

Board Members

Scott Black (MPO Chairman, Mayor, City of Dade City)
John Eric Hoover (MPO Vice-Chairman, Mayor, City of Port Richey)
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Matt Murphy (Councilman, City of New Port Richey)
Ron Oakley (County Commissioner, District 1)
Seth Weightman (County Commissioner, District 2)
Kathryn Starkey (County Commissioner, District 3)
Lisa Yeager (County Commissioner, District 4)
Jack Mariano (County Commissioner, District 5)
Justin Hall - FDOT District Seven (Non-Voting Advisor)

Pasco County Metropolitan Planning Organization Monday, July 27, 2026 8:45 AM



West Pasco Government Center, 1st Floor Boardroom
8731 Citizens Drive, New Port Richey, Florida 34654

This meeting will be broadcasted live on the [County's website](#), [Facebook](#), [YouTube Live](#), Frontier Channel 42, and Spectrum Channel 643 (only for residents living in Pasco County).

Call to Order

Invocation and Pledge of Allegiance

Roll Call (by County Clerk)

Public Comment

Board meetings are open to the public. Citizens may address the Board on any topic within its jurisdiction, either in person or virtually via the Microsoft Teams platform. To ensure everyone has an opportunity to speak, comments are limited to three (3) minutes per speaker. To participate virtually, a Virtual Public Comment Registration Form must be completed. For further details on public comment procedures and to access the registration form, please review the Public Comment Options section of the Pasco County Agendas And Minutes webpage.

Action Items

- | | |
|---|---|
| 1 | Pasco County Metropolitan Planning Organization - Final Unified Planning Work Program (UPWP) - Fiscal Years 2026-2027 - 2027-2028 |
| | File Number MPO26-0138 |
| | Comm. Dist. All |
| | Recommendation Approve |

Other Business - Meetings Held / Scheduled / Items of Note / Roundtable

Adjourn

"In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. It is a priority for the MPO that all citizens of Pasco County are given the opportunity to participate in the transportation planning process including low-income individuals, the elderly persons with disabilities, and persons with limited English proficiency. You may contact the MPO's Title VI Specialist at (727) 847-8140 if you have any discrimination complaints".



METROPOLITAN PLANNING ORGANIZATION AGENDA MEMORANDUM

COMMISSION DISTRICT: All

FILE NO.: MPO26-0138

DATE: 7/27/2026

SUBJECT: Pasco County Metropolitan Planning Organization - Final Unified Planning Work Program (UPWP) - Fiscal Years 2026-2027 - 2027-2028

REFERENCES: *Not Applicable*

FROM: Tania Gorman, Executive Director MPO

RECOMMENDED BOARD ACTION:

Review and approve FY 27-28 UPWP

BACKGROUND SUMMARY/ALTERNATIVE ANALYSIS:

MPO staff will present the attached Unified Planning Work Program (UPWP), the two-year business plan covering the period from July 1, 2026, through June 30, 2028. The UPWP was made available for public comment from March 12, 2026, through April 12, 2026. To date, no changes have been made to the funding items that were presented to the public or reviewed during committee meetings.

The UPWP serves as the MPO's application for federal planning funds and includes a detailed description of the planning tasks, expected deliverables, timeframes, funding sources, and the funding amounts requested. Also enclosed are the updated Resolution and Authentication pages reflecting the most current information provided by FDOT and FHWA.

FISCAL IMPACT/COST/REVENUE STATEMENT:

Not Applicable

DISTRIBUTION:

1. Clerk's Office / Board Records to retain one (1) original.
2. Electronically to:
 - a. Sean Hoffman, Planner 1, Pasco MPO - shoffman@pascocountyfl.net
 - b. Tania Gorman, Executive Director, Pasco MPO - tgorman@pascocountyfl.net
 - c. Keontra Campbell, Planning Manager, Pasco MPO - kcampbell@pascocountyfl.net
 - d. Susanne Ziegler, Florida DOT, District 7 Liaison - susanne.ziegler@dot.state.fl.us
 - e. Linda Rios, Legal Secretary, Pasco CAO - lrios@pascocountyfl.net
 - f. Laurie Schaediger, Business Compliance and Contracts Manager, Pasco MPO - lschaediger@pascocountyfl.net

ATTACHMENT(S):

1. MPO26-0138-Final Draft 6 UPWP FY27-28_5.27.26-FDOT Approved (TG)



PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM

State Fiscal Years 2027 - 2028

Covering dates of July 1, 2026 – June 30, 2028

Prepared By:

Pasco County Metropolitan Planning Organization 8731 Citizens Drive, Suite 200
New Port Richey, FL 34645 Telephone (727) 847-8140

E-mail: mpocomments@pascocountyfl.net Website: www.pascompo.net

Catalog of Federal Domestic Assistance (CFDA) Numbers:

CFDA: 20.205 FHWA Highway Planning and Construction

CFDA: 20.505 FTA Metropolitan Transportation Planning

CFDA:20.507 Federal Transit Administration Grants CFDA 50.507

CSFA: Florida Department of Transportation 55.001

Federal Highway Administration (FHWA): FPN: 439337-6-14-01 Federal Aid Project Number: 1157-064-M Contract No. TBD
Florida Commission on Transportation Disadvantaged: Financial Project Number (FPN): TBD - Contract No. TBD
Pasco County - Local Funding

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration (United States Department of Transportation) under the State Planning and Research Program, Section 505 (or Metropolitan Planning Program, Section 104(f)), of Title 23, U.S. Code, Florida Department of Transportation, Florida Commission on Transportation Disadvantage, and Pasco County. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to any presumed disadvantage. It is a priority of the MPO that all citizens of Pasco County are given the opportunity to participate in the transportation planning process including low- income individuals, the elderly persons with disabilities, and persons with limited English proficiency. You may contact the MPO's Title VI Specialist at (727) 847-8140 if you have any discrimination complaints.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM

State Fiscal Years 2027 - 2028

The Honorable Scott Black, Mayor, City of Dade City, MPO Chairman

The Honorable John Eric Hoover, Mayor, City of Port Richey, Vice Chairman

The Honorable Lance Smith, Council Member, City of Zephyrhills

The Honorable Matt Murphy, Council Member, City of New Port Richey

The Honorable Ronald Oakley, County Commissioner (District 1)

The Honorable Seth Weightman, County Commissioner (District 2)

The Honorable Kathryn Starkey, County Commissioner (District 3)

The Honorable Lisa Yeager, County Commissioner (District 4)

The Honorable Jack Mariano, County Commissioner (District 5)

Justin Hall – FDOT District Seven (Nonvoting Advisor)

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION STAFF:

Tania Gorman, Executive Director

Keontra Campbell, MPO Planning Manager

Laurie Schaediger, Business Compliance & Contracts Manager

Brian Caper, Principal Transportation Planner

Angel Avila, Senior Planner

Robert Bradley Leverrett, Planner II

Sean Hoffman, Planner I

Stephany Garcia, Project Coordinator III

Racheal Frasier, Administrative Secretary II

Resolution

BY THE PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

RESOLUTION NO: ____ _

A RESOLUTION APPROVING THE FISCAL YEARS 2027 AND 2028 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Pasco County Metropolitan Planning Organization (MPO) is the designated organization responsible for conducting the continuing, comprehensive, and cooperative (3C) multimodal transportation planning process for the Tampa Bay Transportation Management Area within Pasco County, in fulfillment of federal, state, and local requirements; and

WHEREAS, the MPO is required by 23 Code of Federal Regulations (CFR) 450.308 and Section 339.175(9), Florida Statutes, to develop a Unified Planning Work Program (UPWP) for Fiscal Years (FY) 2027 and 2028, including tasks pursuant to Section 427.015, Florida Statutes, and Rule 41-2, Florida Administrative Code (F.A.C.), regarding planning for the transportation disadvantaged; and

WHEREAS, the MPO is also including procedures in the UPWP to comply with Title VI of the Civil Rights Act of 1964, 29 U.S.C. 794, Executive Order 13166 and other applicable laws prohibiting recipients of federal financial assistance from discriminating based on national origin, age, sex, religion, disability, familial, or income status; and requiring recipients to provide meaningful access to individuals of limited English proficiency (LEP) to participate; and

NOW, THEREFORE, BE IT RESOLVED that the UPWP for FYs 2027 and 2028 is approved and authorized to be submitted to state and federal agencies and that the MPO Executive Director or his designee is authorized to develop and execute all supporting grant applications, participation agreements, reimbursement requests, and assurances, and to authorize expenditures in support of said document.

DONE AND RESOLVED this 27th day of July, 2026.

PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

NIKKI ALVAREZ-SOWLES, ESQ
CLERK AND COMPTROLLER

Scott Black- CHAIRMAN

APPROVED AS TO LEGAL FORM AND SUFFICIENCY
Office of the County Attorney

ATTORNEY

Cost Analysis Certification

Authentication

Pasco County Metropolitan Planning Organization, in regular session, on July 27, 2026, adopted the State Fiscal Years 2027 – 2028 Unified Planning Work Program (UPWP) for the Pasco County Urbanized Area.

**SCOTT BLACK, CHAIRMAN
PASCO MPO BOARD**

TABLE OF CONTENTS

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION	2
Resolution.....	3
Cost Analysis	4
Authentication	5
Introduction	7
Planning Priorities	7
UPWP Planning Framework.....	9
Organization and Management.....	10
Agreements	10
Operational Procedures and Bylaws.....	12
MPO Staff Structure	13
Continuity of Operations Plan (COOP)	13
Budget Allocation Methodology.....	14
Appendices	46
Appendix A – Pasco MPO Planning Area	46
Appendix B - Comments	47
Appendix C - FDOT District 7 Planning Activities	64
Appendix D – Acronyms and Definitions.....	68
Appendix E - Travel Policy.....	77
Appendix F Bylaws	87

Introduction

Federal and state law (23 CFR 450.308 (b) and Florida Statutes Chapter 339 Section 175) require Metropolitan Planning Organizations (MPOs) to develop a Unified Planning Work Program (UPWP). This UPWP outlines all transportation planning activities to be conducted by Pasco MPO from July 1, 2026, through June 30, 2028. The boundaries of the Pasco Metropolitan Planning Area are shown in Figure 1, in Appendix A.

The UPWP, through a continuing, cooperative, and comprehensive approach, serves the following objectives:

1. Defines transportation planning activities to meet the needs of the Pasco Metropolitan Planning Area and the requirements of the local, state, and federal agencies.
2. Identify funding sources for the transportation planning activities referenced in the above listed objective.
3. Coordinate transportation planning activities with different stakeholders, including but not limited to, local committees, other MPOs, FDOT, local governments, public transportation providers, etc.
4. Promote the wise use of public resources, economic development and sustainable communities through effective transportation planning and decision making.

Pasco MPO will provide opportunities for stakeholders and public input in developing the UPWP. The draft document, with notice of review and adoption dates, will be posted on the MPO website and brought before the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC) and the MPO Board for discussion.

Planning Priorities

Local Priorities

The MPO's planning program is administered by the Pasco County Planning and Development Department (PDD) and is funded by federal grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S. DOT) that pass through the Florida Department of Transportation (FDOT), potential future state funds from the Florida Department of Transportation (FDOT) and local funds from Pasco County.

Community involvement is an objective of the Pasco MPO. Increasing communication among citizens, elected officials and technical staff is part of the organization's continuous planning process to allow public involvement to guide the planning effort and achieve desired goals. MPO Board and Committees' meetings receive public notice. Other outreach efforts are continuously implemented.

The process to develop the UPWP is established in the MPO's Public Participation Plan (PPP) adopted on May 10, 2018, and updated on June 10, 2021. The PPP indicates that a thirty-day formal, public review and comment period begins when the draft UPWP is available. The draft document can be viewed on the MPO's website (www.pascompo.net), at the West Pasco Government Center, in New Port Richey, Florida, at the Historic Pasco County Courthouse in Dade City, Florida and at the six branch locations of the Pasco

County Public Library system. In addition, the availability of the draft UPWP is advertised in the local edition of a general distribution newspaper at the initial phase of the thirty-day review and comment period and five to ten days prior to the final adoption. The draft UPWP is sent for review to FDOT, FHWA and FTA. It is also made available in the MPO committees' agendas to a wide mailing list. The UPWP is to be reviewed and approved as a final UPWP in May 2026 by the BPAC, CAC and TAC/(CMP) Committees prior to being presented to the MPO Board on May 21, 2026.

The final UPWP will include in Appendix B comments related to the draft UPWP. Planning efforts of the Pasco MPO align with the needs of Pasco County and the Tampa Bay region dictated by continuous and expected population and employment increases.

A major focus of the Pasco MPO will be to integrate the later and former challenges with state and federal planning priorities. All Pasco MPO plans, and programs comply with Title VI of the Civil Rights Act of 1964, which assures that no person in the United States shall, on the grounds of presumed discriminators be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Pasco MPO also complies with the Americans with Disability Act and Executive Order 13166 Limited English Proficiency.

Comprehensive Transportation Planning Activities

In addition to meeting all federal and state requirements, over the past two years many other projects or activities that were essential to the comprehensive transportation planning process were completed. Reports, studies, newsletters, and brochures produced by the MPO and Pasco County are available at West Pasco Government Center, located 8731 Citizens Drive, New Port Richey, Florida, 35654, 3rd floor, and on the MPO website at <https://www.pascocountyfl.net/services/mpo/index.php> or in other formats by request.

- Transportation Disadvantaged Service Plan (updated annually)
- Regional Needs Assessment [with Suncoast Transportation Planning Alliance (SCTPA)]
- Adoption of performance measures (annual)
- Review, implementation, and development of regional UPWP tasks (2026)
- Joint Certification of MPO (annual)
- Participation in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning
- Model and other tools (monthly)
- Participation in the Florida Model Task Force (ongoing)
- Support and regional coordination through Suncoast Transportation Planning Alliance (SCTPA) and tri-county committee meetings, including the Bicycle Pedestrian Advisory Committee and Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee Federal

- Participation and collaboration with the TMA in the potential creation of the Regional Tampa Bay MPO.
- Annual Evaluation of the Community Transportation Coordinator (Every 5 Years)
- Pasco MPO Freight (current)
- Safety Action Plan (current)
- Tampa Bay Regional Merger Coordination and Planning (2026-2028)
- Adoption of performance measures (annual)
- Resilient Transportation Planning (current)
- Review, implementation, and development of regional UPWP tasks (2026)
- Joint Certification of MPO (annual)

Federal Planning Factors (IIJA)

The Infrastructure Investment and Jobs Act (IIJA) was signed into law November 15, 2021, authorizing federal funds for fiscal years 2023 through 2026. It requires MPOs to consider ten planning factors in the development of its transportation plans and programs. The following table shows how each factor is integrated into each task in the UPWP, and how Pasco MPO plans to address each task Federal law includes ten planning factors that all MPOs are required to address in the transportation planning process (Title 23 CFR 450).

UPWP Planning Framework

Transportation Infrastructure Bill Planning Factors (Key)

1. Economic Vitality: Support the economic vitality of the metropolitan area.
2. Safety: Increase the safety of the transportation system for motorized and non-motorized users.
3. Security: Increase the security of the transportation system for motorized and non-motorized users.
4. Accessibility: Increase accessibility and mobility of people and freight.
5. Environment: Protect and enhance the environment, promote energy conservation, improve 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 systems, across and between modes, for people and freight.
7. Efficient Management: Promote efficient management and operations.
8. Preservation: Emphasize the preservation of the existing transportation system.
9. Resilience. Improve system resiliency and reliability & reduce or mitigate stormwater impacts on surface transportation.
10. Travel and Tourism: Enhance travel and tourism.

		1.0	2.0	3.0	4.0	5.0	6.0	7.0
	Planning Factors	General Administration	Federal and State Core Requirements	Technical Program	Federal, State and Regional Planning	Regional Planning and Coordination	Exploration of a Regional MPO	SCTPA Regional Funds Transfer Task
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	X
4	Accessibility	X	X	X	X	X	X	X
5	Environment	X	X		X	X	X	X
6	Connectivity	X	X	X	X	X	X	X
7	Efficient Management	X	X	X	X	X	X	X
8	Preservation	X	X	X	X	X	X	X
9	Resilience	X	X	X	X	X	X	X
10	Travel and Tourism	X	X	X	X	X	X	X

Organization and Management

Agreements

The following agreements listed below provide the statutory and financial framework for the MPO program:

Interlocal Agreement for the Creation of the Metropolitan Planning Organization

The purpose of this agreement is to re-establish the MPO and recognize the boundary and reapportionment approved by the Governor of Florida. It includes a listing of the MPO's major responsibilities. The current agreement began on October 15, 2014, and remains in effect until terminated.

Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Grant Agreement

This agreement provides for cooperation with public transportation system operators, intergovernmental coordination with the Regional Planning Council, and provides for dispute resolution. This agreement was approved on December 5, 2014.

Metropolitan Planning Organization Agreement for Consolidated Planning Grant

This is an agreement between the MPO and FDOT with the purpose of distributing FHWA Planning (PL) funds for the completion of transportation related planning activities set forth in this UPWP. The agreement includes the UPWP as an exhibit and follows the timeframe of the 2-year UPWP. The agreement follows the timeframe of the 2-year UPWP, and this document is an exhibit. The agreement is set to expire on June 30, 2026 and a new one will be in place from July 1, 2026, through June 30, 2028.

Fifth Amendment and Reinstated Interlocal Agreement for Coordination in West Central Florida

This Agreement created the West Central Florida Chairs Coordinating Committee in order to plan and coordinate within the region. The original interlocal agreement was executed on January 19, 2010. Since then, the last Amendment was approved by the Pasco MPO on February 13, 2020. The Committee renamed itself the Sun Coast Transportation Planning Alliance in 2021.

Interlocal Agreement for Staffing and Support Services

The MPO and Pasco County Board of County Commissioners have an agreement for Pasco County to provide staff and support deemed necessary for the MPO to carry out operations and a continuing, cooperative and comprehensive transportation process. The update to this agreement was adopted by the MPO Board on April 14, 2022, and extends until terminated. This agreement will be updated within the next fiscal year to clarify roles and responsibilities between the MPO and Pasco County Board of County Commissioners.

Chairs Coordinating Committee Interlocal Agreement

Pasco MPO, the Hernando/Citrus MPO, Hillsborough TPO, Forward Pinellas, Polk County TPO and Sarasota/Manatee MPO participate in regional transportation planning through the Sun Coast Transportation Planning Alliance (SCTPA), which is a rebranded identity for the official MPO regional partnership known as the Chairs Coordinating Committee (CCC). The structure of this organization is formalized through an interlocal agreement. The interlocal agreement was last amended in 2020 to specifically address the Tampa Bay Transportation Management Area Leadership Group as a sub-committee.

Public Transportation Grant Agreement

GoPasco receives Federal Transit Administration (FTA) Section 5307 funding, and the Pasco MPO programs these funds to support Go Pasco's transit planning and programming activities. The current agreement, identified as contract FTA-G34, is the most recent 5307 contract. It became effective on April 16, 2026, and remains in place through March 30, 2036.

