



**Miami-Dade Transportation
Planning Organization**



UNIFIED PLANNING WORK PROGRAM

for Transportation Planning Activities

Fiscal Years 2023 and 2024

 www.miamidadetpo.org

**150 West Flagler Street Suite 1900
Miami, Florida 33130**

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TPO

Miami-Dade Transportation Planning Organization

Unified Planning Work Program for Transportation Planning Activities

Fiscal Years 2023 and 2024
Period of July 1, 2022 to June 30, 2024

Approved by the Miami-Dade Transportation Planning Organization on
May 5, 2022

Miami-Dade TPO Governing Board Chairman

Prepared by:
Miami-Dade Transportation Planning Organization

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Cost Analysis Certification

Miami-Dade TPO

Unified Planning Work Program - FY 2023-2024

Adopted 5/5/2022

Revision Number: Initial Adoption

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

Name: Ken Jeffries

Planning Manager, District 6
Title and District

DocuSigned by:


Signature

5/4/2022

INTRODUCTION

The Miami-Dade Transportation Planning Organization (TPO), in its role as the Miami-Dade Metropolitan Planning Organization (MPO), was mandated by the Federal Highway Act of 1962 as a condition to receive adequate funding for transportation-related initiatives for urbanized areas. An Urbanized Area (UZA) is determined by the U.S. Census as a contiguous area with a population exceeding 50,000. An UZA with a population over 200,000 is further defined as a Transportation Management Area (TMA). In the 2010 Census, the estimated population within the Miami UZA/TMA was over 5.5 million, encompassing parts of Miami-Dade, Broward, and Palm Beach Counties, and a small area of Martin County. At this time, the 2020 Census has not been published. Due to the size and complexity of the Miami UZA/TMA, three (3) Metropolitan Planning Organizations (MPOs) were designated for the Southeast Florida region: the Miami-Dade TPO, the Broward Metropolitan Planning Organization (MPO), and the Palm Beach Transportation Planning Agency (TPA).

The Miami-Dade TPO is responsible for the Metropolitan Planning Area (MPA), generally defined by the Miami-Dade County boundaries. The combined MPAs of the Miami-Dade TPO, Broward MPO, and Palm Beach TPA encompass the entire Miami UZA, plus the contiguous area expected to become urbanized within a 20-year forecast period.

Figure 1 provides a map of the Southeast Florida region, the Miami UZA/TMA, and the respective planning area (MPA) for the Miami-Dade TPO.

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

Miami-Dade County provides local revenue funds to the Miami-Dade TPO. These are monetary sources for the approved budget in this UPWP. Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$2,360. The Miami-Dade TPO pays a county

service fee, which is a de minimis rate of 10% of staff salaries only (not including fringes).

As per federal requirements, a priority of the Miami-Dade TPO is to carry on a continuing, cooperative, and comprehensive metropolitan transportation planning process, for the provision of efficient transportation facilities while providing effective community participation. Per federal and state requirements, the Miami-Dade TPO is required to create a 20-year Long Range Transportation Plan (LRTP), a 5-year Transportation Improvement Program (TIP), a 2-year Unified Planning Work Program (UPWP), and a Public Participation Plan (PPP), which includes the TPO Annual Report. Together, these documents list priorities and funding for all transportation-related initiatives throughout Miami-Dade TPO's MPA. To direct and facilitate transportation planning decision-making, the Miami-Dade TPO includes a Governing Board comprised of twenty-five (25) voting members.

The TPO Governing Board approved a policy to set as "highest priority" the advancement of rapid transit corridors and transit supportive projects for the county in February 2016 and then officially adopted and endorsed the proposed Strategic Miami Area Rapid Transit Plan (SMART) Plan in April 2016. Since then, costs and potential sources of funding for Project Development and Environment (PD&E) study for the projects, and to also take all necessary steps to implement the SMART Plan have occurred.

The UPWP is a two-year statement of work identifying the planning priorities and activities. The goal of the Miami-Dade TPO's UPWP is to identify, prioritize, and program projects and studies to be conducted that will support the gathering of data, development of concepts, and visioning to identify transportation needs.

This document is guided by the policies and projects established in the TPO's TIP and development for the 2050 LRTP, federal and state Planning Emphasis Areas (PEA), activities of relevant partners, and citizen coordination. The Miami-Dade TPO has organized the planning activities into five (5) tasks: I) Short Range Federal and State Planning Requirements; II) Long Range Transportation Plan; III) Technical Programs, IV) Shared Regional Tasks; and, V) TPO Administration. Tasks I, II, III, IV, and V assure that the UPWP addresses all requirements and needs established at the federal, state, and local levels. Activities listed in the UPWP are performed during a two-year timeframe, beginning July 1, 2022, and ending on June 30, 2024. To ensure best practices and quality control, all activities listed have been guided by policies of the FHWA, FTA, FDOT, and TPO Governing Board. Additionally, all activities are in full compliance with Title 23 and Title 49 of the United States Code (U.S.C), 23 C.F.R 450.308; and F.T.A Circular 8100.1, which standardize the metropolitan transportation planning process, establish funding sources, and provide a framework for the UPWP. All planning activities will be performed using funds under Title 23, U.S.C. and 49 U.S.C. 53, except for Task V. Funding details are provided in each task.

The UPWP is developed based on public and stakeholder input. The draft UPWP was reviewed at the Citizens' Transportation Advisory Committee (CTAC) on March 16,

2022, and the Transportation Planning Council (TPC) on March 28, 2022. Draft and adopted versions of the UPWP are posted on the Miami-Dade TPO's website and in committee and Governing Board agenda packets. Notice of meetings involving the review and adoption of the UPWP were available online, including on the Miami-Dade TPO's website. The public is open to comment at all TPO Governing Board meetings. The resolution dated May 5, 2022, signed by Miami-Dade TPO Governing Board is available in **Appendix B**.

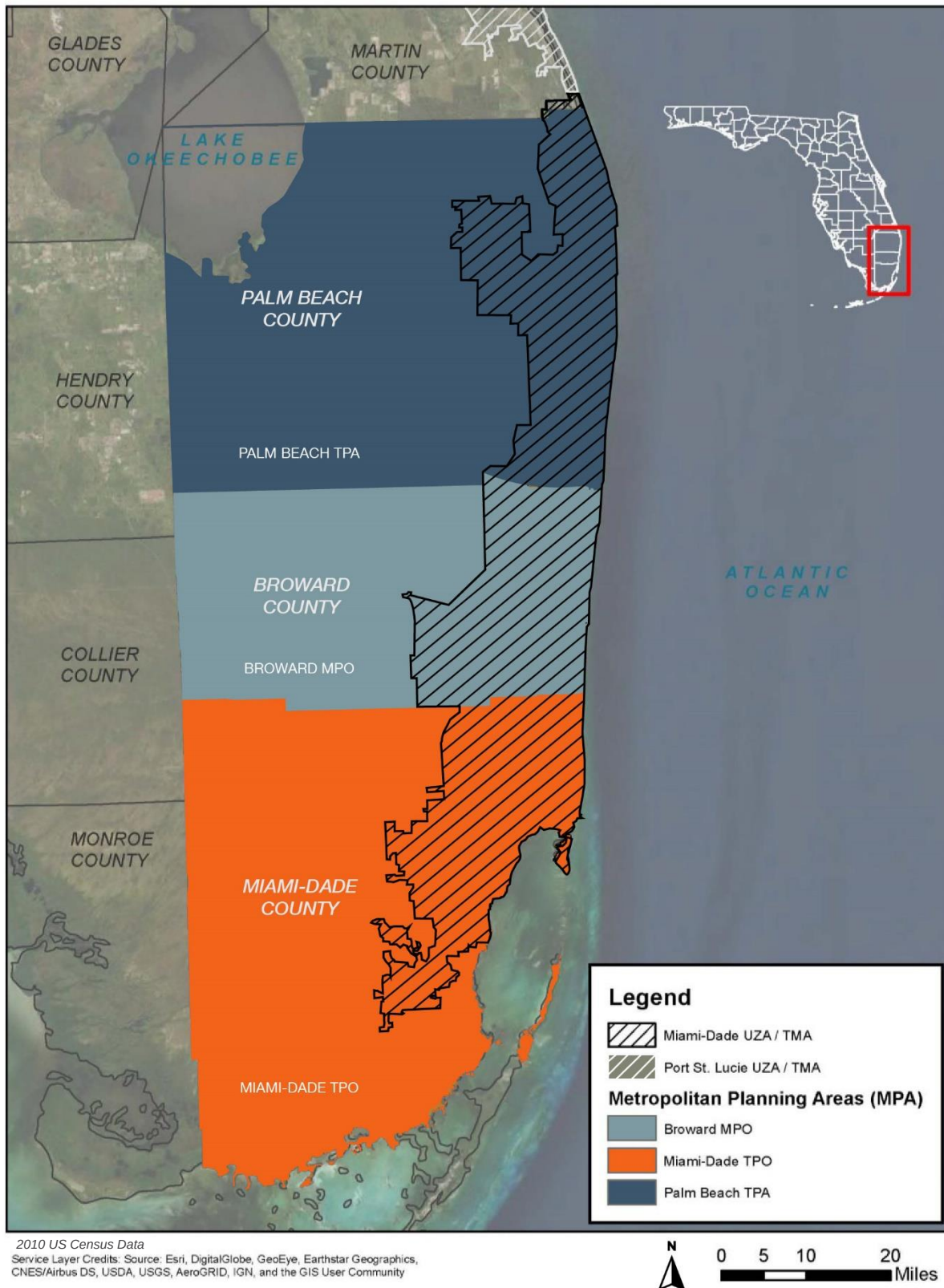


Figure 1. Miami UZA/TMA & Miami-Dade TPO MPA

Organization and Management

As per federal requirements, the organizational structure of the TPO is designed for the administration, coordination, and monitoring of a cooperative process by participating agencies. These agencies perform interdependent functions supporting the development of an integrated transportation plan and implementable programs. At the top of the TPO's organizational structure is the TPO Governing Board, which approves federally required plans and transportation policies, and includes three committees: an Executive Policy Committee (EPC); a Transportation & Mobility Committee (TMC); and, Fiscal Priorities Committee (FPC). In addition, the TPO Governing Board may appoint special committees and task forces composed of public and/or official representatives to seek advice and recommendations, as necessary. The work of the TPO is carried out within the structure and process outlined below in **Figure 2**. The Miami-Dade TPO Transportation & Land Use team is responsible for developing the UPWP and budget.

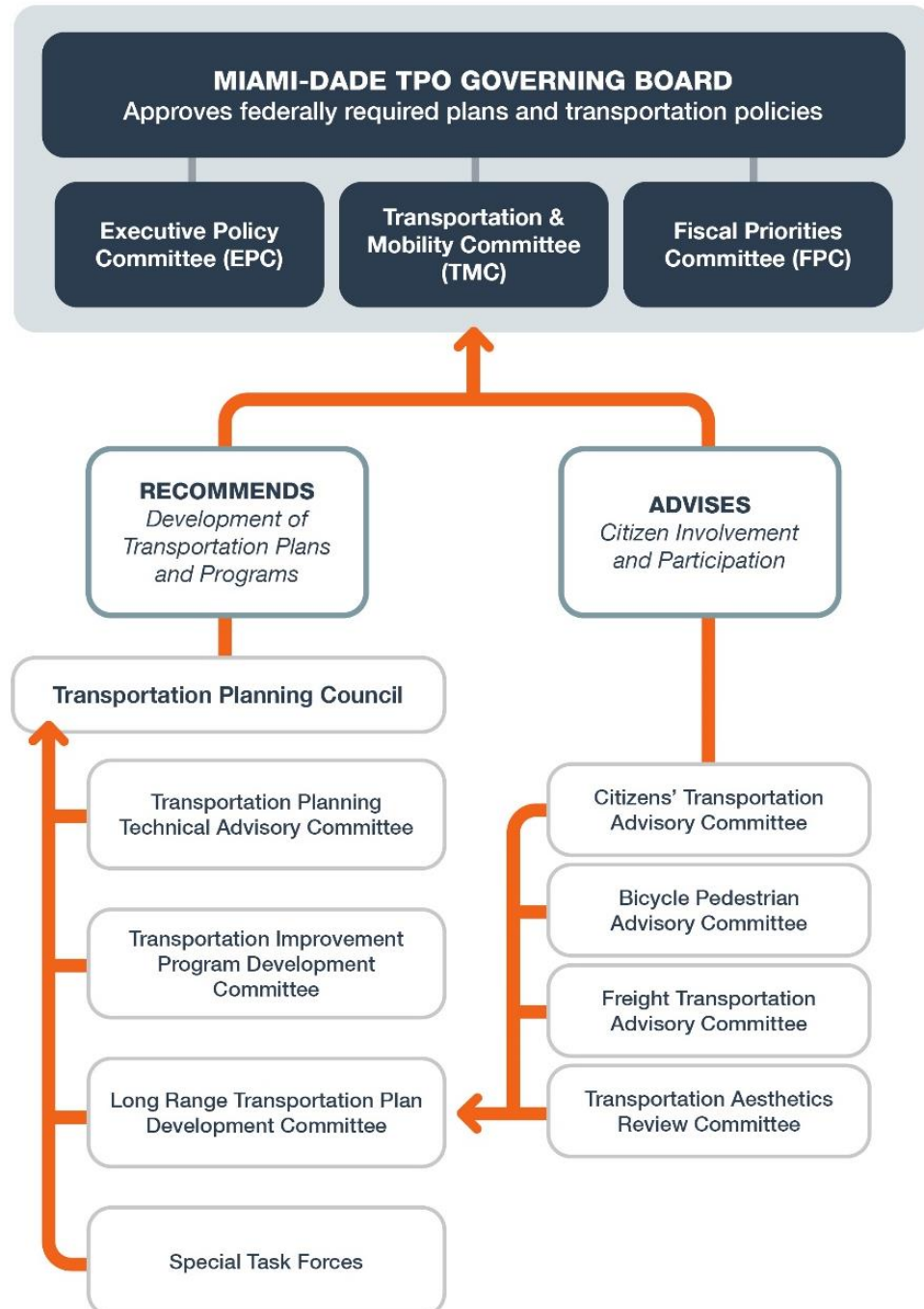


Figure 2. Organizational Chart

The TPO's Governing Board is composed of twenty-five (25) voting members. The TPO Governing Board is vested with the responsibility for exercising the powers of the TPO, including the final decision on all policy matters, adoption or endorsement of transportation plans and programs, adoption of budgets, approval of agreements or contracts, adoption of rules, and establishing or changing its internal operating structure.

Agreements are executed to perform tasks shown in this document. Standard Interlocal Agreements are used to contract with public agencies. These agreements are typically with municipalities and the South Florida Regional Planning Council (SFRPC). Public Transportation Grant Agreements (PTGA) are used to facilitate FTA funds and the TPO Agreement for FHWA funds. PTGA is also used for intergovernmental coordination and the allocation of federal and state funds. Miami-Dade TPO agreements currently in effect to perform the tasks included in the FY 2023 & 2024 UPWP can be found at <http://www.miamidadetpo.org/unified-planning-work-program.asp>, and are listed below:

- **Interlocal Agreement Creating Miami-Dade TPO:** To create and establish a Metropolitan Planning Organization and to confer upon it the power, authority, and responsibility necessary to organize and structure itself in a manner most suitable for conducting a continuing, cooperative, and comprehensive transportation planning process in cooperation with the Florida Department of Transportation. *Executed on March 2, 1977.*
- **Urban Transportation Planning Agreement:** Contract between FDOT and the Miami-Dade TPO to participate cooperatively in the performance of a coordinated, comprehensive transportation planning and programming process. *Executed on March 2, 1977.*
- **Intergovernmental Coordination and Review (ICAR):** An agreement between FDOT, Miami-Dade TPO, SFRPC, Miami-Dade County, South Florida Regional Transportation Authority, and Miami-Dade Expressway Authority to have a clearly defined, continuing, cooperative, and comprehensive metropolitan transportation planning process. *Executed on February 22, 2012.*
- **Management Agreement Services Memorandum of Understanding (MOU):** Agreement between Miami-Dade TPO and Miami-Dade County to utilize county personnel to perform a substantial portion of each task necessary to carry out the transportation planning and programming process mandated by Federal regulations. *Executed on July 1, 2013.*
- **Southeast Florida Transportation Council (SEFTC) Interlocal Agreement:** Creates the Southeast Florida Transportation Council (SEFTC) to carry out regional transportation planning and coordination in the Southeast Florida region. *Executed on January 9, 2006.*
- **Southeast Florida Regional Planning Model (SERPM) MOU:** An agreement between the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and

FDOT Districts Four and Six, for the purpose of assigning roles and responsibilities and creating a decision-making framework for future travel demand modeling tasks related to the Southeast Florida Regional Planning Model (SERPM), including Miami-Dade TPO development of the SERPM 9 Model for the Southeast region. *Executed on October 19, 2019.*

- **By-Laws of the Transportation Planning Organization:** The composition of the Governing Board of the TPO shall be in accordance with Florida Statutes Section 339.175 and 339.176. Defines its role as the Metropolitan Planning Organization for the Miami Urbanized Area. *Executed in 2020.*
- **Miami-Dade TPO Continuity of Operations Plan (COOP):** Defines the internal efforts that assure the capability exists for the Miami-Dade TPO to continue its essential functions in response to a broad spectrum of disasters or operational interruptions. *Executed on September 9, 2021.*

The Miami-Dade TPO has set a policy that assures that no person shall on basis of race, color, national origin, sex, age, disability, family, or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. It is the policy of the Miami-Dade TPO to comply with all of the requirements of the Americans with Disabilities Act (ADA). To request this document in an accessible format, please call 305-375-1881.

Table 1 and **Table 2** are summaries of the funding analysis for FYs 2023 and 2024, respectively. **Table 3** is a summary of the FYs 2023 and 2024 funding analysis.

Table 1. Funding Analysis – Total Funds Available FY 2023 (in 000's)

Source	Federal	State	Local Funds	Total	Soft Match*
FHWA PL	\$6,084.6	--	\$1,390	\$7,474.6	\$1,341
Deob	\$1,000	--	\$250	\$1,250	--
FHWA SU	\$2,000	--	--	\$2,000	--
FTA 5305(d) Carryover**	\$1,646.9	--	\$183.4	\$1,830.3	--
CTD	--	\$77	--	\$77	--
DS (Carryover)		\$500		\$500	
Total	\$10,731.5	\$577	\$1,823.4	\$13,131.9	\$1,341

* The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of program funds for a total of \$1,341,982.52. This amount is not included in the total UPWP budget.

** Carryover of \$1,830,381 of FTA 5305(d) funds from FY 2021 and 2022 UPWP.

Table 2. Funding Analysis – Total Funds Available FY 2024 (in 000's)

Source	Federal	State	Local Funds	Total	Soft Match*
FHWA PL	\$5,404.6	--	\$1,220	\$6,624.6	\$1,192
FHWA SU	\$2,000	--	--	\$2,000	--
CTD	--	\$77	--	\$77	--
Total	\$7,404.6	\$77	\$1,220	\$8,701.6	\$1,192

*The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of program funds for a total of \$1,192,018.68. This amount is not included in the total UPWP budget.

Table 3. Funding Analysis – Total Funds Available FYs 2023 & 2024 (in 000's)

Source	Federal	State	Local Funds	Total	Soft Match***
FHWA PL	\$11,489.2	--	\$2,610	\$14,099.2	\$2,534
Deob	\$1,000	--	\$250	\$1,250	--
FHWA SU	\$4,000	--	--	\$4,000	--
FTA 5305(d) Carryover**	\$1,646.9	--	\$183.4	\$1,830.3	--
CTD	--	\$154	--	\$154	--
DS (Carryover)		\$500		\$500	
Total	\$18,136.1	\$654	\$3,043.4	\$21,833.5	\$2,534

* The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of program funds for a total of \$2,534,001.20. This amount is not included in the total UPWP budget.

** Carryover of \$1,830,381 of FTA 5305(d) funds from FY 2021 and 2022 UPWP.

UPWP Work Elements

The five (5) tasks assure that the Miami-Dade TPO UPWP addresses all requirements and needs established at the federal, state, and local levels and are accompanied by a budget table identifying the proposed funding sources and budgeted funds. Each of

the work elements includes a description of activities, deliverables, and anticipated completion dates.

- Task I: Short Range Federal and State Planning Requirements
- Task II: Long Range Transportation Plan
- Task III: Technical Programs
- Task IV: Shared Regional Tasks
- Task V: TPO Administration

Planning Priorities

Local Priorities

The highest priorities of the TPO Governing Board are transit and transit supportive projects. These priorities are supported by the SMART Plan. The SMART Plan is a bold infrastructure program of six (6) rapid transit corridors and a network of Bus Express Rapid Transit (BERT). The TPO is committed to innovation to improve transportation and enhance communities.

