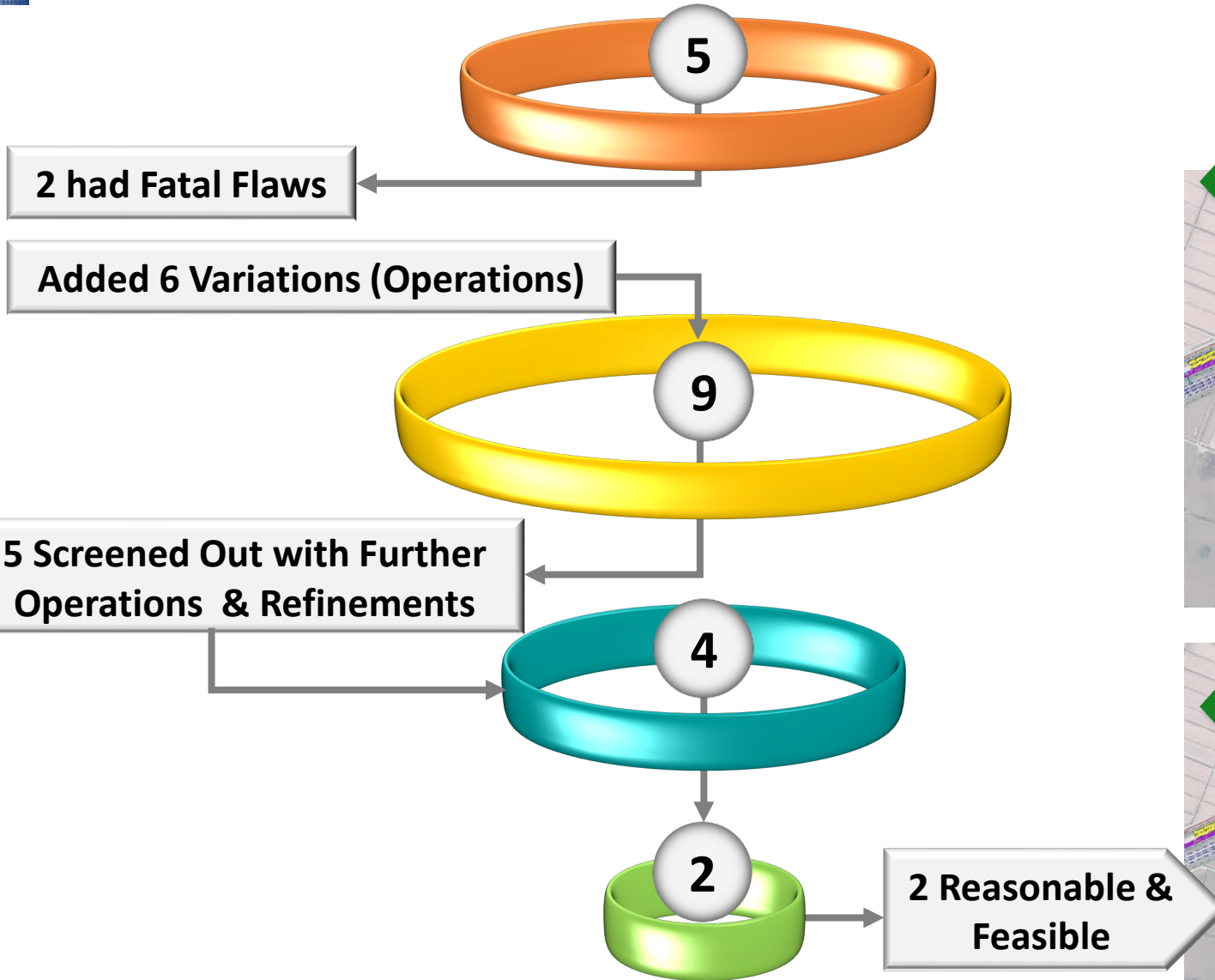
- **Minor “U-Turn” Movements**

- Emergency Vehicles Access Only





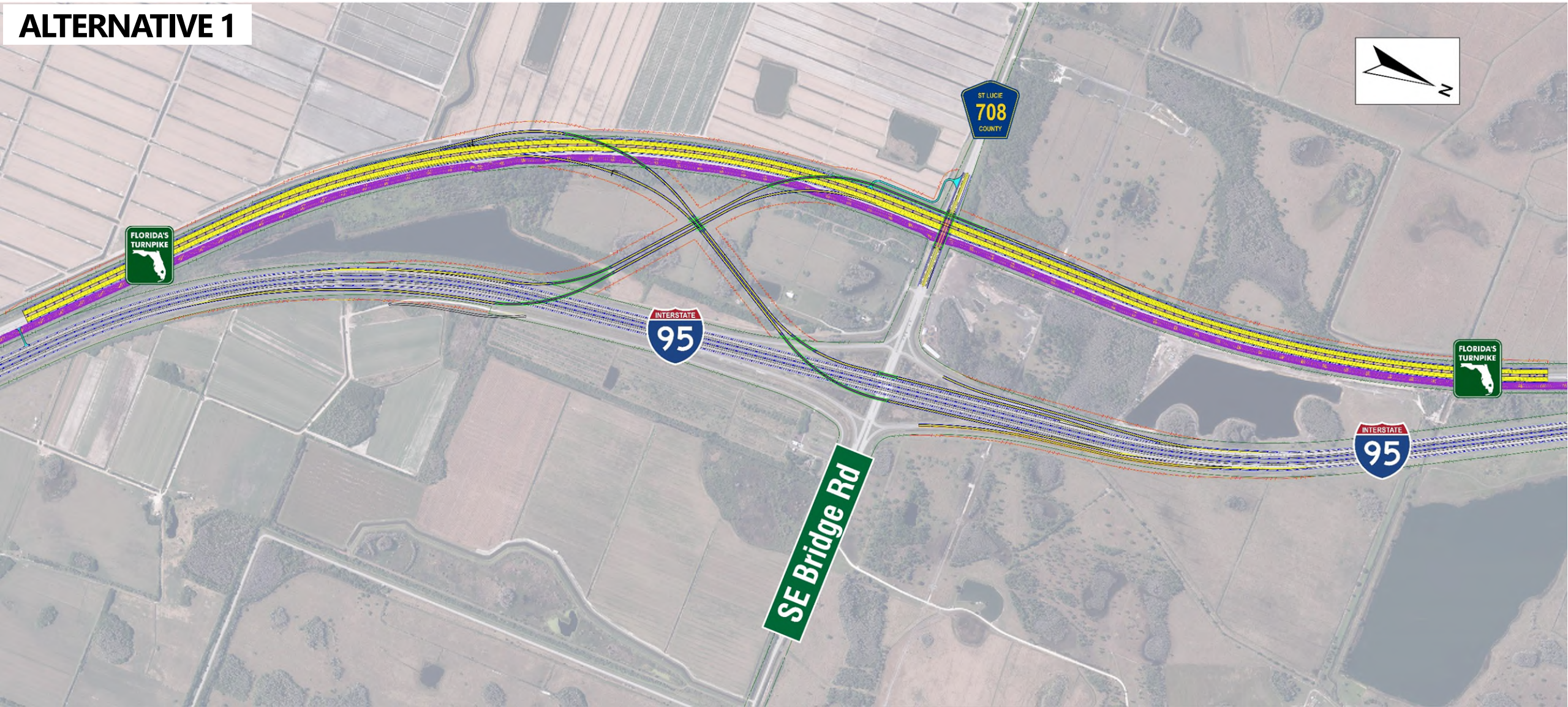
# PROPOSED IMPROVEMENTS – ALTERNATIVES ANALYSES





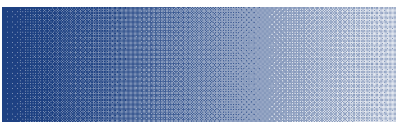
# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1