Advisory Committees

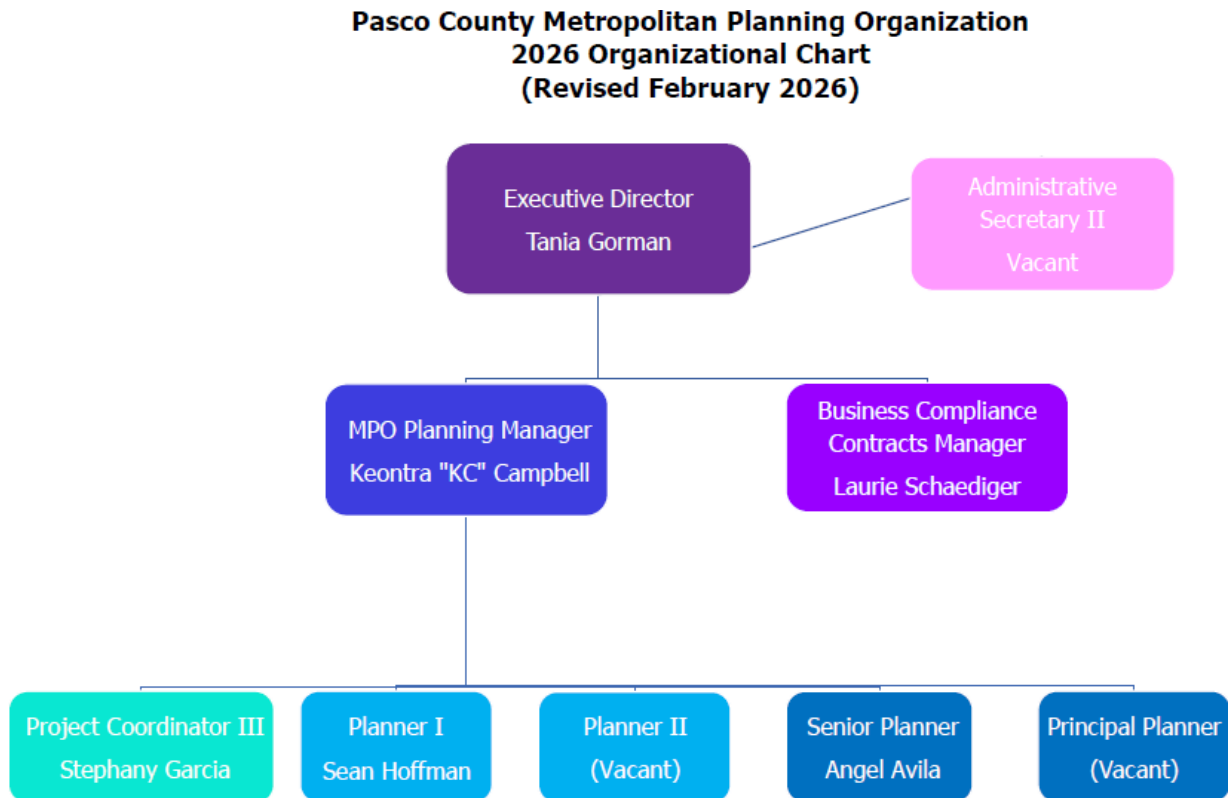
The Pasco MPO maintains three standing local committees. The **Citizens Advisory Committee** includes citizens from different geographic areas of Pasco County. The CAC Chair reports the committee's discussions, findings and recommendations directly to the MPO Board. The CAC reviews and takes actions on items before they go to the Pasco MPO Board. The **Technical Advisory Committee** and **Congestion Management Process Task Force Committee** are composed of professional and technical representatives from local governments and agencies in Pasco County. They give technical advice and review transportation-related items before they go to the Pasco MPO Board. The **Bicycle Pedestrian Advisory Committee** is composed of citizens and technical staff and assists MPO on bicycle and pedestrian considerations and projects for facility planning throughout the County and to propose related policies. The Local Coordinating Board serves as an advisory group to the Transportation Disadvantaged Program identifying local service needs. LCB is comprised of seventeen members including PCPT, FDOT, transportation providers and social service agency representatives

Pasco MPO is also part of the regional committees listed below. **Transportation Management Area (TMA) Leadership Group** consists of nine elected officials from Hillsborough, Pasco and Pinellas counties, as well as non-voting technical advisors that advise the MPO boards of the three counties on regional matters. The role of this committee is to develop regional consensus priorities especially in the allocation of federal and state funds considering factors such as cross-county needs, transportation markets and traffic movement. The **Sun Coast Transportation Planning Alliance (SCTPA)** is comprised of members from a six-county region. Through this committee, the MPOs coordinate plans and programs, complete TMA certification, perform maintenance and updates of the Regional LRTP and the Regional Multiuse Trails Program, complete regional TRIP funding priorities and address current initiatives including the development of a regional CMP. **Tri-County Local Coordinating Board** works toward meeting the mobility needs of the transportation disadvantaged in Hillsborough, Pasco and Pinellas counties. It includes three members, each representing their respective MPO. **Tri-County /Pedestrian Advisory Committee** is formed by the MPO BPACs from the TMA area (Hillsborough, Pasco and Pinellas Counties). This committee evaluates issues concerning regional comprehensive bicycle and pedestrian plans and projects to recommend projects to be included in the MPOs' annual list of priority projects and Transportation Alternatives (TA); recommend priorities to the SCTPA in support of inclusion in State, Regional, County or capital improvement programs.

Operational Procedures and Bylaws

The MPO's roles and responsibilities are established by Title 23, U.S. Code, and Chapter 339, Florida Statutes. The MPO also operates under its adopted bylaws, which outline membership, officers, meeting procedures, and voting requirements. These bylaws can be viewed on the Pasco MPO website and can also be found in Appendix G. The MPO Board is composed of elected officials, and a quorum of five voting members is required to conduct official business.

MPO Staff Organizational Structure



Continuity Of Operations Plan (COOP)

The COOP applies to the functions, operations, and resources necessary to ensure the continuation of the MPO's essential functions in the event its normal operations at West Pasco Government Center (WPGC) are disrupted or threatened with disruption. This plan applies to all MPO personnel at the WPGC. MPO staff should be familiar with continuity policies and procedures and their respective continuity roles and responsibilities. The plan is updated yearly with an anticipated updated expected on 6/24/26.

The MPO continuity objectives are listed below:

1. Ensuring that an organization can perform its essential functions under all conditions.
2. Reducing the loss of life and minimizing property damage and loss.
3. Executing a successful order of succession with accompanying authorities in the event a disruption renders that organization's leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of office.
4. Reducing or mitigating disruptions to operations.
5. Ensuring there are facilities from where organizations can perform essential functions. Protecting personnel, facilities, equipment, records, and other assets critical to the performance of essential functions in the event of disruption.
6. Achieving the organization's timely and orderly recovery and reconstitution from an emergency.

7. Ensuring and validating continuity readiness through a dynamic and integrated continuity Test, Training, and Exercise (TT&E) program and operational capability

Given the threat a natural or man-made disaster or other emergency presents to an organization's continuity of operations, it is important to have a COOP in place to ensure we can carry out essential functions and services. While Pasco MPO may be forced to suspend some operations due to the severity of an emergency, an effective COOP can assist in efforts to remain operational, as well as strengthen its capacity to resume operations after the emergency has passed. The most up to date version of the Pasco MPO COOP will be available on the Pasco MPO website prior to 6/30/26.

Budget Allocation Methodology

Funds for the UPWP come from two grant programs which are the combined Federal Transit Administration (FTA) Public Transportation Grant Agreements and the Federal Highway Administration (FHWA) Metropolitan Planning (PL) Grant. The combined funds are referred to as the CPG (Combined Planning Grants). The MPO may also use funds from Surface Transportation programs and receives funds from the Florida Transportation Disadvantaged Trust Fund. The process of allocating funds in the UPWP is based on distributing the projected availability of funding on estimated efforts towards the completion of identified projects and activities. The projected availability of funding is a result of estimated grant amounts indicated by FDOT. To assess the end products, projects and activities that need to be identified and the dollar amount to be allocated to each, consideration was given to factors, such as, extent of work completed; unfinished projects; activities that are needed in the upcoming year; discussion among staff and consultants; input received from stakeholders, committees and the MPO Board during the year; requirements; local, state and federal priorities. Additionally, the Pasco MPO allocates 2.5 percent of its PL funding to fulfill the requirements outlined in Section 11201:23 USC 134. These funds are used to support local government grants, advance internal planning activities, and assist local government partners with planning efforts that align with the provisions of Section 11201:23 USC 134.

Soft Match

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is a "soft-match" provision that allows the federal share to be increased by up to 100% to the extent credits are available. Soft Match for Federal PL funds is comprised of toll revenues and equates to 18.07% which is equivalent to a total of \$248,939.31 in FY 2027 and \$248,939.23 in FY 2028.

MPO Indirect Rate

The MPO does not use an indirect cost rate. As outlined in the Staff Services Agreement with Pasco County, the MPO compensates the County to account for administrative and operational support costs necessary to implement and manage the UPWP program through an administrative charge.

Planning Activities and Tasks

The following tables detail the MPO planning activities and tasks that will be performed within this work program:

UPWP Task 1.0 General Administration and Program Development

PURPOSE: Ensure effective management of the transportation planning program including administrative, financial legal requirements including the Transportation Disadvantaged Local Coordinating Board activities. The MPO will also assist the TD providers by optimizing services to the persons eligible and qualified as the TD and fulfill the MPO's requirements under FS 427.

PREVIOUS WORK:

- Coordination with Pasco County to include budget, management meetings, and Development Services Department program updates. Department program updates.
- Coordination with Pasco County and cities regarding technical transportation and roadway issues.
- Prepared, updated and maintained work on each Work Task including UPWP, TIP, LRTP, LEP, etc.
- Procured necessary equipment, furniture, software and support
- Completion of audits
- Provided support, technical assistance and materials to the MPO Board and committees
- Prepared and distributed MPO materials
- Updated committee membership and processed new appointments
- Attended the AMPO Annual Conference (staff members as applicable).
- Maintained the Continuity of Operations Plan (COOP)
- Maintained an updated Title VI Program
- Managed contracts and agreements
- Attended professional trainings, seminars, meetings, workshops and conferences
- legal requirements including the Transportation Disadvantaged Local Coordinating Board activities.
- Provided training to MPO Board members in accordance with Florida Statutes.
- Conducted transportation disadvantaged program (TD Program) planning, including support for the Local Coordinating Board (LCB) and Community Transportation Coordinator (CTC)
- Coordinated with GO PASCO staff and Florida Commission for the Transportation Disadvantaged (CTD).
- Assisted the GO PASCO with developing the annual CTD service plan and the annual operations report for the CTC.
- MPO staff coordinated with GO PASCO staff in preparing and presenting the quarterly LCB agendas (Ongoing).
- Conducted quarterly LCB meetings.
- Continued to monitor the Florida TD Commission meetings concerning the TD Program (Ongoing).
- Continued appropriate coordination as the Designated Official Planning Agency for the TD services in Pasco County (Ongoing).
- Completed Transportation Disadvantaged Service Plan Update (Annually)
- Completed CTC Designation (2026)
- Completed Transit Development Plan Update (2025)

#	Required Activities-Task 1	End Products	Completion Date
1	MPO Strategic/Business Plan - Develop and maintain a Pasco County MPO strategic/business plan outlining MPO goals, objectives and anticipated work activities and products for the next four years. Develop a strategy and plan for achieving the goals and objectives including the development and identification of MPO staff roles and responsibilities, required MPO staff positions, and needed financial resources. Plan MPO rebranding and website development.	Business Plan Website Development MPO Rebranding	July 2026 - June 2028
2	Right Of Way Verification by Pasco County Engineering so projects may advance onto the MPO's List of Project Priorities or other funding opportunities.	Projects eligible for State and Federal Funding	July 2026 - June 2028
3	Staff and Board member attendance at statewide and national conferences including, but not limited to: FAC, FLC, AMPO, NARC, NACO, APA and GIS Conferences. American Trails, Rails to Trails, APBP, FDOT,TD, Transit, Suncoast Safety Summit, Gulf Coast Safe Streets Summit, Safe Streets Summits of other Florida organizations, etc.	Meeting attendance and meeting facilitation	July 2026 - June 2028
4	Pasco County MPO will participate and provide support to a regional data platform.		July 2026 - June 2028
5	Staff (staff members as applicable) may attend conferences of these organizations.		July 2026 - June 2028
6	The MPO will procure the equipment, furniture, software, services, and support necessary for MPO operations. The MPO receives County local funds every other year for technological needs. Items purchased with grant funding that exceed \$10,000 require pre-approval from FDOT.	Equipment, furniture, software, services	July 2026 - June 2028
7	Provide administrative support for MPO programs, including administration and grant support, internal controls and procedures, to ensure compliance with federal and state regulations	Grants, compliance with procedures and regulations	July 2026 - June 2028
8	Complete MPO certification requirements and any other federal and state requirements	Certification	July 2026 - June 2028
9	Comply with applicable federal requirements, including Americans with Disabilities Act (ADA), Title VI, LEP	Compliance with federal requirements, LEP & Title VI Plan, ADA Plan	July 2026 - June 2028
10	Prepare for emergency situations, including reviewing and updating the Continuity Of Operations Plan (COOP).	COOP	July 2026 - June 2028
11	Practice implementing the COOP	COOP Review	July 2026 - June 2028
12	Pursue, secure, support and administer grant funding	Grant funding	July 2026 - June 2028
13	Manage and develop agreements and contracts associated with the MPO, including planning consultant and grant funding agreements	Agreements, contracts and scopes	July 2026 - June 2028
14	Financial data management and calculation, including receipts and expenditures	Audit and invoicing	July 2026 - June 2028
15	Admin. Charge include administrative and support services necessary for program implementation, such as traffic counts, software and maintenance, County Attorney services, communications, advertising, printing and binding, postage, memberships, vehicle and equipment rental, fuel, promotional activities, office supplies, and staff support services provided through the Interlocal Agreement for Staffing and Support Services.	Administrative Charge	July 2026 - June 2028

16	Attendance, registration, membership, travel and related costs for professional training, seminars, meetings, workshops, conferences and other development opportunities. Memberships are organizational and not individual. Attendees must receive approval before travel. Additionally, depending on location of in-state conferences, trainings and events MPO staff attendees may be limited.	Memberships, attendance at events, training and conference. Travel to training, conferences and events.	July 2026 - June 2028
17	Develop and update as needed procedures for invoicing to address recommendation(s) from the prior certification	SOP	July 2026 - June 2028
18	Group membership to organizations such as, but not limited to: Life Savers and Association of Pedestrian and Bicycle Professionals	Group Membership	July 2026 - June 2028
19	Conduct quarterly LCB meetings	Hold 4 quarterly meetings	July 2026 - June 2028
20	Transportation Disadvantaged planning and support, including regional coordination efforts.	Transportation Disadvantaged Service Plan	July 2026 - June 2028
		Community Transportation Coordinator	July 2026 - June 2028
		Travel to Conferences	July 2026 - June 2028
21	Develop or update a Grievance Procedures Manual	A new or updated Grievance Procedures Manual	July 2026 - June 2028
22	Process Annual Operating Report (AOR) and Annual Expenditure Report (AER) to be approved by LCB	AOR and AER approved by LCB	July 2026 - June 2028
23	Assist GO Pasco with completing the Transportation Disadvantaged Program Annual Update	Participation in TDP updates	July 2026- June 2028
24	Support regional transit planning and transportation disadvantaged planning in coordination with FDOT, Community Transportation Coordinators and local transit agencies.	Transportation Disadvantaged Service Plan	July 2026 - June 2028
25	Review, and if needed, develop or update the LCB Bylaws	Review of LCB Bylaws.	July 2026 - June 2028
26	Provide a quarterly Progress Report	Quarterly Progress Reports	July 2026 - June 2028
27	Attendance at a TD Workshop or Symposium	TD Workshop or Symposium	July 2026 - June 2028
28	Hold a Public Meeting intended to afford the public an opportunity to express their view on the TD program in Pasco County	Hold a Public Meeting	July 2026 - June 2028
29	Coordination of the regional local coordinating boards (LCBs) of Pasco, Pinellas, and Hillsborough Counties	Regional Coordination of the LCB Boards	July 2026 - June 2028
30	Provide support for various state and federally required activities	Compliance with state and federal requirements	July 2026 - June 2028
31	Prepare and distribute materials for MPO Board and Committee meetings. Provide support and technical assistance to the Board and Committees (research, writing meeting minutes, etc.). Attend and facilitate Board and Committee meetings.	MPO Board meetings and workshops	July 2026 - June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco County MPO, Pasco County BOCC, Go Pasco

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

UPWP Task 2.0 Federal and State Core Requirements

PURPOSE: This section defines the Pasco MPO's core responsibilities and the metropolitan transportation planning process where the public is engaged and educated, and current and future goals are defined. Studies and projects are prioritized, programmed, and conducted. Every MPO is required to develop and update a Long-Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), and a Public Participation Plan (PPP). Required activities for all documents include continuous improvements, complying with statutory requirements and performance measures, coordinating with regional partners, and maintaining ongoing tasks. In addition, these core documents are coordinated with FDOT's planning and programming policies. Additionally, Public engagement is carried out throughout the activities of this task. MPO staff ensures the utmost coordination between citizens and the projects that are planned. Subsequently, the UPWP budgets the core program activities and performance management (PM) activities on a two-year planning horizon, based on the two upcoming fiscal years.

PREVIOUS WORK:

- Adopted 2050 LRTP
- Performed amendments to the Transportation Improvement Plan (TIP).
- Updated the Public Participation Plan (PPP)/LEP & Title VI
- Updated and distributed outreach materials
- Utilized social media to promote activities, current events, plans and programs and to expand network of communications
- Responded to public inquiries received via office visits, e-mails, website
- Provided up-to-date information on the County and MPO websites
- Coordinated broadcasts of MPO Board meetings on the Pasco County government access channel
- Published meeting notices and legal advertisements
- Coordination/production of the CAC, TAC, BPAC, MPO Board, SCTPA and TMA agendas, meetings, and minutes
- Collected transportation data, including traffic and road inventory, crash records, transit and pedestrian safety statistics, and trail activity counts, and updated databases accordingly
- Coordinated with the FDOT staff in the development of the FDOT Tentative Work Program (Fall/ winter 2025 and 2026).
- Reviewed, evaluated and provided comments on the FDOT Tentative Work Program (Winter 2025, 2026).
- Prepared, reviewed, and adopted the TIP (Summer 2025, 2026).
- Coordinated the County's CIP with the TIP on project grants, including TRIP, CIGP (Ongoing).
- Reviewed, coordinated, and processed TIP amendments (2025, 2026).
- Posted existing TIP and previous TIPs on the website (Ongoing).
- Published listing of obligated projects in the previous year.
- Processed TIP amendments notification in accordance with the PPP.
- Developed a multi-modal List of Priority Projects annually (2025, 2026)
- Assisted the FDOT in validating the regional model by reviewing and providing land use data such as employment, population and dwelling units, percent occupancies, school enrollment, hotels, and appropriate special generators using various sources such as property appraisal, street addressing and info USA.
- Coordinated with FDOT and local/regional agency partners
- Review and approved task order for the upcoming LRTP
- Performed various safety analyses for MPO Committee and Board members

A. Long Range Transportation Plan (LRTP)

Long Range Transportation Plans, also referred to as Metropolitan Transportation Plans, are an essential part of an agency's transportation planning process. These documents serve as the foundation for the development of the Transportation Improvement Programs (TIPs). The LRTP prioritizes the transportation needs and investments across all travel modes and facilities. Integrated into the LRTP update process is the Pasco MPO's Congestion Management Process (CMP). The CMP is an on-going effort to apply strategies to improve transportation system performance and reliability by reducing the adverse impacts of congestion on the movement of people and goods. The adopted 2050 LRTP helps shape the transportation systems and alternatives, technological advancements, economic vitality, and environmental factors in Pasco County through funded and prioritized transportation projects over a 25-year period. The LRTP is formally updated every 5 years, but there are ongoing administrative, development and maintenance activities including performance monitoring, regional coordination, modeling, and data analysis. The LRTP addresses all federal and state requirements outlined in the Introduction section of this UPWP and MPO Handbook provided by the FDOT. Perform project management activities related to the update to the MPO's multimodal county-wide Long-Range Transportation Plan (LRTP), including the development of both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities). The Plan will endeavor to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand that is consistent with the planning requirements identified in the Infrastructure Investment and Jobs Act.