The implementation of the SMART Plan and to provide reliable transportation and mobility choices while supporting sustainable, equitable, and livable communities is the Vision for Miami-Dade County.

Federal Priorities

The metropolitan transportation planning process considers projects and strategies that will incorporate all ten (10) federal planning factors shown below. **Table 4** displays a matrix of federal planning factors and UPWP tasks.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. 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. Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
7. Promote efficient system management and operations;
8. Emphasize the preservation of the existing transportation systems;

9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Table 4. Matrix of Required Federal Planning Factors

<i>UPWP Task</i>	<i>Federal Planning Factors</i>									
<i>Name</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
Task I: Short Range Federal & State Planning Requirements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task II: Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task III: Technical Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task IV: Shared Regional Tasks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task V: TPO Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

FHWA and FTA Offices of Planning jointly issued the updated Planning Emphasis Areas (PEAs). **Table 5** shows a matrix of 2021 Federal PEAs and UPWP tasks.

Table 5. Matrix of Required Federal Planning Emphasis Areas 2021

<i>UPWP Task</i>	<i>Federal Planning Emphasis Areas 2021</i>							
<i>Name</i>	<i>Climate Crisis</i>	<i>Equity & Justice40</i>	<i>Complete Streets</i>	<i>Public Involvement</i>	<i>STRAHNET</i>	<i>FLMA Coordination</i>	<i>PEL</i>	<i>Data in Transportation Planning</i>
Task I: Short Range Federal & State Planning Requirements	✓	✓	✓	✓	✓	✓	✓	✓
Task II: Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓
Task III: Technical Programs	✓	✓	✓	✓	✓	✓	✓	✓
Task IV: Shared Regional Tasks	✓	✓	✓	✓	✓	✓	✓	✓
Task V: TPO Administration	✓	✓	✓	✓	✓	✓	✓	✓

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

Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and TPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change.

Equity and Justice⁴⁰ in Transportation Planning

Ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that:

1. Improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities;
2. Plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management;
3. Reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors;
4. Offer reduced public transportation fares as appropriate;
5. Target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and
6. Consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

Complete Streets

Effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

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

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

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor.

Public Involvement

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

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

FHWA Division and FTA regional offices should encourage TPAs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and

14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies.

Federal Land Management Agency (FLMA) Coordination

Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, TPAs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and TPA long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environmental Linkages (PEL)

Implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

Data in Transportation Planning

Encourage State DOTs, TPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources

and improved policy and decisionmaking at the State, TPO, regional, and local levels for all parties.

State Priorities

FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) on a two-year cycle in coordination with the development of TPOs UPWPs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas that TPOs are encouraged to address as they develop their planning programs. Implementation of the seven (7) goals of the Florida Transportation Plan (FTP) requires embracing innovation, extensive collaboration across jurisdictions, modes, and disciplines, an emphasis on customer service, data and performance feedback, and strategic investments for the efficient and effective allocation of resources. Florida TPOs should consider emphasizing safety, equity, resilience, and emerging technologies including Automated/Connected/Electric/Shared-Use Vehicles (ACES), micromobility, and other options planning topics when updating their UPWPs. **Table 6** shows a matrix of 2021 Florida PEAs and UPWP tasks.

Table 6. Matrix of Required State Planning Emphasis Areas 2021

<i>UPWP Task</i>	<i>Florida Planning Emphasis Areas 2021</i>			
<i>Name</i>	<i>Safety</i>	<i>Equity</i>	<i>Resilience</i>	<i>Emerging Mobility</i>
Task I: Short Range Federal & State Planning Requirements				
Task II: Long Range Transportation Plan				
Task III: Technical Programs				
Task IV: Shared Regional Tasks				
Task V: TPO Administration				

Safety

The FTP and the State's Strategic Highway Safety Plan (SHSP) place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the TPOs must show how our LRTP and priority projects in our TIP support progress toward those targets. The UPWP considers enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Task I (Short Range Federal & State Planning Requirements) and Task II (Long Range Transportation Plan) include dedicated activities to address and ensure all federal

requirements for safety are incorporated into the metropolitan transportation planning process. Additionally, the Miami-Dade TPO:

- Unanimously adopted the resolution establishing FDOTs “Vision Zero” safety performance measure targets for traffic fatalities and injuries for Calendar Year 2022 on January 20, 2022.
- Prioritizes and programs planning studies through the SMART Plan, SMART Demonstration Program, and SMART Street Transportation Enhancements Program (STEP).

Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the “Justice40 Initiative” that aims to deliver 40 percent (40%) of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy, and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The FTP seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The TPO will identify and implement improvements based on data-driven project prioritization that considers not only the impacts of transportation projects on a community but also the benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Task I (Short Range Federal & State Planning Requirements) includes the development of the Equitable Transportation Assessment Planner (ETAP). This online, GIS-based tool incorporates sociocultural demographics to assist in equity analyses for transportation projects with Miami-Dade County, including the SMART Plan Corridors.

Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: *“Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.”* Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

The Miami-Dade TPO will address resilience within Miami-Dade TPO’s planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development

of TPO LRTPs and TIPs, addresses resilience in every planning document with a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, the TPO will undertake tasks to determine and consider the additional costs associated with reducing the vulnerability of the existing transportation infrastructure. Proactive resiliency planning will ensure that the TPO produces developed planning documents that are ultimately more realistic and cost-effective.

The Miami-Dade TPO participates and provides technical support for studies that identify sustainability strategies including Resilient 305, Miami-Dade Greenprint, and other local and/or regional efforts. The Miami-Dade TPO closely collaborates with the Chief Resilience Officer for Miami-Dade County to strengthen resilience in Miami-Dade County.

Emerging Mobility

The SMART Plan, which was adopted by the TPO Governing Board in 2016, intends to advance six (6) rapid transit corridors, along with a network system of BERT service, in order to implement mass transit projects in Miami-Dade County. The implementation of the SMART Plan benefits from advances in communication and automation technology which results in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to future emerging technology. These changes may be disruptive and transformational, with impacts on safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the FTP can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility. The UPWP recognizes the important influence of emerging mobility on the multi-modal transportation system and includes related planning studies, collaboration efforts, research, or other activities.

Overview of Planning Studies

A complete list of completed planning studies can be found at: <http://www.miamidadetpo.org/studies-completed.asp>. The metropolitan transportation planning is an ongoing process, reflecting a continuous cycle of studies and plans that may begin in one UPWP cycle and conclude in a future cycle.

Table 7 summarizes the ongoing (carry forward) studies/activities that began under the FYs 2021 & 2022 UPWP to be completed in this current UPWP.

Table 7. Carry Forward Activities & Studies

Activities/Studies led by Miami-Dade TPO	UPWP Task	Completion	Source/De-obligated Amount
SMART Plan GIS Mapping	III, Item A, Activity 14	6/30/2023	PL FY 2021 / \$25,600
Northeast Corridor Visualization	III, Item A, Activity 14	6/30/2023	PL FY 2021 / \$14,400
SMART STEP Public Information Plan	III, Item A, Activity 14	6/30/2023	PL FY 2021 / \$12,000
STOPS - Metrorail and Metromover \$124,000 - Connected and Municipal Routes \$100,000 - NE and Coral Way Garage \$100,000 - Central Garage \$100,000	III, Item A, Activity 14	6/30/2023	SU FY 2021 / \$424,000
Connected Autonomous Vehicles Pilot Study	III, Item D, Activity 43	6/30/2023	SU FY 2021 / \$75,000
Golden Glades Bike/Ped Bridge Public Outreach	III, Item D, Activity 43	6/30/2023	SU FY 2021 / \$40,000
Climate Resiliency Study	III, Item D, Activity 43	6/30/2023	SU FY 2021 / \$80,000
Freight Impact Analysis	III, Item D, Activity 43	6/30/2023	SU FY 2021 / \$25,000
US1 from SW 27th Ave to SW 72 Street Mobility Study	III, Item D, Activity 43	6/30/2023	SU FY 2021 / \$55,000
North Corridor NW 215th Street Hub Study	III, Item D, Activity 43	6/30/2023	SU FY 2021 / \$45,000
SMART STEP Post Implementation Analysis	III, Item A, Activity 14	6/30/2023	SU FY 2021 / \$100,000
SMART STEP Program	III, Item A, Activity 14	6/30/2023	SU FY 2021 / \$104,000
Activities led by Partner Agencies*	UPWP Task	Completion	Led By
SERPM 9 Development	IV	6/30/2023	Miami-Dade TPO

* For more information on activities led by partner agencies, please refer to the relevant UPWP task sheet.



TASK I

SHORT RANGE FEDERAL & STATE PLANNING REQUIREMENTS

- A. Transportation Improvement Program (TIP)
- B. Unified Planning Work Program (UPWP)
- C. Public Participation Plan (PPP)
- D. Performance Management (PM)

TASK I: SHORT RANGE FEDERAL & STATE PLANNING REQUIREMENTS

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Department of Transportation (FDOT) and Florida's Turnpike Enterprise (FTE); Florida Department of Environmental Protection (FDEP); Miami-Dade County Departments of Transportation and Public Works (DTPW) Regulatory & Economic Resources (RER), Aviation, and Seaport (PortMiami); Homestead Air Reserve Base (previously known as Homestead Air Force Base); South Florida Regional Transportation Authority (SFRTA); Miami-Dade Expressway Authority (MDX); Miami-Dade County School Board; Southeast Florida Transportation Council (SEFTC); South Florida Regional Planning Council (SFRPC); Local Municipalities; and the Miccosukee Tribe of Indians of Florida

Purpose

This section defines the Miami-Dade TPO's core responsibilities and the metropolitan transportation planning process where the public is engaged as well as the identification of needs and goals. The TPO meets the requirement by developing and updating a Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and Public Participation Plan (PPP). Required activities for all documents include continuous improvements, complying with statutory and local requirements and performance measures, coordinating with regional partners, and maintaining ongoing tasks. Public engagement is carried out throughout the activities of this task. The UPWP budgets the core program activities and performance management (PM) activities on a two-year planning horizon, based on FY 2023 and FY 2024. **Figure 3** shows planning horizons for the Miami-Dade TPO core requirements.

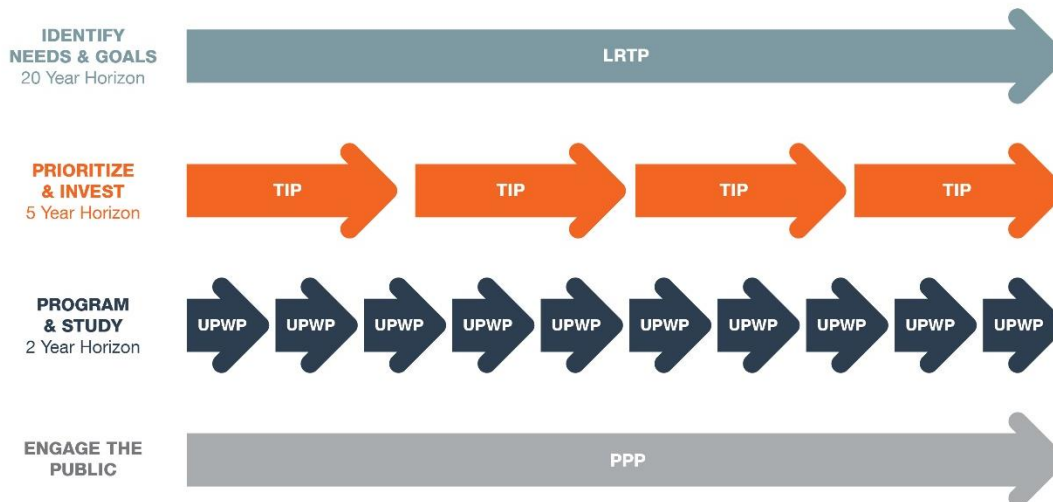


Figure 3. Planning Horizons for TPO Core Requirements

Previous Work

In FYs 2021 and 2022, the TPO completed the following.

- Fiscal Years 2022-2026 Cycle of the InteracTIP & Project Tracking System
- Miami-Dade TPO 2020 Annual Report
- Social Media Support to the Public Participation Plan for FY 2021
- Data Collection and System Assessment Performance Report

A. Transportation Improvement Program (TIP)

The TIP is a five-year document consistent with the LRTP and all federally mandated statutory requirements and updated annually. It lists funded surface transportation projects within the next five years related to the improvement of intermodal transportation including transit, highway, aviation, seaport, non-motorized, freight, and privatized transportation systems. The TIP's required activities include creating proposals for capital expenditures, prioritizing, and funding transportation projects, and coordinating with regional partners.

Activities	Scope	Deliverable(s)	Completion
1	Review LRTP Priority II projects and develop a list of prioritized projects that identifies transit, roadway, intermodal, and non-motorized priorities, and PortMiami Tunnel repayment.	TPO Program Transportation Priorities	Annually by June
2	Coordinate with agencies and partners to compile and publish a listing of projects for which federal funds have been obligated in the preceding fiscal year.	Annual Obligation Listing	Annually by December
3	Coordinate and develop the TIP. Coordination includes a Standing Committee for TIP development and review meetings, and with regional partners through the SEFTC and SFRPC. Review to ensure consistency with the LRTP.	Adopted TIP	Annually by July
		Citizens' TIP	Annually by July
	Technical review and local analysis of Miami-Dade surface transportation improvements, update of the capital plan, and Quality Assurance/Quality Control (QA/QC) of data to include adding projects into the InteracTIP and performing an annual assessment of the tool. <i>DTPW Supported Effort:</i> • \$10,000 FY 2023 • \$10,000 FY 2024	List of local transportation projects	Annually by July

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
4	Assist with the development of the TIP, including assembly of the final document and ancillary materials, maintaining and updating the InteractTIP Tool, and maintenance and tracking of amendments. Maintain and update InteractTIP database and website, (including project updates, Shapefiles, ARCGIS, and website enhancements). Provide reporting functionality and project mapping. <i>Consultant Supported Effort:</i> • \$100,000 FY 2023 • \$100,000 FY 2024	InteractTIP Tool and website	Annually by July
	Maintain ongoing activities to monitor and report on progress and status of programmed projects, including TIP amendments and modifications.	TIP amendments and modifications	As needed by partner agencies/ June 2024
	Administer the federally required 45-day public review period for the TIP prior to its adoption by the Miami-Dade TPO Governing Board. During the 45-day public review period, significant public outreach will be held, which will include virtual/in-person community outreach events.	45-Day review of the TIP	Annually prior to adoption
5	Coordinate and prepare 5-year proposals for capital expenditures for all transportation modes. Coordinate input from all participating agencies, such as the Miami-Dade County Office for Management and Budget (OMB), to ensure conformity with the TIP and the Capital Improvements Element (CIE) of the Comprehensive Development Master Plan (CDMP).	5-Year proposals for capital expenditures	Annually with the TIP development cycle

B. Unified Planning Work Program (UPWP)

The TPO's UPWP provides budgeting for transportation planning studies and provides an outline for potential projects that will contribute to the comprehensive, programmed, long-range transportation initiatives throughout the UZA. The UPWP includes administrative and ongoing activities for the TPO.

Activities Cont.	Scope	Deliverable(s)	Completion
6	Administer, monitor, and maintain the modification and amendment work, monitor expenses, & etc. adopted FYs 2023 & 2024 UPWP as well as monitor the need for de-obligation funds for specified activities.	UPWP amendments and modifications	As needed
		Quarterly Progress Reports	Quarterly
		Invoices	Quarterly
7	Develop, coordinate, and adopt the next two-year UPWP for FYs 2024/2025 and FYs 2025/2026. Solicit comments from key private and civic organizations, the TPO citizen advisory committees and technical committees, and present draft to FDOT District Six and Central Office, FHWA, FTA, the Florida Commission for the Transportation Disadvantaged (CTD), and the Florida Department of Economic Opportunity (DEO) for review, comment, and approval. 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 Program Management Handbook. <i>Consultant Supported Effort:</i> \$70,000 FY 2024	UPWP FYs 2025 & 2026	June 2024
8	Apply for, administer, and monitor federal and state grants to secure funds to achieve the implementation of the transportation planning work program.	Work / scopes / budgets	Annually
9	Provide contract support including third-party agreements, execute work orders, and all procurement of goods and services.	Execute agreements and purchase orders / professional service agreements / interlocal agreements	Annually

C. Public Participation Plan (PPP)

As per the adopted PPP, the Miami-Dade TPO's public involvement program enables continual involvement of the Miami-Dade County general public in the TPO's transportation planning process. This subsection highlights the public involvement process as it relates to administrative procedures, ongoing tasks, and related citizen advisory committee responsibilities for the Citizens' Transportation Advisory

Committee (CTAC), Bicycle Pedestrian Advisory Committee (BPAC), Freight Transportation Advisory Committee (FTAC), and Transportation Aesthetics Review Committee (TARC).

Activities Cont.	Scope	Deliverable(s)	Completion
10	Provide staff support to the CTAC, BPAC, FTAC, and TARC including: identifying transportation issues for committee review; preparing follow-up reports to committee requests; forwarding resolutions and minutes to the TPO Governing Board; disseminating meeting announcements to gain the broadest possible input including under-represented groups; and performing administrative functions related to committee structure, rules, member appointments, attendance, vacancies, etc.	Agendas / minutes / resolutions / supporting presentations and materials	June 2024
11	Update the TPO's PPP, when needed, to ensure new legislative modifications are incorporated to address any changes in public involvement strategies.	PPP	Upon release of new federal legislation
12	Produce an Annual Report, which features yearly activities and accomplishments by the TPO and transportation partners. Work entails the collaboration with partners and internal TPO staff in the development of the theme, articles, and visual content as well as printing and mailing of the final document. <i>Consultant Supported Effort:</i> • \$80,000 FY 2023 • \$80,000 FY 2024	TPO Annual Report	Annually by March
13	Organize, host, and attend virtual/in-person community outreach events, peer exchanges, meetings, summits, special events, and conferences related to the transportation planning process. <i>Consultant Supported Effort:</i> • \$40,000 FY 2023 • \$40,000 FY 2024	Virtual/in-person	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
14	Host TPO Governing Board Summits, General Assembly, &, etc. Organize, plan, and administer these in-person events that will inform of Miami-Dade TPO's priorities. <i>Consultant Supported Effort:</i> \$80,000 FY 2023	TPO Governing Board Summits / General Assembly / & etc.	June 2024
15	Development of the Equitable Transportation Assessment Planner (ETAP), which includes a suite of online interactive tools to assist in planning and identifying sociocultural demographics to develop an equitable transportation system for Miami-Dade County. The Miami-Dade TPO Executive Director may enter into an Interlocal Agreement with Florida International University (FIU) for the continued development of the ETAP. <i>Consultant Supported Effort:</i> \$120,000 in FY 2023 for a 2-year Interlocal Agreement period	ETAP	June 2024
16	Manage the full spectrum of social media services that communicate the TPO's mission through creative content development. This effort will continue to educate the public about how they can become involved in the TPO's transportation planning process. Postings of all TPO related meetings, studies, programs, and involvement in all speaking engagements and outreach opportunities. This includes photography in the field, graphics development, and reporting. <i>Consultant Supported Effort:</i> \$50,000 FY 2023 \$50,000 FY 2024	TPO social media content	June 2024
17	Manage the TPO website. Theme development, posting of transportation planning process content, updating the document library, maintaining, and coordinating the hyperlinked transportation planning tools, and providing general maintenance. <i>Consultant Supported Effort:</i> \$50,000 FY 2023	TPO Website	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
18	Develop educational videos to disseminate information regarding the TPO's transportation planning process, including the advancement of the SMART Plan. <i>Consultant Supported Effort:</i> • \$50,000 FY 2023 • \$50,000 FY 2024	Educational videos	June 2024
19	Attend applicable public involvement, ethics, Title VI, Americans with Disabilities Act (ADA), equity, and Environmental Justice (EJ) training to ensure the TPO remains in compliance with these mandates.	PPP compliance training	June 2024
20	Advertise Public Hearings in local periodicals, as required.	Public Hearing advertisements	June 2024

D. Performance Management (PM)

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 TPO documents and activities are maintained at all PM standards. The following are PM initiatives incorporated into the process:

- Transit Performance Measures;
- Highway Performance Measures;
- Transportation Performance Management System Performance Report, and;
- TPO Performance Management Dashboard.