## ALTERNATIVE 1





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1 – TRAFFIC MOVEMENTS



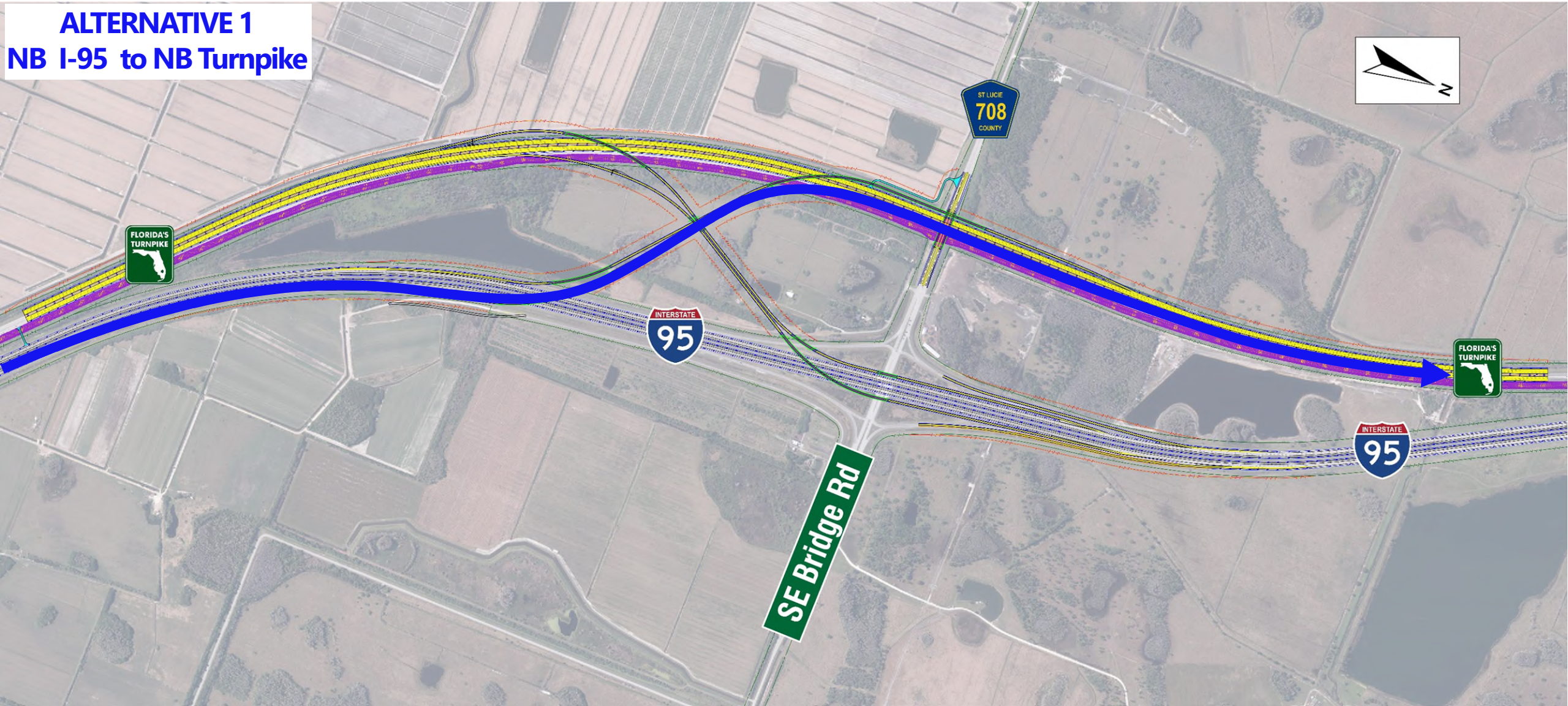
**ALTERNATIVE 1**  
**SB Turnpike to SB I-95**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1 – TRAFFIC MOVEMENTS

**ALTERNATIVE 1**  
**NB I-95 to NB Turnpike**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1 – TRAFFIC MOVEMENTS

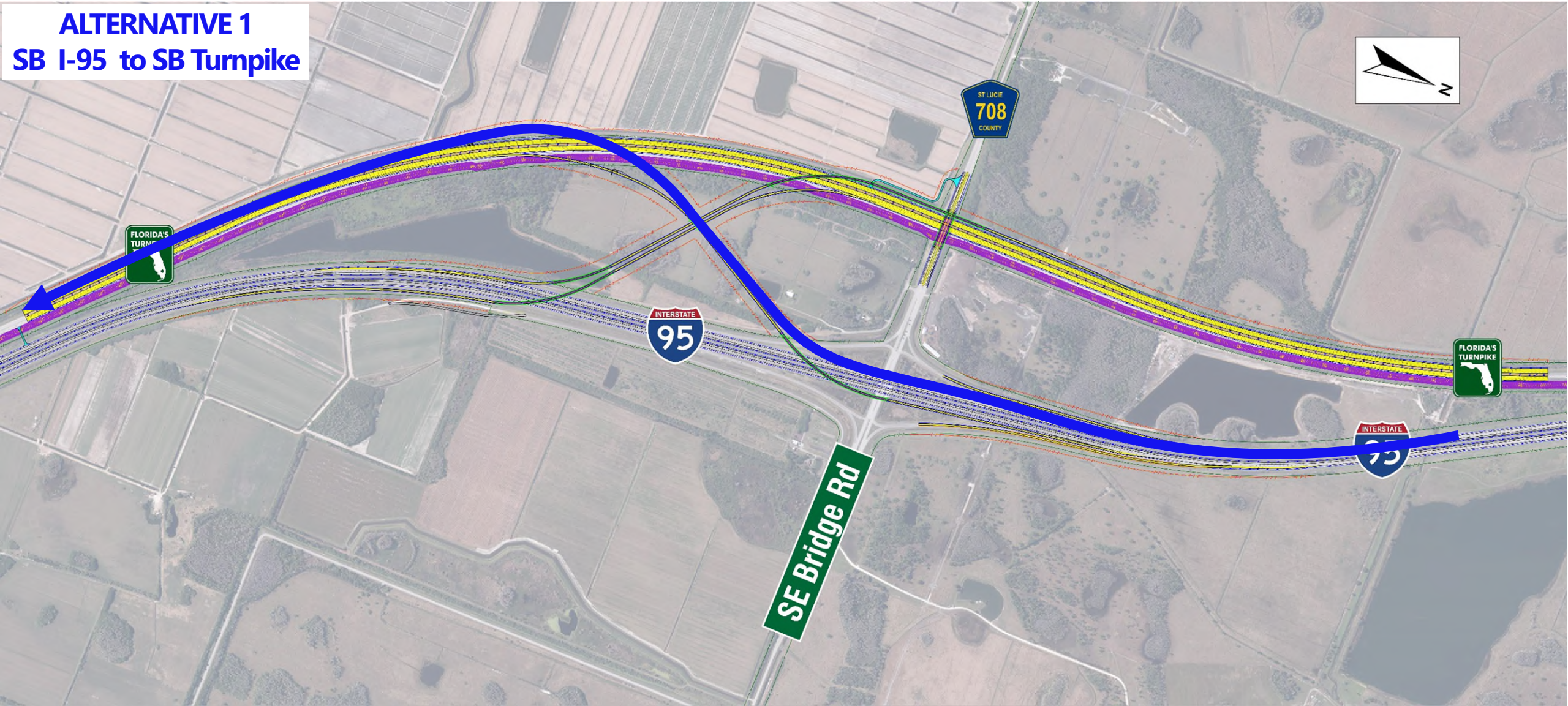
**ALTERNATIVE 1**  
**NB Turnpike to NB I-95**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1 – TRAFFIC MOVEMENTS