#	Required Activities-Task 2	End Products	Completion Date
32	Develop a Congestion Management Process	CMP Report	July 2026 – June 2028
33	Maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies	CMP	July 2026 – June 2028
34	Implement 2050 the Cost Feasible projects, Process LRTP Amendments	Implement and Maintain the LRTP	July 2026 – June 2028
35	Integrate freight objectives with the CMP and LRTP. Mitigate freight conflicts, utilizing effective resources, strategies and tools. Identify context sensitive design elements and implementation considerations associated with corridors or locations with significant freight truck traffic. Projects will be sought to be included in the annual MPOAC Freight Prioritization Program (FPP).	LRTP updates	July 2026 – June 2028
36	Perform project management activities related to the update to the MPO's multimodal county-wide Long-Range Transportation Plan (LRTP), including the development of both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities). The Plan will endeavor to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand that is consistent with the planning requirements identified in the Infrastructure Investment and Jobs Act.	LRTP updates	July 2026 – June 2028
37	Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Model Task Force	Regional and statewide modeling	July 2026 – June 2028
38	The MPO will conduct a select number of preliminary multimodal corridor studies as part of developing the LRTP cost feasible project list to determine the estimated costs and potential environmental impacts for any proposed improvements. Candidate corridors will be identified during the LRTP update process.	Corridor Studies for the LRTP	July 2026 – June 2028
39	Incorporate Safe Systems Approach into the LRTP documents	Updated LRTP	July 2026 – June 2028

40	The MPO will develop a safety and security plan element for inclusion in the LRTP update that will address issues affecting the safety and security of the County's multimodal transportation system. The plan will provide an overview of existing safety and security initiatives, analyze existing safety and security deficiencies, and provide recommendations for safety and security strategies, policies and improvements.	Updated LRTP	July 2026 – June 2028
41	Review and assess local government actions regarding golf cart and micro-mobility regulations to include in the LRTP.	Updated LRTP	July 2026 – June 2028
42	The MPO will produce active transportation, freight and transit elements for incorporation into the LRTP update.	Updated LRTP	July 2026 – June 2028
43	Improve the resiliency and reliability of the transportation system, protect against damage from extreme weather and reduce or mitigate stormwater impacts and include in the LRTP .	Updated LRTP	July 2026 – June 2028
44	Conduct LRTP planning sessions between MPO staff, consultant staff, county planning staff and other key stakeholders to determine the final plan scope, vision, goals and objectives, plan elements, identified project needs and plan recommendations.	Updated LRTP	July 2026 – June 2028
45	Review and update MPO LRTP methodology to better define activity centers	Updated LRTP	July 2026 – June 2028
46	Quarterly coordination meetings with the county to discuss any studies or developments the county may be undertaking for the 2055 LRTP .	Updated LRTP	July 2026 – June 2028
47	Coordinate development of the LRTP with key stakeholder agencies such as local governmental units, GOPASCO, the FDOT District 7, FHWA Florida Division, the Florida DEP and the Pasco Economic Development Corporation.	Updated LRTP	July 2026 – June 2028
48	Coordinate with regional partners on the development of the 2055 LRTP. The MPO will coordinate on future growth rates, employment rates and cross boundary travel.	Updated LRTP	July 2026 – June 2028
49	Update the Pasco County MPO congestion management process (CMP) and database for the purpose of:	Updated CMP	July 2026 – June 2028
50	Reporting the performance of the Pasco County transportation system		July 2026 – June 2028
51	Identifying congested corridors		July 2026 – June 2028
52	Recommending improvement projects/programs that potentially can be implemented in the short term to help reduce congestion.		July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County, New Port Richey, Dade City, Zephyrhills, San Antonio, St. Leo, Port Richey

B. Transportation Improvement Program (TIP)

This section describes how the Pasco County MPO will develop and maintain the TIP document, the TIP's project evaluation & prioritization process, and amendments pursuant to Federal and State requirements while ensuring its consistency with the LRTP, County/City Capital Improvement Plans (CIP) and local comprehensive policies and plans.

#	Required Activities-Task 2	End Products	Completion Date
53	Develop and maintain the TIP in coordination with FDOT, local governments, citizens, and transportation providers and in accordance with state and federal laws, including incorporation of performance measures and targets	TIP	July 2026 – June 2028
54	Review and submittal of funding priorities for federal and state programs	List of Priority Projects	July 2026 – June 2028
55	Review and revise as needed the methodology to evaluate projects for funding prioritization	Revised LOPP methodology	July 2026 to June 2028
56	Ensure consistency between the TIP and the LRTP including identification of transportation improvement projects and phasing for implementation based on LRTP	TIP/LRTP consistency	July 2026 – June 2028
57	Coordinate with FDOT in the development of the Five-Year Work Program	Coordinated Five-Year Work	July 2026 – June 2028
58	Published listing of previously funded federal aid projects in the TIP	List of funded federal aid projects	July 2026 – June 2028
59	Update and provide support for maintaining priority lists	Multi-Modal Priority List	July 2026 – June 2028
60	Provide guidelines and coordinate with local governments on the Transportation Alternatives Program (TAP)	TAP projects and applications to the TAP program	July 2026 – June 2028
61	Assist local governments in their efforts to apply for Safe Routes to School Funding	Safe Routes to school project	July 2026 – June 2028
62	Review & update as necessary TA evaluation criteria and submittal of TA applications	Updated TA criteria and TA applications	July 2026 – June 2028
63	Refine language in the TIP related to the five safety performance measures required by FHWA as safety trends change in Pasco County, and to provide a baseline by which to track progress toward improving safety.	TIP	July 2026 – June 2028
64	Conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.	TIP	July 2026 – June 2028
65	Participate in workshops and working groups associated with development of the County's CIP to ensure coordination with County and MPO planning and programming efforts	Capital Improvements Projects and coordinated TIP	July 2026 – June 2028
66	Coordinate TRIP/CIGP projects with the tentative work program and TIP	CIGP/TRIP applications	July 2026 – June 2028
67	Process TIP amendments	TIP	July 2026 – June 2028
68	Coordinate county/city LAP Program projects with FDOTs Work Program	LAP	July 2026 – June 2028
69	Research various TIP Software. These platforms may facilitate in the deployment of customization, hosting, maintenance, support, and training.	TIP Software Platforms	July 2026 – June 2028
70	Public notifications for the development of the TIP and LRTP amendments/modifications	TIP	July 2026 – June 2028
71	Prepare amendments to the MPO TIP document as needed or requested, submit proposed amendments to the CAC, TAC and MPO Board for approval. Submit approved amendments to FDOT District 7 staff for inclusion in the FDOT STIP document.	TIP Amendments	July 2026 – June 2028
72	GIS Tasks- Prepare maps for TIP document and presentations of the TIP.	TIP Maps	July 2026 – June 2028
73	Perform review of FDOT Work Program monthly to ensure consistency with TIP document	TIP consistency	July 2026 – June 2028
74	Review projects for submittal to various eligible competitive grants and assist in the development of grant applications as needed.	Project applications	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES:Lead Agency Pasco MPO, FDOT, Pasco County, Go Pasco, FHWA, Pasco Economic Cooperation

C. Unified Planning Work Program (UPWP)

The MPO's UPWP provides budgeting for transportation planning studies and provides an outline for potential projects which will contribute to the comprehensive, programmed, long-range transportation initiatives throughout Pasco County and the Transportation Management Area. The UPWP includes administrative and ongoing activities for the MPO

#	Required Actions-Task 2	End Products	Completion Date
75	Administer, monitor, and maintain the currently adopted FYs 2027 & 2028 UPWP.	UPWP	July 2026 – June 2028
76	Apply for, administer, and monitor federal and state grants to secure funds to achieve the implementation of the transportation planning work program.	UPWP	July 2026 – June 2028
77	Develop, coordinate, and adopt the updated UPWP for FY 2027/28. Solicit comments from key private and civic organizations, the MPO Citizen Advisory Committees and Technical Committees, and present draft to FDOT District Seven and Central Office, FHWA, FTA, the Florida Commission for the Transportation Disadvantaged (CTD), and the Florida Department of Economic Opportunity (DEO) for review, comment, Pasco County Development Services Administration for comment and approval. Work to be Accomplished: Lead coordination related activities; prepare presentations; develop an executive summary, financial tables, and work program task sheets; and perform a technical review to ensure consistency with all requirements of 23 C.F.R. 450 and 23 C.F.R. 420 and the FDOT MPO Programming materials.	UPWP	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Lead Agency Pasco MPO, FDOT, FHWA, FTA, Pasco County

D. Public Participation Plan (PPP)

As per the adopted PPP, the Pasco MPO's public involvement program enables continual involvement of the general public in Pasco County in the MPO's transportation planning process. This subsection highlights the public involvement process as it relates to administrative procedures, on-going tasks, public meeting notice timeframes and related citizen advisory committee responsibilities for the: Citizens' Advisory Committee (CAC); Bicycle Pedestrian Advisory Committee (BPAC); Technical Advisory Committee (TAC); Transportation Disadvantaged Local Coordinating Board (TDLCB) and the Pasco Metropolitan Planning Organization (MPO).

#	Required Activities-Task 2	End Products	Completion Date
78	Support and conduct Board and Board meetings, workshops, committee, and subcommittee meetings that are properly noticed and open to the public	Staff assistance and support to Board and Advisory Committees	July 2026 – June 2028
79	Review, evaluate and update as needed the Public Participation Plan	Evaluation report, updated PPP	July 2026 – June 2028
80	Employ advisory committees to review plans and documents, including the LRTP, UPWP, TIP and CMP reports and corridor studies	Pasco MPO plans and reports reflecting input of local governments and citizens	July 2026 – June 2028
81	Conduct outreach in support of plans and studies	Public Outreach	July 2026 – June 2028
82	Participate in outreach and educational events, community and business meetings, and other outside agency events/activities	Meaningful public involvement, increased awareness of Pasco MPO and opportunities for public input in the planning process	July 2026 – June 2028
83	Maintain and update website and social media platforms	Regular communication through a variety of media	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

E. Performance Management, Systems Planning & Analysis

Established by federal and state transportation agencies, Performance Management (PM) standards have been engrained into the metropolitan transportation planning process to ensure all safety, mobility, environmental and financial goals are achieved within their allocated timeframe. This section outlines the efforts that ensure all MPO documents and activities are maintained at all PM standards. The following are PM initiatives incorporated into the process: 1. Highway Performance Measures; 2. Transit Performance Measures; 3. The Transportation Performance Management System Performance Report and; 4. Overall Multi Modal Systems Planning.

#	Required Activities-Task 2	End Products	Completion Date
84	Develop and analyze land use and demographic data	Data	July 2026 – June 2028
85	Continue to coordinate, monitor, collect and analyze relevant data to the Pasco County transportation system and transportation planning activities, such as bicycle and pedestrian activity, real-time data and crash data	Coordinated data collection, monitoring and	July 2026 – June 2028
86		Pasco County transportation system data	July 2026 – June 2028
87	Prepare maps and reports related to the Pasco County transportation system, such as traffic counts, crashes and trends	Maps and reports such as end reports, performance measure documentation, traffic count maps	July 2026 – June 2028
88	Update the inventory of sidewalks and non-motorized transportation facilities in Pasco County	Updated non-motorized facility inventory	July 2026 – June 2028
89	Update and maintain transportation inventory and databases, including sidewalk information	Transportation inventory and databases, such as sidewalk database	July 2026 – June 2028
90	Review related planning documents and agency reports.	Planning documents and reports	July 2026 – June 2028
91	Perform traffic signal retiming study to improve congestion and travel time reliability	Traffic signal retiming study	July 2026 – June 2028
92	Analyze and implement TSMO strategies and work with TSMO committee to manage congestion and improve safety.	TSMO strategies in LRTP updates	July 2026 – June 2028
93		Studies/Reports	July 2026 – June 2028
94		Incident Management	July 2026 – June 2028
95	Attend TSMO Training Opportunities	Staff Development	July 2026 – June 2028
96	Create emerging mobility plan to estimate EVs, EV charging infrastructure, golf cart usage, and golf cart regulations of cities in Pasco and TB region.	Mobility Plan	July 2026 – June 2028
97	Conduct field safety audits at high crash areas.	Safety Planning	July 2026 – June 2028
98	FDOT Crash Data Management System training.	Safety Planning	July 2026 – June 2028
99	Participate in the various safety committees and meetings across Pasco County, the region, state and nationally.	Safety Planning	July 2026 – June 2028
100	Review and analyze speed data obtained from traffic counts	Safety Planning	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

"Consultant may assist with tasks A-E. FHWA, FTA, Pasco County, CTD State and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed invoices submitted to the FDOT for reimbursement"

UPWP Task 3.0 Technical Program

PURPOSE: To implement the processes that support the federal and state required documents and to support the planning of the transportation system in Pasco County, as well as the Tampa Bay region, the state of Florida and national efforts.

PREVIOUS WORK:

- Prepared annual traffic count map
- Collected data in support of Pasco MPO studies and reports, such as the Trends and Conditions Report
- Collected real time data for ITS applications
- Updated sidewalk inventory
- Updated traffic volume forecasts
- Maintained Transportation System Database with information on existing and planning multimodal routes, facilities and conditions
- Participated and compiled information pertaining to Road Safety Audits
- Monitored and analyzed crash data
- Assisted the County's Planning and Development Department in the review of major proposed developments and documenting impacts to MPO future population and employment projections.
- Conducted public transportation planning, including agency coordination, land use and accessibility study of transfer facility locations, plan consistency monitoring and project development
- Conducted bicycle and pedestrian planning, evaluation of trail crossings, monitoring of crash data, and coordinating on regional/inter-county projects
- Reviewed development proposals and suggested the appropriate inclusion of bicycle/pedestrian facilities within the proposed developments
- Staff with cooperation from other local and FDOT staff finalized applications for TA projects
- Coordinated with the FDOT regarding sidewalk/bicycle accommodations on resurfacing projects scheduled in the work program.
- Submitted grant application for SUNTRAIL funds
- Completion of applications to obtain CIGP and TRIP funding for various transportation projects
- Develop and support educational/encouragement programs for active transportation.
- Participated in federally required Transit Asset Management Plan for Reporting on State of Good Repair Performance Measures.
- Collaborated/Partnered with Forward Pinellas on Advantage 19 Regional Rapid Transit Study on US 19
- Assisted GO PASCO in technical studies.
- Assisted in development of various Scopes of Work for consultants that support the overall transit planning program.
- Participated in review and ranking of Section 5310 program of projects (Ongoing).
- Completed Inaugural Micromobility Plan
- Inaugural Freight Plan Completed
- Safety Action Plan Completed

A. Freight Planning

Pasco County MPO is planning for freight movements in the county and through the county in partnership with the Florida Department of Transportation, Pasco County, the Pasco County Economic Development Council and the freight industry. The tasks below describe the efforts for the coming two years and will culminate in a freight plan. This plan will guide programming decisions.

#	Required Activities-Task 3	End Products	Completion Date
101	Freight Plan Update - Update the countywide freight planning framework in coordination with local economic development organizations, planning partners, and the regional freight industry. The plan update will reassess existing and emerging freight needs, issues, and opportunities for system growth and improvement. It will refine and expand recommendations for freight-related projects and update policies and strategies that support economic development through the efficient movement of goods and services. The update will also enhance integration between freight transportation planning and land use planning to ensure coordinated and sustainable development.	Freight Plan Development	July 2026 - June 2028
102	Outreach to the freight community, meetings with freight providers and economic development groups that have an interest in freight movement.	Freight Plan Development	July 2026 - June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

B. Transit Planning and Coordination

The Pasco County MPO will evaluate transit needs and assist GO PASCO in the development of plans and programs. Promote local and regional transit usage and support GO PASCO implementation of the TDP. Conduct various transit planning study as needed. Ensure coordination of transit efforts with TIP update and the LRTP..

#	Required Activities-Task 3	End Products	Completion Date
103	Assess the proportion of transportation projects and funds.	Programming Analysis	July 2026 – June 2028
104	Coordination with GO PASCO and surrounding transit agencies.	Coordinated Planning	July 2026 – June 2028
105	Work with surrounding MPOs in the Tampa Bay region to consider the implementation of regional transit and interregional transit.	Regional Transit	July 2026 – June 2028
106	Partner with GO PASCO to look at potential intermodal centers throughout Pasco County.	Intermodal Planning	July 2026 – June 2028
107	Participation in the US 19 Regional Rapid Transit (RRT) Study. Consideration of other transit corridors for RRT opportunities (Advantage 19 Study).	RRT Plans	July 2026 – June 2028
108	Attend transit-related seminars and workshops	Seminar and workshop attendance	July 2026 – June 2028
109	Coordinate local and regional planning issues with GoPasco	Coordination with GoPasco regarding transit initiatives	July 2026 – June 2028
110	Study and implementation of transit access thru microtransit application.	Transit Access	July 2026 – June 2028
111	Develop and analyze land use, demographic, and transportation data to support transit-oriented development (TOD) and integrated transportation planning. This task will help identify growth trends, evaluate development patterns, and inform multimodal planning decisions that improve accessibility, mobility, and coordination between land use and transportation.	Transit Orientated Development	July 2026 – June 2028
112	Update and advance the Transit Signal Priority Corridor Plan to enhance transit reliability, reduce travel times, and support a more efficient and robust transit system. This effort will identify priority corridors, evaluate operational needs, and recommend strategies that improve system performance and strengthen overall mobility for riders.	Transit Corridor Study/Signalization	July 2026 – June 2028
113	Participate in corridor management studies to recommend transit options	Amendments to the LRTP and/or TIP for transit projects	July 2026 – June 2028
114	Transit service planning and technical assistance for future studies, regulatory reporting, and procurement (GOPASCO)	Planning assistance	July 2026 – June 2028
115	Planning Program Support (GOPASCO)	Planning assistance	July 2026 – June 2028
116	Financial and Scope Amendment, Fall 2024 - ITS Solution Procurements/Implementation – Planning for Technological Improvements (GOPASCO)	Planning Study	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

C. Bicycle and Pedestrian Planning

The Pasco County MPO will continue to develop our network of bicycle and pedestrian facilities while focusing on the safety of users. Primary tasks will include the finalization of an Active Transportation Plan and continuing the non-motorized counts that have recently begun in Pasco County.