Activities Cont.	Scope	Deliverable(s)	Completion
21	Coordinate with transportation stakeholders throughout LRTP and TIP development to meet federal requirements on performance management, including PM1 – Highway Safety (consistent with FDOT Vision Zero targets); PM2 – Bridge and Pavement; PM3 – System Performance & Freight Movement; State of Good Repair (SGR) and Transportation Asset Management (TAM); and Public Transportation Agency Safety Plan (PTASP), Produce document data sources and project prioritization processes. Coordination on the project prioritization and update on key performance indicators and targets on an annual basis. Continuation of the annual update of the State of the System report.	Partner agency meeting summaries: Document established project prioritization process vis-à-vis performance categories	Annually as required by Federal guidelines: PM1, PM2, PM3, SGR, TAM, PTASP target updates on a staggered schedule
22	Continue the maintenance of the Geographic Information System (GIS) shapefiles/geodatabases that support the interactive tool on the TPO website. Utilize tools to track PM requirements by explicitly associating projects' correlation to performance management categories and respective targets in the TPO's InteractTIP, and TPO's dashboard. Maintenance of geodatabase and online GIS tools, review, and update of performance targets consistent with target setting process. <i>Consultant Supported Effort:</i> • \$50,000 FY 2023 • \$50,000 FY 2024	Updated geodatabase with available data / InteractTIP Tool and TPO Dashboard / Updated performance targets	Annually

Carry Forward Activities

There are no carry forward activities from the previous UPWP funding cycle.

Table 8. Budget Summary – Task I: Short Range Federal & State Planning Requirements

Year 1: FY 2023						
Budget Category	FHWA		FFY 21 FTA 5305(d)		Local	FY 2023 Total
	PL ¹	SU	Federal	Local	Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$64,000		\$180,000	\$20,000	\$16,000	\$280,000
Fringe	\$33,600		\$45,000	\$5,000	\$8,400	\$92,000
County Service Fee	\$6,400		\$18,000	\$2,000	\$1,600	\$28,000
Consultants						
A. TIP	\$56,000	\$30,000			\$14,000	\$100,000
C. PPP	\$186,667	\$236,666			\$46,667	\$470,000
D. PM	\$24,000	\$20,000			\$6,000	\$50,000
Other Departments						
A. TIP (DTPW)		\$10,000				\$10,000
FY 2023 Total	\$370,667	\$296,666	\$243,000	\$27,000	\$92,667	\$1,030,000
Year 2: FY 2024						
Budget Category	FHWA				Local	FY 2024 Total
	PL ¹	SU			Local/Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$160,000	\$80,000			\$40,000	\$280,000
Fringe	\$48,000	\$32,000			\$12,000	\$92,000
County Service Fee	\$16,000	\$8,000			\$4,000	\$28,000
Consultants						
A. TIP	\$64,000	\$20,000			\$16,000	\$100,000
B. UPWP	\$40,000	\$20,000			\$10,000	\$70,000
C. PPP	\$85,934	\$112,582			\$21,484	\$220,000
D. PM	\$35,533	\$8,084			\$8,383	\$50,000
Other Departments						
A. TIP (DTPW)		\$10,000				\$10,000
FY 2024 Total	\$447,467	\$290,666			\$111,867	\$850,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds

TASK II

LONG RANGE TRANSPORTATION PLAN

A. Long Range Transportation Plan (LRTP)



TASK II: LONG RANGE TRANSPORTATION PLAN

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Department of Transportation (FDOT) and Florida's Turnpike Enterprise (FTE); Miami-Dade County Departments of Transportation and Public Works (DTPW), Regulatory & Economic Resources (RER), Aviation, and Seaport (PortMiami); South Florida Regional Transportation Authority (SFRTA); Miami-Dade Expressway Authority (MDX); Miami-Dade County School Board; Southeast Florida Transportation Council (SEFTC); South Florida Regional Planning Council (SFRPC); Local Municipalities; and the Miccosukee Tribe of Indians of Florida

Purpose

This section defines the Miami-Dade TPO's core responsibilities and the metropolitan transportation planning process where the public is engaged and its needs and goals are identified. The LRTP is formally updated every five (5) years to maintain a minimum 20-year horizon at all times, there are ongoing administrative, development, and maintenance activities including performance monitoring, regional coordination, modeling, and data analysis. The LRTP is a federally required document. 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 Efficient Transportation Decision Making (ETDM) process, such as when sociocultural effects are determined for applicable transportation projects via the TPO PPP's Equitable Transportation Assessment Planner (ETAP). Public engagement is carried out throughout the activities of this task. Error! Reference source not found. (Page 20) shows planning horizons for the Miami-Dade TPO core requirements.

A. Long Range Transportation Plan (LRTP)

The LRTP is an essential part of an agency's transportation planning process. This document serves as the foundation for the development of the Transportation Improvement Programs (TIP). The LRTP prioritizes transportation needs and investments across all travel modes and facilities. Integrated into the LRTP update process is the Miami-Dade TPO's Congestion Management Process (CMP). The CMP is an ongoing 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 LRTP includes a financial plan that demonstrates how the adopted transportation plan can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommends any additional financing strategies for needed projects and programs.

The currently adopted 2045 LRTP shapes the transportation systems and alternatives, technological advancements, economic vitality, and environmental factors in Miami-Dade County through funded and prioritized transportation projects over 20+ years. The development of the 2050 LRTP will need to be conducted in coordination with the development of the 2050 Regional Transportation Plan (RTP). The Miami-Dade TPO will be the lead agency in developing the 2050 RTP. The LRTP addresses all federal, state, and local requirements.

Activities	Scope	Deliverable(s)	Completion
1	Review, evaluate and process 2045 LRTP amendments and/or modifications, as needed. Evaluate impacts of amendments and/or modifications to the 2045 LRTP, including financial feasibility and system performance elements, as needed. This activity ensures these amendments or modifications are compliant with federal, state, and local requirements.	LRTP amendments / modifications	On-going/As requested by partner agencies
	Maintenance of the 2045 LRTP is necessary to provide an up-to-date version of the document at all times. Assist with the maintenance of the 2045 LRTP as it is amended or modified. Prepare updates to the 2045 LRTP according to the TPO Board approved amendments and modifications, maintain the current 2045 LRTP current website, and assist in evaluating amendments for compliance, as needed. Research the Surface Transportation Bill. <i>Consultant Supported Effort:</i> \$70,000 FY 2023	Updated 2045 LRTP / website maintenance / / technical memorandums as needed	June 2024
2	Address LRTP issues as needed, including surface transportation act topics, and provide information for decision making, including strategies to maintain the CMP.	Technical memorandums, presentations / fact sheets	As required by federal guidelines and/or planning documents
3	Continue utilizing the ETDM planning screen to assess potential impacts to the LRTP.	Technical memorandums	As required by partner agencies
4	Development of the 2050 LRTP including the below activities:	2050 Goals and Objectives /	September 2024

Activities	Scope	Deliverable(s)	Completion
	• Work with TPO staff to define 2050 LRTP Plan Goals and objectives • Coordinate Public Involvement Program activities • Initiate the Review and Projections of Existing funding sources (pending release of information by FDOT Central Office) • Initiate Performance Management Process (following the release of PM targets) and development of Performance Measures • Initiate the Needs Plan Assessment • Coordinate, as results of the 2020 and 2050 socioeconomic datasets become available, any run tests with Regional Activity Based Model • Evaluate if any air quality conformity determination report is needed, in response to a possible re-designation of air quality status from attainment to non-attainment. • Update to the 2018 Miami-Dade Freight Plan Update. The updated County Freight Plan will become the freight element of the 2050 Long Range Transportation Plan (LRTP). The updated Miami-Dade County Freight Plan will also become the Miami-Dade County input to the 2050 Regional Freight Plan. • Incorporate projects from recently completed TPO studies such as the Arterial Grid Analysis study, Freight Plan Update, Congestion Management Plan, Bicycle/Pedestrian Plan as a part of the Needs update • Initiate Efficient Transportation Decision Making (ETDM) Process • Develop Cost Feasible Plan • Coordinate with Standing Committees for local agencies 2050 LRTP. Coordinate with the 2050 Regional Transportation Plan (RTP). <i>Consultant Supported Effort:</i> • \$750,000 FY 2023 • \$750,000 FY 2024	2050 LRTP Needs Plan / 2050 LRTP Cost Feasible Plan / 2050 LRTP Documentation / SMART Implementation Plan Cost Feasible	(within this UPWP, June 2024)

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
5	Develop 2050 sociodemographic data forecast to support 2050 LRTP. The forecast will consist of three parts: Population and Household Data, Employment data, and Hotel/Motel and School enrollment data. The effort includes evaluation of forecasting techniques from other Metro areas taking into consideration both qualitative and quantitative methods and developing local growth trends, evaluating development propensity, and developing detailed forecast data. This database will be refined and allocated to existing Traffic Analysis Zones (TAZ's) and Micro Analysis Zones (MAZ's). Forecasted 2050 data sets will include: • Group Quarter Types • Housing Unit Types • Age Groups • Household Income Categories • Ethnicity Groups • Worker Occupations • School Enrollment Categories • Employment Categories <i>Consultant Supported Effort:</i> • \$170,000 FY 2023	2050 Population and Employment Database delineated by TAZ and MAZ	June 2024

Carry Forward Activities

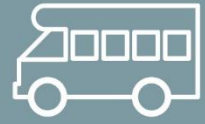
Carry forward activities from the previous UPWP cycle for the Long Range Transportation Plan activities include:

- Maintenance of the adopted 2045 Long Range Transportation Plan

Table 9. Budget Summary – Task II: Long Range Transportation Plan

Year 1: FY 2023						
Budget Category	FHWA		FFY 21 FTA 5305(d)		Local	FY 2023 Total
	PL ¹	SU	Federal	Local	Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$16,000	\$100,000	\$270,000	\$30,000	\$4,000	\$420,000
Fringe	\$40,000	\$28,000	\$54,000	\$6,000	\$10,000	\$138,000
County Service Fee	\$1,600	\$10,000	\$27,000	\$3,000	\$400	\$42,000
Consultants						
L RTP	\$712,000	\$100,000			\$178,000	\$990,000
FY 2023 Total	\$769,600	\$238,000	\$351,000	\$39,000	\$192,400	\$1,590,000
Year 2: FY 2024						
Budget Category	FHWA				Local	FY 2024 Total
	PL ¹	SU			Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$320,000	\$20,000			\$80,000	\$420,000
Fringe	\$96,000	\$18,000			\$24,000	\$138,000
County Service Fee	\$32,000	\$2,000			\$8,000	\$42,000
Consultants						
L RTP	\$192,533	\$509,334			\$48,133	\$750,000
FY 2024 Total	\$640,533	\$549,334			\$160,133	\$1,350,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds.



TASK III

TECHNICAL PROGRAMS

- A. SMART Plan & Programs
- B. Multimodal/Intermodal Planning: Transit, Freight, Bicycle & Pedestrian, Micromobility
- C. Federal, State, and Regional Planning and Coordination
- D. Transportation Planning Support
- E. Roadway/Highway Network
- F. Future Areas of Emphasis
- G. Municipal Grant Program

TASK III: TECHNICAL PROGRAMS

Responsible Agency: Miami-Dade TPO

Participating Agencies: Federal Transit Administration (FTA); Federal Highway Administration (FHWA); Association of Metropolitan Planning Organizations (AMPO); National Association of Regional Councils (NARC); American Planning Association (APA); Florida Metropolitan Planning Organization Advisory Council (MPOAC); Florida Department of Transportation (FDOT); Florida's Turnpike Enterprise (FTE); Florida Department of Environmental Protection (FDEP); South Florida Regional Transportation Authority (SFRTA); Miami-Dade County Department of Transportation and Public Works (DTPW); Miami-Dade County Department of Regulatory and Economic Resources (RER); Broward Metropolitan Planning Organization (MPO); Palm Beach Transportation Planning Agency (TPA); South Florida Regional Planning Council (SFRPC); Treasure Coast Regional Planning Council (TCRPC); and Local Municipalities

Purpose

This task is organized to include all aspects of the Miami-Dade TPO's technical program and highlights activities associated with new and recurring planning studies and projects. These studies and projects include the SMART Plan implementation, multimodal and intermodal planning studies, data collection to support the development of the planning studies, and general planning consultant/on-demand services. Activities under the Technical Program task reflect the TPO's commitment to 1) implementing the SMART Plan; 2) incorporating all transportation modes—such as transit, vehicles, walking, bicycling, micromobility, freight, on-demand services, and water modes—as appropriate; 3) maintaining the existing and future roadway/highway network at acceptable levels of service and plan for the future of the roadway network to ensure system connectivity between all modes of transportation; 4) ensuring a comprehensive, cooperative, and continuing metropolitan transportation planning process; 5) exploring future planning areas of emphasis; and, 6) incorporating best practices for transportation/land use impact analysis techniques and procedures into the metropolitan transportation planning process to the fullest extent feasible.

This section outlines activities that support federal, state, local, and regional planning responsibilities that the Miami-Dade TPO coordinates and participates in to support the metropolitan transportation planning process.

Previous Work

In FYs 2021 and 2022, the TPO completed the following.

- Telecommute Study
- Intersection Safety Analysis
- Safe Routes to School FY 2021 Infrastructure Plans

- Miami-Dade TPO Virtual Meetings and Virtual Events Support
- TRB Poster Board

A. SMART Plan & Programs

The Strategic Miami Area Rapid Transit (SMART) Plan activities support the implementation of the mass transit projects identified in the People's Transportation Plan (PTP). The SMART Plan corridors will support the economic development activities of the County, including major events.

Rapid Transit Corridors	Bus Express Rapid Transit (BERT) Regional Network
1) Beach Corridor	A) Flagler Corridor
2) East-West Corridor	B) South Miami-Dade Express
3) Kendall Corridor	C) Northwest Miami-Dade Express
4) North Corridor	D) Southwest Miami-Dade Express
5) Northeast Corridor	E) Florida's Turnpike Express (North and South)
6) South Dade Transitway	F) Beach Express (North, Central, and South)

The SMART Demonstration Program projects are developed in partnership with FDOT, FTE, DTPW, SFRTA, and numerous local municipalities with the goals of increasing accessibility to transit, offering new congestion relief options to residents countywide, and beginning implementation of the vision of the SMART Plan. The SMART Plan Demonstration Program projects support the advancement of SMART Plan elements including first/last mile demonstration solutions, design and construction of new SMART Plan express routes, new trolley service routes, on-demand service area routes, and transit service stations. The SMART Street Transportation Enhancement Program (STEP) also supports and facilitates interagency coordination and innovation with the goal of accelerated implementation of pedestrian and bicycle improvements projects that increase connectivity and enhance safety.

Activities	Scope	Deliverable(s)	Completion
1	Provide technical support on the SMART Plan activities/programs. Review documents and any other written/digital material, providing comments and technical support as needed. <i>Consultant Supported Effort:</i> • \$190,000 FY 2023 • \$190,000 FY 2024	Spreadsheet depicting the activity completed as applicable	June 2024

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
2	Development of transit corridor plans and/or master plans with emphasis on multimodal first and last-mile connectivity, feeder networks and trails, transit hubs, parking demand, and transit infrastructure, amenity, and access improvements that support mobility, accessibility, and the creation of new urban centers. Identify potential locations for improvements and develop mobility strategies to be applied. Maximize station accessibility through the improvement of the infrastructure or services at and around the transit stations, and the potential for transit-oriented communities (TOC) around the station of residential and employment opportunities that best support transit users. <i>Consultant Supported Effort:</i> • \$100,000 FY 2023 • \$100,000 FY 2024	Technical memorandums / TOD/TOC design guidelines / conceptual plans and presentations / Transit Corridor Plans	June 2024
3	Compile and prepare status reports for all or any of the Rapid Transit Corridors and other corridors identified through long-range transportation planning. Develop progress report outlining activities carried out, tasks completed, and milestones reached every quarter, annually, and/or as needed.	Transit corridor progress / status reports	June 2024
4	Develop economic mobility and accessibility studies along potential new rapid transit corridors identified and/or system-wide. Including an inventory of existing conditions, accessibility gaps, a review of workforce economic mobility using corridor GIS coverages of employment centers, training centers, and demographic indicators of potential need.	Technical memorandums, recommendations / presentations	June 2024

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
5	Evaluate roles and responsibilities for the implementation of rapid transit corridors and develop a Project Management Plan (PMP). Develop a plan outlining requirement and all functional areas of PMP to identify the roles and responsibilities for management, administration, staffing needs, planning, and scheduling activities for the implementation of the rapid transit corridors.	PMP for each SMART Plan corridor as needed	June 2024
6	Assess existing land use and develop future land use scenarios, including Transit-Oriented Community opportunities (TOC/TOD) along potential new rapid transit corridors. Analyze the results of previous land use studies to support the future rapid transit system and recommend land use policy regulation, law, and ordinances modifications for the rapid transit corridors that address the overall community vision, goals, and objectives. Develop land use scenarios to support the vision of the respective communities and ridership demand for the proposed rapid transit investment along the corridor. Analyze scenarios to be consistent with the FTA's Capital Investment Grant Program. Evaluate FTA's model results and refine land use scenarios to support the LPA. Develop an overarching vision along the corridor utilizing and refining the results of the scenario planning efforts. Recommend land use policy and regulations changes for the corridor addressing the community's overall vision, goal, and objective. <i>Consultant Supported Effort:</i> • \$200,000 FY 2023 • \$200,000 FY 2024	Technical Memorandums including Strategies Evaluation / Scenarios Development and Testing / Land Use Policy Regulations Recommendations / Visioning Plans	June 2024

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
7	Assess economic, equity, and social impacts/benefits, public support, land uses, and policies—including commercial —and funding, to provide analysis of regional strengths, weaknesses, opportunities, and implementation strategies. Develop a systemwide economic model using appropriate and available tools and analysis of potential economic impacts/benefits. Perform quantitative analysis of transit expansion impact on economic activity and evaluate potential economic development growth. Coordinate with DTPW & RER.	Technical Memorandums / Reports / Comprehensive Economic Development Plan	June 2024
8	Develop performance measures/monitoring tools to track metrics as needed along rapid transit corridors.	Monitoring Tool	June 2024
9	Maintenance of the SMART Congestion Management Dashboard (CMD) to track real-time mobility travel data tool to accelerate and support the decision-making process of the SMART Plan. Updates/additions to the information/data metrics/performance measures on the tool, as needed. <i>Consultant Supported Effort:</i> • \$100,000 FY 2023	Maintenance SMART CMD	June 2024
10	Use visualization tools to enhance/support the implementation of rapid transit corridors. Prepare an assortment of visualization tools to communicate to the public and elected officials the planning and conceptual design work elements. Create unique visions, themes, or environments of sustainable, transit-supportive urban design framework. <i>Consultant Supported Effort:</i> • \$50,000 FY 2023 • \$37,000 FY 2024	Web based tools / GIS / presentations, illustrations / digital newsletters and fact sheets / animations of pre/post conditions / renderings / videos / posters /other advanced techniques	June 2024

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
11	Prepare system-wide capital, construction, operation, and maintenance costs. Develop and update as needed capital, construction, operation, and maintenance cost for system-wide/corridor alternatives using the latest cost database/spreadsheets/tools from federal/state/county agencies, as appropriate.	Cost estimates, spreadsheets / tables	June 2024
12	Prioritize and manage funds and revenues to support the implementation, operation, and maintenance of the rapid transit corridors, to continue the growth of the transit network as a sustainable system. Provide financial and fiscal analysis to support the rapid transit corridors efforts. Coordinate and assist with interagency financial working groups to implement individual corridor implementation plans. Develop financial strategies and mechanisms for the implementation of the rapid transit corridors and provide a road map for the advancement of financially sustainable rapid transit corridors. Recommendations for financial strategies, financial analyses, financial implementation plan, presentations, and technical memorandums. <i>Consultant Supported Effort:</i> • \$200,000 FY 2023 • \$200,000 FY 2024	Financial/Capital Plan / Technical memorandums / presentations	June 2024
		Strategic Implementation Plan / Financial Models	

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
13	Evaluate the interrelationship between each corridor in the SMART Plan, assessing short, medium, and long-term opportunities to enhance SMART Plan connections to a more fully integrated system. Perform analysis associated with the interrelationship of each corridor selected LPA mode and supporting land use. Evaluate short, medium, and long-term improvements to be advanced for the implementation of the SMART Plan.	Technical memorandums / presentations	June 2023
14	Develop and review corridor/system-wide ridership forecasts to evaluate the integration and connectivity among the SMART Corridors as requested by the FTA using the FTA Simplified Trips on Project Software (STOPS) models. Develop and calibrate a Miami-Dade STOPS model to support the SMART Plan Corridors ridership forecasts. Conduct on-board transit surveys to obtain transit Origin-Destination data to be used to develop an incremental Miami-Dade STOPS model calibrated for current year model, in order to support SMART Plan projects funding applications for FTA's New Starts program. Continue the completion of Phase 2 calibration of the current year Miami-Dade STOPS model to support the SMART Plan Corridors ridership forecasts as needed. Provide TPO with in house capabilities to be able to conduct analysis in-house for future SMART plan corridor planning efforts. <i>Consultant Supported Effort:</i> • \$1,589,104 FY 2023	Corridor/ Scenario Ridership Forecast / Completed calibrated Current Year STOPS Model	June 2024

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
15	Conduct public engagement and outreach activities to support rapid transit corridors. Develop and manage Public Involvement efforts including Public Information Plan (PIP) for the rapid transit corridors. Secure a suitable location(s)/platform to conduct public virtual meetings/workshop/charrette. Prepare kick-off presentation and provide opportunities for input by stakeholders. Conduct planning and design meetings/workshop/charrette in an appropriate format to reveal design issues and generate ideas with facilitators working with participants. Create, refine, and illustrate conceptual plans within the study area.	Virtual / Public charrettes / workshops / reports	June 2024
		PIP	
		Written / digital outreach materials	
16	Develop, coordinate, implement pilot projects that advance elements of rapid transit corridor plans and strategic transportation initiatives and support public engagement efforts with partner agencies for rapid transit corridor Plan Demonstration projects and SMART Street Transportation Enhancements Program (STEP) as part of the first/last mile network and complete streets concepts in Miami-Dade County. Including but not limited to the development of drawings/renderings for implementation of the pilot projects, from conceptual design through permit documents, evaluation, and analysis of SMART STEP initiatives through robust monitoring and evaluation effort for each project, including the use of innovative techniques, refinement of project scopes and cost estimates, preparation of renderings and presentations to showcase innovative concepts, preparation of analysis and documents to support grant	Technical reports / coordination / presentations / public involvement / renderings / project application / delivery	Annually/June 2024

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
	applications, and any initiatives identified by the TPO Task Forces. <i>Consultant/DTPW Supported Effort:</i> • \$197,718 FY 2023 • \$200,000 FY 2024		
17	Monitor pilot projects and prepare technical memorandums or reports in coordination with partner agencies for SMART Demonstration projects.	Technical reports / technical support	As requested by partner agencies and/or TPO Board

B. Multimodal/Intermodal Planning: Transit, Freight, Bicycle & Pedestrian, Micromobility

Multimodal and intermodal planning activities support the planning and integration of all transportation modes within the Miami-Dade TPO planning area, including (as appropriate):

- *Transit* – Supporting transit-related initiatives, and Transit-Oriented Development planning studies, from local transit providers, municipalities, and other agency partners.
- *Non-motorized: Bicycle & Pedestrian* – Removing barriers to provide access to public facilities in compliance with the Americans with Disabilities Act (ADA), improving access to practical destinations for people who are walking or riding a bike, creating first and last-mile connections to existing and future transportation networks. Continue coordination with the Bicycle Pedestrian Advisory Committee (BPAC) as a forum to discuss non-motorized needs.
- *Non-motorized: Micromobility* – Shared-use fleets of small, fully, or partially human-powered vehicles such as bikes, e-bikes, and e-scooters. These vehicles are generally rented through a mobile app or kiosk, are picked up and dropped off in the public right-of-way, and are meant for short point-to-point trips.
- *Freight* – Identifying freight and goods transportation needs including improving current and future access to intermodal terminals and major economic centers, identifying inland cargo sites, characterizing truck traffic flow issues and proposed solutions, identifying and developing truck parking sites, supporting ongoing global economic competitiveness initiatives in freight and commerce, and continuous coordination with the Freight Transportation Advisory Committee (FTAC) as a forum to discuss freight needs.