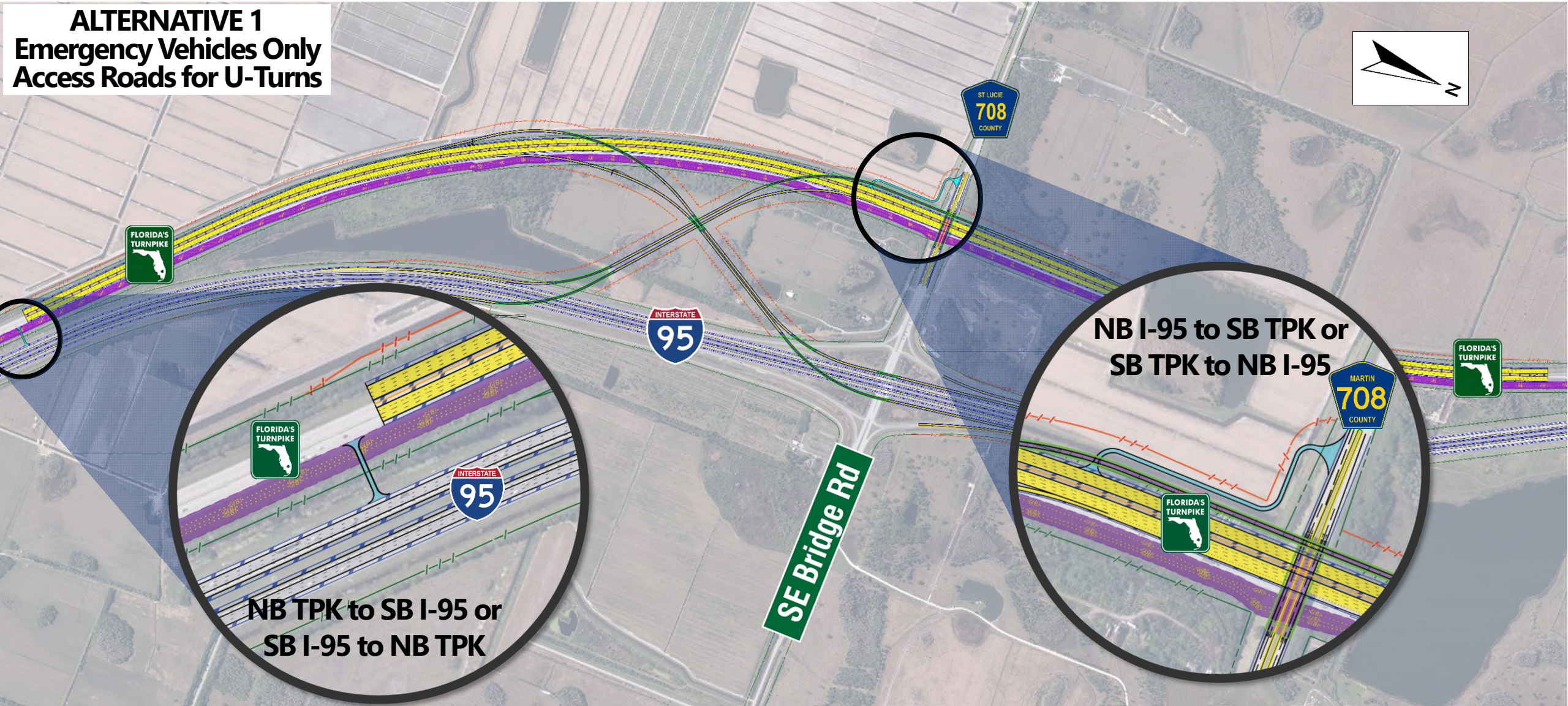
**ALTERNATIVE 1**  
**SB I-95 to SB Turnpike**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 1 – EMERGENCY VEHICLES ACCESS ROADS FOR U-TURNS