#	Required Activities-Task 3	End Products	Completion Date
117	Finalize the Active Transportation Plan	Final Active Transportation Plan	July 2026 - June 2028
118	Bicycle and pedestrian planning and program support, including evaluation of trail crossings, coordinating on regional/ inter-county projects, implementing, and amending the Active Transportation Plan and identifying/ correcting hazardous walking conditions by schools and high crash corridors.	Implementation of Active Transportation Plan	July 2027 - June 2028
119	Develop and support educational/ encouragement programs for active transportation.	Develop a Bike/Ped Master Plan Bike Map/Brochure	July 2026 - June 2028
120	Participation in the Florida Greenways and Trails Foundation meetings and activities	Meeting attendance	July 2026 - June 2028
121	Review data and map areas that indicate a concentration of persons with mobility limitations so projects may be planned to serve the specialized needs of these populations	Non-Motorized access enhancements	July 2026 - June 2028
122	Conduct a pilot study to document non-motorized transportation infrastructure and safety conditions within a two-mile service boundary of selected Pasco County schools.	Plan documenting current non-motorized transportation inventory and safety conditions within a two-mile service boundary of Pasco County middle schools with the goal of identifying needs and prioritizing non-motorized and safety improvement projects	July 2026 - June 2028
123	Support planning activities related to emerging transportation technologies, including connected and automated vehicles, smart infrastructure, and data-driven mobility solutions. This task will assess potential impacts, opportunities, and integration strategies to enhance safety, system performance, and future readiness of the regional transportation network.	Support Development Emerging Technologies Planning	July 2026 - June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

D. Safety Planning

Recognizing that transportation fatalities are rising in the planning area, Pasco County MPO has developed a section in the UPWP dedicated to safety planning. The efforts will include the traditional planning and programming work as well as having staff find ways to learn more about what factors are contributing to our rising fatality numbers.

#	Required Activities-Task 3	End Products	Completion Date
124	Review of crash locations and crash reports to identify trends in safety; crash locations versus land use; and speed data obtained from traffic counts. Conduct field safety audits at high crash areas.	Identification of safety issues	July 2026 – June 2028
125	Coordination with Florida Highway Patrol (FHP) to learn from their staff what trends they are seeing to help Pasco County MPO address safety.	Identification of safety issues	July 2026 – June 2028
126	Ride-alongs with FHP to see what is occurring and to learn from FHP staff what trends they are seeing in traffic safety.	Identification of safety issues	July 2026 – June 2028
127	Co-host the Gulf Coast Safe Streets Summit conference.	Plan and host a conference	July 2026 – June 2028
128	Staff participation in FDOT Crash Data Management System training as well as other safety trainings as they become available.	Safety trainings	July 2026 – June 2028
129	Participate in the various safety committees and meetings across Pasco County, the region, state and nationally. Regular meetings with FDOT safety team staff to coordinate the Pasco County and District 7 response to crashes and safety.	Meeting attendance, meeting facilitation	July 2026– June 2028
131	Develop and update economic development planning efforts that highlight and reinforce the benefits of a robust multimodal transportation system. This task will support strategies that strengthen economic vitality by improving access, connectivity, and the efficient movement of people and goods across all modes.	Economic Benefit of Multimodal Plan	July 2026– June 2028
132	Advance planning and analysis of micromobility options, including shared scooters, bicycles, and other small-scale mobility solutions. Phase II will focus on evaluating usage, identifying infrastructure needs, and developing strategies to safely integrate micromobility into the regional transportation system to improve first- and last-mile connectivity.	Micromobility (Phase II)	July 2026– June 2028
133	Staff work to support the 5 E's of Safety.	Improved safety	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

E. Corridor, Multi-Modal and Policy Activities

The Pasco County MPO will plan and develop strategies and plans for individual corridors, consider how to leverage our multi-modal opportunities to provide effective and efficient movement of people, goods and services while also considering how policy decisions may impact our transportation network.

#	Required Activities-Task 3	End Products	Completion Date
134	Create an emerging mobility plan to estimate EVs, EV charging infrastructure, golf carts, golf cart regulations in cities in Pasco and TB region.	Mobility Planning	July 2026 – June 2028
135	GIS tasks- creating shapefiles of previous projects, corridor studies, etc.	Maps	July 2026 – June 2028
136	Conduct one to four corridor studies per year for projects that are included in our LRTP and/or our project priority list. This effort will refine our projects, produce better programming estimates and identify issues early on so our programming of projects is more accurate. (Shady Hills Transportation Plan)	Corridor studies	July 2026 – June 2028
137	Conduct road diet studies in high pedestrian areas.	Corridor studies	July 2026 – June 2028
138	In partnership with relevant local government agencies and the Florida DOT, develop an area transportation plan for a subarea of Pasco County for the purpose of determining and improving the level of area transportation system performance, identifying existing and future area transportation system deficiencies and needs, developing a long-term strategic plan for improving area system performance and identifying and prioritizing specific area transportation improvement projects. This work will be performed through an in-depth analysis of existing and forecast future roadway level of service data, travel pattern data, travel time data, socioeconomic forecast data, existing and future land use data and existing and future development data. Robust public participation activities will be performed as part of the plan development public outreach.	Sub Area Analysis	July 2026 - June 2028
139	TSMO strategy implementation, training, outreach, education. TSMO plan and committee creation.	TSMO committee, plan. Conference, trainings and events attendance by MPO staff	July 2026– June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco County MPO, FDOT, Pasco County

"Corridor studies achieves the requirements for context sensitive design planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). [§ 11206]"

"Consultant may assist with tasks A-E. FHWA, FTA, Pasco County, CTD State and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed invoices submitted to the FDOT for reimbursement."

UPWP Task 4.0 Federal, State and Regional Planning

PURPOSE: The Pasco County MPO recognizes that transportation needs do not stop at our planning boundaries and the involvement of the MPO staff and Board in regional, statewide and national planning efforts will benefit not only Pasco County but also the larger transportation system. The MPO will maintain and enhance the ongoing multi-county collaborative transportation planning efforts while also participating and collaborating in regional and statewide planning activities. Through staff efforts, the MPO will ensure coordination and consistency of regional plans and programs with the MPO's LRTP/TIP and TDP.

PREVIOUS WORK:

- Coordinated with the County in ensuring consistency of the Comprehensive Plan Transportation Element and LRTP.
- Coordinating with the County in their update to the Comprehensive Plan to ensure consistency between their land use plan and the MPO's transportation plan.
- Provided input to County staff to modify the Vision Road Plan in accordance with development proposals.
- Assisted the County in the implementation of the Right of Way (ROW) Preservation Ordinance.
- Assisted the County in update of the ROW Preservation Study, ROW preservation maps/tables and development of new typical cross sections for roadways consistent with FDOT's context sensitive guidelines
- Attended public meetings regarding development proposals of various roads
- Assisted the County in ongoing revisions to, and documentation of, the CIP
- Participated in the federal certification for the Tampa Bay Transportation Management Area
- Participated in the Technical Review Team (TRT) meetings for the Tampa Bay Regional Planning Model and other tools (monthly)
- Participated in the Florida Model Task Force
- Participated in regional studies, including the Regional Transit Feasibility Plan
- Provided input, coordination and planning with regional partners for the FHWA.

A. Regional, Statewide and Local

#	Required Activities-Task 4	End Products	Completion Date
140	Work with local government partners to address transportation needs, provide technical support to local governments and other related transportation planning activities	Support for local government planning and integration of transportation planning efforts	July 2026 – June 2028
141	Attendance, participation, organization and meeting facilitation of regional, statewide and national planning efforts and meetings related to planning and programming.	Meeting attendance and meeting facilitation	July 2026 – June 2028
142	Attend public meetings regarding development proposals on County/State road projects	Meeting attendance	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco MPO, FDOT, Pasco County

B. County and Municipal Coordination

The Pasco County MPO will coordinate with the County planning, engineering and other departments to align county efforts with the MPO plans and programs. The county will be working on their update to the land use comprehensive plan and coordinating that effort with the MPO LRTP will be important. Additionally, working with the six municipalities in Pasco County will ensure coordinated planning and programming.

#	Required Activities-Task 4	End Products	Completion Date
143	Assist the County and/or municipalities in Comprehensive LDC changes if needed.	Consistency in planning	July 2026 – June 2028
144	Assist the County and municipalities with planning streets consistent with FDOT's context sensitive guidelines	Street design planning and training	July 2026 – June 2028
145	Assist the County and municipalities in establishing collector road spacing and connectivity standards	Research	July 2026 – June 2028
146		Coordination	July 2026 – June 2028
147	Integrate land use with future roadway plans to be reflected in MPO Plans.	LRTP update	July 2026 – June 2028
148	Participate in Comprehensive Plan updates and amendments to ensure consistency between land use plans and the MPO Plans.	LRTP update consistency	July 2026 – June 2028
149	Assist the County and municipalities in revisions to and documentation for Capital Improvements Projects (CIP)	Revisions/Updates to CIPs	July 2026 – June 2028

RESPONSIBLE AGENCY/AGENCIES: Pasco County MPO, FDOT, Pasco County, Zephyrhills, St. Leo, Dade City, Port Richey, New Port Richey, and San Antonio

"Consultant may assist with tasks A and B. FHWA, FTA, Pasco County, CTD State and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed invoices submitted to the FDOT for reimbursement."

UPWP Task 5 Regional Planning and Coordination

PURPOSE: : Maintain and enhance ongoing multi-county collaborative transportation planning while also participating and collaborating in regional and statewide planning activities.

PREVIOUS WORK: In FYs 2025 and 2026, the MPO participated in updates of major regional priority projects, project priorities for TRIP funding, the development of a Regional Long Range Transportation Plan, the development of a Regional Benefit Cost Analysis Tool and provided regional support to the SCTPA and its committees.

#	Required Activities-Task 5	End Products	Completion Date
150	Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks and stay abreast of statewide policy changes.	MPOAC Meetings	July 2026– June 2028
151	Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area	Comments to the FTC	July 2026– June 2028
152	Provide support for the SCTPA and the TMA Leadership Group; review and refine the Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, and major regional priorities while working together to ensure coordination of plans and priorities throughout the region.	Regional TRIP Priorities	July 2026– June 2028
		Regional Multiuse Trail Priorities	July 2026– June 2028
		Major Regional Projects Priorities	July 2026– June 2028
		Interlocal Agreement for Regional Planning & Coordination in West Central Florida	July 2026– June 2028
		SCTPA operating procedures	July 2026– June 2028
153	Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among MPOs and with FDOT, supporting and enhancing the FDOT Suncoast Mobility Data Hub project.	Regional data sharing portal	July 2026– June 2028
154	Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordinated regional transportation projects	July 2026– June 2028
155	Coordinate with the MPOs of the SCTPA region to implement the 2050 regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	
156	Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository.	Regional Cloud-Based Document Repository Site	July 2026– June 2028
157	Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida SIS, the Florida Transportation Plan, the Regional Transit Development Plan, tourism and freight planning activities.	Consistency in regional, statewide and local plans	July 2026– June 2028

158	Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings.	Tri-county and eight-county bicycle and pedestrian planning	July 2026– June 2028
159		Maintenance of MUT Map	July 2026– June 2028
160	Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Transportation and Forecasting Forum.	Regional and statewide modeling	July 2026– June 2028
161	Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and public meeting materials.	SCTPA Website and Social Media Accounts	July 2026– June 2028
162	Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings	Tri-county and eight- county bicycle and pedestrian planning	July 2026– June 2028
163	Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts.	Consistent planning products and processes	July 2026– June 2028
164	Develop and support regional UPWP tasks.	Regional UPWP task(s)	July 2026– June 2028
165	Provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP.	SCTPA regional planning task	July 2026– June 2028
166	Participate in and support regional transportation systems management and operations planning.	Regional TSMO planning projects	July 2026– June 2028
167	Participate in the Prioritization Process Pilot Program grant activities to consider the streamlining of prioritization processes across the MPOs in the region.	Regionally consistent project prioritization process.	July 2026– June 2028
168	Evaluate TIP processes for additional coordination opportunities	Regionally consistent TIP process.	July 2026– June 2028
169	Utilize the Regional BCA tool to assist in the prioritization of transportation projects	Regionally consistent use of the BCA tool.	July 2026– June 2028

RESPONSIBLE AGENCY/AGENCIES: Forward Pinellas, Hillsborough TPO, Pasco MPO, FDOT, TBRPC, Hernando-Citrus MPO, Sarasota/Manatee MPO, Polk and other regional/statewide partners.

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

UPWP Task 6 Exploration of a Regional MPO

PURPOSE: Support the exploration of a Regional MPO for the Tampa Bay area through the creation of documents and processes necessary to the operation of the agency.

PREVIOUS WORK: Reviewed peer examples of regional MPO mergers; reviewed options for apportionment plans for regional MPOs; conducted outreach with the public and elected officials throughout the region on the opportunities for a regional MPO.

#	Required Activities- Task 6	End Products	Completion Date
170	Coordinate with the MPOs in the Tampa Bay Transportation Management Area to apportion the voting membership of a Regional MPO.	Regional MPO Apportionment Plan	July 2026– June 2028
171	Coordinate with the MPOs in the Tampa Bay Transportation Management Area to create internal operating procedures and documents necessary for a Regional MPO.	Agency Operating Documents	July 2026– June 2028
172	Provide administrative support for MPO programs, including administration and grant support, internal controls and procedures, to ensure compliance with federal and state regulations	Compliance with federal and state regulations	July 2026– June 2028

Lead Agency: Hillsborough TPO

Responsible Agencies: Forward Pinellas, Hillsborough TPO, Pasco MPO

Stakeholders: TBRPC, FDOT, and other regional/statewide partners.

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

UPWP Task 7.0 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU

PURPOSE: Multi-county collaborative transportation planning requiring interlocal agreements and transfer of funds to further regional and statewide planning activities.

PREVIOUS WORK: Regional Long Range Transportation Plan, Regional Benefit Cost Analysis Tool

ONGOING ACTIVITIES

Develop Regional UPWP Task

Participate in Sun Coast Transportation Planning Alliance (SCTPA)

#	REQUIRED ACTIVITY	END PRODUCT	COMPLETION DATE
	Regional LRTP		
173	Produce regionally-coordinated planning studies in support of the Regional Long Range Transportation Plan	Regional Transportation Planning Studies	July 2026– June 2028
174	Produce and create content materials, presentations, website, and graphics for the SCTPA.	Social Media content production, website maintenance and creation	July 2026– June 2028

Lead Agency: Forward Pinellas

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

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

Task 1 General Administration and Program Development				
2027				
Funding Source	FHWA	CTD	Local	FY 2027 Total
Contract Number	PL	TBD	Pasco County	
Source Level	PL	State	BOCC	
MPO Budget Reference				
Lookup Name	2027 FHWA PL (PL)	2027 CTD TBD (State)	2027 Local Pasco County (BOCC)	
Personnel (salary and benefits)	\$ 605,327	\$ -	\$ 167,307	\$ 772,634
Consultant	\$ 19,557	\$ 36,419	\$ -	\$ 55,976
Travel	\$ 30,000	\$ -	\$ 8,382	\$ 38,382
Direct Expenses	\$ -	\$ -	\$ 33,803	\$ 33,803
Supplies	\$ 8,500	\$ -	\$ 600	\$ 9,100
Equipment	\$ -	\$ -	\$ 7,397	\$ 7,397
2027 Totals	\$ 663,384	\$ 36,419	\$ 217,489	\$ 917,292
2028				
Funding Source	FHWA	CTD	Local	FY 2028 Total
Contract Number	PL	TBD	Pasco County	
Source	PL	State	BOCC	
MPO Budget Reference				
Lookup Name	2028 FHWA PL (PL)	2028 CTD TBD (State)	2028 Local Pasco County (BOCC)	
Personnel (salary and benefits)	\$ 635,594	\$ -	\$ -	\$ 635,594
Consultant	\$ -	\$ 36,419	\$ -	\$ 36,419
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 4,775	\$ -	\$ -	\$ 4,775
Equipment	\$ -	\$ -	\$ -	\$ -
2028 Totals	\$ 640,369	\$ 36,419	\$ -	\$ 676,788

Notes: De-obligation of \$300,000 to be re-authorized in Fiscal Year 2027 through PL funds.

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 1,408,228
Consultant	\$ 92,395
Travel	\$ 38,382
Direct Expenses	\$ 33,803
Supplies	\$ 13,875
Equipment	\$ 7,397
Total	\$ 1,594,080

Task 2 Federal and State Core Requirements		
2027		
Funding Source	FHWA	FY 2027 Total
Contract Number	PL	
Source Level	PL	
MPO Budget Reference		
Lookup Name	2027 FHWA PL (PL)	PL (Total)
Personnel (salary and benefits)	\$ 91,341	\$ 91,341
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2027 Totals	\$ 91,341	\$ 91,341
2028		
Funding Source	FHWA	FY 2028 Total
Contract Number	PL	
Source	PL	
MPO Budget Reference		
Lookup Name	2028 FHWA PL (PL)	PL (Total)
Personnel (salary and benefits)	\$ 95,908	\$ 95,908
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2028 Totals	\$ 95,908	\$ 95,908

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 187,249
Consultant	\$ -
Travel	\$ -
Direct Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 187,249

Task 3 Technical Program			
2027			
Funding Source	FHWA	FTA 5307	FY 2027 Total
Contract Number	PL	GoPasco	
Source Level	PL	State	
MPO Budget Reference	CPG		
Lookup Name	2027 FHWA PL (PL)	2027 FTA 5307 GoPasco (State)	
Personnel (salary and benefits)	\$ 249,316	\$ -	\$ 249,316
Consultant	\$ -	\$ 350,000	\$ 350,000
Travel	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
2027 Totals	\$ 249,316	\$ 350,000	\$ 599,316
2028			
Funding Source	FHWA	FTA 5307	FY 2028 Total
Contract Number	PL	GoPasco	
Source	PL	State	
MPO Budget Reference			
Lookup Name	2028 FHWA PL (PL)	2028 FTA 5307 GoPasco (State)	
Personnel (salary and benefits)	\$ 261,781	\$ -	\$ 261,781
Consultant	\$ -	\$ 350,000	\$ 350,000
Travel	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
2028 Totals	\$ 261,781	\$ 350,000	\$ 611,781

Notes: De-obligation of \$500,000 to be re-authorized in Fiscal Year 2027 through PL funds.

“The total amount of funds used by the MPO for Context Sensitive Design for fiscal year 27 is \$50,000 of \$1,1128,699, and for fiscal year 28, is \$30,000 of \$1,128,699. 2.5% of the total PL allocation for fiscal year 27 is \$28,217 and for fiscal year 28 is \$28,217.”