Activities Cont.	Scope	Deliverable(s)	Completion
19	The Transportation Alternatives (TA) Program is a set-aside of the Surface Transportation Block Grant (STBG) Program. Projects that are eligible for funding through TA include bicycle and pedestrian facilities, vegetation management, environmental mitigation, and the rehabilitation of historic transportation facilities. Coordinate with FDOT to solicit proposals to be recommended for inclusion in the List of Program Priorities (LOPP).	Transportation Alternatives Program LOPP	Annually
20	Work with the Miami-Dade County Public Schools Community Traffic Safety Team (CTST) to identify, prioritize, and develop and support applications for Safe Routes to School (SRTS) infrastructure improvements. For the public schools (Elementary, Middle, and High) selected by CTST, obtain and summarize available data necessary to identify critical SRTS improvements. A site assessment of the selected schools is done to verify existing data, obtain other relevant data and identify preliminary safe routes to be finalized in coordination with the Department of Transportation and Public Works (DTPW) and CTST. Through data collection, site assessments, and consultation with school resources, identify safe routes to the selected schools and any deficiencies to the safe routes. Preparation of a prioritized list of recommended improvements with cost estimates. Needs that are operational and not eligible for SRTS funding will be identified, summarized by the school and responsible agencies, and documented in the final report. SRTS Infrastructure Improvement funding application for each of the selected schools is submitted to FDOT by December of each year. <i>Consultant Supported Effort:</i> • \$100,000 FY 2023 • \$100,000 FY 2024	Prioritization / Funding Applications / Infrastructure Plans / Construction Support	Annually

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities Cont.	Scope	Deliverable(s)	Completion
21	Continue plans review for Americans with Disabilities Act (ADA) required infrastructure improvements. <i>DTPW Supported Effort:</i> • \$33,000 FY 2023 • \$33,000 FY 2024	Cost estimates, Prioritized Work Orders / Construction Support /Final Inspections	Quarterly
22	Support transit initiatives by reviewing major and/or annual updates to Transit Development Plans (TDPs), special transit studies, and transit ridership forecasts.	Review and provide comments / attend workshops	As requested by partner agencies/ June 2024
23	Support obtaining national or other strategic designations for intermodal facilities such as ports, transit hubs, and major roadways.	Letters of support / Technical support	As requested by partner agencies
24	TPO's role is to provide coordination, input, and recommendations on the freight efforts through FTAC. Coordinate with FDOT District Coordinator on FDOT initiatives (Sub-Area Freight efforts, Infrastructure For Rebuilding America (INFRA) Grant applications, MPOAC Freight Priorities Program) to be reviewed by FTAC. As part of the 2045 LRTP, there are freight specific projects to be funded with the Freight set-aside. Two of the sub-area studies (Hialeah and Homestead) are currently in progress. Continue working with FDOT District 6 on sub-area freight planning efforts.	Technical support / coordination / supporting documents and recommendations / technical reports	June 2024
25	Respond to public requests from public agencies, consultants, and the public for existing and future mobility options for the movement of freight and people.	Technical reports, Responses to Public Information Requests	June 2024
26	Perform mobility studies to determine multimodal transportation needs including but not limited to bicycle, pedestrian, transit, micromobility, complete streets, first/last mile initiatives, trail master plans, and other mobility initiatives to support the metropolitan planning process.	Various mobility and transportation studies	As requested by TPO and/or partner agencies/June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
27	Identify non-motorized transportation modes, including bicycle and pedestrian travel, and provide technical support for the BPAC including preparation of requested non-motorized transportation plans and studies to be consistent with the TIP and LRTP. Coordinating with FDOT and DTPW for monthly project updates to the BPAC. Discussion and review of various public and private non-motorized initiatives for the increase of safety for pedestrians and cyclists including Walk to School and Bike to Work Days. Annual participation in the review of the Transportation Alternatives (TA) program, Safe Routes to School, and Municipal Grant Program.	Supporting documents and recommendations, and technical reports	June 2024
28	This Safe Streets Summit (SSS) is a regional collaboration between the Miami-Dade Transportation Planning Organization, the Broward Metropolitan Planning Organization, and the Palm Beach Transportation Planning Agency, which educates public officials, technical staff, and other individuals on the importance of designing safe, equitable, and health-promoting transportation facilities for all modes of transportation and all users. Participate in the development and review of materials for the regional events in 2023 (Broward MPO) and 2024 (Palm Beach TPA).	Review of the materials for the SSS including conference press releases, venue contract, mobile workshop program, organization and management tools, and general management and organization	June 2024

C. Federal, State, and Regional Planning and Coordination

Federal and state planning and coordination activities are supported through the active participation of the Miami-Dade TPO at national and state coordination committees and organizations. The Miami-Dade TPO participates in the American Association of State Highway Transportation Officials (AASHTO), Association of Metropolitan Planning Organizations (AMPO), and National Association of Regional Councils (NARC), which serve as the national voice for regions by advocating for regional cooperation as the most effective way to address a variety of community planning and development opportunities and issues.

Federal, state, and regional planning and coordination activities support the evaluation of the regional network to ensure that it addresses key regional travel

movements in a multimodal manner and is consistent with updates to the FDOT Strategic Intermodal System (SIS). The FTP is the single overarching statewide plan guiding Florida's transportation future and is developed by—and provides direction to—all organizations that are involved in planning and managing Florida's transportation system. As part of a statewide initiative to improve growth management planning, the Transportation Regional Incentive Program (TRIP) provides state funds for local governments and the private sector throughout the State of Florida to improve regionally significant public transportation facilities.

The Miami-Dade TPO participates in the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and its standing committees, including the Staff Directors' Advisory Committee. MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature to augment the role of individual MPOs in the cooperative metropolitan transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation process by serving as a principal forum for collective policy discussion. The Miami-Dade TPO also provides professional planning support and coordination to the MPOAC various committees.

The Southeast Florida Transportation Council (SEFTC) is the formal partnership between the three (3) Metropolitan Planning Organizations within the Miami UZA through an Interlocal Agreement. SEFTC's primary purpose is to enhance coordination and communication between the Miami-Dade TPO, Broward MPO, and Palm Beach TPA for all regional planning efforts regarding transportation-related initiatives.

The Miami-Dade TPO participates in ongoing coordination with SEFTC through its technical advisory committee and subcommittees:

- Regional Transportation Technical Advisory Committee (RTTAC)
 - RTTAC Public Participation Subcommittee (PPS)
 - RTTAC Transportation System, Management, and Operations (TSM&O) Subcommittee
 - RTTAC Modeling Subcommittee (MS)

Regional planning activities are performed to support the adopted 2045 Regional Transportation Plan (RTP), which identifies the most significant transportation investments needed to meet growing travel demands throughout the Miami-Dade, Broward, and Palm Beach counties, and Miami-Dade TPO's adopted 2045 Long Range Transportation Plan (LRTP). To ensure a consistent planning effort with continuity across county boundary lines, regional planning activities also support a regional performance measures evaluation and are conducted through coordination with regional partners and organizations.

The Florida Model Task Force (MTF) establishes policy directions and procedural guidelines for transportation modeling in Florida using the Florida Standard Model, FSUTMS. Voting members of the MTF consist of representatives from twenty-seven MPOs and TPOs, FDOT districts, Florida's Turnpike Enterprise, and one representative

for each of the following: Florida transit agencies, six FSUTMS users groups, and the Federal Highway Administration.

The Miami-Dade TPO participates in ongoing coordination with MTF through its role as a voting member and the Transit Committee Chair which leads the Florida Model Task Force in improving transit modeling within Florida, and in addressing Federal and State planning requirements as they relate to transit planning.

Activities	Scope	Deliverable(s)	Completion
29	Provide administrative and technical support for activities associated with MTF and lead in improving transit modeling within Florida, and in addressing Federal and State planning requirements as they relate to transit planning.	Meetings, supporting materials	Quarterly
30	Coordinate, participate, and work cooperatively on regional transportation plans and issues with the SFRTA.	Meetings, supporting materials	Quarterly through PTAC
31	Coordinate with other TIP documents from MPOs within the Miami UZA to recognize projects on the regional network.	Coordination for the Regional Transportation Plan	Annually through SEFTC
32	Coordinate, review, and recommend TRIP priorities for adoption by the SEFTC and transmittal to FDOT.	Updated TRIP Priority List	Annually through SEFTC
33	Participate and coordinate with transportation partners through statewide and national committees and organizations.	Meetings, presentations, and supporting materials	June 2024
34	SFRPC to provide technical support and/or perform various technical analyses and/or studies to support regional planning efforts. <i>SFRPC Supported Effort:</i> • \$50,000 FY 2023	Studies, technical reports, presentations, technical memorandums	June 2024
35	Provide administrative and technical support for activities associated with SEFTC, its technical advisory committee, and subcommittees.	Meetings, supporting materials	Quarterly

D. Transportation Planning Support

The transportation planning activities support both the technical program support/data collection and the General Planning Consultant (GPC) efforts. This

includes the coordination of long and short-range land use and demographic data collection within the metropolitan transportation planning process, as well as monitoring levels of vehicle, pedestrian, and bicyclist traffic activity. The socioeconomic database is compiled and maintained using local land use files, property information, employment information, and U.S. Census materials such as American Community Survey (ACS), Longitudinal Employer-Household Dynamics (LEHD), and LEHD Origin-Destination Employment Statistics (LODES). The TPO has a rotation of nine (9) consulting firms which comprise the General Planning Consultant (GPC) pool to assist staff in conducting transportation planning-related activities. These consultants are selected for a three (3) year contract term, with two (1) year renewal option reaching a maximum five (5) year term through a competitive selection process adhering to the Internal Services Department of Miami-Dade County's procurement process and Consultant's Competitive Negotiation Act (CCNA). Tasks are assigned on an as-needed basis, based on experience and expertise. Scopes of Work (SOW) are developed to support the activities included in the adopted UPWP. Activities included in the UPWP may be assigned by TPO to staff and/or GPC/On-Demand Services. Activities not included in the UPWP, require the approval of the Miami-Dade TPO Governing Board.

<i>Activities Cont.</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
36	Develop transit corridor economic mobility growth scenarios and master plans with emphasis on multimodal first/last mile connectivity, transit hubs, parking demand, etc.	Transit Corridor Master Plans	As requested by partner agencies and/or TPO /June 2024
37	Assessment of Transit Oriented Development (TOD) analysis and Land Use scenarios for existing and future conditions to support the future rapid transit system.	Transit supportive land use studies	As requested by partner agencies and/or TPO / June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
38	Maintain a current and accurate socioeconomic database and evaluate proposed changes to the new base and forecasted year databases. Review local land use files, property information, employment information, and U.S. Census databases and update databases as needed.	Socioeconomic dataset	As requested by TPO or partner agencies
39	Review Traffic Analysis Zones (TAZ)/Micro Analysis Zones (MAZ) with the new forecasted year database, and update boundaries based on major land use changes that impact travel patterns at the TAZ level. Review TAZ boundaries in support of travel demand model and/or census update as needed.	Updated MAZ/TAZ Boundaries	As requested by RER
40	Collect vehicle count data through traffic monitoring stations— non-motorized (bicycle and pedestrian) and micromobility count data, as needed— throughout Miami-Dade County. Coordinate with municipal and highway agencies non-motorized traffic count efforts. Collect traffic counts at 400 stations sites for the calendar years 2023 and 2024. Convert raw data to Average Weekday Daily Traffic. Prepare and maintain a database containing historical traffic counts stations. Coordinate with RER and DTPW stations to be counted each year. <i>DTPW Supported Effort:</i> • \$60,000 FY 2023 • \$60,000 FY 2024	AWDT for the stations counted 3 Traffic Count trends and historical database	Annually, by calendar year (CY)
		Bicycle/Pedestrian data and reports	As requested by partner agencies and/or TPO, by CY
41	Data collection for traffic and transit information such as traffic counts, crashes, on-board surveys, passenger counts, vehicle delays, on-demand services, as needed	Raw Data Files	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
42	Support ongoing transportation planning initiatives by supporting the development of alternative land use scenarios, providing technical reports and data, and reviewing transportation-related projects/activities for consistency with metropolitan plans and policies. <i>RER Supported Effort:</i> • \$40,000 FY 2023 • \$40,000 FY 2024	Alternative Land Use scenarios / technical reports / data	As requested by partner agencies and/or the public
43	Identify professional planning services, as needed, in support of the metropolitan planning process – including but not limited to area-wide transportation planning studies, multimodal studies, transportation feasibility studies, technology innovation, road safety audits, complete streets, fiscal services, mobility and livability strategies, evaluation of criteria and monitoring, mobility hubs study, first/last-mile connections, micromobility safety studies, materials for virtual/public meetings, charrettes, workshops, recorded transcripts of meetings, oral briefings, preparation of photographic or rendered graphics, printing of documents, videos, graphic displays, posters, training and development, technical reports, developing manuals, public-private partnership efforts, reversible lanes studies, mobility solutions, Transit Oriented Communities (TOC) evaluations, bicycle/pedestrian, compliance, connected and autonomous technologies, freight, master plans, and summit or major outreach/event efforts. <i>Consultant Supported Effort:</i> • \$2,275,392 FY 2023 • \$1,014,907 FY 2024	TPO Board requests as a deliverable / Scopes of Work (SOW)	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
44	Preparation and maintenance of visualization tools such as Geographic Information Systems (GIS) maps, graphics, presentations, and reports. Certain maps will need to be updated at a set periodic time of annually or as determined in the scope of services. <i>Consultant Supported Effort:</i> • \$70,000 FY 2023 • \$70,000 FY 2024	GIS maps, graphics, presentations, reports, etc.	June 2024
45	Conduct safety studies at high crash locations included in the LOPP or as needed to determine the need and opportunity for safety and operational improvements and meet FDOT eligibility requirements under the Safety Program.	Data collection, crash analysis, operational analysis, cost estimate, project benefits, recommendations	June 2024
46	Any other miscellaneous activity deemed important and necessary to support the metropolitan transportation planning process and the activities identified in the Unified Planning Work Program.	Miscellaneous/as determined by SOW	June 2024

E. Roadway/Highway Network

The Miami-Dade TPO plays a role in ensuring the existing and future highway network is maintained and operating at acceptable levels of service, as well as ensuring that transit and highway impacts for future/planned developments are fully considered and coordinated with system-wide initiatives. Miami-Dade TPO activities also support the integration and connectivity of the transportation system across and between modes for people and freight.

Activities Cont.	Scope	Deliverable(s)	Completion
47	Support Miami-Dade County by assessing and/or verifying highway and transit impacts and providing comments throughout various stages of the planning development process as well as ensuring consistency of TPO plans with the Comprehensive Development Master Plan (CDMP).	Zoning/Development Application Comments	Annually/As requested by RER
48	Perform/update analyses of existing transportation data to determine transportation needs and impacts including but not limited to travel demand and air quality modeling, corridor planning, intersection impact, and future travel projections.	Various mobility and transportation analyses	As requested by TPO and/or partner agencies/June 2024
49	Perform/update analyses to support highway system connectivity across and between modes for people and freight in Miami-Dade County. Multimodal Level of service (MMLOS) conditions include State and County facilities, and intersection improvements.	Technical reports, presentations, technical memorandums	June 30, 2024

F. Future Areas of Emphasis

These planning activities address future planning emphasis areas set by state, federal, and local agencies. Planning emphasis areas set by the state also support the implementation of the Miami-Dade TPO's LRTP by embracing innovation, requiring extensive collaboration across jurisdictions, modes, and disciplines, emphasizing customer service, data, and performance feedback, and strategic investments for the efficient and effective allocation of resources.

<i>Activities Cont.</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
50	Assist in implementing agencies that wish to deploy emerging technologies including Automated, Connected, Electric, and Shared-Use Vehicles (ACES) through coordination with transportation partners. Provide support through reviews and recommendations of technical studies and/or strategic plans that evaluate the implementation of emerging technologies and the impact they have on equity and sustainability. Coordinate with agencies to develop and plan increased automation, optimization, and connectivity through the Internet of Things (IoT) for people and goods.	Technical support / coordination / technical reports, multimodal studies / strategic plans / feasibility studies for the deployment of ACES Technologies	As requested by TPO and/or partner agencies/June 2024
51	Provide technical studies that evaluate ACES Vehicles' implementation through the implementation of the SMART Demonstration Program. This will include assessing the institutional, infrastructure, communications, and operations maintenance requirements to implement emerging technologies in Miami-Dade County. Provide a background of the literature and an evaluation of the current status of the TPO's SMART Demonstration Program. Assess transit gap areas and the implementation of proposed strategies assessing Shared Mobility Options, Automated and Connected Technologies. The effort will include coordination through input, review, and comment of a Study Advisory Group, and presentations to Technical and Citizen Advisory committees of the TPO.	Technical reports / presentations to TPO Governing Board and committees / final report. LOPP for implementation	June 2024
52	Participate and provide technical support for studies that identify sustainability strategies including Resilient 305, Miami-Dade Greenprint, and other local and/or regional efforts. Studies can include environmental, technology, economic, and/or social impacts in Miami-Dade County.	Technical reports / coordination / and presentations / public involvement / project application / and delivery	As requested by TPO Task Forces and/or partner agencies/June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
53	Provide technical support for planning activities to address future planning emphasis areas set by state, federal, and local agencies. Review areas of emphasis and current developments in technology and communications related to transportation as needed and implement/integrate emphasis areas in planning processes.	Technical reports, coordination / presentations / public involvement / project application / and delivery	As requested by TPO and/or partner agencies/June 2024

G. Municipal Grant Program

The Municipal Grant Program (MGP) is used by the TPO to prioritize and program planning studies in Miami-Dade County. The following list is a representation of proposed studies that may be considered for the MGP. The goal of this program is to support the delivery of projects including first/last mile connections, connected and autonomous vehicles, and other priority projects that enhance mobility, safety, accessibility, and integration of the entire transportation network. The MGP promotes the implementation of methods and solutions that lead to transit accessibility and congestion relief, as well as encourages Miami-Dade municipalities to participate in a competitive program for transportation planning studies and plans that assist with mobility, safety, and accessibility.