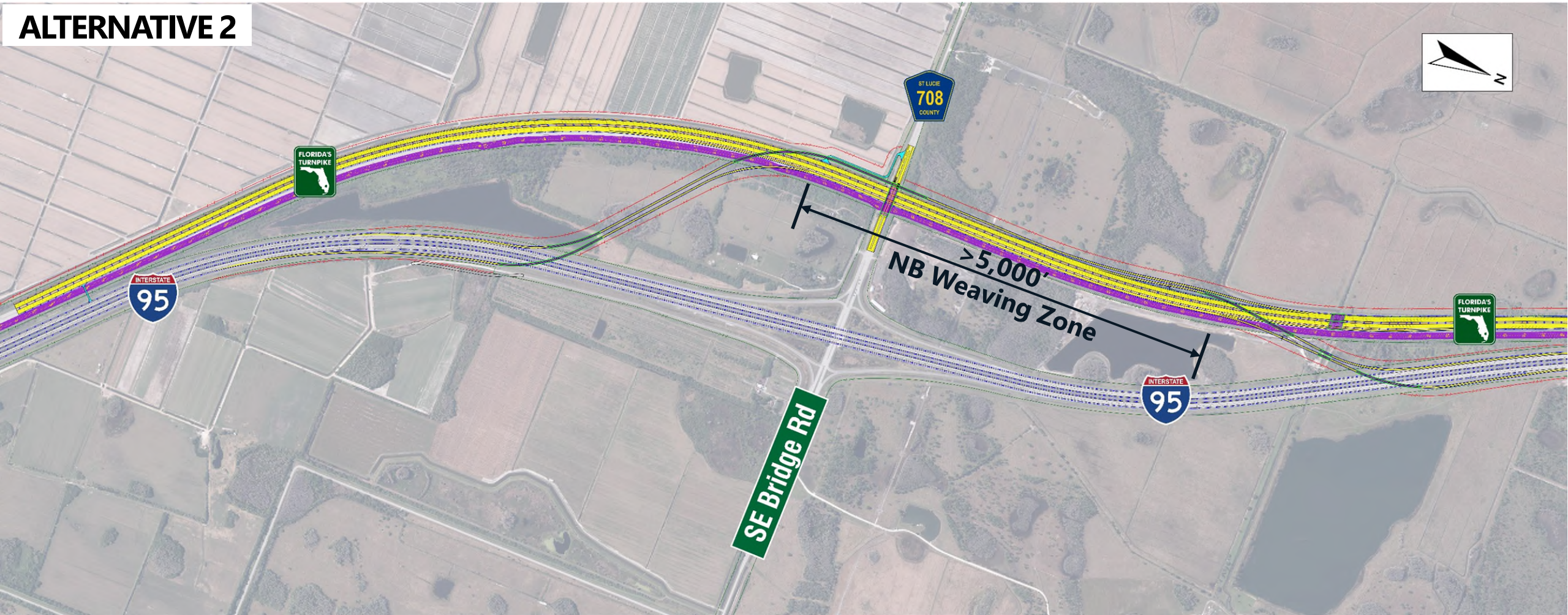
**ALTERNATIVE 1**  
**Emergency Vehicles Only**  
**Access Roads for U-Turns**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2