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 511,097
Consultant	\$ 700,000
Travel	\$ -
Direct Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 1,211,097

Task 4 Federal, State and Regional Planning		
2027		
Funding Source	FHWA	FY 2027 Total
Contract Number	PL	
Source Level	PL	
MPO Budget Reference		
Lookup Name	2027 FHWA PL (PL)	
Personnel (salary and benefits)	\$ 70,378	\$ 70,378
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2027 Totals	\$ 70,378	\$ 70,378
2028		
Funding Source	FHWA	FY 2028 Total
Contract Number	PL	
Source	PL	
MPO Budget Reference		
Lookup Name	2028 FHWA PL (PL)	
Personnel (salary and benefits)	\$ 73,897	\$ 73,897
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2028 Totals	\$ 73,897	\$ 73,897

	FY 2027 & 2028 TOTAL
Personnel (salary and benefits)	\$ 144,275
Consultant	\$ -
Travel	\$ -
Direct Expenses	\$ -
Supplies	\$ -
Equipment	\$ -
Total	\$ 144,275

Task 5 Regional Planning and Coordination		
2027		
Funding Source	FHWA	FY 2027 Total
Contract Number	PL	
Source Level	PL	
MPO Budget Reference		
Lookup Name	2027 FHWA PL (PL)	
Personnel (salary and benefits)	\$ 24,640	\$ 24,640
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2027 Totals	\$ 24,640	\$ 24,640
2028		
Funding Source	FHWA	FY 2028 Total
Contract Number	PL	
Source	PL	
MPO Budget Reference		
Lookup Name	2028 FHWA PL (PL)	
Personnel (salary and benefits)	\$ 25,872	\$ 25,872
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2028 Totals	\$ 25,872	\$ 25,872

	FY 2027 & 2028 TOTAL	
Personnel (salary and benefits)	\$	50,512
Consultant	\$	-
Travel	\$	-
Direct Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	50,512

Task 6 Exploration of a Regional MPO		
2027		
Funding Source	FHWA	FY 2027 Total
Contract Number	PL	
Source Level	PL	
MPO Budget Reference		
Lookup Name	2027 FHWA PL (PL)	
Personnel (salary and benefits)	\$ 24,640	\$ 24,640
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2027 Totals	\$ 24,640	\$ 24,640
2028		
Funding Source	FHWA	FY 2028 Total
Contract Number	PL	
Source	PL	
MPO Budget Reference		
Lookup Name	2028 FHWA PL (PL)	
Personnel (salary and benefits)	\$ 25,872	\$ 25,872
Consultant	\$ -	\$ -
Travel	\$ -	\$ -
Direct Expenses	\$ -	\$ -
Supplies	\$ -	\$ -
Equipment	\$ -	\$ -
2028 Totals	\$ 25,872	\$ 25,872

	FY 2027 & 2028 TOTAL	
Personnel (salary and benefits)	\$	50,512
Consultant	\$	-
Travel	\$	-
Direct Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	50,512

7 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU

2027		
Funding Source	FHWA	FY 2027 Total
Contract Number	PL	
Source Level	PL	
Detail		
MPO Budget Reference		
	2027 FHWA PL (PL)	
Consultant		
Shared Task	\$ 5,000	\$ 5,000
Total	\$ 5,000	\$ 5,000
2028		
Funding Source	FHWA	FY 2028 Total
Contract Number	PL	
Source Level	PL	
Detail		
MPO Budget Reference		
	2028 FHWA PL (PL)	
Consultant		
Shared Task	\$ 5,000	\$ 5,000
Total	\$ 5,000	\$ 5,000

7 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU Detailed Breakdown

2027						
Funding Source	Transfer from					FY 2027 Total
Source Level				Total	Total	
MPO Budget Reference						
Lead Agency:	Foward Pinellas	No	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
(Other contributing Agencies)	PASCO COUNTY	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hillsborough	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hernanado/Citrus	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Polk County MPO	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Subtotal			\$ 30,000	\$ 30,000	\$ -	\$ 30,000
Total			\$ 30,000	\$ 30,000	\$ -	\$ 30,000
2028						
Funding Source	Transfer from					FY 2028 Total
Source Level				Total	Total	
MPO Budget Reference						
Lead Agency:	Foward Pinellas	No	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
(Other contributing Agencies)	PASCO COUNTY	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hillsborough	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Hernanado/Citrus	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	Polk County MPO	Yes	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Subtotal			\$ 30,000	\$ 30,000	\$ -	\$ 30,000
Total			\$ 30,000	\$ 30,000	\$ -	\$ 30,000

Funding Source MARCH 15, 2026												
Contract	Funding Source	Source Level			FY 2027 Funding Source				FY 2028 Funding Source			
			2027	2028	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
TBD	CTD	State	\$ 36,419	\$ 36,419	\$ -	\$ -	\$ 36,419.00	\$ -	\$ -	\$ -	\$ 36,419.00	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		CTD TBD TOTAL	\$ 36,419	\$ 36,419	\$ -	\$ -	\$ 36,419	\$ -	\$ -	\$ -	\$ 36,419	\$ -
PL	FHWA	PL	\$ 1,128,699	\$ 1,128,699	\$ 248,939.31	\$ 1,128,699.38	\$ -	\$ -	\$ 248,939.23	\$ 1,128,699.00	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA PL TOTAL	\$ 1,128,699	\$ 1,128,699	\$ 248,939	\$ 1,128,699	\$ -	\$ -	\$ 248,939	\$ 1,128,699	\$ -	\$ -
GoPasco	FTA 5307	State	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FTA 5307 GoPasco TOTAL	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000	\$ -
Pasco County	Local	BOCC	\$ 217,489	\$ -	\$ -	\$ -	\$ -	\$ 217,489.00	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local Pasco County TOTAL	\$ 217,489	\$ -	\$ -	\$ -	\$ -	\$ 217,489	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 1,732,607	\$ 1,515,118	\$ 248,939	\$ 1,128,699	\$ 386,419	\$ 217,489	\$ 248,939	\$ 1,128,699	\$ 386,419	\$ -

Notes: De-obligation of \$800,000 to be re-authorized in Fiscal Year 2027 through PL funds. Reflected in tasks 1 & 3.

Agency Participation
MARCH 15, 2026

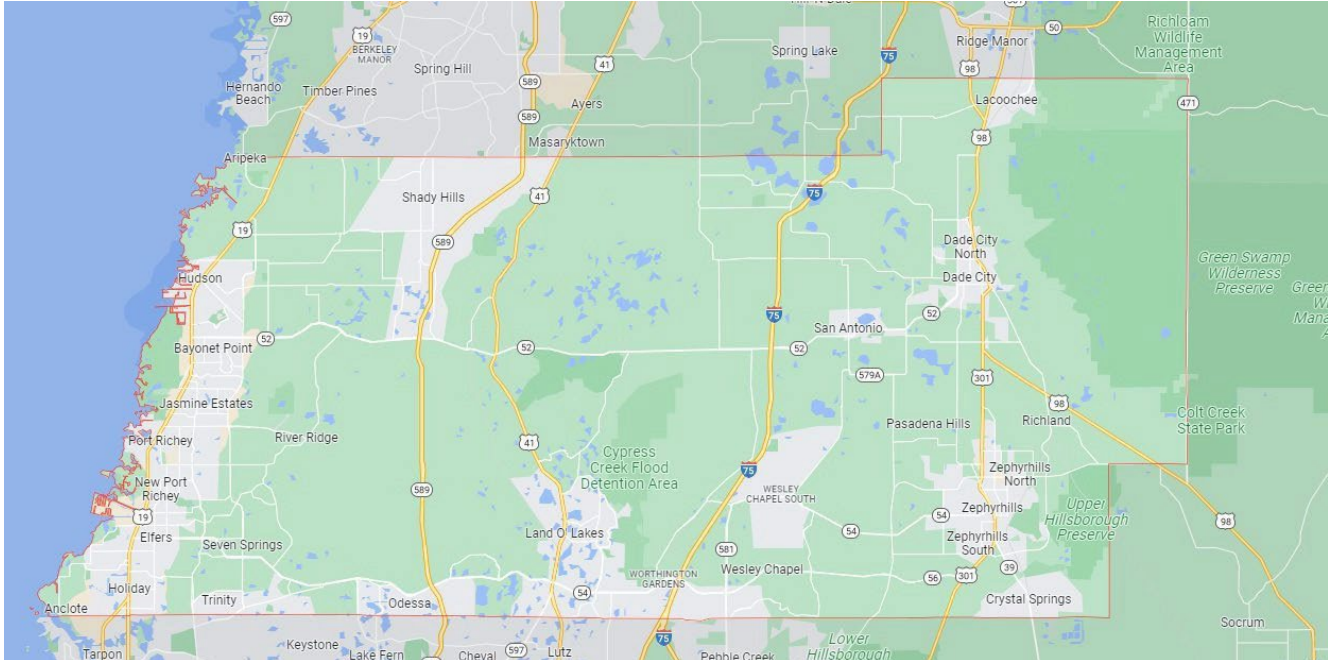
	Funding Source	CTL		FHWA		FTA 5307		Local	
	Contract	TBL		P		GoPasco		Pasco County	
	Fiscal Year	2027	2028	2027	2028	2027	2028	2027	2028
	Total Budget	\$ 36,419	\$ 36,419	\$ 1,128,699	\$ 1,128,699	\$ 350,000	\$ 350,000	\$ 217,489	\$ -
Task 1 General Administration and Program Development									
Personnel (salary and benefits)		\$ -	\$ -	\$ 605,327	\$ 635,594	\$ -	\$ -	\$ 167,307	\$ -
Consultant		\$ 36,419	\$ 36,419	\$ 19,557	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 8,382	\$ -
Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,803	\$ -
Supplies		\$ -	\$ -	\$ 8,500	\$ 4,775	\$ -	\$ -	\$ 600	\$ -
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,397	\$ -
Sub Total		\$ 36,419	\$ 36,419	\$ 663,384	\$ 640,369	\$ -	\$ -	\$ 217,489	\$ -
Task 2 Federal and State Core Requirements									
Personnel (salary and benefits)		\$ -	\$ -	\$ 91,341	\$ 95,908	\$ -	\$ -	\$ -	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ -	\$ 91,341	\$ 95,908	\$ -	\$ -	\$ -	\$ -
Task 3 Technical Program									
Personnel (salary and benefits)		\$ -	\$ -	\$ 249,316	\$ 261,781	\$ -	\$ -	\$ -	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ -	\$ 249,316	\$ 261,781	\$ 350,000	\$ 350,000	\$ -	\$ -
Task 4 Federal, State and Regional Planning									
Personnel (salary and benefits)		\$ -	\$ -	\$ 70,378	\$ 73,897	\$ -	\$ -	\$ -	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ -	\$ 70,378	\$ 73,897	\$ -	\$ -	\$ -	\$ -
Task 5 Regional Planning and Coordination									
Personnel (salary and benefits)		\$ -	\$ -	\$ 24,640	\$ 25,872	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ -	\$ 24,640	\$ 25,872	\$ -	\$ -	\$ -	\$ -
Task 6 Exploration of a Regional MPO									
Personnel (salary and benefits)		\$ -	\$ -	\$ 24,640	\$ 25,872	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ -	\$ 24,640	\$ 25,872	\$ -	\$ -	\$ -	\$ -
7 SCTPA Support and Shared Task – Includes shared or transferred funds and Agreements/MOU									
Consultant		\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Sub-Total (less the de-obligated funds)		\$ 72,838		\$ 2,257,398		\$ 700,000		\$ 217,489	
Total De-ob. Funds (PL)		\$ -		\$ -		\$ -		\$ -	
Total De-ob. (Other Source)		\$ -		\$ -		\$ -		\$ -	
TOTAL PROGRAMMED		\$ 36,419	\$ 36,419	\$ 1,128,699	\$ 1,128,699	\$ 350,000	\$ 350,000	\$ 217,489	\$ -

Notes: De-obligation of \$800,000 to be re-authorized in Fiscal Year 2027 through PL funds. Reflected in tasks 1 & 3.

Appendices

Appendix A - Pasco MPO Planning Area

The Pasco MPO planning area comprises the entirety of Pasco County. Below is a map of the planning area:



Appendix B - Comments



UPWP Review Checklist

MPO Name:

Draft or Final UPWP:

UPWP Fiscal Year:

Reviewed by:

UPWP Date:

Date of Review:

Federal and State Requirements

Required Content

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

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
Catalog of Federal Domestic Assistance (CFDA) number	Yes	1	Needs CFDA 50.507 and CSFA 55.001; 4/1/26 - added CFDA 20.507 and CSFA 55.001.; CFDA Numbers added /KC	Critical
Financial Project Number (FPN)	No		Can be found on PL allocation sheet that was shared with the MPOs also needs the FTA and CTD FPN; 4/1/26 - still missing ; FPN added	Critical
Federal Award Identification Number (FAIN) or Federal Aid Project Number (FAP)	No		FDOT to provide for final UPWP document FAP Added	Critical
Correct state fiscal years	Yes	1		
The agencies providing funds for the UPWP	Yes	1	Missing contributions from Pasco County; 4/1/26 - still missing; All agencies added	Critical

Does the UPWP include:	Response	Page Number(s)	Comments	Comment Type
	Yes	14-35		
	Yes	14-35		
	Yes	14-35	The task sheets seem to be inconsistent with who will perform the work; stakeholders performing the work identified.; responsible parties included	Critical
	Yes	14-35	The task sheets are inconsistent with years listed outside of the UPWP timeline.; 4/1/26 - still some inconsistencies; schedule of work updated	Critical
	Yes	14-35		
	Yes	36-45		
	Yes	44-45		

Does the UPWP include a summary that shows:	Response	Page Number(s)	Comments	Comment Type
	Yes			
	Yes	12		
	Yes	12		
	Yes	12		

Transportation Management Areas (TMA)

See: 23 CFR 420.111(e)

	Response	Page Number(s)	Comments	Comment Type
	Yes	10		
	Yes	Tasks- 35 Funding Transfers- 42-43		

MPO Agreements

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

Does the UPWP include discussion of the following agreements?	Response	Page Number(s)	Comments	Comment Type
	Yes	9	Anticipated date of execution will need to be added to final; Will execute 5/21	Critical
	Yes	9		
	Yes	9	Needs the PGTA for the Section 5307 funds added; 4/1/26 - has been added in the discussion of agreements Not applicable	

Indirect Costs		See: 2 CFR 200.332, 2 CFR 200.414, 2 CFR 200.416, and FDOT/MPO Agreement		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify the indirect cost rate, if applicable?	N/A			

Consolidated Planning Grant		See: 23 USC 120, 23 CFR 450.308(f), and FDOT/MPO Agreement		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a statement of participation in the Consolidated Planning Grant? (See the FDOT Guide for UPWP Development for sample statement text.)	Yes	12		

Soft Match		See: 23 USC 120, 49 USC 53, and FDOT/MPO Agreement		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include the definition of the soft match?	Yes	12		
Does the UPWP identify the total soft match amount used to match FHWA funding?	Yes	12	Same as what is listed in the budget tables; 4/1/26 - has been added	
Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2?	Yes	44		

PL Set Aside		See: § 11201; 23 USC 134		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify activities and funds used to meet the requirements of the 2.5% PL set aside in § 11201; 23 USC 134?	Yes	28	The task page identifies the requirement; however, the corresponding budget table requires a note identifying the activities meeting the 2.5% PL set aside requirement. Update date language throughout the document to reflect the correct language; 4/1/26 - added note to budget table. Still includes the incorrect language; Budget tables and language updated per coordination call	Critical

Costs		See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures		
Does the UPWP categorize costs as follows?	Response	Page Number(s)	Comments	Comment Type
Personnel Services	Yes	udget tables (36-43		
Equipment	Yes	udget tables (36-43		
Travel	Yes	udget tables (36-43		
Supplies	Yes	udget tables (36-43		
Direct Expenses	Yes	udget tables (36-43		
Indirect Expenses (if the MPO has an approved indirect rate)	N/A			
Annual Audit Expense (if required)	N/A			

Annual Audits		See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a line item expense for the Annual Audit?	N/A			

MPO Public Involvement Process		See: 23 CFR 450.210 and 23 CFR 450.316		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of the public involvement process used to develop the MPO's UPWP?	Yes	7		

Federal Planning Factors		See: 23 CFR 306(b) and 23 CFR 450.308(c)		
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of how the activities in the UPWP address the Federal Planning Factors (can be demonstrated using a matrix)?	Yes		See referenced federal code for what needs to be included; 4/1/26 - still not included; Planning factor description included with UPWP	Critical

Memberships		See: 2 CFR 200.454		
	Response	Page Number(s)	Comments	Comment Type
If memberships are listed as an expense, does the UPWP state that the memberships are for organizational memberships, not individual memberships?	Yes	15		

Required Attachments

Are the following attachments included in the final UPWP?	Response	Page Number(s)	Comments	Comment Type
Signed resolution adopting the travel policy, if the MPO does not use the FDOT policy (s. 112.061(14), FS)	Yes	3	Resolution was included; however, has incorrect information.; 4/1/26 - updated information but some still incorrect; Resolution will be added on 5/21 MPO Board	some of the ard Critical
	Yes	65	Add Pasco County Travel Policy as an appendix; 4/1/26 - only included a resolution approving per diem and mileage; County Travel Policy added	Critical
	Yes	4	To be provided after the approval of the final UPWP.	
	N/A			

Recommended Content Framework

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

UPWP Cover or Title Page

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
	Yes	1		
	No			

UPWP Organization and Content

Is the UPWP organized into the following sections?	Response	Page Number(s)	Comments	Comment Type
	Yes	7		
	Yes	9		
	Yes	13		
	Yes	11		
	Yes	58		
Does the UPWP introduction include:	Response	Page Number(s)	Comments	Comment Type
	Yes	7		
	Yes	8		
Do the UPWP Work Elements/Task Sheets include the following:	Response	Page Number(s)	Comments	Comment Type
	Yes	14-35		
	yes		Add the anticipated de-obligated PL funds; 4/1/26 - didn't include the anticipated de-ob; deobligation funds annotated in budget table section	d Critical
	No			
UPWP Budget Tables Template	Response	Page Number(s)	Comments	Comment Type
	Yes	36-45		
	Yes	36-45		

MPO Organization and Management

Does the UPWP include information about the following items:

	Response	Page Number(s)	Comments	Comment Type
MPO bylaws	Yes	1 and		
	Yes	11	The COOP was mentioed; however, no procedure information was provided; 4/1/26 - included additional information on the COOP objectives;	Editorial
	Yes	10	laws was mentioned; however, the bylaws were not made available in the document and/or on the MPO's website.; 4/1/26 - included information about the bylaws and how to review them; breif section added	Editorial

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

	Response	Page Number(s)	Comments	Comment Type
	Yes	9		
	Yes	9		

Regional Activities

	Response	Page Number(s)	Comments	Comment Type
	Yes	10		
	Yes	35, 42		

From: [Ziegler, Suzanne](#)
To: [Keontra C. Campbell](#); [Hunter, Brian](#); [Joyner, Elisa](#)
Cc: [Tania Gorman](#); [Laurie Schaediger](#)
Subject: RE: Pasco Final UPWP
Date: Thursday, May 14, 2026 1:59:29 PM
Attachments: [FHWA draft MPOAC UPWP Comments TParker 4 8 2026.pdf](#) [FTA Draft UPWP Comments.pdf](#)

Good afternoon, KC.

D7 has completed its review of the MPO's UPWP FY 27–28 (Draft 3) and is providing all remaining comments together to facilitate tracking and review. Below are the outstanding D7 critical comments that require resolution.

Please note that FHWA and FTA comments from the original draft are attached; both agencies will need to review the revised final draft to confirm their critical comments have been addressed.