Provide technical or coordination assistance for selected MGP studies, plans, and/or ideas, to municipal partners, as applicable, including the following studies:

<i>Activities Cont.</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
54	Doral Transportation Master Plan Update Update the City of Doral Transportation Master Plan (TMP) and develop a project bank to be included in the city's 5-year Capital Improvement Plan. Tasks for the TMP include reviewing the city's Comprehensive Plan.	Technical Reports / Coordination / Presentations	June 2024
55	City of Hialeah First-Last Mile Multimodal Access Study Identify the necessary multimodal improvements to support travel to/from rapid transit. This will be achieved by providing a program of projects for short-and long-term implementation to improve connectivity, collaboration, implementation, safety, and efficiency.	Technical Reports / Coordination / Presentations	June 2024
56	City of Miami Trolley Fleet Vehicle Efficiency Plan Develop a plan to reduce vehicle downtime, improve efficiency, enhance connections to SMART corridors, and improve the overall quality of life for residents and visitors.	Technical Reports / Coordination / Presentations	June 2024
57	Miami Springs Parking Analysis Increase safety and accessibility of transportation facilities by ensuring that parking does not disrupt the flow of the transportation network from a multimodal standpoint. This includes studying inventory and occupancy of on and off-street public parking facilities, as well as determining future developments, to understand current and future parking demand. This will be a city-wide study primarily focused on the central business district and will also identify opportunities to enhance multi-modal transportation.	Technical Reports / Coordination / Presentations	June 2024
58	Miami Shores Village Transportation Smart Plan Increase ridership and enhance the user experience, coordinate with key stakeholders and regional transit, identify opportunities to enhance connections to public transportation and support multi-modal transportation, and develop a prioritized list of projects. The study will analyze the commercial corridor and economic generator along NE 2 nd Avenue/West Dixie Highway. Additional major transit corridors included are North Miami Avenue, NE 8 th Avenue, Biscayne Boulevard/US-1, and NW 103 Street.	Technical Reports / Coordination / Presentations	June 2024

<i>Activities Cont.</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
59	Palmetto Bay ADA & Sidewalk Safety Improvements – Phase 1 Upgrade intersections to meet new ADA safety and pedestrian standards and identify sidewalk gaps.	Technical Reports / Coordination / Presentations	June 2024
60	El Portal, NE 2nd Avenue Mobility Study Improve pedestrian accessibility, including mobility and parking opportunities for the commercial corridor along NE 2 nd Avenue between NE 86 th Street and NE 90 th Street. May include road diet to implement bicycle facilities pending community input.	Technical Reports / Coordination / Presentations	June 2024
61	Crandon Boulevard Safety and Mobility Study Conduct a transportation analysis to identify necessary mitigation to improve vehicular traffic flow while increasing pedestrian and bicycle safety, economic activity, and tourism. The study corridor will include Crandon Boulevard between Crandon Park and Bill Baggs State Park.	Technical Reports / Coordination / Presentations	June 2024
62	SW 82nd Avenue, Complete Streets Planning Project Secure input from residents and business owners on improvements for non-motorized activity on SW 82 nd Avenue between SW 120 th Street and SW 136 th Street.	Technical Reports / Coordination / Presentations	June 2024

MGP Total Award Amount \$500,000 FY 2023

Carry Forward Activities

Carry forward activities from the previous UPWP cycle for technical program activities include:

- SMART Plan GIS Mapping
- Northeast Corridor Visualization
- SMART STEP Public Information Plan
- STOPS
 - Metrorail and Metromover
 - Connected and Municipal Routes
 - NE and Coral Way Garage
 - Central Garage
- Connected Autonomous Vehicles Pilot Study
- Golden Glades Bike/Ped Bridge Public Outreach
- Climate Resiliency Study
- Freight Impact Analysis
- US1 from SW 27th Ave to SW 72nd Street Mobility Study
- North Corridor NW 215th Street Hub Study
- SMART STEP Post Implementation Analysis
- SMART STEP Program

Table 10. Budget Summary – Task III: Technical Programs

Year 1: FY 2023						
Budget Category	FHWA		FFY 21 FTA 5305(d)		Local	FY 2023 Total
	PL ¹	SU	Federal	Local	Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$128,000	\$40,000	\$450,000	\$50,000	\$32,000	\$700,000
Fringe	\$48,000	\$20,000	\$135,000	\$15,000	\$12,000	\$230,000
County Service Fee	\$12,800	\$4,000	\$45,000	\$5,000	\$3,200	\$70,000
Consultants						
A. SMART Plan & Programs	\$1,409,458				\$589,364	\$2,626,822
B. Multimodal/Intermodal Planning		\$100,000				\$100,000
D. Transportation Planning Support	\$1,295,324	\$240,334	\$265,528	\$29,953	\$194,253	\$2,345,392
G. Municipal Grant Program	\$160,000	\$300,000			\$40,000	\$500,000
Other Departments						
B. Multimodal/Intermodal Planning (DTPW)		\$33,000				\$33,000
C. Federal, State, and Regional Planning and Coordination (SFRPC)		\$50,000				\$50,000
D. Transportation Planning Support (DTPW)		\$60,000				\$60,000
D. Transportation Planning Support (RER)		\$40,000				\$40,000
FY 2023 Total	\$3,053,582	\$1,835,334	\$895,528	\$99,953	870,817	\$6,755,214

Year 2: FY 2024						
Budget Category	FHWA				Local	FY 2024 Total
	PL ¹	SU			Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$400,000	\$200,000			\$100,000	\$700,000
Fringe	\$128,000	\$70,000			\$32,000	\$230,000
County Service Fee	\$40,000	\$20,000			\$10,000	\$70,000
Consultants						
A. SMART Plan & Programs	\$548,000	\$241,000			\$137,000	\$927,000
B. Multimodal/Intermodal Planning	\$80,000				\$20,000	\$100,000
D. Transportation Planning Support	\$739,588	\$290,000			\$55,319	\$1,084,907
Other Departments						
B. Multimodal/Intermodal Planning (DTPW)		\$33,000				\$33,000
D. Transportation Planning Support (DTPW)		\$60,000				\$60,000
D. Transportation Planning Support (RER)		\$40,000				\$40,000
FY 2024 Total	\$1,936,388	\$954,000			\$354,519	\$3,244,907

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds

TASK IV

SHARED REGIONAL TASKS

A. Southeast Regional Planning Model (SERPM)
Development and Maintenance



TASK IV: SHARED REGIONAL TASKS

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Department of Transportation (FDOT); Broward Metropolitan Planning Organization (MPO); and Palm Beach Transportation Planning Agency (TPA)

Purpose

This section outlines activities that support federal, state, regional and, local planning responsibilities that the Miami-Dade TPO will be leading the development of Southeast Regional Planning Model (SERPM) Version 9 and the 2050 Regional Transportation Plan (RTP) and coordinates and participates in to support the metropolitan transportation planning process.

A. Southeast Regional Planning Model (SERPM) Development and Maintenance & Regional Transportation Plan (RTP) Development

The SERPM is a modeling tool that uses scenario forecasting to prepare for new socioeconomic environments and potential planning challenges within Southeast Florida. SERPM is updated every five years to support the development of regional and local transportation plans, and other regional planning efforts.

Memorandums of Understanding (MOU) have been entered jointly by the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and FDOT Districts Four and Six, to develop an effective travel demand modeling tool and transportation data collection methods for transportation planning in the Tri-County Region. The MOUs cover the following activities: a) on-going travel demand modeling efforts related to SERPM 8 maintenance (Activity 1), b) future tasks to support the next generation of SERPM, also referred to as SERPM 9 (Activities 2 and 3), and c) 2050 Regional Transportation Plan (RTP) (Activity 4).

The Broward, Palm Beach, and Miami-Dade MPOs comprising the Miami Urbanized Area are collaborating on various fronts including the development of the 2050 RTP for Southeast Florida. The 2050 RTP identifies the most significant transportation investments needed to meet growing travel demands throughout the Southeast Florida region. The RTP is coordinated with the three MPOs through SEFTC and RTTAC. The Miami-Dade TPO is serving as the administering agency for the 2050 RTP.

The regional partners agree to fund and lead the activities as previously defined in the MOUs.

Task IV: Shared Regional Tasks

Unified Planning Work Program FY 2023 and FY 2024

Activities	Scope	Deliverable(s)	Completion
1	FDOT will be leading this activity. Provide administrative and technical support, including training, documentation, and maintenance service for activities to maintain urban modeling and forecasting/SERPM, provide model support for other planning projects, and optimize model usability/user-friendliness. <i>Consultant Supported Effort:</i> \$10,000 FY 2023 \$10,000 FY 2024	Training Workshops	Annually/As requested by RTTAC-MS
		Comprehensive Performance Measures report on modeling modules	June 2024
		In-house computer equipment to perform SERPM simulations and analyses	June 2024
2	The Miami-Dade TPO will be leading this activity. Develop a 2020 based SERPM Version 9, covering the Miami Urbanized Area, which includes Palm Beach, Broward, and Miami-Dade Counties, which accurately reflects the travel demand patterns and markets for regional transit and highway projects, and make the model available to support the 2050 LRTP plan and 2050 RTP updates.	Model estimate and Design Report Data Collection / Compilation / Development Report	June 2024
		Model Calibration / Validation / Sensitivity Test Plan	June 2024
		SERPM networks / Model User Guide / Model training and support / SERPM along with all its scripts and program codes developed for the project.	June 2024
3	The Miami-Dade TPO will be leading this activity. Analyze future trends utilizing the added features and capabilities of the SERPM. Perform an analysis of model convergence related to the distribution of work trips from selected major employment centers.	Updated Traffic Analysis Districts (TADs) / Super-Districts	Annually/As requested by RTTAC-MS

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
4	The Miami-Dade TPO will be leading this activity. Provide administrative and technical support to develop the 2050 RTP in coordination with Broward and Palm Beach Counties. Coordinate with regional partners on 2050 Goals and Objectives and help develop regional priority projects and financial forecasts. <i>Consultant Supported Effort:</i> • \$166,666 FY 2023 • \$166,666 FY 2024	Updated 2050 RTP / technical memorandums, as needed	December 2024

Carry Forward Activities

Carry forward activities from the previous UPWP cycle for the shared regional tasks include:

- SERPM 9 Development, led by Miami-Dade TPO

Table 11. Budget Summary – Task IV: Shared Regional Tasks

Year 1: FY 2023				
Budget Category	FHWA		Local	FY 2023 Total
	PL	SU	Transfer from FDOT/Broward MPO/Palm Beach TPA	
Consultants				
2050 RTP	\$166,666		\$333,334	\$500,000
SERPM Maintenance		\$10,000		\$10,000
SERPM 9 Development			\$500,000	\$500,000
FY 2023 Total	\$166,666	\$10,000	\$833,334	\$1,010,000
Year 2: FY 2024				
Budget Category	FHWA		Local	FY 2024 Total
	PL	SU	Transfer from Broward MPO/Palm Beach TPA	
Consultants				
2050 RTP	\$166,666		\$333,334	\$500,000
SERPM Maintenance		\$10,000		\$10,000
FY 2024 Total	\$166,666	\$10,000	\$333,334	\$510,000

Table 12. Funding Sources for Shared Regional Tasks with Partner Agencies

Year 1: FY 2023				
	FHWA		State	FY 2023 Total
	PL ¹	SU	DS	
Activity 1: SERPM Maintenance				
Lead Agency: FDOT District Four			\$12,500	\$12,500
FDOT D6			\$12,500	\$12,500
Miami-Dade TPO		\$10,000		\$10,000
Broward MPO	\$8,500			\$8,500
Palm Beach TPA		\$6,500		\$6,500
Activities 2 & 3: SERPM 9 Development				
Lead Agency: Miami-Dade TPO				
FDOT D4			\$250,000	\$250,000
FDOT D6			\$250,000	\$250,000
Broward MPO				
Palm Beach TPA				
Activity 4: 2050 RTP Development				
Lead Agency: Miami-Dade TPO	\$166,666			\$166,666
Broward MPO	\$166,668			\$166,668
Palm Beach TPA	\$166,666			\$166,666
FY 2023 Total	\$508,500	\$16,500	\$525,000	\$1,050,000

Task IV: Shared Regional Tasks

Unified Planning Work Program FY 2023 and FY 2024

Year 2: FY 2024				
	FHWA		State	FY 2024 Total
	PL ¹	SU	DS	
Activities 1-3: SERPM Maintenance				
Lead Agency: FDOT District Four			\$12,500	\$12,500
FDOT D6			\$12,500	\$12,500
Miami-Dade TPO		\$10,000		\$10,000
Broward MPO	\$8,500			\$8,500
Palm Beach TPA		\$6,500		\$6,500
Activity 4: 2050 RTP Development				
Lead Agency: Miami-Dade TPO	\$166,666			\$166,666
Broward MPO	\$166,668			\$166,668
Palm Beach TPA	\$166,666			\$166,666
FY 2024 Total	\$508,500	\$16,500	\$25,000	\$550,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds
 Highlighted cells denote transfers



TASK V

TPO ADMINISTRATION

- A. TPO Program Support
- B. TPO Board Support
- C. Transportation Disadvantaged (TD)
Planning Grant Program

TASK V: TPO ADMINISTRATION

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Commission for the Transportation Disadvantaged (CTD); Florida Department of Transportation (FDOT); Florida Department of Environmental Protection (FDEP); Miami-Dade County (MDC); South Florida Regional Transportation Authority (SFRTA); and Local Municipalities

Purpose

The administration task provides for activities necessary to support the metropolitan transportation planning process continually including TPO Program Support, TPO Board Support, and the Transportation Disadvantaged (TD) Planning Grant Program. A County Service Fee of 10 percent (10%) is applied to all base salaries, not including fringes.

A. TPO Program Support

These activities provide financial support for both daily administrative activities and operational services. Daily administrative activities include office expenses, administrative documents, Continuity of Operations Plan (COOP) preparation, and pertinent software applications. Operational expenses include but are not limited to rent, Information Technology (IT), office supplies, office equipment, printing, pool cars, subscriptions, mail, and Human Resource (HR) services.

Activities	Scope	Deliverable(s)	Completion
1	Ensure the basic continuity of operations of the TPO under emergencies such as acts of nature, technological emergencies, health emergencies including all viral outbreaks, pandemic influenza, bioterrorism, chemical emergencies, and mass casualty incidents, and civil disturbances and terrorist incidents, and support federal, state, and local requirements intended to ensure the continuation of essential functions during times of any declared emergency. Work with the Office of Emergency Management (OEM) process and action items identifies the TPO Health Emergency Command Group and preventative measures and tips with important links and resources.	COOP	Annually by Calendar Year

<i>Activities</i>	<i>Scope</i>	<i>Deliverable(s)</i>	<i>Completion</i>
2	Maintain the TPO program via administrative services and management activities such as purchasing office supplies from ISD and outside vendors, online survey application software, copier/printer leasing, office furniture and equipment, process payments for telephone fees, database charges, copier maintenance, printing, records storage, and board member/staff travel to transportation-related workshops/ training/ conferences/ meetings/etc.	Office furniture / equipment and PCs / and peripherals necessary for operations	Annually
3	Maintain continued eligibility for federal and state transportation funding through the maintenance of a certified urban transportation planning process. Complete federal certification process and state joint certifications, as required. Update TPO Agreements, financial reports, progress reports, and DBE requirements, and prepare/respond to FDOT Annual Audit and Single Audit as required.	Federal Certification	Quadrennially by 2023
		State Joint Certification	Annually by June
		Invoices and progress reports	Quarterly
		TPO Agreements and reporting	Annually
		FDOT Annual Audit and Single Audit	Annually

B. TPO Board Support

These activities ensure the TPO Governing Board receives administrative support and that all elements of the transportation planning and decision-making process are communicated between the TPO staff and board members. Administrative tasks associated with TPO Governing Board meetings, identifying transportation planning issues, recordkeeping, and providing legal assistance are activities performed to support the TPO Governing Board's role in the transportation planning process.

Activities Cont.	Scope	Deliverable(s)	Completion
4	Coordinate metropolitan planning process functions with TPO Governing Board members and provide support to the TPO Governing Board, standing committees, subcommittees, Transportation Planning Council, and other task force/staff working groups.	Meeting agendas, minutes, supporting presentations	Monthly
		Resolutions	Monthly
5	Advertise Public Hearings in local periodicals, as required.	Public Hearing advertisements	June 2024
6	Provide written support for County and TPO Partners' federal grant applications.	Letters of support	As requested by partner agencies
7	Guide policy management in response to federal or state legislative changes that may affect the TPO in its roles or management.	Prospectus for Transportation Improvements	Upon release of new federal and/or state legislation

C. Transportation Disadvantaged (TD) Planning Grant Program

The TD Planning Grant Program is administered by the Florida Commission for the Transportation Disadvantaged (CTD). It guides designated official planning agencies when implementing local transportation disadvantaged planning services under the State's Coordinated Transportation Disadvantaged Program pursuant to Section 427.0159, Florida Statutes. These grant funds allocated from the TD Trust Fund are for the specific purpose of accomplishing duties and responsibilities of the Designated Official Planning Agency (Miami-Dade TPO) as identified in Chapter 427, Florida Statute, Rule 41-2, Florida Administrative Code, and CTD Policies.

Activities Cont.	Scope	Deliverable(s)	Completion
8	Coordinate and hold the required Miami-Dade County Transportation Disadvantaged Local Coordinating Board (LCB) meetings. Provide staff support and related resources to the Miami-Dade County TD LCB. Conduct evaluations and designation of the Community Transportation Coordinator (CTC). Develop, update, and implement LCB by-laws and grievance procedures following the CTD's most recent Local Coordinating	Meeting agendas / minutes / supporting documents / presentations	Quarterly
		Program Orientation / Training	Annually
		CTC Evaluation and Designation	When dictated by grant

Activities Cont.	Scope	Deliverable(s)	Completion
	Board and Planning Agency Operating Guidelines.	By-laws and grievance procedures	Annually
9	Jointly develop and update the Transportation Disadvantaged Service Plan (TDSP) with the CTC and the LCB.	TDSP	Annually
10	Develop deliverables as outlined in the TD Planning Grant agreement and provide support for any other activities related to the TD program, including but not limited to consultant contracts, special studies, and outreach efforts.	Progress Reports	Quarterly
		Annual Operating Report (AOR)	Annually
		Actual Expenditures Report (AER)	Annually
		Planning Contract Deliverables	When dictated by grant

Carry Forward Activities

There is no carry forward activities from the previous UPWP funding cycle; however, TPO Administration activities are a continuous task in support of the metropolitan transportation planning process.