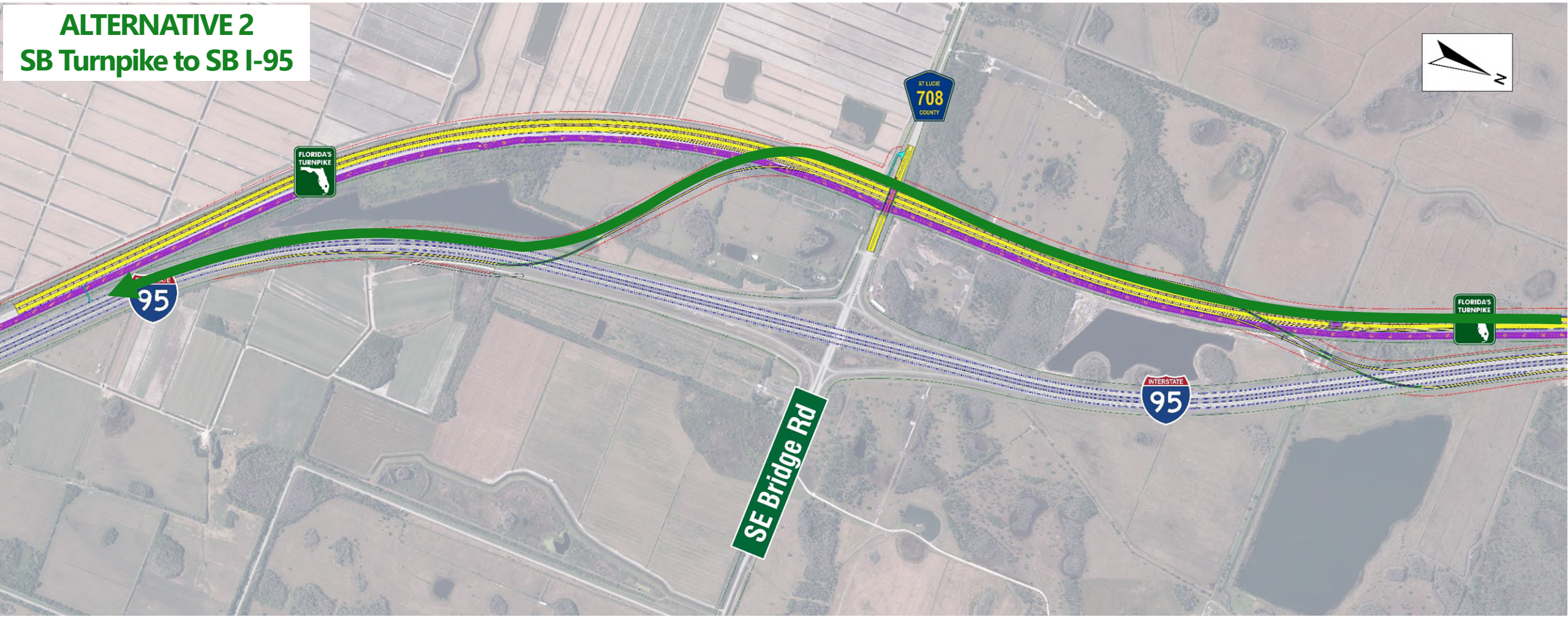
## ALTERNATIVE 2





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2 – TRAFFIC MOVEMENTS

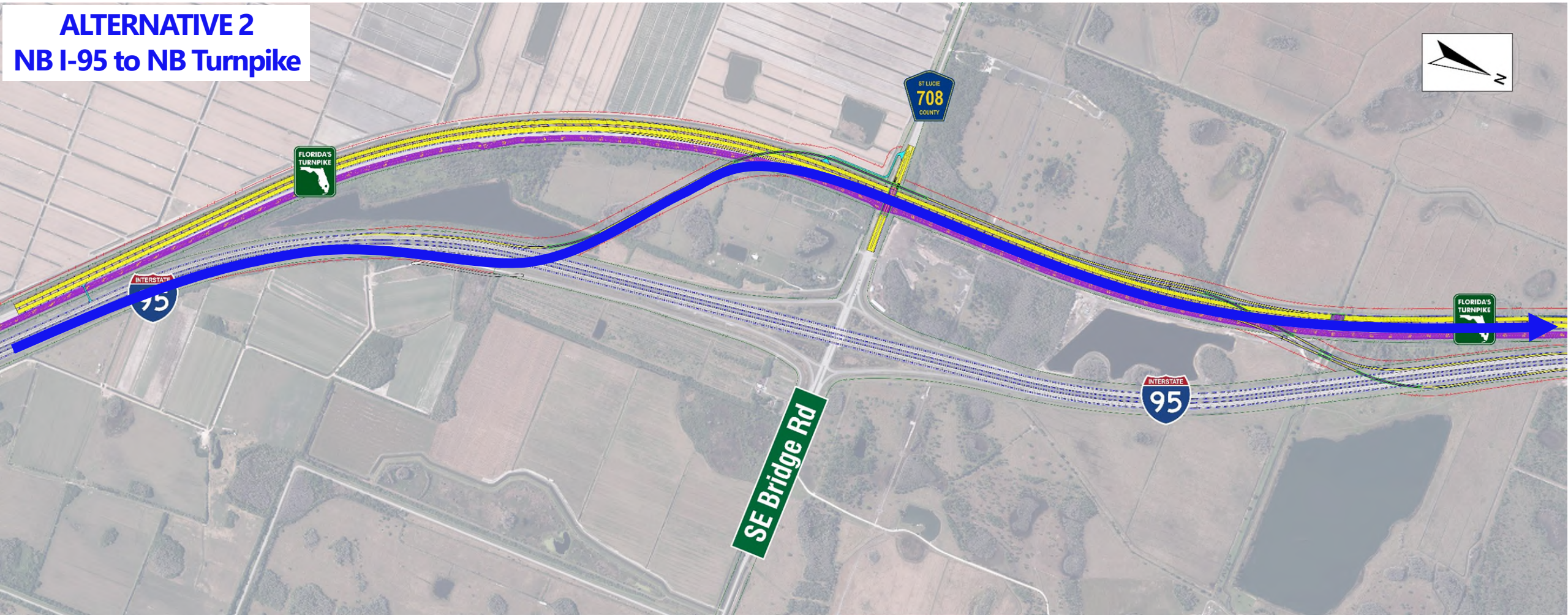
**ALTERNATIVE 2**  
**SB Turnpike to SB I-95**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2 – TRAFFIC MOVEMENTS