Note the following items were not annotated for correction or change in the checklist but were addressed:

Direct Expense – Language removed

Indirect Expense – Language added and updated to reflect pending Staff Services Agreement
UPWP Revision Checklist-Draft 3

1. General Corrections Checklist section 1 items resolved as prescribed

- Update CFDA number from 20.25 to 20.205
- Add Pasco County under “Agencies Providing Funding in the UPWP” Update Federal Aid Project Number to 1157-064-M
- Move all Federal Planning Factors to the UPWP Framework section
- Add language describing how the MPO will address each Federal Planning Factor
- PL Set-Aside: Replace all “complete streets” language with “context sensitive design”
- Fix dates in the Adoption Resolution Add Travel Policy to Appendix F

2. Agreements & Administrative Sections

- Update Public Transportation Grant Agreement (PGTA) section to include grant agreement and date of execution. **N/A**
- Add note to Staff Services Agreement section stating that it will be updated in the coming year to clarify roles and responsibilities **Updated to reflect the recommended comment**
- Soft Match narrative: Revise wording to match soft match amounts shown in budget tables **Revised to reflect new language.**
- Correct MPO staff job titles **Updated**

P

3. General Task Pages Corrections

- Ensure the SS4A grant is included in task pages (currently missing) **SS4A not included in budget there are no projected projects.**

- Remove all Environmental Justice language from activity descriptions **Environment Justice language removed.**
- Ensure responsible agencies are consistent and not missing **Updated responsible agencies**
- Remove any mention of DBE Program or DBE reporting from task activities **DBE language removed**
- Correct inconsistency in completion dates across task pages to match the UPWP years **Dates corrected**
- Remove text cutoff issues in task pages **Text cutoff issues resolved in pages.**

4. Task Specific Corrections Task 1

- County Administrative Cost appears twice; clarify and consolidate **County administrative cost language updated**

Task 2 – Task 2 items updated and placed in correct sections, dates were updated

- Activities under subareas contradict each other
- Many activities duplicated or listed under the wrong subsections
- Required activities incorrectly assigned to subsections
- Correct years and ensure responsible agencies are included

Task 3

- Required activity “Co-host Gulf Coast Safe Streets” is listed in the wrong years; adjust to correct program years **Co-host Gulf Coast Safe Streets assigned to correct program years**

4. General Budget Tables Corrections Various tables

- Ensure the SS4A grant is included in budget tables (currently missing) **SS4A grant ends 6-31-2026**

If consultants “will be used” or “may be used,” consultant funding must appear accordingly **Updated**

- Add de-obligated funding footnotes to both the agency participation table and the funding sources table **De-obligation funding footnotes added to tables**

5. Appendices Appendix C All comments Addressed and updated

- Add all comments from FDOT, FTA, and FHWA
- Include a description of how each comment was addressed

Appendix D DBE form and DBE language removed

- Remove the Disadvantaged Business Enterprise (DBE) Utilization form Please let me know if you have any questions or need clarification on anything.

Thanks,

Suzanne Ziegler, FCCM

Government Liaison Manager

Florida Department of Transportation, District 7 11201 N. McKinley Drive, Tampa, Florida 33612

Office- 813-975-6721 Cell- 727-253-5992

www.FDOT.gov

From: Keontra C. Campbell <kcampbell@pascocountyfl.net>
Sent: Wednesday, May 13, 2026 5:00 PM
To: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Gorman, Tania <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Good afternoon,

Circling back to my previous email, I can remove the section and resubmit. Also, do we have a date we can anticipate the approved UPWP as our Agenda is being published tomorrow.

KC

From: Keontra C. Campbell
Sent: Monday, May 11, 2026 1:57 PM
To: 'Ziegler, Suzanne' <Suzanne.Ziegler@dot.state.fl.us>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Tania Gorman <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Good afternoon,

After deeper dive, I miss interpreted a comment. My apologies, that section should have not been included. If you would like I can remove the section and resubmit to you via email.

KC

From: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>
Sent: Monday, May 11, 2026 1:44 PM
To: Keontra C. Campbell <kcampbell@pascocountyfl.net>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Tania Gorman <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Good afternoon, KC.

In previous UPWPs, the Agreement Section has reflected the *Intergovernmental Coordination Review & Public Transportation Grant Agreement*, as it documents the cooperative relationship between FDOT, the County, the Tampa Bay Regional Planning Council, and Pasco County Public Transportation in developing the MPO's required federal planning documents.

We are unclear about the *Section 5307 Interlocal Agreement* referenced on page 4. Is this

referring to an Interlocal Agreement between the MPO and GoPasco, or is it simply referencing the FTA Section 5307 Public Transportation Grant Agreement (PGTA) between FDOT and GoPasco?

The UPWP Review Checklist lists inclusion of the Public Transportation Grant Agreement (PGTA), with the execution date, under federal and state requirements.

Thanks,
Suzanne Ziegler, FCCM
Government Liaison Manager
Florida Department of Transportation, District 7 11201 N. McKinley Drive, Tampa, Florida 33612
Office- 813-975-6721 Cell- 727-253-5992
www.FDOT.gov

From: Keontra C. Campbell <kcampbell@pascocountyfl.net>
Sent: Friday, May 8, 2026 6:55 PM
To: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Gorman, Tania <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Hi,

Thank you for your note. In reviewing past UPWPs, we have always included the Intergovernmental Coordination Review and Public Transportation Grant Agreement, which documents the MPO–GoPasco relationship.

Can you confirm whether the Section 5307 agreement is now expected to be shown as a separate, standalone agreement? If so, this would be a new requirement compared to previous years.

Please advise. Best regards, KC

From: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>
Sent: Friday, May 8, 2026 3:49 PM
To: Keontra C. Campbell <kcampbell@pascocountyfl.net>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Tania Gorman <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Thanks, KC.

We are working to review the revised UPWP and will circle back with your team next week.

Could you please provide us with the Section 5307 Interlocal Agreement that is referenced on page 4? We maintain the MPOs' active agreements on file, and I don't believe we have this one.

Thanks again,
Suzanne Ziegler, FCCM
Government Liaison Manager
Florida Department of Transportation, District 7 11201 N. McKinley Drive, Tampa, Florida 33612
Office- 813-975-6721 Cell- 727-253-5992
www.FDOT.gov

From: Keontra C. Campbell <kcampbell@pascocountyfl.net>
Sent: Friday, May 8, 2026 1:59 PM
To: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Gorman, Tania <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Good afternoon, Suzanne,

I apologize in advance for missing this item. Please see the attached Travel Policy. Thank you and your team for working with us through the development of our UPWP.

KC

From: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>
Sent: Thursday, May 7, 2026 11:04 AM
To: Keontra C. Campbell <kcampbell@pascocountyfl.net>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Tania Gorman <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: RE: Pasco Final UPWP

Good morning, KC.

We have received the revised draft UPWP. Appendix C should include the comments provided by FDOT, FTA, and FHWA on the previous draft, along with explanations of how each comment was addressed by the MPO. To help expedite our review, could you please provide this appendix via email?

Thanks,
Suzanne Ziegler, FCCM
Government Liaison Manager
Florida Department of Transportation, District 7 11201 N. McKinley Drive, Tampa, Florida 33612
Office- 813-975-6721 Cell- 727-253-5992

From: Keontra C. Campbell <kcampbell@pascocountyfl.net>
Sent: Monday, May 4, 2026 8:45 AM
To: Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>; Hunter, Brian <Brian.Hunter@dot.state.fl.us>; Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>
Cc: Gorman, Tania <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: Re: Pasco Final UPWP

EXTERNAL SENDER: Use caution with links and attachments.

D7 Team,

Good morning. Just to close the loop. I submitted our final draft of the UPWP in GAP Friday Night. Should you have any questions or concerns, please let us know.

Respectfully, KC

From: Keontra C. Campbell <kcampbell@pascocountyfl.net>
Sent: Friday, May 1, 2026 5:17:09 PM
To: Ziegler, Suzanne <suzanne.ziegler@dot.state.fl.us>; Hunter, Brian <brian.hunter@dot.state.fl.us>; Joyner, Elisa <elisa.joyner@dot.state.fl.us>
Cc: Tania Gorman <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: Re: Pasco Final UPWP

D7 Team,

Our UPWP is done. I will upload into GAP within the next hour. KC.

From: Keontra C. Campbell <kcampbell@pascocountyfl.net>
Sent: Thursday, April 30, 2026 3:28:07 PM
To: Ziegler, Suzanne <suzanne.ziegler@dot.state.fl.us>; Hunter, Brian <brian.hunter@dot.state.fl.us>; Joyner, Elisa <elisa.joyner@dot.state.fl.us>
Cc: Tania Gorman <tgorman@pascocountyfl.net>; Laurie Schaediger <lschaediger@pascocountyfl.net>
Subject: Pasco Final UPWP

D7 Team,

In light of recent developments and discussions had during the MPOAC, I regret to inform you all that we must delay our submission. We will work diligently to get our



Federal Highway Administration
Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

Planning Comments –

Document Name: Pasco County UPWP FY 2026-2028

MPO: MPO

Date of Document: 2026

Date Received: March 17,
2026

Date Reviewed: April
8, 2026

District:
7

Reviewed by Teresa Parker

COMMENTS:

	Page #	Comment Type	Comment Description
		Critical/Enh/Edit	
23 CFR 450.308		Critical	Please go back through the entire draft UPWP to ensure that the following information is provided below. Does the UPWP identify work proposed for the next one or two-year period by major activity and task (including activities that address the planning factors in §450.306(a)), in sufficient detail to indicate <i>who</i> (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds? Planning factors included with descriptions KC
		Critical	Missing Information: Several sections appear to be cut off. Please review the document and update these sections. - Completed Studies: Please explain

			why several completed studies from previous UPWPs are listed in this new draft. Reviewed and updated
		Critical	The soft match for Federal PL funds, comprised of toll revenues, equates to 18.07%. Please calculate and provide specific dollar amounts for 2027 and 2028. Verified and Correct
		Critical	Please remove language regarding women, minority, and equity from the Title VI section. - The MPO is advised to review the provided Executive Orders and the October 2025 Interim Final Rule (IFR) links regarding Disadvantaged Business Enterprises (DBE), specifically the links included here Oct. 3, 2025 DOCR letter on the IFR and DBE IFR FAQ's Title VI Section language updated
		Critical	Please confirm if the Continuity of Operations (COOP) plan has not been updated since 2017? - Note that the MPO received a recommendation regarding security during the 2021 TMA Certification Review. COOP Plan reviewed 2024
		General	Direct Expenses: Any equipment purchase that is equal to or greater than \$5,000 must require the pre-approval of FDOT and FHWA per Section 200 of Title 2, USC. New Guidance: per 2 CFR 200.439 Equipment and other capital expenditures. Capital expenditures for special purpose equipment are allowable as direct costs, if items with a unit cost of \$10,000 or more have the prior written approval of the Federal agency or pass-through entity. https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.439 Language updated to new guidance

		General	Signed and approved resolution approving the final UPWP. Pending MPO Board approval
		General	Please ensure that Federal comments are included in the Final UPWP. Added
		General	Please ensure that all agreements and certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement are updated, signed and dated, and included in the final version of the document. MPO Board Chair will sign 5/21/2026

Joyner, Elisa

From: Morgan, Jason <jason.morgan1@dot.gov>
Sent: Friday, April 17, 2026 5:42 PM
To: Joyner, Elisa; Parker, Teresa (FHWA)
Cc: Ziegler, Suzanne; Olinger, Kelsey; Kowalczyk, Holly; Sherman, Michael; Sachnin, Robert (FTA); Little, Aries (FTA)
Subject: Re: District 7 Draft UPWPs

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon Elisa/Teresa,

Thank you for your patience as we completed the various UPWP reviews. In an effort to streamline, we have the following general comments that are applicable to the Hillsborough TPO, Forward Pinellas, and the Pasco County MPO:

- Please review 23 CFR part 420 for eligibility of administrative activities and FTA Circular 8100.D, as well as other applicable requirements, details and processes. **REVIEWED**
- The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable – including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT and transit providers. **Noted in UPWP Task 3.**
- If there is carryover funding from the prior-year UPWP, list those carryover amounts and activities in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover **activities. De-obligation noted**
- Please ensure the appropriate federal/non-federal is accounted for and reflected appropriately. **Funds accounted for in budget table notes**
- If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA programs, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the MPO). Friendly Reminder: Please incorporate the three C's process when programming transit funds with the appropriate transit agencies/authorities. **Noted in budget tables**
- Ensure activities are eligible under current requirements and Executive Orders before seeking reimbursement. **Acknowledged**



Jason S Morgan
Community Planner
Federal Transit Administration, Region IV
U.S. Department of Transportation
(404) 865-5619

On Fri, Apr 17, 2026 at 7:39 AM Joyner, Elisa <Elisa.Joyner@dot.state.fl.us> wrote:

Good morning! I wanted to follow up on the below request and see if there is an anticipated timeline of when we can expect comments back.

Thank you,

Elisa Joyner

Government Liaison

Florida Department of Transportation, District 7

11201 N. McKinley Drive, Tampa, FL 33612

Office - (813) 975-6449

From: Joyner, Elisa

Sent: Tuesday, April 14, 2026 10:10 AM

To: Morgan, Jason <jason.morgan1@dot.gov>

Cc: Tameka.Wimberly <Tameka.Wimberly@dot.gov>; Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>; Olinger, Kelsey <Kelsey.Olinger@dot.state.fl.us>; Kowalczyk, Holly <Holly.Kowalczyk@dot.state.fl.us>; Parker, Teresa (FHWA) <teresa.parker@dot.gov>

Subject: RE: District 7 Draft UPWPs

Good morning. Thank you for sending us your comments for Hernando-Citrus MPO's Draft UPWP. Comments are due back to the MPOs by **tomorrow, April 15th**, and we wanted to ensure that you had all the information and documents necessary to complete your review for Hillsborough TPO, Pasco MPO, and Forward Pinellas.

Please let me know if you need anything additional.

Thank you!

Elisa Joyner

Government Liaison

Florida Department of Transportation, District 7

11201 N. McKinley Drive, Tampa, FL 33612

Office - (813) 975-6449

From: Morgan, Jason <jason.morgan1@dot.gov>

Sent: Tuesday, April 7, 2026 4:54 PM

To: Joyner, Elisa <Elisa.Joyner@dot.state.fl.us>

Cc: Tameka.Wimberly <Tameka.Wimberly@dot.gov>; Ziegler, Suzanne <Suzanne.Ziegler@dot.state.fl.us>; Olinger, Kelsey <Kelsey.Olinger@dot.state.fl.us>; Kowalczyk, Holly <Holly.Kowalczyk@dot.state.fl.us>; Parker, Teresa (FHWA) <teresa.parker@dot.gov>

Subject: Re: District 7 Draft UPWPs

EXTERNAL SENDER: Use caution with links and attachments.

Thanks so much!



Jason S Morgan
Community Planner
Federal Transit Administration, Region IV
U.S. Department of Transportation
(404) 865-5619
jason.morgan1@dot.gov

On Mon, Apr 6, 2026 at 11:01 AM Joyner, Elisa <Elisa.Joyner@dot.state.fl.us> wrote:

Good morning! I understand there have been some challenges with email delivery during the recent software transition, so I wanted to ensure you received the draft UPWPs for review. For your convenience, I've reattached the previously sent emails containing the draft UPWP document and checklist for FTA review. Please let me know if you need anything additional.

Thanks!

Elisa Joyner

Government Liaison

Florida Department of Transportation, District 7

11201 N. McKinley Drive, Tampa, FL 33612

Office - (813) 975-6449

PLANNING ACTIVITIES

Access Management

Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.

Bicycle and Pedestrian Activities

Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.

Community/Government Liaison

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of various federal and state funded programs -Surface Transportation Block Grant Program, Transportation Alternatives Program, Transportation Regional Incentive Program, Small County Outreach Program, County Incentive Grant Program, and SUNTrail Program.

Corridor Planning Studies

Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.

On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

Design Traffic Forecast

Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.

Development of Regional Impact (DRI)

Assist in reviewing, monitoring, updating and providing support for DRI. The District will review DRIs pursuant to Rule 73C-40, Florida Administrative Code, and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.

Efficient Transportation Decision Making (ETDM) Process

The ETDM process was designed to accomplish the streamlining objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five-county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.

Comprehensive Plan Amendments

The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.

Intelligent Transportation Systems (ITS) Planning

The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.

Interchange Analysis

Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and Central Office and provide technical support and review for interchange operations, interchange modification, and new interchanges.

Level of Service (LOS)

Identify roadways that have a deficient LOS for existing and future conditions; determine level of need and determine timing of improvements. Assist Citrus, Hillsborough, Hernando, Pasco and Pinellas County staff in the update of their Level-of-Service analysis to current conditions and with Level-of-Service issues and training. Review and participate in the development of Action Plans/Corridor Studies on Level-of-Service issues. Advise and assist the Metropolitan Planning Organization(s), the Regional Planning Council and Local Government Staff. Apply LOS for Transportation Concurrency, where it is utilized, and Comprehensive Plan Amendment reviews. Update the database, charts and maps.

Long Range Transportation Plan (LRTP) Update and Maintenance

Provide technical and policy advisory assistance to the District MPOs in developing, updating and maintaining their LRTP through a coordinated and consistent effort using a single regional travel demand forecasting model, a single regional planning database and a mutually agreed upon set of modeling and planning assumptions. Provide State and Federal revenue forecasts and District transportation costs.

Conduct corridor studies, sub-area studies, and special transportation studies to support the on-going maintenance, update and implementation of the MPOs adopted LRTPs. This includes modeling support and other technical assistance, as needed, for Project Development and Environment (PD&E) and other special studies.

Develop, validate and maintain a set of systems planning models, land use allocation models and other analytical tools needed by the Department and MPOs to maintain their LRTPs and other planning studies and analysis. Models are used to validate the Tampa Bay Regional Planning Model and Tampa Bay Regional Land Use Allocation Model, including initial design and development of enhancements and initial testing of model performance and also validate special modeling techniques and analysis methodologies, as needed, for corridor, sub-area and special transportation studies.

Review the overall performance of the Tampa Bay Regional Planning Model and the Tampa Bay Regional Land Use Allocation Model in the maintenance of the MPOs LRTP and in the conduct of corridor and sub-area transportation studies to identify needed model enhancements and refinements.

Assist the MPOs with developing their long-range transportation plan by integrating the Strategic Intermodal System Second Five-Year Work Program and Cost Feasible Plan.

Mapping/Database Development

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

Modal Development

Modal Development Systems is the conduit that provides research and technical assistance to District agencies and MPOs concerning guidance and administration of State and Federal grants with the purpose of presenting economic growth through various multi-modal opportunities. Monitor and provide input on proposed and adopted State and Federal legislative issues related to transportation programs. Review and analyze availability of innovative financing methods and techniques for agency use. Participate in agencies' planning activities and coordinate agencies' planned freight movement and public transportation improvements with the Department's roadway improvement projects. Coordinate and participate in the development and implementation of the Strategic Intermodal System.

Multi-Modal Transportation Studies

Conduct or provide technical assistance for Multi-Modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.

Regional Transportation Planning Coordination

Support and participate in all levels of regional coordination and proposed activities among District MPOs including the Sun Coast Transportation Planning Alliance (SCTPA) (broad level policy direction for development of the regional transportation system); and the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.