Table 13. Budget Summary – Task V: TPO Administration

Year 1: FY 2023							
Budget Category	FHWA		FFY 21 FTA 5305(d)		CTD	Local	FY 2023 Total
	PL ¹	SU	Federal	Local	State	Local/ Miami-Dade County	
Personnel (salary and benefits)							
Salary	\$616,800	\$400,000	\$143,100	\$15,900	\$70,000	\$154,200	\$1,400,000
Fringe	\$297,600	\$88,000				\$74,400	\$460,000
County Service Fee	\$61,680	\$40,000	\$14,310	\$1,590	\$7,000	\$15,420	\$140,000
Traveling							
Travel/Training/Registration	\$7,200	\$40,000				\$1,800	\$49,000
Direct Expenses							
County Liability Insurance	\$72,800					\$18,200	\$91,000
Rent	\$456,000					\$114,000	\$570,000
Copy Machines	\$20,000					\$5,000	\$25,000
Audit	\$8,000					\$2,000	\$10,000
Subscriptions	\$8,000					\$2,000	\$10,000
Parking	\$800					\$200	\$1,000
Mail	\$12,000					\$3,000	\$15,000
HR Service	\$4,000					\$1,000	\$5,000
Office Supplies	\$16,000					\$4,000	\$20,000
Equipment	\$16,000					\$4,000	\$20,000
Other Departments							
To Communications (MDC)	\$20,800					\$5,200	\$26,000
To ITD (MDC)	\$68,000					\$17,000	\$85,000
ITD MOU (MDC)	\$90,400					\$22,600	\$113,000
FY 2023 Total	\$1,776,080	\$568,000	\$157,410	\$17,490	\$77,000	\$444,020	\$3,040,000

Year 2: FY 2024							
Budget Category	FHWA				CTD	Local	FY 2024 Total
	PL ¹	SU			State	Local/ Miami-Dade County	
Personnel (salary and benefits)							
Salary	\$984,000	\$100,000			\$70,000	\$246,000	\$1,400,000
Fringe	\$331,200	\$46,000				\$82,800	\$460,000
County Service Fee	\$98,400	\$10,000			\$7,000	\$24,600	\$140,000
Traveling							
Travel/Training/Registration	\$7,200	\$40,000				\$1,800	\$49,000
Direct Expenses							
County Liability Insurance	\$72,800					\$18,200	\$91,000
Rent	\$472,000					\$118,000	\$590,000
Copy Machines	\$20,000					\$5,000	\$25,000
Audit	\$8,000					\$2,000	\$10,000
Subscriptions	\$8,000					\$2,000	\$10,000
Parking	\$800					\$200	\$1,000
Mail	\$8,000					\$2,000	\$10,000
HR Service	\$4,000					\$1,000	\$5,000
Office Supplies	\$12,000					\$3,000	\$15,000
Equipment	\$8,000					\$2,000	\$10,000
Other Departments							
To Communications (MDC)	\$20,800					\$5,200	\$26,000
To ITD (MDC)	\$68,000					\$17,000	\$85,000
ITD MOU (MDC)	\$90,400					\$22,600	\$113,000
FY 2024 Total	\$2,213,600	\$196,000			\$77,000	\$553,400	\$3,040,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds



APPENDIX A: PLANNING ACTIVITIES

Florida Department of Transportation District 6¹

<i>Location</i>	<i>FM#</i>	<i>Estimated Funding</i>
SR A1A/Collins Avenue from 44 Street to 5875 Block	434773-3	State Funded \$419,213.00
SR 948/NW 36 Street from SR 826/Palmetto Expressway to SR 5/US 1	436426-1	Federal & State Funded \$1,755,127.00
Freight Village Analysis Study Countywide	437947-1	State Funded \$700,000.00
2020 Census Data – Functional Classifications Updates	449749-1	State Funded 300,000.00
SR 94/Kendall Drive Protected Shared Use Path from SR 997/Krome Avenue/SW 177 Avenue to SW 162 Avenue	Complete Streets Efforts (under 421053-4)	State Funded (FY 21-24) \$850,000.00
SR 90/SW 8 Street Shared Use Path from SR 997/Krome Avenue to SW 137 Avenue		
SR 826 Frontage Road/NW 167 Shared Use Path from NW 154 Street/Miami Lakes Drive to NW 57 Avenue/Red Road		
SR 856/Lehman Causeway Pedestrian and Bicycle facilities between US 1/Biscayne Boulevard and SR A1A/Collins Avenue		

¹ Please note that this is not an exhaustive list of all activities to be carried out by FDOT District 6, and it does not include projects in production phases of development (such as design and construction). For a complete list of all FDOT projects, in all phases of development, please refer to the TPO's TIP.



***APPENDIX B: TPO RESOLUTION ADOPTING THE FYS 2023
AND 2024 UPWP***

TPO RESOLUTION #20-2022

RESOLUTION APPROVING AN AMENDMENT TO THE FISCAL YEARS (FYS) 2021 AND 2022 UNIFIED PLANNING WORK PROGRAM (UPWP) DE-OBLIGATING CERTAIN FUNDS AND APPROVAL OF THE FYS 2023 AND 2024 UPWP, INCORPORATING SAID FUNDS

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the Miami-Dade Transportation Planning Organization (TPO), in its role as the MPO, provide a structure to evaluate the adequacy of the transportation planning and programming process; and

WHEREAS, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

WHEREAS, the Unified Planning Work Program (UPWP) is a federally mandated two-year document currently authorized for State FYs 2021 and 2022. Federal Highway Administration (FHWA) funds currently programmed, but not expended by fiscal year-end of June 30, 2022, require de-obligation for future re-obligation into the next two-year UPWP that begins July 1, 2022; and

WHEREAS, as required by the Florida Department of Transportation, the TPO requested de-obligation of required federal funds from FYs 2021 and 2022 UPWP so that said funds will be available in the next FYs 2023 and 2024 UPWP. This action is consistent with the multi-year implementation and funding of the Strategic Miami Area Rapid Transit (SMART) Plan, and will also preserve the continuity of the TPO work program; and

WHEREAS, the TPC has reviewed the proposed amendment to the FYs 2021 and 2022 UPWP and the FYs 2023 and 2024 UPWP, and finds them consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE TRANSPORTATION PLANNING ORGANIZATION IN ITS ROLE AS THE MPO FOR THE MIAMI URBANIZED AREA:

Section 1. That this Board incorporates into this resolution the attached TPO Executive Director's memorandum and approves the amendment to the Fiscal Years (FYs) 2021 and 2022 Unified Planning Work Program (UPWP) to de-obligate certain federal funds.

Section 2. That the Fiscal Years 2023 and 2024 Unified Planning Work Program, incorporating the de-obligated funds referenced in Section 1, subject to approval by the Federal Highway Administration (FHWA), is approved and authorized for submittal to the Florida Department of Transportation and the appropriate Federal agencies.

Section 3. That the Executive Director is authorized to execute all appropriate Federal authorization and assurances to support the UPWP document; submit and execute grant applications, amendments and non-policy changes as requested by Federal and State Agencies; sign contract awards and other documents relating to the receipt of grant funding; issue work orders to perform the tasks to meet the goals contained within the document; advertisement of budgeted contractual/consulting services; and execute regular billings for costs incurred against the UPWP Task elements on behalf of the TPO.

The adoption of the foregoing resolution was moved by Board Member Roberto Martell. The motion was seconded by Board Member Javier D. Souto, and upon being put to a vote, the vote was as follows:

Chairman Oliver G. Gilbert III -Aye
Vice Chairman Juan Carlos Bermudez -Absent

Board Member Philippe Bien-Aime	-Absent	Board Member Steven D. Losner	-Aye
Board Member Esteban Bovo, Jr.	-Aye	Board Member Roberto Martell	-Aye
Board Member Danielle Cohen Higgins	-Aye	Board Member Joe A. Martinez	-Absent
Board Member Jose "Pepe" Diaz	-Absent	Board Member Kionne L. McGhee	-Absent
Board Member Rene Garcia	-Aye	Board Member Jean Monestime	-Aye
Board Member Perla T. Hantman	-Absent	Board Member Raquel A. Regalado	-Aye
Board Member Keon Hardemon	-Aye	Board Member David Richardson	-Aye
Board Member Rodney Harris	-Aye	Board Member Rebeca Sosa	-Absent
Board Member Sally A. Heyman	-Absent	Board Member Javier D. Souto	-Aye
Board Member Eileen Higgins	-Aye	Board Member Francis Suarez	-Absent
Board Member Vince Lago	-Absent		

The Chairperson thereupon declared the resolution duly passed and approved this 5th day of May 2022.

TRANSPORTATION PLANNING ORGANIZATION

By

Tawana Parker
Tawana Parker, Clerk
Miami-Dade TPO



Date: April 28, 2022

To: Honorable Chairman Oliver G. Gilbert III and Members
TPO Governing Board

From: Aileen Bouclé, AICP
Executive Director

Agenda Item 5.B.6

Subject: Approval of an amendment to the FYs 2021 and 2022 Unified Planning Work Program (UPWP) de-obligating certain funds and approval of the FYs 2023 and 2024 UPWP incorporating said funds

RECOMMENDATION

On March 28, 2022, the Transportation Planning Council recommended approval of an amendment to the Fiscal Years (FYs) 2021 and 2022 Unified Planning Work Program (UPWP) de-obligating certain funds and approval of the Final Draft FYs 2023 and 2024 UPWP which reflects the re-obligation of said funds, with the following amendments:

- Task III Section G, page 57, removal of description year
- Task V Section A, page 69, exchange month with calendar year

Additionally, staff recommends modification to Task III Section G Municipal Grant Program, to include additional text clarifying the purpose of the program.

BACKGROUND

On March 16, 2022, the Fiscal Priorities Committee favorably recommended this item.

The UPWP is a federally mandated two-year document that represents the Transportation Planning Organization's (TPO) working budget and is currently authorized for State FYs 2021 and 2022. As required by the Florida Department of Transportation, Federal Highway Administration (FHWA), funds currently programmed, but not expended by fiscal year-end of June 30, 2022, require de-obligation for future re-obligation into the next two-year cycle for FYs 2023 and 2024.

The FYs 2023 and 2024 UPWP describes transportation planning activities to be managed by the TPO for the fiscal period beginning July 1, 2022. The document reflects metropolitan transportation planning work tasks within the Miami Urbanized Area to be funded with Federal, State and Local transportation funds and the agencies responsible for implementing the various tasks included in the program.

Therefore, the proposed amendment to the FYs 2021 & 2022 UPWP de-obligating the referenced funds and the adoption of the FYs 2023 and 2024 UPWP preserves the continuity of the TPO work program. With the approval of the FYs 2023 and 2024 UPWP transportation

planning work orders will be issued by the TPO Executive Director, or designee, to perform the tasks and meet the goals contained within the document.

The below matrix summarizes total funds available for FYs 2023 and 2024 UPWP.

FUNDING ANALYSIS				
Total Funds Available FYs 2023 and 2024 UPWP (in 000s)				
Source	Federal	State	Local Funds	Totals
FHWA PL	10,452.6		2,610	13,062.6
FHWA SU	4,000			4,000
Deobligation*	1,000*		250	250
FTA5305(d) FY2022 Carryover	1,646.9		183.4	1,830.3
CTD		154		154
Transfers to TPO		500		500
TOTALS	16,099.5	654	3,043.4	19,796.9

* Excluded de-obligation from total until amendment and UPWP 2023-2024 approved by TPO Governing Board composed of \$52,000 Federal PL and \$948,000 Federal SU from FY 2021-2022 UPWP

Attached is the Final Draft FYs 2023 and 2024 UPWP along with the presentation.

FISCAL IMPACT/FUNDING SOURCE

The two-year UPWP requires \$11,613,600 for FY 2023 and \$8,183,300 for FY 2024. The breakdown of the two-year expenditures is as follows: \$16,099,500 Federal, \$654,000 State, \$3,043,400 Local (Secondary Gas Tax). There is no fiscal impact to the TPO regarding the FYs 2021 and 2022 de-obligated funds, which will be used in FYs 2023 and will be added to the total upon approval of the amendment and document.

TRACK RECORD/ MONITOR

This item is sponsored by the TPO and Chris Rosenberg, TPO Deputy Administrator – Transportation and Land Use is responsible for monitoring this project.

TPO RESOLUTION #21-2022

RESOLUTION AUTHORIZING THE MIAMI-DADE TRANSPORTATION PLANNING ORGANIZATION (TPO) EXECUTIVE DIRECTOR TO INCORPORATE ADDITIONAL FEDERAL FUNDS APPORTIONED TO THE MIAMI-DADE TPO FOR INCLUSION INTO THE FISCAL YEARS 2023 AND 2024 UNIFIED PLANNING WORK PROGRAM AS RECOMMENDED

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the Miami-Dade Transportation Planning Organization (TPO), in its role as the MPO, provide a structure to evaluate the adequacy of the transportation planning and programming process; and

WHEREAS, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

WHEREAS, the Unified Planning Work Program (UPWP) is a federally mandated two-year document; and

WHEREAS, subsequent to the completion of the Final Draft Fiscal Years (FYs) 2023 and 2024 UPWP additional federal funding have been apportioned to the Miami-Dade TPO for inclusion into said document; and

WHEREAS, the TPC has reviewed the proposed inclusion of these additional federal funds into the FYs 2023 and 2024 UPWP, and finds it consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE TRANSPORTATION PLANNING ORGANIZATION IN ITS ROLE AS THE MPO FOR THE MIAMI URBANIZED AREA: that this Board hereby incorporates into this resolution the attached TPO Executive Director's memorandum and authorizes the incorporation of additional federal funds apportioned to the Miami-Dade TPO for inclusion into the FYs 2023 and 2024 Unified Planning Work Program as recommended under said memorandum.

The adoption of the foregoing resolution was moved by Board Member Roberto Martell. The motion was seconded by Board Member Javier D. Souto, and upon being put to a vote, the vote was as follows:

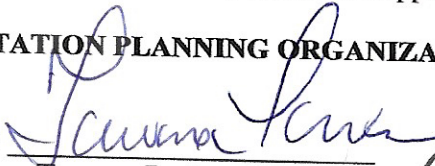
Chairman Oliver G. Gilbert III -Aye
Vice Chairman Juan Carlos Bermudez -Absent

Board Member Philippe Bien-Aime	-Absent	Board Member Steven D. Losner	-Aye
Board Member Esteban Bovo, Jr.	-Aye	Board Member Roberto Martell	-Aye
Board Member Danielle Cohen Higgins	-Aye	Board Member Joe A. Martinez	-Absent
Board Member Jose "Pepe" Diaz	-Absent	Board Member Kionne L. McGhee	-Absent
Board Member Rene Garcia	-Aye	Board Member Jean Monestime	-Aye
Board Member Perla T. Hantman	-Absent	Board Member Raquel A. Regalado	-Aye
Board Member Keon Hardemon	-Aye	Board Member David Richardson	-Aye
Board Member Rodney Harris	-Aye	Board Member Rebeca Sosa	-Absent
Board Member Sally A. Heyman	-Absent	Board Member Javier D. Souto	-Aye
Board Member Eileen Higgins	-Aye	Board Member Francis Suarez	-Absent
Board Member Vince Lago	-Absent		

The Chairperson thereupon declared the resolution duly passed and approved this 5th day of May 2022.

TRANSPORTATION PLANNING ORGANIZATION

By



**Tawana Parker, Clerk
Miami-Dade TPO**



Date: April 28, 2022

To: Honorable Chairman Oliver G. Gilbert III and Members
TPO Governing Board

From: Aileen Bouclé, AICP
Executive Director

Subject: **Authorization to Incorporate Additional Federal Funds Apportioned to the Miami-Dade TPO for Inclusion into the Fiscal Years 2023 and 2024 Unified Planning Work Program**

Agenda Item 5.B.7

RECOMMENDATION

On April 25, 2022, the Transportation Planning Council recommended the incorporation of additional federal funds apportioned to the Miami-Dade TPO into the Fiscal Years (FYs) 2023 and 2024 Unified Planning Work Program (UPWP).

BACKGROUND

On April 18, 2022, the Fiscal Priorities Committee favorably recommended this item.

The UPWP is a federally mandated two-year document that represents the Transportation Planning Organization's (TPO) working budget and describes transportation planning activities to be managed by the TPO. On April 8, 2022, the Miami-Dade TPO was notified by the Florida Department of Transportation that additional federal funds have been apportioned for inclusion into the FYs 2023 and 2024 UPWP.

TPO staff is recommending to program said funds into the FYs 2023 and 2024 UPWP as follows:

- FY 2023 additional \$518,311.00 to Task III Section D, Activity 43 for Transportation Planning Support; and
- FY 2024 additional \$518,311.00 to Task III Section D, Activity 43 for Transportation Planning Support.

FISCAL IMPACT/FUNDING SOURCE

This represents an increase of federal Planning Funds (PL funds) in the amount of \$518,311.00 to the FY 2023 and \$518,311.00 to FY 2024.

TRACK RECORD/ MONITOR

This item is sponsored by the TPO and Chris Rosenberg, TPO Deputy Administrator – Transportation and Land Use is responsible for monitoring this project.



APPENDIX C: STATEMENTS AND ASSURANCES

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

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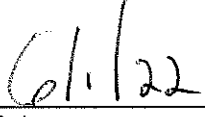
DEBARMENT and SUSPENSION CERTIFICATION

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

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



Name:
Title: MPO Chairman (or designee)



Date

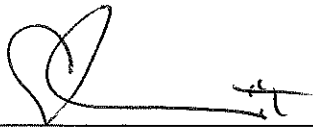
FLORIDA DEPARTMENT OF TRANSPORTATION
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LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

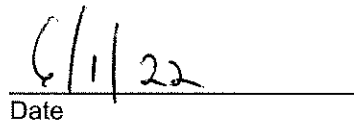
In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Miami-Dade TPO that:

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



Name:

Title: MPO Chairman (or designee)



Date

FLORIDA DEPARTMENT OF TRANSPORTATION
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DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

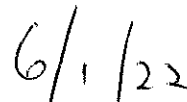
The Miami-Dade TPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Miami-Dade TPO, in a non-discriminatory environment.

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



Name:

Title: MPO Chairman (or designee)



Date

FLORIDA DEPARTMENT OF TRANSPORTATION
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TITLE VI/ NONDISCRIMINATION ASSURANCE

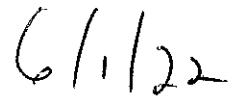
Pursuant to Section 9 of US DOT Order 1050.2A, the Miami-Dade TPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil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

The Miami-Dade TPO further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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


Name: _____
Title: MPO Chairman (or designee)


Date: _____

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

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

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

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BROWARD METROPOLITAN PLANNING ORGANIZATION
THE MIAMI-DADE TRANSPORTATION PLANNING ORGANIZATION
AND
THE PALM BEACH TRANSPORTATION PLANNING AGENCY
FOR COORDINATION OF THE REGIONAL TRANSPORTATION PLAN
AND RELATED ACTIVITIES

1. PURPOSE

This Memorandum of Understanding (MOU) is entered into jointly by the Broward Metropolitan Planning Organization (MPO); the Miami-Dade Transportation Planning Organization (TPO); and the Palm Beach Transportation Planning Agency (TPA), (hereafter these public sector transportation agencies are called PARTNERS and the metropolitan planning areas they represent will be called the Tri-County Region). Pursuant the Southeast Florida Transportation Council (SEFTC) Interlocal Agreement (ILA) signed January 9, 2006, and amended July 14, 2011, the PARTNERS are committed to developing a regional transportation plan.

The purpose of this MOU is to assign roles and responsibilities to PARTNERS. This MOU is entered to ensure mutual compliance and adherence with the statutory federal, state and local requirements, and other related policies and procedures in procurement and production.

2. ROLES AND RESPONSIBILITIES

All PARTNERS shall abide by the defined roles and responsibilities in the following section. Each PARTNER plays a critical role in the successful development of a regional transportation plan. Awareness and appreciation of each other's roles is essential for effective co-operation. Joint coordination should extend across the planning, management, and delivery of major products.

The Regional Transportation Plan (RTP) lead organization rotates amongst the PARTNERS every five years. The 2050 RTP lead organization will provide administrative support for SEFTC, the Regional Transportation Technical Advisory Committee (RTTAC) and its subcommittees for a period of five (5) years, starting January 1, 2023. The 2045 RTP lead organization shall transfer all files and necessary documents to the 2050 RTP lead organization.

The lead organization will act as Project Manager (PM) for the RTP Consultant and will be responsible for procuring, negotiating fees, invoicing, managing, and coordinating all Consultant services for the 2050 RTP. The Consultant Selection Committee will include one representative each from the Miami-Dade TPO,

Broward MPO, Palm Beach TPA, as well as the Florida Department of Transportation (FDOT) District 4, FDOT District 6, and the South Florida Regional Transportation Authority (SFRTA).

The Consultant will support the three PARTNERS and SEFTC through timely completion of various work tasks identified in the scope of services.

The TPO will serve as the lead organization for the 2050 RTP.

3. DURATION OF MEMORANDUM OF UNDERSTANDING

This MOU shall be in effect until December 31, 2028 and shall take into effect upon execution by all parties.

The following is a general schedule of the major work elements related to the RTP development. Detailed schedules and timetables will be set by the PARTNERS.

The TPO agrees to meet the RTP delivery schedule listed in **Table 1** below unless otherwise modified by the PARTNERS. The TPO will inform all the PARTNERS if there is a delay.

Table 1 – RTP Development Schedule

RTP Estimated Schedule										
Calendar Year Task (Jan-Dec)	2021		2022		2023		2024		2025	
Procurement										
UPWP Adoption										
Travel Demand Modeling										
Revenue and Finance forecasting										
Regional Transportation Network definition										
Scenario Development and Analysis										
Public Involvement										
Goals, Objectives and Measures										
Plan Adoption										

4. FUNDING

Per the adopted Unified Planning Work Program (UPWP) of the PARTNERS, funding has been assigned and allocated as directed by FDOT. Each of the signatories to this MOU agree to the funding schedule as shown in **Table 2** to support the 2050 RTP.

Table 2 - 2050 RTP Partner Funding Schedule

RTP Funding Schedule

Agency	FY 23	FY 24	Total
Miami Dade TPO	\$166,666	\$166,666	\$333,332
Broward MPO	\$166,668	\$166,668	\$333,336
Palm Beach TPA	\$166,666	\$166,666	\$333,332

5. AMENDMENTS

PARTNERS may only modify this MOU by unanimous agreement of the parties to the MOU. This MOU and any amendments or modifications to the MOU shall become effective upon execution.