**ALTERNATIVE 2**  
**NB I-95 to NB Turnpike**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2 – TRAFFIC MOVEMENTS

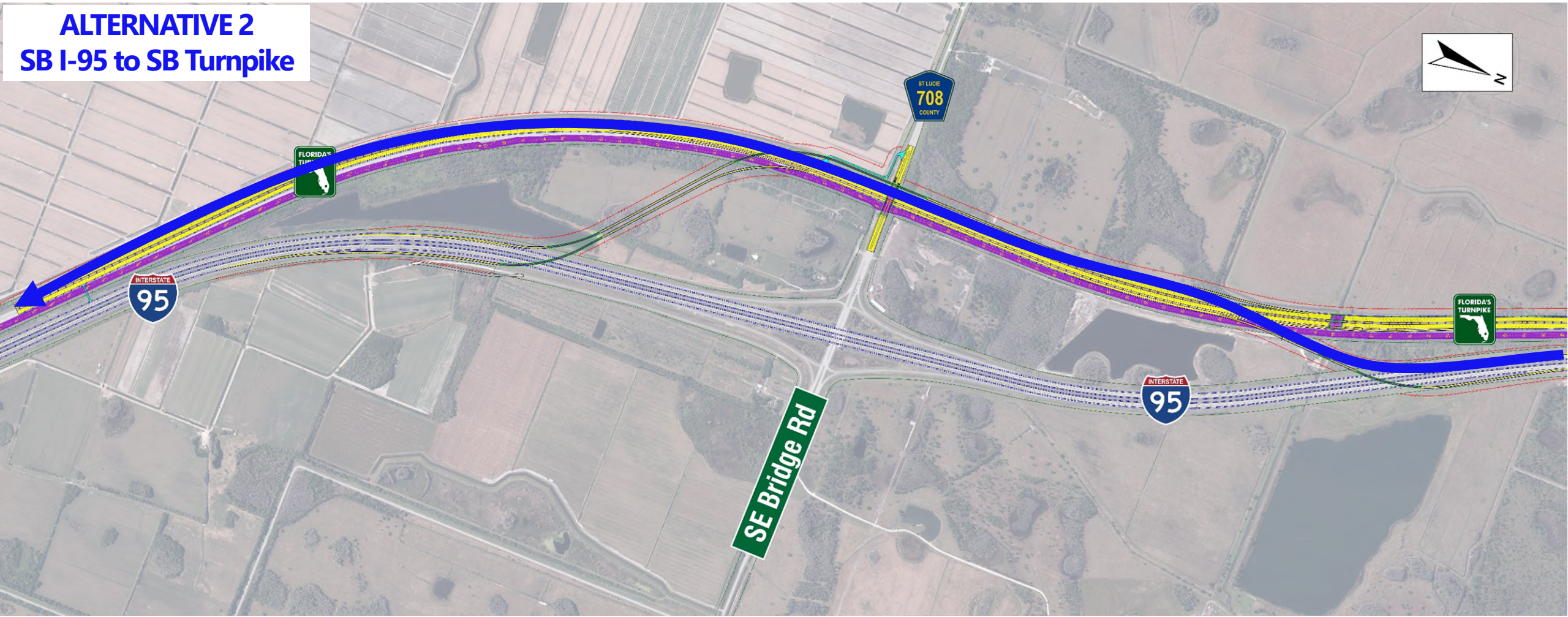
**ALTERNATIVE 2**  
**NB Turnpike to NB I-95**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2 – TRAFFIC MOVEMENTS