Maintain a database of existing (2020) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

Travel Characteristics

Prepare and conduct surveys and analysis to maintain a current set of travel characteristics of the Tampa Bay area needed to validate planning models and provide needed data for plan updates, corridor and sub-area studies and special transportation studies.

Consultants may assist with tasks listed.

Appendix D - Acronyms and Definitions

3C: Continuing, Cooperative, and Comprehensive: The 3C planning process is a requirement included in the Infrastructure Investment and Jobs Act or its successors, and the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) joint planning regulations (23 Code of Federal Regulations (CFR), Part 450, and 49 CFR, Part 613). This process considers all modes of transportation when developing plans, programs, and operations for consistency and supports the transportation planning objectives of the metropolitan area.

ADA: Americans with Disabilities Act of 1990: A Federal law that requires public facilities, including transportation services, to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

AG: Agency: An official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the State or of a city; town; municipality; County; other local governing body; or a private, nonprofit transportation service-providing entity.

BCC: Pasco County Board of County Commissioners: The BCC is the legislative and policy-making body of the County government. The five members of the BCC are elected countywide from all districts. The BCC appoints the County Administrator and the County Attorney and confirms the appointment of department heads. They establish policy and make all budget decisions with regard to appropriation of funds to County departments, divisions, and some constitutional officers.

BPAC: Bicycle and Pedestrian Advisory Committee: A subcommittee formed by the MPO governing board to advise, address, and promote bicycle and pedestrian policies, programs, and plans as an alternative means of transportation.

CAC: Citizens Advisory Committee: An advisory committee utilized by most metropolitan planning organizations for citizen input into the transportation planning process.

CCC: Chairs Coordinating Committee: The goal of the CCC is to prioritize and find ways to address the challenging transportation needs of West Central Florida on a regional, long-range basis. Issues, such as mobility, access to jobs, goods movement, emergency evacuation, and growth management, are some of the concerns addressed. The CCC achieves these goals through the support and cooperation of its member agencies, partner entities, and advisory committees. It is composed of chairmen from the six-member MPOs, FDOT district secretaries (One and Seven), and the regional planning councils on a non-voting capacity.

CFR: Code of Federal Regulations: Compilation of the rules of the Executive Department and agencies of the Federal government.

CIP: Capital Improvement Program: A multiyear schedule of capital improvement projects, including

priorities and cost estimates, budgeted to fit the financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan, currently for a five-year period.

CMP: Congestion Management Process: A federally- mandated program which provides for the effective management of new and existing transportation facilities through development and implementation of operational and travel-demand-management strategies and by providing information to decision-makers on system performance and the effectiveness of implemented strategies. Although major capital investments are still needed to meet the growing travel demand, the CMP also develops lower-cost strategies that complement capital- investment recommendations. The result is more efficient and effective transportation systems, increased mobility, and a leveraging of resources. Prior to SAFETEA-LU, CMP was referred to as the Mobility Management System (MMS) in Pasco County.

CMS: Congestion Management System: A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance mobility of persons and goods; the process must be developed in Transportation Movement Areas (TMAs) and in use by October 1, 1997; the use of CMS in non-TMAs is left to the discretion of State and local officials in Florida; MPO will take the lead for the CMS in urbanized areas and the FDOT will take the lead elsewhere.

CST: Construction: The act of building or constructing a project.

CTC: Community Transportation Coordinator: The person responsible for arranging transportation for people who are elderly or low-income, or who have a disability who, because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life- sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202. This individual is appointed by a transportation entity competitively procured or recommended by the appropriate official planning agency, local coordinating board, and approved by the Commission to ensure that safe, quality- coordinated transportation services are provided or arranged in a cost-effective manner to serve the transportation disadvantaged in a designated service area.

CTD: Commission for Transportation Disadvantaged: Created in 1987, under Section 20.23, FS, to serve as a citizen's oversight board for the FDOT. The Commission is assigned to the FDOT for administrative and fiscal purposes. It functions independently of the control and direction of the FDOT. Composed of nine Commissioners appointed by the Governor and confirmed by the Florida Senate for four-year terms, the Commission is required to meet at least four times per year. The function is to review major transportation policy initiatives or revisions submitted by the FDOT pursuant to law, to recommend transportation policy to the Governor and Legislature, to serve as an oversight body for the FDOT, and to serve in the selection of the Secretary of Transportation.

EEO: Equal Employment Opportunity: Title VI of the Civil Rights Act of 1964 was the first federal law designed to protect U.S. employees from employment discrimination based upon that employee's (or

applicant's) presumed disadvantages (Public Law 88-352, July 2, 1964, 78 Stat. 253, 42 U.S.C. Sec. 2000e et. seq.). The Title also established the U.S. Equal Employment Opportunity Commission to assist in the protection of U.S. employees from discrimination.

EO: Executive Order: An order or directive issued by the head of the executive branch at some level of government. The term *executive order* is most commonly applied to orders issued by the President, who is the head of the Executive Branch of the Federal Government. Executive orders may also be issued at the state level by a state's governor or at the local level by the city's mayor.

EST: Environmental Screening Tool: This allows resource and regulatory agencies and the public to comment on potential impacts of candidate transportation projects during the development stage of the project.

ETDM: Efficient Transportation Decision Making: An FDOT initiative to improve and streamline the environmental review and permitting process by involving resource protection agencies and concerned communities from the first step of planning. Agency interaction continues throughout the life of the project, leading to better quality decisions and an improved linkage of transportation decisions with social, land use, and ecosystem preservation decisions.

FAA: Federal Aviation Administration: Provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of U.S. aerospace safety. As the leading authority in the international aerospace community, the FAA is responsive to the dynamic nature of customer needs, economic conditions, and environment concerns.

F.A.C.: Florida Administrative Code: A set of administrative codes regulating the State of Florida.

FAW: Florida Administrative Weekly: The publication in Florida where proposed rules, workshops, hearings, and final rules are advertised for public notice.

FD: Federal Funds: Funds distributed from the Federal government for transportation projects which includes Federal expenditures or obligation for the following categories: grants, salaries and wages, procurement contracts, direct payments for individuals, other direct payments, direct loans, guaranteed or insured loans, and insurance. Dollar amounts can represent either actual expenditures or obligations. The FHWA is the largest single source of funding for shared-use paths, trails, and related projects in the U.S. Until 1991, Federal highway funds could be used only for highway projects or specific independent bicycle transportation facilities. Now, bicycle and recreational trails, pedestrian projects and programs are eligible for nearly all major Federal highway funding programs.

FDOT: Florida Department of Transportation: A State governmental agency responsible for transportation issues and planning in Florida.

FHWA: Federal Highway Administration: A division of the USDOT responsible for administration of Federal highway transportation programs.

FS: Florida Statutes: The laws governing the State of Florida.

FTA: Federal Transit Administration: A division of the USDOT responsible for transit/multimodal planning and federal programs.

FY: Fiscal Year: A budget year that runs from July 1 through June 30 for the State of Florida, and from October 1 through September 30 for the Federal and County Governments.

GTB: Greenway, Trails, and Blueways Plan: A master plan developed by Pasco County that will protect open space that is managed for conservation and/or recreation. The focus when forming this plan is to utilize the natural land or water features, like ridges or rivers, or human landscape features, like abandoned railroad corridors or canals; and linking natural reserves, parks, and cultural and historic sites with each other and, in some cases, with populated areas. GTB not only protect environmentally sensitive lands and wildlife, but also can provide people with access to outdoor recreation and enjoyment close to home; i.e., walking, bicycling, hiking, canoeing, etc.

JPA: Joint Participation Agreement: A legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.

LCB: Local Coordinating Board for the Transportation Disadvantaged: An advisory board, which provides information, advice, and direction to the CTC. Serves in an advisory capacity over the TD program in Pasco County. The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the CTC. The CTC is responsible for arranging transportation for people who are elderly, low-income, or who have a disability. The membership is comprised of agencies and citizens. The PCLCB rotates meetings in different areas of Pasco County (New Port Richey,

Land O' Lakes, and Dade City) on a quarterly basis.

LEP: Limited English Proficiency: Individuals who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.

LF: Local Funds: Any funds other than State or Federal that are applied to the planning program are considered local funds.

LG: Local Government: An elected and/or appointed public body existing to coordinate, govern, plan, fund, and administer public services within a designated, limited geographic area of the state. Their Staff Services Agreement with Pasco County to provide certain provisions to the "host agency" (County), such as professional, technical, or administrative support, that is deemed necessary to implement programs, such as the Local Government Comprehensive Plan.

LRTP: Long Range Transportation Plan: A document resulting from a regional or statewide process of collaboration and consensus on a region or State transportation system. This document serves as the defining vision for the region or State's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.

MMS: Mobility Management System: MMS in Pasco County is now known as Congestion Management Process. See CMP.

MMT: Multimodal Transportation: MMT covers all modes of transportation, including vehicle, mass transit, rail, aviation, bicycle, and pedestrian activity.

MOE: Measure of effectiveness: A criterion used to assess changes in the transportation system behavior, capability, or operational environment that is tied to measuring the attainment of an end state, achievement of an objective, or creation of an effect. The focus is on the results or consequences of task execution and provides information that guides decisions to take additional or alternate actions.

MPO: Metropolitan Planning Organization: A Federally funded and mandated organizational entity designated by Federal law (23 U.S.C., Section 134-135) as provided in 23 U.S.C., Section 104(f)(3), that has the lead responsibility for developing transportation plans and programs for urbanized areas with a population over 50,000 and also serves as the created to ensure that existing and future expenditures of governmental funds for transportation projects and programs based on a continuing, cooperative, and comprehensive (3-C) planning process. Transparency through public access to participation in planning process and electronic publication of plans is now required.

MPOAC: MPO Advisory Council: Created by the 1984 Florida Legislature pursuant to Section 339.175(11), Florida Statutes. The MPOAC was created with the primary purpose and duty to assist the Florida MPOs by serving as the principal forum for collective policy discussion pursuant to law, to serve as a clearinghouse for review and comment on the Florida Transportation Plan, and on other issues required to comply with Federal or State law in carrying out urbanized transportation planning processes.

PCATS: Pasco County Area Transportation Study: Refers to Pasco County as the area for which the MPO is responsible.

GoPasco: The Pasco County agency that contracts with operators to provide passenger transportation service operating on established schedules along designated routes or lines with specific stops and designed to move relatively large numbers of people at one time. Passenger transportation service operating on an on-demand basis, where there are flex-routes that are determined by the passenger's traveling needs.

PGM: Planning and Growth Management: A full-service department that oversees, conducts, and manages the growth of Pasco County by preparing and ensuring the implementation and consistency of the Comprehensive Plan by enforcing the various land development codes and ordinances. PGM includes the implementation of relevant Florida Statutes and Florida Administrative Code into long-range planning, achieving the objectives identified by the Board of County Commissioners through coordination with the State, Tampa Bay Regional Planning Council, and other interested parties.

PIP: Public Involvement Plan: The PIP specifically addresses the Long-Range Transportation Plan. It supports the PPP's goals but provides detailed information on how the public can be involved in the LRTP's planning activities, such as providing information in regard to specific dates of public workshops, public hearings, and committee meetings and other public involvement activities.

PL: Planning Funds: Funds that are provided through each Federal highway act. The distribution of PL funds is accomplished through a formula developed by the FDOT in consultation with the MPOs and must be approved by the FHWA.

PPP: Public Participation Plan: The Pasco County PPP was originally adopted in 2004 following the requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). In 1998, ISTEA was A continued strong Federal emphasis on public participation resulted from the 1991 ISTEA, requiring that the public participation plans of the metropolitan planning process "shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan." Metropolitan public participation or involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

PT: Public Transit: The transporting of people by conveyances or systems of conveyances traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmental or privately owned. Transportation by bus, rail, or other conveyance, either publicly or privately owned, which provides to the public general or special service on a regular and continuing basis. Also known as "mass transportation," "mass transit," "transit," and "paratransit."

RLRTP: Regional Long Range Transportation Plan: Planning that addresses issues such as transportation, environment, social, and economic concerns that are looked at on a larger basis than municipality by municipality. Planning on a regional level can be very beneficial as it allows cities, towns, and districts to pool resources, and tools that will be beneficial for the region as a whole.

RPC: Regional Planning Council: A planning and public policy agency. Activities include responding to statutory requirements and to identify the long-term challenges and opportunities facing and assisting the region's leaders in developing and implementing creative strategies that result in more prosperous communities, a healthier and cleaner environment, and a more vibrant economy.

RR: Railroad: A track consisting of steel rails usually fastened to wood or concrete ties designed to carry a locomotive and its cars or anything similar.

SB: Senate Bill: The principal vehicle employed by lawmakers for introducing their proposals (for example, enacting or repealing laws) in the Senate. The bills are designated S.1, S.2, and so on, depending on the order in which they are introduced; they address either matters of general interest (public bills) or narrow interest (private bills).

SR: State Road: Roads maintained by the FDOT or a toll authority are referred to officially as State Roads, abbreviated SR. SRs are always numbered; in general, the numbers follow a grid. Odd

numbered roads run north-south, and even numbered roads run east- west. One- and two-digit numbers run in order from 2 in the north to 94 in the south, and A1A (formerly 1) in the east to 97 in the west (99 used to exist but is now a County road). The major cross-State roads end in 0 and 5.

TAC: Technical Advisory Committee: An advisory committee of most MPOs that consists of professional and technical planners, engineers, and other appropriate disciplines. Their function is to provide advice on plans or actions relating to transportation issues.

TAG: Technical Advisory Group: The technical advisory group for FDOT's Urban Corridor Program (Transit).

TBRPC: Tampa Bay Regional Planning Council: An organization that promotes communication, coordination, and collaboration among local governments, MPOs, and other local regional authorities on a broad range of regional issues, including transportation and land use planning.

TCAP: Tri-County Access Plan: Pasco, Pinellas, and Hillsborough County partnered together to develop a coordinated public transit-human services transportation plan that stemmed from a new Federal legislation requirement for all urbanized areas. The plan identifies the transportation needs of older adults, persons with disabilities, and individuals with lower incomes; inventories existing transportation services available for these groups; identifies gaps and overlaps in existing services; develops strategies to address the gaps and overlaps; and utilizes the JARC, NF, and Elderly Individuals and Individuals with Disabilities Programs.

TD: Transportation Disadvantaged: People, including children as defined in Section 411.202, Florida Statutes, who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high- risk or at-risk as defined in s. 411.202.

TDP: Transit Development Plan: A short-term, 10-year plan (updated every five years) that identifies the intended development of transit, including equipment purchase, system management, and operations.

TDSP: Transportation Disadvantaged Service Plan: A five-year implementation plan with annual updates developed by the CTC and the planning agency which contains the provisions of service delivery in the coordinated transportation system. The plan shall be reviewed and recommended by the

local coordinating board.

TA: Transportation Alternatives: Federal funds provided to the states for safe bicycle and pedestrian facilities, scenic routes, beautification, restoring historic buildings, renovating streetscapes, or providing transportation to museums and visitors centers, etc., under 23 U.S.C. 101(a) and 133(b)(8).

TIP: Transportation Improvement Program: A priority list of transportation projects developed by an MPO that is to be carried out within the five-year period following its adoption; it must include documentation of Federal and State funding sources for each project and be consistent with adopted local comprehensive plans. The TIP is designed to implement the goals and objectives of the Long-Range Transportation Plan (LRTP).

TMA: Transportation Management Area: A special designation given to all urbanized areas with a population of over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; and requires being identified in 23 CFR 450.300-336.

TP: Transportation Plan: The official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area, in accordance with 23 U.S.C. 134, 23 U.S.C. 135, and 49 U.S.C. 5303. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.

UPWP: Unified Planning Work Program: An annual planning work program developed by the MPO that identifies all transportation activities and the associated budget to be undertaken in the metropolitan area.

U.S.C.: United States Code: Contains a consolidation and codification of all general and permanent laws of the United States of America.

USDOT: United States Department of Transportation: A department in the United States government whose mission it is to serve the Country by ensuring a fast, safe, efficient, accessible, and convenient transportation system, while enhancing quality of life today and in the future through its planning process.

Appendix E– MPO Travel Policy

BY THE PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION

RESOLUTION NO. 18-167

**A RESOLUTION BY THE PASCO COUNTY METROPOLITAN PLANNING
ORGANIZATION APPROVING THE REIMBURSEMENT OF PASCO COUNTY
GOVERNMENT PER DIEM AND MILEAGE**

WHEREAS, the Pasco County Metropolitan Planning Organization (MPO) is responsible for administering the State and Federal transportation process in Pasco County; and

WHEREAS, Section 112.061(14)(a)(5), Florida Statutes, allows any metropolitan planning organization to establish, by resolution, per diem and mileage reimbursement rates if those rates are not less than the statutorily established State rates; and

WHEREAS, the Pasco County MPO staff and elected officials are required to attend training and workshops outside of Pasco County; and

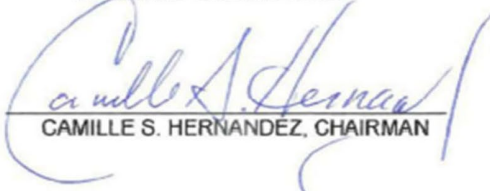
WHEREAS, the Florida Department of Transportation (FDOT) has previously reimbursed the Pasco County MPO staff and elected officials at the State per diem and mileage reimbursement rates, which are less than the Pasco County government rates.

NOW, THEREFORE, BE IT RESOLVED by the Pasco County Metropolitan Planning Organization, in regular session duly assembled, that the Pasco County MPO staff and its elected officials will be reimbursed for per diem and mileage consistent with the Pasco County government rates as outlined in the Staff Services Agreement. As required by Section 112.061(14)(b), Florida Statutes, such reimbursement rates shall apply uniformly to all travel by the Pasco County MPO staff and its elected officials.

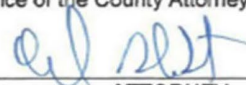
DONE AND RESOLVED this 10th day of May, 2018.



PASCO COUNTY METROPOLITAN
PLANNING ORGANIZATION


CAMILLE S. HERNANDEZ, CHAIRMAN

APPROVED AS TO LEGAL FORM AND SUFFICIENCY
Office of the County Attorney

BY: 

ATTORNEY



Travel Policy

Revised January 1, 2020

Page 11

Contents

Purpose.....3

Official County Business.....3

Meals & Incidentals (M&IE)5

Travel in a County-Owned Vehicle6

Lodging Tax/Sales Tax.....7

Required Travel Forms.....7

Purpose

The purpose of the County's travel and business expense policy and procedures is to provide guidelines for payment of authorized travel expenses in an efficient, cost effective manner, and to enable the County travelers to successfully execute their local and non-local travel requirements at the lowest reasonable costs, resulting in the best value for the County.

Official County Business

The County may pay traveling expenses or reimburse traveling expenses for the following individuals as described in this policy for travel related to official County business:

- Elected officials
- County employees
- Volunteers performing substantial services for the County
- Candidates for hard to fill and director level and above positions, with preauthorization from the County Administrator

The County will not pay travel related expenses for guests accompanying the County official or employees that are not employed by the county (spouse, children, etc.).