SIGNATURE OF PARTICIPATING PARTNERS

For the Broward Metropolitan Planning Organization (MPO)

Greg Stuart, Executive Director



Greg Stuart (May 24, 2022 17:03 EDT)

Signature

May 24, 2022

Date

Witness

For the Miami-Dade Transportation Planning Organization (TPO)

Aileen Bouclé, Executive Director



Signature

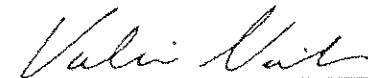
5-18-2022

Date

Witness

For the Palm Beach Transportation Planning Agency (TPA)

Valerie Neilson, Interim Executive Director



Signature

May 24, 2022

Date

Witness

SEFTC RTP MOU 5-18-2022 signed TPO Aileen Boucle

Final Audit Report

2022-05-24

Created:	2022-05-24
By:	Paul Calvaresi (calvaresip@browardmpo.org)
Status:	Signed
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"SEFTC RTP MOU 5-18-2022 signed TPO Aileen Boucle" History

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Adobe Acrobat Sign

Cost Analysis																				
			Element Table						Element Table							Criteria (Required by Florida Statute Section 216.3475)			Comments	
			UPWP 2021 - 2022						UPWP 2023 - 2024											
Task	Description	Budget Category	PL		FTA Section 5305			TOTALS	TOTALS	FHWA					% Change	A	R	N		
			FHWA	LOCAL Match	FED	STATE	LOCAL			PL	SU	FED	STATE	LOCAL						
4 (FY 21-22) 5 (FY 23-24)	TPO Program Support Services	Travel/Training/Registration	\$ 48,000	\$ 12,000	\$ 16,000	\$ 2,000	\$ 2,000	\$ 80,000	\$ 98,000	\$ 14,400	\$ 80,000			\$ 3,600	18.4%	☐	☐	☐	Training and Registration grouped with Travel in FY 23-24	
		Other Direct Costs														☐	☐	☐		
		Audit	\$ 8,139	\$ 2,036				\$ 10,175	\$ 20,000	\$ 16,000					\$ 4,000	49.1%	☐	☐	☐	New external Auditor allocation rate with Miami-Dade County has increased and this new budget anticipates further increase.
		Copy Machine	\$ 39,072	\$ 9,768				\$ 48,840	\$ 50,000	\$ 40,000					\$ 10,000	2.3%	☐	☐	☐	
		Data Services	\$ 13,024	\$ 3,256				\$ 16,280	\$ -								☐	☐	☐	
		Rent	\$ 862,828	\$ 215,708				\$ 1,078,536	\$ 1,160,000	\$ 928,000					\$ 232,000	7.0%	☐	☐	☐	3.5% escalation annual per lease agreement
		Pool Car	\$ 13,136	\$ 3,284				\$ 16,420	\$ -								☐	☐	☐	
		Telephone	\$ 32,560	\$ 8,140				\$ 40,700	\$ -								☐	☐	☐	
		Subscriptions	\$ 3,256	\$ 814				\$ 4,070	\$ 20,000	\$ 16,000					\$ 4,000	79.7%	☐	☐	☐	Costs of several subscription including periodicals, software, newspapers, and online survey accounts have increased significantly.
		Parking	\$ 9,768	\$ 2,442				\$ 12,210	\$ 2,000	\$ 1,600					\$ 400	-510.5%	☐	☐	☐	With telecommuting and hybrid schedules, the number of committee meetings without a formal vote has increased and no longer require parking reimbursement.
		Mail	\$ 16,280	\$ 4,070				\$ 20,350	\$ 25,000	\$ 20,000					\$ 5,000	18.6%	☐	☐	☐	Postage has increased. This is shown as forecasted.
		Registration	\$ 11,395	\$ 2,850				\$ 14,245	\$ -								☐	☐	☐	Registration was grouped with travel in FY 23/24 UPWP
		HR Services	\$ 4,883	\$ 1,222				\$ 6,105	\$ 10,000	\$ 8,000					\$ 2,000	39.0%	☐	☐	☐	HR services are for pending vancancies anticipated to be filled during this UPWP as well as retiring employee processing in this same window.
		Office Supplies	\$ 32,560	\$ 8,140				\$ 40,700	\$ 35,000	\$ 28,000					\$ 7,000	-16.3%	☐	☐	☐	Reduction in i-office work schedules (hybrid) and telecommute has reduced office supply needs.
		Equipment	\$ 24,419	\$ 6,106	\$ 191,000	\$ 23,875	\$ 23,875	\$ 269,275	\$ 30,000	\$ 24,000					\$ 6,000	-797.6%	☐	☐	☐	2021-2022 equipment was significantly higher due to TPO office move. Current 2023-2024 estimated budget reflects actual anticipated expenditures for typical items.
		IT Assigned Personnel	\$ 107,838	\$ 26,960				\$ 134,798	\$ -								☐	☐	☐	Consolidated in ITD MOU
		Contingency	\$ 126,447	\$ 31,613				\$ 158,060	\$ -								☐	☐	☐	
		Finance	\$ 51,600	\$ 12,900				\$ 64,500	\$ -								☐	☐	☐	
		ITD	\$ 103,200	\$ 25,800				\$ 129,000	\$ 170,000	\$ 136,000					\$ 34,000	24.1%	☐	☐	☐	Reflective of price increases for IT software and hardware.
		Communications	\$ 28,800	\$ 7,200				\$ 36,000	\$ 52,000	\$ 41,600					\$ 10,400	30.8%	☐	☐	☐	This increase is based on formula of allocation per number of employees in each County Department. We increased the number of employees on staff from last UPWP adoption to the current date.
County Liability Insurance						\$ -	\$ 182,000	\$ 145,600					\$ 36,400	100.0%	☐	☐	☐	Incorporated in 2023-2024 as this will be a recurring expense yearly with the County		
ITD MOU						\$ -	\$ 226,000	\$ 180,800					\$ 45,200	100.0%	☐	☐	☐	The ITD MOU includes several of the above items that were consolidated into the agreement with ITD including IT dedicated personnel, phones, data services, etc.)		
TOTAL:			\$ 1,537,205	\$ 384,309	\$ 207,000	\$ 25,875	\$ 25,875	\$ 2,180,264	\$ 2,080,000.0	\$ 1,600,000	\$ 80,000	\$ -	\$ -	\$ 400,000	-4.8%					

A	Allowable
R	Reasonable
N	Necessary



APPENDIX D: UPWP SUMMARY FINANCIAL TABLES

Funding Source May 2020 (rev. Apr 2021)												
Contract	Funding Source	Source Level			FY 2023 Funding Source				FY 2024 Funding Source			
			2023	2024	Soft Match		Federal		State		Local	
	CTD	State	\$ 77,000	\$ 77,000	\$ -	\$ -	\$ 77,000.00	\$ -	\$ -	\$ -	\$ 77,000.00	\$ -
		CTD TOTAL	\$ 77,000	\$ 77,000	\$ -	\$ -	\$ 77,000	\$ -	\$ -	\$ -	\$ 77,000	\$ -
	FFY 21 FTA 5305(d)	Federal	\$ 1,646,938	\$ -	\$ 411,734.50	\$ 1,646,938.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local	\$ 183,443	\$ -	\$ 45,860.75	\$ -	\$ -	\$ 183,443.00	\$ -	\$ -	\$ -	\$ -
		FFY 21 FTA 5305(d) TOTAL	\$ 1,830,381	\$ -	\$ 457,595	\$ 1,646,938	\$ -	\$ 183,443	\$ -	\$ -	\$ -	\$ -
	FHWA	PL	\$ 6,136,595	\$ 5,404,654	\$ 1,353,451.34	\$ 6,136,594.80	\$ -	\$ -	\$ 1,192,018.68	\$ 5,404,653.60	\$ -	\$ -
		SU	\$ 2,948,000	\$ 2,000,000	\$ 650,193.58	\$ 2,948,000.00	\$ -	\$ -	\$ 441,108.26	\$ 2,000,000.00	\$ -	\$ -
		FHWA TOTAL	\$ 9,084,595	\$ 7,404,654	\$ 2,003,645	\$ 9,084,595	\$ -	\$ -	\$ 1,633,127	\$ 7,404,654	\$ -	\$ -
Transf er Funds	Local	Local	\$ 833,334	\$ 333,334	\$ -	\$ -	\$ -	\$ 833,334.00	\$ -	\$ -	\$ -	\$ 333,334.00
		Local Transfer Funds TOTAL	\$ 833,334	\$ 333,334	\$ -	\$ -	\$ -	\$ 833,334	\$ -	\$ -	\$ -	\$ 333,334
	Local	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local/Miami-Dade County	\$ 1,599,904	\$ 1,179,920	\$ -	\$ -	\$ -	\$ 1,599,904.48	\$ -	\$ -	\$ -	\$ 1,179,919.60
		Local TOTAL	\$ 1,599,904	\$ 1,179,920	\$ -	\$ -	\$ -	\$ 1,599,904	\$ -	\$ -	\$ -	\$ 1,179,920
		TOTAL	\$ 13,425,214	\$ 8,994,907	\$ 2,461,240	\$ 10,731,533	\$ 77,000	\$ 2,616,681	\$ 1,633,127	\$ 7,404,654	\$ 77,000	\$ 1,513,254

Agency Participation May 2020 (rev. Apr 2021)											
	Funding Source	CTD		FFY 21 FTA 5305(d)		FHWA		Local Transfer Funds		Local	
	Contract										
	Fiscal Year	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
	Total Budget	\$ 77,000	\$ 77,000	\$ 1,830,381	\$ -	\$ 9,084,595	\$ 7,404,654	\$ 833,334	\$ 333,334	\$ 1,599,904	\$ 1,179,920
Task I Short Range Federal & State Planning Requirements											
	Personnel (salary and benefits)	\$ -	\$ -	\$ 270,000	\$ -	\$ 104,000	\$ 344,000	\$ -	\$ -	\$ 26,000	\$ 56,000
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 563,333	\$ 394,133	\$ -	\$ -	\$ 66,667	\$ 55,867
	Sub Total	\$ -	\$ -	\$ 270,000	\$ -	\$ 667,333	\$ 738,133	\$ -	\$ -	\$ 92,667	\$ 111,867
Task II Long Range Transportation Plan											
	Personnel (salary and benefits)	\$ -	\$ -	\$ 390,000	\$ -	\$ 195,600	\$ 488,000	\$ -	\$ -	\$ 14,400	\$ 112,000
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 812,000	\$ 701,867	\$ -	\$ -	\$ 178,000	\$ 48,133
	Sub Total	\$ -	\$ -	\$ 390,000	\$ -	\$ 1,007,600	\$ 1,189,867	\$ -	\$ -	\$ 192,400	\$ 160,133
Task III Technical Programs											
	Personnel (salary and benefits)	\$ -	\$ -	\$ 700,000	\$ -	\$ 252,800	\$ 858,000	\$ -	\$ -	\$ 47,200	\$ 142,000
	Consultant	\$ -	\$ -	\$ 295,481	\$ -	\$ 4,636,116	\$ 2,032,388	\$ -	\$ -	\$ 823,617	\$ 212,519
	Sub Total	\$ -	\$ -	\$ 995,481	\$ -	\$ 4,888,916	\$ 2,890,388	\$ -	\$ -	\$ 870,817	\$ 354,519
Regional Task IV Shared Regional Tasks											
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ 176,666	\$ 176,666	\$ 833,334	\$ 333,334	\$ -	\$ -
	Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 176,666	\$ 176,666	\$ 833,334	\$ 333,334	\$ -	\$ -
Task V TPO Administration											
	Personnel (salary and benefits)	\$ 77,000	\$ 77,000	\$ 174,900	\$ -	\$ 1,504,080	\$ 1,569,600	\$ -	\$ -	\$ 244,020	\$ 353,400
	Travel	\$ -	\$ -	\$ -	\$ -	\$ 47,200	\$ 47,200	\$ -	\$ -	\$ 1,800	\$ 1,800
	Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ 792,800	\$ 792,800	\$ -	\$ -	\$ 198,200	\$ 198,200
	Sub Total	\$ 77,000	\$ 77,000	\$ 174,900	\$ -	\$ 2,344,080	\$ 2,409,600	\$ -	\$ -	\$ 444,020	\$ 553,400
	TOTAL PROGRAMMED	\$ 77,000	\$ 77,000	\$ 1,830,381	\$ -	\$ 9,084,595	\$ 7,404,654	\$ 833,334	\$ 333,334	\$ 1,599,904	\$ 1,179,920



APPENDIX E: ACRONYMS

<i>Acronym</i>	<i>Definition</i>	<i>Acronym</i>	<i>Definition</i>
AASHTO	American Association of State Highway Transportation Officials	CTC	Americans with Disabilities Act
ACES	Automated/Connected/Electric/Shared-Use Vehicles	CTD	Actual Expenditures Report
ACS	American Community Survey	CTST	Community Traffic Safety Team
ADA	Americans with Disabilities Act	CY	Calendar Year
AER	Actual Expenditures Report	DBE	Disadvantaged Business Enterprise
AHJ	Authority-Having Jurisdiction	DEO	Department of Economic Opportunity
AMPO	Association of Metropolitan Planning Organizations	DTPW	Department of Transportation and Public Works
AOR	Annual Operating Report	EJ	Environmental Justice
BCT	Broward County Transit	EPC	Executive Policy Committee
BERT	Bus Express Rapid Transit	ETAP	Equitable Transportation Assessment Planner
BPAC	Bicycle Pedestrian Advisory Committee	ETDM	Efficient Transportation Decision Making
CCNA	Consultant's Competitive Negotiation Act	FAST	Fixing America's Surface Transportation
CDMP	Comprehensive Development Master Plan	FDEP	Florida Department of Environmental Protection
CIE	Capital Improvements Element	FDOT	Florida Department of Transportation
CMD	Congestion Management Dashboard	FHWA	Federal Highway Administration
CMP	Congestion Management Process	FIU	Florida International University
COOP	Continuity of Operations Plan	FPC	Fiscal Priorities Committee
CPG	Consolidated Grant Program	FTA	Federal Transit Administration
CTAC	Citizens' Transportation Advisory Committee	FTAC	Freight Transportation Advisory Committee
CTC	Community Transportation Coordinator	FTE	Florida's Turnpike Enterprise
CTD	Commission for the Transportation Disadvantage	FTP	Florida Transportation Plan
CTST	American Association of State Highway Transportation Officials	GIS	Geographic Information System
CY	Automated/Connected/Electric/Shared-Use Vehicles	GPC	General Planning Consultant
CTAC	American Community Survey	HR	Human Resource

<i>Acronym</i>	<i>Definition</i>	<i>Acronym</i>	<i>Definition</i>
ICAR	Intergovernmental Coordination and Review	PEA	Planning Emphasis Areas
INFRA	Infrastructure For Rebuilding America	PIP	Public Information Plan
IoT	Internet of Things	PL	Metropolitan Planning
ISD	Information Systems Division	PM	Performance Management
IT	Information Technology	PMP	Project Management Plan
LCB	Local Coordination Board	PPP	Public Participation Plan
LEHD	Longitudinal Employer-Household Dynamics	PPS	Public Participation Subcommittee
LODES	LEHD Origin-Destination Employment Statistics	PTASP	Public Transportation Agency Safety Plan
LOPP	List of Program Priorities	PTGA	Public Transportation Grant Agreements
LPA	Locally Preferred Alternative	PTP	People's Transportation Plan
LRTP	Long Range Transportation Plan	QA/QC	Quality Assurance/Quality Control
MAZ	Micro Analysis Zone	RER	Regulatory & Economic Resources
MDX	Miami-Dade Expressway Authority	RTP	Regional Transportation Plan
MGP	Municipal Grant Program	RTTAC	Regional Transportation Technical Advisory Committee
MMLOS	Multimodal Level of Service	SEFTC	Southeast Florida Transportation Council
MOU	Memorandum of Understanding	SERPM	Southeast Florida Regional Planning Model
MPA	Metropolitan Planning Area	SFRPC	South Florida Regional Planning Council
MPO	Metropolitan Planning Organization	SFRTA	South Florida Regional Transportation Authority
MPOAC	Metropolitan Planning Organization Advisory Council	SGR	State of Good Repair
MS	Modeling Subcommittee	SHSP	State's Strategic Highway Safety Plan
MTF	Model Task Force	SIS	Strategic Intermodal System
NARC	National Association of Regional Councils	SMART	Strategic Miami Area Rapid Transit
OEM	Office of Emergency Management	SOW	Scope of Work
OMB	Office for Management and Budget	SRTS	Safe Routes to School

<i>Acronym</i>	<i>Definition</i>	<i>Acronym</i>	<i>Definition</i>
PD&E	Project Development and Environment	SSS	Safe Street Summit
STBG	Surface Transportation Block Grant (SU)	TMA	Transportation Management Area
STEP	Street Transportation Enhancements Program	TMAC	Transit and Mobility Advisory Committee
STOPS	Simplified Trips on Project Software	TMC	Transportation & Mobility Committee
TA	Transportation Alternatives	TMP	Transportation Master Plan
TAD	Traffic Analysis District	TOC	Transit-Oriented Communities
TAM	Transportation Asset Management	TOD	Transit-Oriented Development
TARC	Transportation Aesthetics Review Committee	TPA	Transportation Planning Agency
TAZ	Traffic Analysis Zone	TPC	Transportation Planning Council
TCRPC	Treasure Coast Regional Planning Council	TPO	Transportation Planning Organization
TD	Transportation Disadvantaged	TRIP	Transportation Regional Incentive Program
TDP	Transit Development Plan	TSM&O	Transportation System Management and Operations
TDSP	Transportation Disadvantaged Service Plan	UPWP	Unified Planning Work Program
TIP	Transportation Improvement Program	UZA	Urbanized Area



APPENDIX F: COMMENTS & RESPONSES FROM FDOT & FHWA



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST – Draft FY 2023 & FY 2024

MPO: **Miami-Dade Transportation Planning Organization**

UPWP Draft # or Date: **#2 / 02/15/2022**

Review #: **1**

Date of Review: **2/**

Reviewed By: **Curlene Thomas**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes If yes, page number: 1 of PDF**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes If yes, page number: 1 of PDF**
- Identification of agencies providing funds for the UPWP? **Yes If yes, page number: 2 of PDF**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes If yes, page number: 2 of PDF**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes If yes, page number: Place Holder for # on Page 1 of PDF**
- Correct State Fiscal Years? **Yes If yes, page number: 1 of PDF**
- Statement of nondiscrimination? **Yes If yes, page number: 2 of PDF**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes If yes, page number: 2 of PDF**
- FINAL UPWP: Adoption date and space for revision dates? **Not Applicable If yes, page number: Response Pending Final**

UPWP

[No comment](#)

[Click here to enter comments](#)

Required Content

Does the UPWP have the following information?

- Introduction? **Yes If yes, page number: 6 of PDF / 1 of Report**

UPWP Review Checklist

Updated: 2/15/2022

Unified Planning Work Program (UPWP)

Review Checklist

- Organization and Management? **Yes** If yes, page number: 10 of PDF / 5 of Report
- UPWP Planning Task Pages? **Yes** If yes, page number: 20, 30, 36, 62, & 69 of PDF / 15, 25, 31, 57, & 64 of Report
- Funding Source Budget Table and Summary Budget Table? **Yes** If yes, page number: 78 and 79 of PDF
- Definition of acronyms used in UPWP? **Yes** If yes, page number: 81 of PDF
- ~~District Planning Activities? **No** If yes, page number: xx~~
- Indirect Rate Approval (if required)? **Not Applicable** If yes, page number: xx
 - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? **Not Applicable** If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research and technology transfer activities funded with other federal or state and/or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). ~~**No** If yes, page number: xx~~
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? **Yes** If yes, page number: 75 of PDF
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? **Not Applicable** If yes, page number: xx
 - A place for the Cost Analysis Certification Statement? **Yes** If yes, page number: 5 of PDF
 - A place for the FHWA Certifications and Assurances? **Yes** If yes, page number: 77 of PDF
- FINAL UPWP: **Response Pending Final UPWP**
 - The signed Resolution adopting the UPWP? **Not Applicable** If yes, page number: xx
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Not Applicable** If yes, page number: xx
 - The signed Cost Analysis Certification Statement? **Not Applicable** If yes, page number: xx
 - The signed FHWA Certifications and Assurances? **Not Applicable** If yes, page number: xx
 - UPWP Comments? **Not Applicable** If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **Not Applicable** If yes, page number: xx

Critical

TPO should ensure that District 6 and other entities [e.g. Miami-Dade County] planning activities be included in UPWP. Previously this information was in the Appendix. (See attached the info for FDOT)

Page A-2 of the Report.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? **Yes** If yes, page number: 7 of PDF
- Overview of MPO's comprehensive transportation planning activities? **Yes** If yes, page number: 7 of PDF
- Discussion of planning priorities, both MPO and local? **Yes** If yes, page number: 14 of PDF
- ~~Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter~~

Unified Planning Work Program (UPWP)

Review Checklist

53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". ~~Yes If yes, page number: 6 of PDF Consider revising statement—see general comments.~~

Page 1 of the Report.