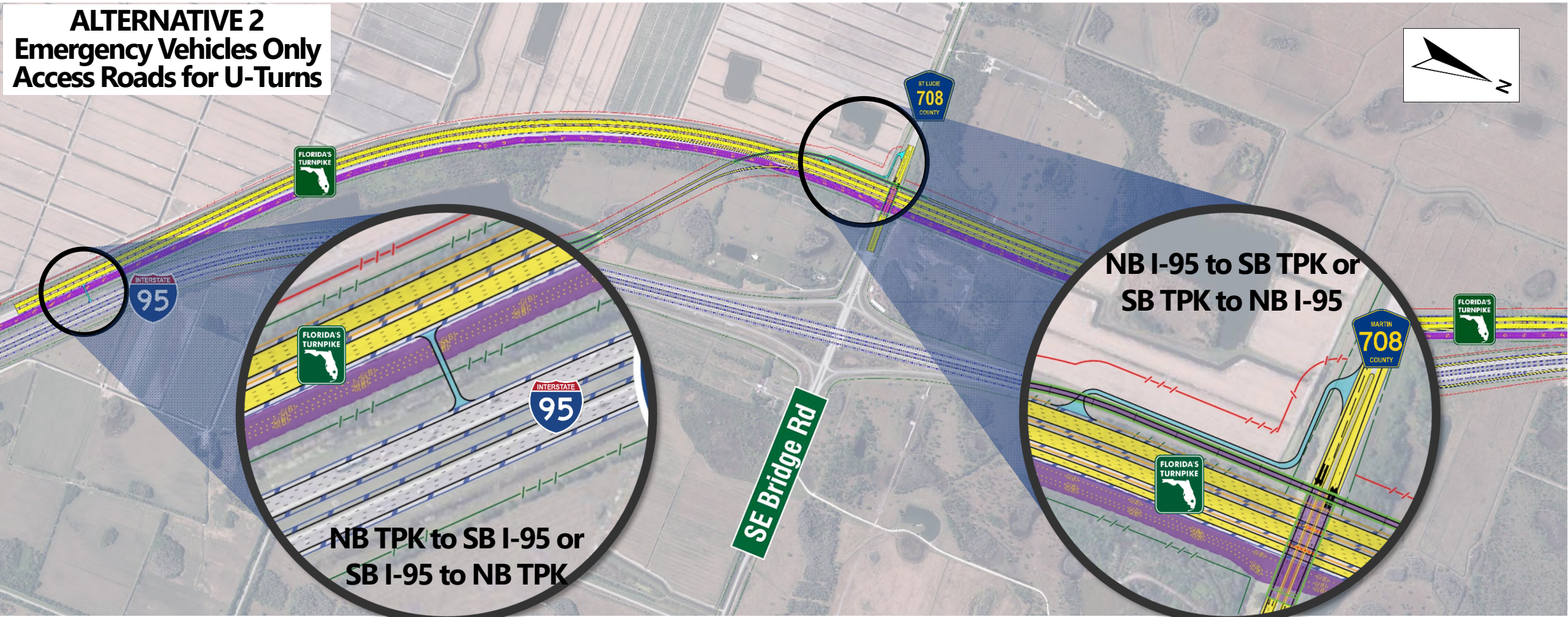
**ALTERNATIVE 2**  
**SB I-95 to SB Turnpike**





# PROPOSED IMPROVEMENTS – INTERCHANGE ALTERNATIVE 2 – EMERGENCY VEHICLES ACCESS ROADS FOR U-TURNS

**ALTERNATIVE 2**  
**Emergency Vehicles Only**  
**Access Roads for U-Turns**

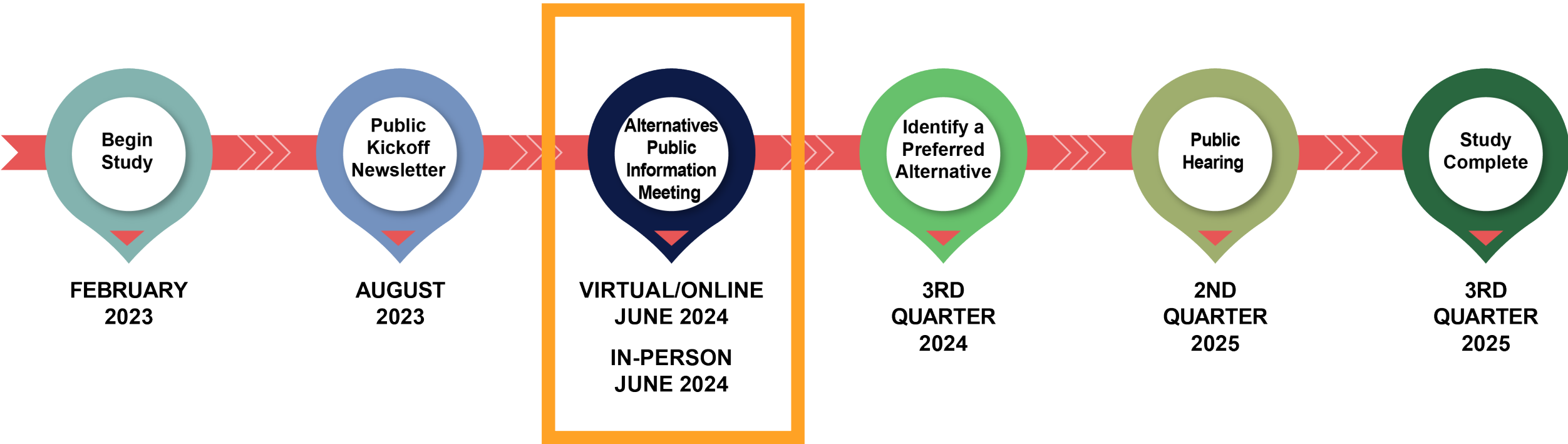


**NB TPK to SB I-95 or**  
**SB I-95 to NB TPK**

**NB I-95 to SB TPK or**  
**SB TPK to NB I-95**



# PROJECT SCHEDULE



*Schedule is subject to change*

## Project Website:

[www.TPK-I-95-Interchange-Study.com](http://www.TPK-I-95-Interchange-Study.com)

## Project Manager Contact Information:

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407.264.3298



# THANK YOU!