Travelers must select the method most advantageous to the County, when cost and other factors are considered. Travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, travelers must consider:

- Total cost to the County (including costs of per diem, overtime, lost work time, and actual transportation costs)
- Total distance traveled
- Number of locations visited
- Number of travelers

Reimbursable Travel Expenses Related to Official County Business

County travelers are entitled to submit a claim for actual and necessary expenses for authorized travel. All expenses require a receipt or proper documentation in order for reimbursement of the expense to be issued. Below is the list of the reimbursable travel expenses for authorized travel.

MILEAGE

For use of a personal vehicle while conducting official County business will be reimbursed according to current IRS provisions and rates, which includes deducting commute mileage on the traveler's normally scheduled work day

HOTEL

Expenses for overnight travel when overnight travel is necessary. If the travel on official county business can be conducted within the hours of a normal work day, the county will not reimburse for overnight lodging

AIRFARE

Which also includes taxes and fees related to the flight baggage. (1 checked bag per traveler unless additional baggage is pre-authorized) Early Bird Check-In, cancellation, and other fees related to changes to an itinerary

MEALS

(See Meals & Incidentals (M&IE)" section below for travel related meals) For interviews, meetings that are open to the public, meetings approved for use of the County Administrator's Discretionary Fund, and for *Destination Management Organization only- when entertaining vendors*, with receipt documentation

TOLLS

Requires documentation:

- Receipts

- Printout from Sunpass, Florida's Turnpike Authority or other transit authorities detailing tolls associated with a particular route

the trip and 100% for the other days

- There will be no reimbursement for meals and incidentals expenses beyond the published rates
- The value of any meal(s) included in the registration fees shall be deducted from the traveler's reimbursement
- If all 3 meals are provided for the day, the traveler is not entitled to the \$5 incidental rate
- There will be no reimbursement for meals and incidentals for local travel when the distance of the trip is within 70 miles (one way) of the traveler's normally assigned work location
- The County will reimburse 75% of the daily per diem rate, less any meals provided, for local travel when the distance of the trip exceeds 70 miles (one way) of the traveler's normally assigned work location
- For out of country travel the County will reimburse Meals & Incidentals in accordance with the current MI&E rates published on the U.S. Department of State website at https://iaoprals.state.gov/Web920/per_diem.asp in conjunction with Appendix B that provides the breakdown for the cost of each meal https://aoprals.state.gov/content.asp?content_id=114&menu_id=75. A maximum of \$5 will be paid for out of country incidentals

Note: Meal receipts are not necessary for M&IE travel reimbursement claims

Travel in a County-Owned Vehicle

Upon approval of the department head, county employees may drive a county-owned vehicle for travel on official county business. If a department does not have a readily available department vehicle, travelers may obtain a motor pool vehicle from the Fleet Management Department.

- No mileage reimbursement may be claimed by an individual for travel in a county-owned vehicle. A fuel card, as provided by Fleet Management, will be used to refuel the vehicle
- Commuting: when it is necessary for the employee or County Official to drive a county-owned vehicle to and from work, the county will account for the taxable fringe benefit as required by current IRS regulations. See IRS Publication 15-B related to Commuting Rule for employees

PARKING FEES

Requires receipt documentation

FUEL

For county owned vehicles or rental vehicles, with receipt documentation

RENTAL CARS

Expenses for rental cars for out of state travel, when taxis are not the most advantageous option. Travelers should always **decline** insurance, as it is covered under the County's risk policies. No insurance expenses related to rental cars will be reimbursed by the County

TRANSPORTATION SERVICES

Including, but not limited to, Uber, Lyft and other local taxi, bus, or train services

TIPS

Not to exceed 20% of the total bill, are allowed for transportation services only.

Exception: For use by the *Destination Management Organization only*- tips, not to exceed 20% of the total bill, are allowed for meals and other services, when entertaining or meeting with vendors

OTHER REIMBURSABLE EXPENSES

Related to official county business include:

- Internet, fax, or copy fees

- Travel insurance

- Booking Fees

- Other business related expenses deemed reasonable and necessary by the department head

Meals & Incidentals(M&IE)

The County will reimburse Meals & Incidentals costs in accordance with the current M&IE rates published on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates> based on the appropriate fiscal year and zip code of the location where traveler will be working while on official travel. Incidental costs are defined as additional expenses related to sustenance.

- The County will reimburse 75% of the per diem rate for the first and last day of

Page IS

Lodging Tax/Sales Tax

When the County pays for in-state lodging using a County purchasing card, no lodging tax may be applied by the vendor. If a traveler uses a personal method of payment for in-state lodging, any lodging taxes incurred will not be reimbursed by the County.

The County is exempt from Florida sales tax when paying with a County purchasing card. A traveler using a personal method of payment is not exempt from Florida sales tax. Any Florida sales tax expenses incurred by the traveler using a personal method of payment will not be reimbursed by the County.

Required Travel Forms

In order to be eligible for reimbursement travelers must complete the following forms in the Employee Expense Module in Munis:

[TRAVEL AUTHORIZATION REQUEST](#)

The Travel Authorization Request is prepared in advance of requested travel and is required to obtain authorization to travel, this includes all emergency travel. This form provides information about the purpose of the travel, an estimated cost and related budget account numbers. Travel expenses will not be reimbursed for unauthorized travel.

[TRAVEL REIMBURSEMENT CLAIM](#)

The Travel Reimbursement Claim is submitted after approved travel is completed. It contains all details of the travel, including the daily costs of M&IE, lodging, transportation, and registration fees and should have the following documentation attached:

- Itemized receipts for expenses
- GSA rate breakdown for location and dates traveled
- For toll expenses the traveler may obtain receipts or print and attach documentation from Sunpass at: <http://floridasturnpike.com/To11Calc/index.htm>

- For overnight travel- documentation of official county business(meeting agenda, class certification letter, etc.)
- For mileage use an online map resource such as MapQuest or the current map from Florida Department of Transportation

A Travel Reimbursement Claim must be completed for every approved Travel Authorization Request. The Travel Reimbursement Claim should be completed and submitted within 14 days of returning from travel.

MILEAGE REIMBURSEMENT CLAIM <for local travel not requiring overnight accommodations>

The Mileage Reimbursement Claim is submitted after approved local travel is completed, and includes the details of mileage incurred, as well as parking fees and tolls. All Mileage Reimbursement Claims should be submitted within 14 days after returning from travel, or if submitting for a monthly mileage reimbursement claims should be submitted within 14 days after the month end. In addition, all Mileage Reimbursement Claims must have the following documentation attached:

- Itemized receipts for expenses
- For toll expenses the employee may obtain receipts or print and attach documentation from Sunpass at: <http://floridasturnpike.com/To11Calc/index.htm>
- For mileage use an online map resource such as MapQuest or the current map from Florida Department of Transportation

This policy was revised and adopted by the Pasco County Board of County Commissioners Resolution No. 20-094 on 03/10/20 to address local and foreign travel.



BYLAWS

PASCO COUNTY

METROPOLITAN PLANNING ORGANIZATION

BOARD

Revised: October 14, 2021

PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION
BOARD BYLAWS

Revised October 14, 2021

ARTICLE I. NAME

The name of the organization shall be the Pasco County Metropolitan Planning Organization for the Pasco County Urbanized Area, hereinafter referred to as the "MPO".

ARTICLE II. GENERAL

- A. The purpose of these Bylaws is to inform the public of the MPO's business, operations, delegation of authority, internal departments, and other related transportation matters. The MPO will follow the Federal, State, and local laws and requirements set forth for transportation planning for all modes of travel and to provide the guiding policy and programmatic framework for investments for growth and development of the transportation infrastructure.
- B. Federal Public Law 112-141(Moving Ahead for Progress in the 21st Century, a.k.a. MAP- 21) was signed into law on July 6, 2012; its intent is to provide procedures, policies, and guidelines for carrying out a streamlined, performance-based, and multimodal planning process for the urbanized area in Pasco County.
- C. Section 339.175, Florida Statutes, specifies the authority and responsibility of the MPO, in a continuing, cooperative, and comprehensive transportation planning process with the State of Florida, for the Pasco County Urbanized Area that is consistent with the Federal laws and regulations.

ARTICLE III. FUNCTIONS

The MPO, in cooperation with the State of Florida, shall be responsible for the transportation planning process in the Pasco County Urbanized Area and shall carry out the following functions:

- A. To develop the planning work programs, transportation plans, and transportation improvement plans and agreements required by Section 339.175, Florida Statutes;
- B. To be the forum used for cooperative transportation decision-making by principal elected officials of general-purpose local governments;
- C. To assure eligibility of the Pasco County Urbanized Area for receipt of Federal, State, and local capital and operating assistance;
- D. To promote the coordination of transportation planning and programming in accordance with Federal, State, and local statutes and requirements; and
- E. To develop and adopt a transportation plan as a product of and subject to modification by the continuous, comprehensive and cooperative transportation planning program.

ARTICLE IV. GOVERNING BOARD MEMBERSHIP AND OFFICERS

- A. The MPO governing board is comprised of local governments designated by the Governor of the State of Florida. In addition, a representative is designated from the Florida Department of Transportation as a non-voting advisor to the MPO.
- B. Membership of the governing board shall include elected officials of general-purpose local governments pursuant to the most recent Interlocal Agreement for Designation or Re-designation of the MPO (hereinafter referred to as “Interlocal Agreement”). The members shall elect a chairman and vice-chairman. The authority and duties of the MPO's officers shall be as follows:

- 1. Chairman

The Chairman shall preside at all meetings, public forums, and public hearings of the Pasco County MPO governing board. They shall sign, on behalf of the MPO, contracts and other legal instruments, and shall perform such other duties as, from time to time, may be assigned to them by the MPO. The Chairman shall also have authority to call or cancel meetings of the MPO, either regular or special, and to direct the preparation of the agenda for the meetings.

- 2. Vice-Chairman

The Vice-Chairman, during the absence of the Chairman or if the Chairman is otherwise unable to serve, shall perform the duties of the Chairman until the Chairman is in a position to reassume the Chairman's responsibilities.

- 3. Quorum

At least five (5) of the voting members of the MPO, or their officially appointed alternate(s), must be present for the MPO to take action.

- 4. Procedures

The MPO governing board shall follow the most recent Rules of Procedure adopted by the Pasco County Board of County Commissioners (BOCC Rules of Procedure), except for any BOCC Rules of Procedure that are inconsistent with these Bylaws, the Interlocal Agreement, or Section 339.175, Florida Statutes. For any procedural issues that are not addressed by the BOCC Rules of Procedure, these Bylaws, the Interlocal Agreement, or Section 339.175, Florida Statutes, the latest edition of Roberts Rules of Order should be used to govern proceedings of the MPO.

ARTICLE V. OFFICERS

- A. Election of officers shall be held at the first meeting of the calendar year of the MPO by majority vote of the voting members thereof.
- B. The term of office shall commence upon election and shall continue for one (1) year thereafter. No officer shall serve more than two (2) consecutive years in the same office.
- C. Vacancies of any officer who shall cease to serve on the MPO in such capacity shall be filled by majority vote of the voting members of the MPO from the remaining MPO members for the balance of the term for said office.

1. MPO Staff

The staff of the MPO shall have the duties and responsibilities set forth in the most recent Agreement for Staffing and Administration services by and between the Pasco County Board of County Commissioners and the MPO.

2. Committees

Each member of the MPO may be appointed to one or several standing committee(s) that is responsible for an area of MPO planning and coordination responsibility. The number and functions of each committee shall be determined by the MPO. In addition, the MPO may appoint or approve advisory committees, including a technical advisory committee, a citizens' advisory committee, and a bicycle and pedestrian advisory committee, for the purpose of assisting the MPO in carrying out their transportation functions.

ARTICLE VI. MPO Executive Director

- A. The Executive Director shall report directly to the MPO governing board for all matters regarding the administration and operation of the MPO. The MPO Executive Director and MPO staff shall be county employees; however, the MPO staff shall be an autonomous unit within the Development Services Branch of the County. Compensation for the MPO Executive Director and MPO staff shall be established by the person responsible for hiring such positions, subject to any salary constraints established by the County. The Pasco County Assistant County Administrator for Development Services, with the assistance of the County Human Resources Department, shall be responsible for hiring the MPO Executive Director, subject to the confirmation of the MPO governing board. The Pasco County Assistant County Administrator for Development Services and/or the Pasco County Administrator shall have the exclusive authority to suspend, discharge or remove the MPO Executive Director.
- B. The Executive Director shall assist the MPO Chairperson in preparation and dissemination of agendas, notices, correspondence and reports.
- C. The Executive Director shall be authorized to take such actions, such as, but not limited to, signing all federal and state invoices for reimbursement of transportation planning expenses, as may be required consistent with applicable statutes, ordinances and MPO Board approved agreements to enable the MPO to achieve its purposes, including in emergency situations.
- D. The Executive Director shall be authorized to sign any new agreements, invoices or task orders containing obligations that are less than \$50,000 but shall place such signed agreements, invoices or task orders on the MPO Board agenda as a noted item.
- E. In the absence of the Executive Director, the ACA, or the ACA's designee, shall be authorized to perform any duties of the Executive Director including, without limitation, those duties authorized by this Article VI and Article VII.

ARTICLE VII. Emergency Situations

- A. In cases of emergencies, the Executive Director is authorized to make decisions on staffing, procurements, and continuity of operations, as needed and in documented consultation with the ACA and with a written notice to the MPO Chairman (or next successor) when conditions warrant.

- B. In the event of a federal, state, or locally declared emergency which prevents the MPO Board from convening:
- a. The Executive Director is authorized to approve amendments to the Transportation Improvement Program (TIP) if said amendments either add a project already in the Long Range Transportation Plan to the TIP, or to add projects or phases of a project with a construction budget of five million dollars or less; and
 - b. The Executive Director shall execute amendments, supplements, and administrative documents, contracts, Unified Planning Work Programs and other time sensitive agreements as needed to meet mandatory deadlines, to implement action taken by the MPO Board, or to reflect available funding or for de-obligation purposes.
- C. Authorizations and actions in accordance with state and federal laws bestowed upon the Executive Director shall not affect the allocation of funds to or by the MPO or approved project priorities and shall be subject to ratification by the MPO Board.

ARTICLE VIII. GENERAL AGENCY INFORMATION

- A. The principal office of the MPO is the Pasco County Government Center, 8731 Citizens Drive, Suite 320, New Port Richey, Florida 34654. All MPO publications, forms, and documents are available at the above-referenced location during the office hours at 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.

1. Public Information and Inspection of Records

Except for any public records that are legally exempt, all MPO documents, publications, or recorded actions shall be public records and available for public inspection at the MPO office or on the MPO website at www.pascompo.net. MPO records may be examined in the offices of the Pasco County MPO, 8731 Citizens Drive, Suite 320, New Port Richey, Florida, and copies shall be provided in accordance with Chapter 119, Florida Statutes.

2. Public Access to Agency

Except for any proceedings or records that are legally exempt, the public shall have access to all MPO proceedings and the statutory authority for all MPO restrictions, regulations, plans, and programs.

3. Governing Board Meetings and Workshops

- (a) Regular meetings of the MPO governing board shall be held at 10:00 a.m., the second Thursday of every other month beginning in February. Called meetings may be necessary to accommodate MPO needs. The meetings will be held in the Board of County Commissioners' Board Room, First Floor, 8731 Citizens Drive, New Port Richey, Florida, or at the Pasco County Historic Courthouse, Board Room, Second Floor, 37918 Meridian Avenue, Dade City, FL 33525 or at another such place, date or time as the MPO shall designate by notice prior to the meeting.
- (b) Notice of all MPO meetings and committee meetings, whether regular, special, or workshop, shall be displayed on the MPO and County websites: www.pascompo.net and www.pascocountyfl.net at least

five (5) days prior to a meeting or to cancel any regularly scheduled meeting of the MPO.

- (c) The Agenda or notice shall contain the time, date, address, and a brief description of the event.
- (d) A meeting, for the purpose of notice herein, is limited to a gathering for the purpose of conducting public business by the MPO. No official action shall be taken without a quorum of the MPO voting members being present.
- (e) A workshop is a conference where a quorum of the members of the MPO are present, or committees designated by the MPO are meeting, for the specific purpose of rule drafting or other informational presentations or discussions, at which time no official votes are to be taken or policy adopted.
- (f) A committee meeting, for the purpose of notice herein, is a meeting of committee members designated by the MPO or Chairman for the specific purpose of reviewing and making recommendations for MPO action upon activity within the scope of the MPO's authority.
- (g) The MPO may call a special meeting upon a majority vote of the MPO members. Special meetings may also be called by the MPO's Chairman. All special meetings shall be held in a location specified in the notice of such meeting.
- (h) The MPO may hold an emergency meeting for the purpose of acting upon emergency matters affecting the public health, safety, and welfare.
- (i) Whenever an emergency meeting is scheduled to be held, the MPO shall notify at least one major newspaper of general circulation in the area where the meeting will take place and post the time, date, place, and purpose of the meeting on the MPO and County websites.
- (j) Minutes shall be taken of all meetings and workshops of the MPO governing board and MPO advisory committees in accordance with Section 286.011, Florida Statutes.

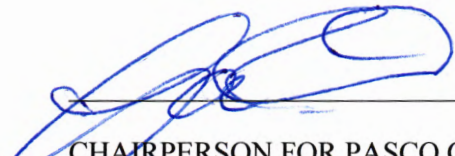
ARTICLE IX. AGENDA OF MEETINGS AND WORKSHOPS

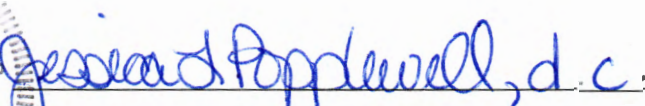
- A. At least five (5) to seven (7) days prior to a meeting or workshop, the MPO shall have prepared, and shall make available, an agenda for distribution on the request of any interested person.
- B. The agenda shall list the items in the order they are to be considered. If directed by the Chairman, items on the agenda may be considered out of their stated order.
- C. The agenda shall be specific as to items to be considered. All matters involving the exercise of MPO discretion and policy making shall be listed and summarized on the agenda. Additions to agenda items shall be for consideration of solely ministerial or internal-administrative matters which do not affect the interests of the public generally, unless the public has been provided with an opportunity to be heard on such matters in accordance with Section 286.0114, Florida Statutes, or the matter is otherwise exempt from the requirements of Section 286.0114, Florida Statutes.
 - (a) The MPO shall provide that the meeting or workshop shall be open to the public unless specifically provided otherwise by law.

ARTICLE X. REVISIONS

- A. The MPO Bylaws may be revised by an affirmative vote of two-thirds of the members present provided the proposed change(s) is/are provided to all members at least five (5) working days in advance. All proposed revisions shall be voted on at regular meetings.
- B. These Bylaws and any and all revisions to the Bylaws will supersede any previous versions and become effective upon affirmative vote of two-thirds of the members present.

PASCO COUNTY METROPOLITAN PLANNING
ORGANIZATION BOARD



CHAIRPERSON FOR PASCO COUNTY
METROPOLITAN PLANNING ORGANIZATION

NIKKI ALVAREZ-SOWLES, ESQ.
PASCO COUNTY CLERK & COMPTROLLER

Dated this 14th day of October 2021