- Definition of 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 in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$ _____ ? ~~Yes If yes, page number: 6 of the PDF Consider revising statement—see general comments~~

Page 1 of the Report.

- Description of public involvement process used in development of MPO's UPWP? ~~Yes ☒ No ☐ Page number: 7 of PDF~~
- Description of how the MPO's addresses the Federal Planning Factors-(23 CFR 450.306(b)) – can be demonstrated using a matrix? ~~Yes If yes, page number: 14 of PDF~~
- Description of how the MPO's UPWP addresses the Florida Planning Emphasis Areas 2021 and the 2021 Federal Planning Emphasis Areas? ~~Yes If yes, page number: 16 of PDF Federal Emphasis Areas need to be revised—see general comments~~

Page 10 of the Report

- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? ~~Not Applicable If yes, page number: xx~~

Enhancement

Please see general comments for proposed edits from review with FHWA and Office of Policy Planning.

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? ~~Yes If yes, page number: 10 of PDF~~
- Discussion of agreements, including date executed
 - Metropolitan Planning Agreement (FHWA funds)? ~~Yes If yes, page number: 11 of PDF has link to current UPWPW that has these details~~
 - Public Transportation Grant Agreements (prior year FTA funds)? ~~Yes If yes, page number: 11 of PDF has link to current UPWPW that has these details~~
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? ~~Yes If yes, page number: 11 of PDF~~
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? ~~Yes If yes, page number: 11 of PDF~~
 - Memorandum of Understanding between MPOs and/or FDOT if transferring funds to accomplish Regional Activities? ~~Yes If yes, page number: 11 of PDF~~
- Discussion and identification of operational procedures and bylaws including date executed?

Unified Planning Work Program (UPWP)

Review Checklist

- Continuity of Operations (COOP): **No** If yes, page number: xx
 - MPO Bylaws: **Yes** If yes, page number: 12 of PDF
- Does the MPO include the following SIGNED Certifications and Assurances section? Placeholder in Appendix C Page 76 of PDF of Draft TIP
 - Disadvantaged Business Enterprise Utilization? **Not Applicable** If yes, page number: xx
 - Debarment and Suspension Certification? **Not Applicable** If yes, page number: xx
 - Lobbying Certification for Grants, Loans and Cooperative Agreements? **Not Applicable** If yes, page number: xx
 - Title VI/Nondiscrimination Assurances? **Not Applicable** If yes, page number: xx
 - Appendices A and E? **Select response** If yes, page number: Click or tap here to enter text.
- Discussion of Indirect Rate Plan, and in an appendix include signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable? **Not Applicable** If yes, page number: xx

Critical

~~Introduction should include TPO COOP Information and its current execution date~~

Page 7 of the Report

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? **Yes** If yes, page number: 69 of PDF
- Transportation Improvement Program (TIP)? **Yes** If yes, page number: 21 of PDF
- Long Range Transportation Plan (LRTP)? **Yes** If yes, page number: 30 of PDF
- MPO Regional Activities Task (if required)? **Yes** If yes, page number: 62 of PDF

No comment

[Click here to enter comments](#)

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, Required Activities? **Yes**
- Do the required activities list who will be completing the work? **Yes**
- Does each Task Sheet indicate who is the responsible agency or agencies? **Yes**
- Does each Task Sheet include end products/deliverables with scope and estimated completion date? **Yes**
- Does supporting narrative for each task provide sufficient detail to determine eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **Not Applicable** If yes, page number: xx

No comment

[Click here to enter comments](#)

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the UPWP Budget Table template provided by Central Office for task budget tables? **Yes**

Unified Planning Work Program (UPWP)

Review Checklist

Did the MPO prepare Task Summary Budget tables for year 1 and year 2 (either individually or combined)? [Yes page number: 28, 34, 59, 60, 65, & 73 of PDF](#)

Does MPO **Administration Task** have subcategory for:

- Personnel Services? [Yes If yes, page number: 73 of PDF](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [No If yes, page number: xx](#)
- Travel? [Yes If yes, page number: 73 of PDF](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [No If yes, page number: xx](#)
- Direct Expenses? [Yes If yes, page number: 73 of PDF](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [No If yes, page number: xx](#)
- Is Annual Audit expense included, if required? [No If yes, page number: xx](#)

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Not Applicable](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Not Applicable](#)
- Equipment (if needed)? [Not Applicable](#)

Need to break out budget for individual items (Rent, Supplies, Etc.) on Task budget table. General "TPO Support". ~~[Note—During Review Period—Conducted discussion with TPO staff, after which the required materials were submitted.]~~

Critical

Page 73 & 74 of the Report

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes page number: 65-67 of PDF](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) that are included in the regional activities? [Yes If yes, page number: 66 & 67 of PDF](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes If yes, page number: 66 & 67 of PDF](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes If yes, page number: 65 of PDF](#)
- Show activities the funds are being used for? [Yes If yes, page number: 63 of PDF](#)
- Do all participating MPOs use identical: [This information not yet available, defer to final draft for this activity.](#)
 - Descriptions of the activities to be completed [Select response If yes, page number: xx](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Task name, activity description(s) and budgeted funds [Select response](#) If yes, page number: xx

[No comment](#)

[Click here to enter comments](#)

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by Central Office for Funding Source Budget Table?

[Yes](#)

Total FY 2023 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's PL Spreadsheet ***total should not include estimated amount to be de-ob'd from FY 2021-22***)? [Select response](#) If yes, page number: 78 of PDF Amount are approximately \$200 (FY23) & \$100 (FY 24) less than programmed
 - STBG or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be trued up in the fall once we have remaining balances at end of fiscal year.) [Yes](#)
- FINAL UPWP: [Response Pending Final UPWP](#)
 - PL funds, which include FDOT FY 23 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet which will include the MPO Board approved de-ob'd amount)? [Not Applicable](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
 - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be true-d up in fall once we have remaining balances at end of fiscal year.) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

[Choose a category](#)

[Click here to enter comments](#)

Total FY 2024 contract amounts:

- DRAFT UPWP:
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 24 PL funds (refer to Chris Bratton's PL Spreadsheet)? [Select response](#) If yes, page number: 78 of PDF Amount are approximately \$200 (FY23) & \$100 (FY 24) less than programmed
 - STBG or other federal funds (FY 2024 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP: [Response Pending Final UPWP](#)
 - PL funds, which include FDOT FY 24 FTA 5305(d) and FY 23 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet)? [Select response](#)
 - STBG funds or other federal funds (FY 2023 amount shown in FDOT Tentative Work Program) + MPO Board approved de-ob'd funds (if applicable) [Select response](#)
- Does Funding Source Budget Table include soft match amounts? [Yes](#)

Unified Planning Work Program (UPWP)

Review Checklist

No comment

[Click here to enter comments](#)

Since the UPWP is the “Scope of Service” for the MPO Agreement, it is important to confirm that the total of Year 1 and Year 2 amounts in the UPWP also match what is shown on the MPO Agreement. **Response Pending Final UPWP**

- Does FINAL UPWP PL amounts shown in FY 2023 plus FY 2024 match what is shown on new MPO Agreement? [Select response](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.,) amounts shown in FY 2023 and FY 2024 match what is shown on new MPO Agreement? [Select response](#)

No comment

[Click here to enter comments](#)

Summary Budget Table **Response Pending Final UPWP**

Did the MPO use the UPWP Budget Table template provided by Central Office for the Summary Budget Table?

[Yes](#)

Do the **total FY 2023 contract amounts** match what is shown on Funding Source Budget Table? [Select response](#)

Do the **total FY 2024 contract amounts** match what is shown on Funding Source Budget Table? [Select response](#)

No comment

[Click here to enter comments](#)

General UPWP Comments

Introduction

Enhancement	<i>In the introduction the TPO cites 2020 Census. 2020 census data has not been published. Please revise sentence</i> Page 1 of the Report.
Editorial	<i>Introduction paragraph that mentions CPG is missing Planning the name of Consolidated [Planning] Grant</i> Page 1 of the Report.
Enhancement	<i>Consider revising statement stating CPG participation. Bear in mind that formulas used for fund allocation are developed by FDOT in consultation with the MPOs and approved by FHWA. The 18.07% match is not just for CPG but for federal funding and that Toll Credits are used as a match per 23 USC 120.</i> Page 1 of the Report.
Enhancement	<i>Consider revising Soft match language to state that the share isn't increased up to 100%, but allows the TPO to expend their Federal allocation.</i> Page 1 of the Report.
Enhancement	<i>Miami UZA/TMA map should have the year of data used to make map, keeping in mind that 2020 data previously cited is not available and should be removed.</i> Page 4 of the Report.
Enhancement	<i>Table 1 Funding Analysis noted de obligation. DE obligation amounts should not be used in totals as this money will not become available, until approved by FHWA.</i> Page 8 of the Report.
Enhancement	<i>Table 5 that shows Matrix of Required Federal & State Planning Emphasis areas and subsequent narrative should be revised to show actual Federal Planning Emphasis Areas. Although state and federal Planning Emphasis Areas are similar they are not the same.</i>

Unified Planning Work Program (UPWP)

Review Checklist

Page 10 of the Report.

Enhancement *Resolution to establish Vision Zero as safety measures should be updated to the Calendar Year 2022 version.*

Page 15 of the Report.

Enhancement *Consider including expected completion dates for Carry Forward Activities on Table 6 Will add per Chris's email, June 2024*

Page 17 of the Report.

Tasks

Enhancement *Task 1 Purpose—There seems to be a missing link as 'Error! Reference source not found' error is in the Purpose narrative*

Page 19 of the Report.

Enhancement *Task 1 Activity 4—Request that TPO expand the public review activities for the TIP, and consider revising the 'As requested' in the completion date of activities to 'As Needed'*

Page 21 of the Report.

Enhancement *Task 1 Activity 6—Request that TPO expand narrative of the UPWP monitoring and provide milestones for specific activities like de-obligation, etc.*

Page 22 of the Report.

Enhancement *Task 1 Activity 14—consider revising wording for scope, the use of the word showcase makes activity seem like PR.*

Page 24 of the Report.

Enhancement *Task 1—budget summary (Table 7 but applies to all Task budget tables) footnote noting that "soft match" is for PL funds should note that "Soft Match" is also applied to SU funds.*

Updated throughout the budget summary tables.

Enhancement *Task 1—budget summary (Table 7 but applies to all Task budget tables) FTA funds are labeled as FFY22 in Task budget table but as FFY21 in Master Budget table in Appendix, review and revise.*

Enhancement *Task 2 Activity 4— Milestones for completion of LRTP development activities should be noted. For example, the update of the of the Freight Plan could have a set milestone date for completion*

Enhancement *Task 3 Activity 5— It appears this activity needs to be clarified. As part of the Capital Investment Grant (CIG) Program, FTA requires the Project Sponsor to prepare the PMP. Typically, the project sponsor is the implementing agency. It is understood that DTPW would be the implementing agency for their respective rapid transit corridors and that FDOT would be the implementing agency for their rapid transit corridors. Assuming this remains, both DTPW and FDOT would be responsible for developing a PMP for their respective corridors.*

Page 38 of the Report.

Enhancement *Task 3 Activity 6 - Effort must be closely coordinated with both DTPW and RER to obtain inter-agency consensus on implementation. Yes, we will do*

Enhancement *Task 3 Activity 7 - Task should be closely coordinated with MDC RER's Planning Research and Economic Analysis Section Staff Yes, we will do*

Enhancement *Task 3 Activity 15 - Both DTPW/FDOT SMART Plan Consultant Contracts have scope and budget allocated to development and implementation of a Public Involvement Plan (PIP)
Coordinated with FDOT on 3/8/22 staff meeting. Resolved.*

Editorial *Task 3 Sub-task G. Municipal Grant Program available amount of \$500,000.00. Have budget amounts been specified for each of the studies or have those estimates not been finalized?*

Enhancement *Task 4. SERPM 9 Development should be listed as a carryforward activity*

Page 64 of the Report.

Unified Planning Work Program (UPWP)

Review Checklist

Editorial	Task 4—budget summary (Table 10) needs FY 2024 PL and SU columns need to be revised. Page 65 of the Report.
Editorial	Task 4—funding sources (Table 11) needs Activities 2 & 3 rows to be revised to follow through to totals column for FY 23. Page 66 of the Report.



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Planning Comments – **CORRECTED COPY**

Document Name: UPWP FY 2023-2024

MPO: Miami

Date of Document:

Date Received: 2/3/2022

Date Reviewed: 2/22;
2/23 3/1; 3/2

District:
6

Reviewed by Stacie Blizzard

COMMENTS:

Page #	Comment Type	Comment Description
	Critical/Enh/Edit	
General	Critical	If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO). No 5307 used for planning activities as confirmed by DTPW. Appendix A-2 Includes FDOT D6 Planning Activities
General	Critical	If funding is being carried over from the prior-year UPWP, carryover amounts, and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. Carryforward activities listed on updated draft in table 6, pages 17 and 18
General	Critical	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments. 5305 (d) carryover amounts are actual contract balance from FY 2022 PTGA.

General	Critical	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's and transit providers. These activities and coordination are included in Task I under both the TIP and the Performance Management efforts.
General	Enhancement	Integration of Planning Emphasis Areas is recommended, where possible and as applicable to the TPO. The current ones are intermixed with the state PEAs and difficult to distinguish between them. A copy of the Federal PEAs has been included with these comments to assist the TPO. Text and tables updated on pages 9 thru 17
General	Enhancement	In several areas of the document there appears to be a broken data link as an “error, reference source not found” message is in the document Corrected.
General		The TPO is asked to expand the information in the tasks as milestones for activities are missing in several of the tasks and many do not include work deliverables and milestones for 2023. Noted. Activities all include deliverables and completion timelines.
General	Critical	For TMAs all major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP (including corridor and sub-area studies in accordance with 23 CFR 450.318) regardless of source of funding or entity undertaking the work. Appendix A-2 added.
General	Critical	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.

		Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval. Task V Direct expense categories under TPO Program Support details added as requested.
General	Critical	Please include in the appropriate Task an activity to capture the TPO's activities to monitor and prepare for the release of 2020 U.S. Census results. Census monitoring and status added to introduction. Also was an FDOT comment.
General	Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP. Yes. Will do.
General	Critical	The Task budget table footnote for the soft match states it applies to the PL funds, but it should be corrected to read it applies to the PL and other FHWA funds. The carryover FTA funds will remain hard matched and this and the rate should be identified as well. Corrected to reflect other FHWA funds on all budget tables.
General	Critical	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL or SU funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost and completion date to FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs. Agreed and noted.
General	Critical	Some of the Task and final budget table are sparse on details on what the expenditures are. This makes it difficult to determine eligibility and level of effort. Please include a more detailed breakdown on expenditures and costs (discussed with TPO staff

		after the draft was submitted). Added additional details on operational direct expenditures per our last meeting pages 74 and 75
Cover	Critical	The Federal Aid Project Number will be 0021-60 Thank you.
Introduction pg 1	Editorial	First paragraph: it is suggested that the discussion on the Census and urbanized area composition be stated as anticipated since this information will not be released until after the New UPWP is in effect. Updated on page 1.
Introduction pg. 1	Critical	4th paragraph: CPG discussion. Please correct the narrative for the following: The program is the Consolidated Planning Grant – I believe the word Planning is missing in the narrative. ““These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO by FDOT utilizing formulas approved coordinated by the MPOs, FDOT, and FHWA, and approved by FHWA and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using <u>Transportation Development Toll Revenue Expenditures</u> as credits for as a soft match as permitted by 23 CFR USC 120(j) and FTA C 8100.1” Updated to match above.
Introduction pg. 1	Enhancement	For better clarification please consider revising this sentence to clarify it (suggested below): The Miami-Dade TPO utilizes <u>pays</u> a county service fee, which is a de minimis rate of 10% of staff salaries only (not including fringes). Noted and incorporated.
Introduction pg. 2	Editorial	Paragraph 2 – please consider re-writing this paragraph to clarify it as written it is a little confusing to the reader. Noted and reworded.
Introduction pg. 4	Editorial	Figure 1 Please label map for the year. If this is from the current TPO MPA it is fine. If it is from the earlier discussion as information from the 2020 Census, please label it as anticipated (but the proper would be for the current MPA in effect) Label added on page 4.
Introduction pg. 8	Critical	Table 1 Anticipated funds to be deobligated cannot be included in the tasks nor budget tables. They can

		be included in the final UPWP after the amendment to reduce the current UPWP has been fully approved by the federal agencies and the funds deobligated. (this was discussed with TPO staff after the draft had been submitted for review) A footnote under the budget table and in the tasks may be included that states that \$xx funds will be deobligated and programmed in the final UPWP for disclosure. (please identify the amounts and funds) The footnote ** states the deob is a combination of federal funds from FY 2021 and 2022 UPWP. I am confused what exactly this means? Please clarify. Deobligated total funds deducted from total in table 1 and from summary table in task III as discussed. Table Six added to display the exact composition of deobligated FHWA funds.
Federal Priorities pg. 9	Critical	The section title is Federal Priorities, but it addresses the Federal Planning Factors. Please correct the title to Planning Factors. Federal Planning Factors table 4 header and following text updated to incorporate this comment.
Pg. 11	Critical	Table 5 Matrix. This Matrix is not of Federal Planning Emphasis Areas (PEAs). It is suggested that you list the Federal PEAs narratives separately and incorporating them into the Matrix or a separate table, whichever is easier. The Federal PEAs are similar to the State's but are not the same. Tables and subsequent text updated accordingly on pages 10 thru 14.
Pg. 13	Critical	Table 6 Please include the dollar amounts that are being carried forward and anticipated completion dates. Table, amounts, descriptions, and completion dates added pages 17 and 18.
Task 1 pg. 16	Enhancement/Critical	TIP: I did not see any public involvement activities for the development of the TIP. Is this perhaps included in another task? (activity 7 has good language in it for public involvement – will it be similar for the TIP?) Additional public outreach language and enhancement activity language added to activity 4 page 22.
Task 1 pg. 18	Critical	Activity 6 – it is suggested that the Closeout work for the current UPWP be included in the activities and deliverables/milestones list. It is a major activity. Language added for deobligation and close-out to activity 6 page 23.

Task 1 pg. 18	Critical	UPWP – will the consultant be utilized for 2023 deliverables? If so, please identify this information and cost No only 2024 the year of development for the 2025-2026 UPWP.
Task 1 pg. 19	Critical	Activity 10 there are no deliverables in 2023? Deliverables are throughout the UPWP period ending June 2024.
Task 1 pg. 19	Critical	How will consultant attendance at summits and conferences assist with the public participation plan? No work in 2023? Yes work in both years. Consultant support to assist in planning activities and logistics to ensure adequate public input and participation.
Task 1 pg. 20	Critical	Please expand the information about the events that will showcase Miami-Dade TPO priorities. As this is presented it may not be an eligible activity because it can be interpreted as public relations/advertising of the TPO. If this is indeed to showcase, then nonfederal funds will also need to be programmed on this task/activity to conduct these. "showcase" changed to inform on activity 14.
Task 1 pg. 20	Critical	Activities 13-18 do not have any deliverables/milestones in 2023. Is this correct? There are deliverables in both years completion is June 2024.
Task 1 pg. 23	Critical	Budget table: 1. Will there be no UPWP work in 2023? No consultant supported effort in 2023 2. What are the FTA funds being used for salaries/fringe/county service fee? Are these from a carry forward contract? Yes these are carryforward Salary funds from FY 2022 PTGA 3. Is the column labelled local the match? (there is a second column labelled local that appears to be actual local funds) Yes these are local carryforward funds from PTGA local funding contributed by Miami-Dade. We also have new local funds as indicated.
Task 2 pg. 26	Critical	There should be milestones for the LRTP activities. Will there be work in 2023? Activity will begin in 2023 and will be concluding in 2024.
Task 2 pg. 26	Critical	Requirements for LRTP are also state not just federal. Noted.

Task 3 pg 37	Critical	Activity 13 Completion date is in the prior UPWP. Is this an error? If not please remove. Corrected to June 2023
Task 3 pg 39	Enhancement	Freight -- There was no freight work identified in the LRTP activity/task so I was expecting a more robust description of work here for it. Any follow-up and implementation for the Truck Parking Plan? Update to the Freight Plan? Freight incorporation and activities for the 2050 LRTP? Activity 4 page 32 includes Freight plan update and LRTP analysis.
Task 4 pg.	Critical	YR 23-24 budget - is it missing a table? I did not see activities in the budget table Activities and budget listed 66-68.
		After we review Broward and Palm Beach UPWPs for the regional tasks I would like to set up a short meeting to see what we need to adjust in this task for the three MPOs. Noted



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