

Unified Planning Work Program (UPWP) Revision Form

MPO Requesting UPWP Revision:

Miami-Dade TPO

UPWP Revision Occurring in:

FY 2018/19 & FY 2019/20

UPWP Revision # 7

Type of UPWP Revision:

Modification

[See here for explanation of Revisions](#)

Reason for UPWP Revision:

To move \$50,000 (\$40,965 Federal and \$9,035 Local) from Information Technology (Other Direct Expenses) to Office Expansion or Move (Other Direct Expenses) in FY 2019. And to move \$128,152 (\$104,995 Federal and \$23,157 Local) from Rent and Information Technology (both Other Direct Expenses) in FY 2020 to Office Expansion or Move (Other Direct Expenses). Total task and UPWP budget remain the same.

The text changes to the UPWP are too extensive to be captured by this revision form. Please see the attached UPWP, with changes identified in strike-through/underline.

UPWP Task Information

Fiscal Year 2018/19

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

| | Task(s) Number & Name | Funding Source | Task Amounts | |
|---|----------------------------------|----------------|-------------------|----------------|
| | | | Prior to Revision | After Revision |
| (1) | 1.3 TPO Program Support Services | PL Funds | \$ 589,077 | \$ 589,077 |
| (2) | 1.3 TPO Program Support Services | Local Funds | \$ 129,923 | \$ 129,923 |
| (3) | | | \$ | \$ |
| (4) | | | \$ | \$ |
| (5) | | | \$ | \$ |
| (6) | | | \$ | \$ |
| (7) | | | \$ | \$ |
| Total <u>PL</u> Balance for Fiscal Year 2018/19 | | | \$ 4,734,000 | \$ 4,734,000 |
| Total <u>UPWP</u> Balance for Fiscal Year 2018/19 | | | \$ 10,296,183 | \$ 10,296,183 |

Unified Planning Work Program (UPWP) Revision Form

Fiscal Year 2019/20

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

| | Task(s) Number & Name | Funding Source | Task Amounts | |
|--|----------------------------------|----------------|-------------------|----------------|
| | | | Prior to Revision | After Revision |
| (1) | 1.3 TPO Program Support Services | PL Funds | \$ 529,268 | \$ 529,268 |
| (2) | 1.3 TPO Program Support Services | Local Funds | \$ 116,732 | \$ 116,732 |
| (3) | | | \$ | \$ |
| (4) | | | \$ | \$ |
| (5) | | | \$ | \$ |
| (6) | | | \$ | \$ |
| (7) | | | \$ | \$ |
| Total <u>PL</u> Balance for Fiscal Year 2019/20 | | | \$ 3,088,800 | \$ 3,088,800 |
| Total <u>UPWP</u> Balance for Fiscal Year 2019/20 | | | \$ 9,497,300 | \$ 9,497,300 |

This Section is Only Applicable to Amendments

Amendment Due to: (Check all that apply)

- Change in FHWA Approved Budget
- Change in Scope of FHWA Funded Work Task(s)
- Addition or Deletion of Work Task(s)
- Change in FTA Grant Funding (5305(d))

| December | | | | | | | 2018 |
|----------|----|----|----|----|----|----|------|
| Su | M | Tu | W | Th | F | Sa | |
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | | |

Amendment Part of De-Obligation:

Date UPWP Amendment Approved by MPO Board :
(mm/dd/yyyy)

Date MPO Submitted UPWP Amendment for FDOT Review:
(mm/dd/yyyy)

Date FDOT Submitted UPWP Amendment for FHWA/FTA Review:



Unified Planning Work Program (UPWP) Revision Form

Required Attachments to be Included with Form Submission:

- Revised UPWP Summary Budget Table(s) (Original & Proposed)
- Revised UPWP Task Sheet(s) (Original & Proposed)
- Updated and Signed Cost Analysis Certification Statement
- MPO Resolution and/or MPO Meeting Minutes Approving UPWP Amendment
(Applicable only to Amendments)

Please Use this Field to Indicate Whether Additional Forms were Required for this UPWP Revision Submittal

Form Of

Response to Request: **for FDOT, FHWA, and/or FTA use ONLY**

FDOT Action on Request: **FDOT sign Amendments ONLY**

(mm/dd/yyyy)

Signature Field

Date:

FDOT
Comment:

FHWA Action on Request: **FHWA sign Amendments ONLY**

(mm/dd/yyyy)

Signature Field

Date:

FHWA
Comment:

FTA Action on Request: **FTA sign Amendments for Transit projects ONLY**

(mm/dd/yyyy)

Signature Field

Date:

FTA
Comment:

ELEMENT 1: ADMINISTRATION

TASK NUMBER AND TITLE:

1.3 TPO PROGRAM SUPPORT SERVICES

PURPOSE:

Support the TPO operations. This task involves the direct and indirect overhead costs for the TPO. Charges include, but are not limited to, program accounting fees, single audit report on grants, copy machines, usage of pool cars, postage, telephones, rental of TPO office space, travel, registration fees, express mail, training, reproduction of supporting materials, furniture, purchase of office supplies, virtual desktops, computer equipment and peripherals, software, and continued technological update of the existing Internet applications.

REQUIRED ACTIVITIES:

- Meeting webcasts
- Website development and maintenance
- Payment of office and meeting room rental space fees.
- Prepare cost allocation time-sheets to charge employee time to grants.
- Process payments for telephone fees, database charges, copier lease and maintenance, printing, records storage, travel expenses, training, accounting fees, Information Technology Department (ITD) fees, Internal Services Department (ISD) services, postage, messenger services, paper, ink cartridges and the like to support office operations.
- Annual payment for online survey application software.
- Annual online cloud backup service.
- Purchase office supplies from ISD and outside vendors.
- Purchase office furniture and equipment.
- Reconfiguration of reception area to limit access/increase security.
- Required assessment of office space and board chambers necessary to conduct agency business.
- Lease high speed color copier/printer.
- Lease high speed black and white copier/printer.
- Staff travel to transportation related workshops, training, seminars, conferences, statewide and national meetings with peer exchange deliverables and professional staff development return on investment.
- Provide requested information to auditors performing the single audit.
- Respond and prepare solicited documentation to address Annual Audit.
- Prepare the Continuity of Operations Plan (COOP)
 - Ensure the basic continuity of operations of the TPO under emergencies such as acts of nature, technological emergencies, civil disturbances and terrorist incidents.
 - Support federal, state and local requirements intended to ensure the continuation of essential functions during times of emergencies.
- The county service fee is 10% of salaries.

FYs 2019 and 2020 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

PREVIOUS WORK AND ACCOMPLISHMENTS:

- Ensured the administrative operations of the office to include all overhead costs were properly processed.
- Desktop PCs were replaced with virtual online monitors.

END PRODUCTS:

COOP (April 2018 and April 2019)
Office furniture* (as needed)
PCs and peripherals* (as needed)

PROJECT MANAGER:

Chris Rosenberg

PARTICIPATING AGENCIES:

Miami-Dade Transportation Planning Organization (Primary agency)
Internal Services Department
Finance Department (invoicing, auditing, timesheet processing, payroll)
Office of Emergency Management
Information Technology Department (website, hardware, software, storage and maintenance)
Communications Department (webcast and TV production, graphic and website design)

WORK SCHEDULE:

This is a continuing activity with the following schedule:

| Fiscal Year | 2019 | 2020 |
|--------------------|---------------|---------------|
| Start Date | July 1, 2018 | July 1, 2019 |
| End Date | June 30, 2019 | June 30, 2020 |

The budget and PL funds are illustrative for year 1 until approved by the appropriate entities
Items over \$5,000 will seek FDOT and FHWA approval prior to purchase.

FYs 2019 and 2020 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

FUNDING:

Year 1 - FY 2018/19

| Budget Category | FHWA (PL) | Local FHWA Match | FTA Sec. 5305 | State FTA Match | Local FTA Match | CTD | Totals |
|-------------------------------|------------------|------------------|---------------|-----------------|-----------------|-----|------------------|
| Salaries and Fringes: | | | | | | | |
| TPO | \$129,414 | \$28,543 | \$17,096 | \$2,137 | \$2,137 | | \$179,327 |
| FY 2018 Carryover | | | \$33,528 | \$4,191 | \$4,191 | | \$41,910 |
| County Service Fee: | | | | | | | |
| TPO | \$9,867 | \$2,176 | \$1,304 | \$163 | \$163 | | \$13,673 |
| FY 2018 Carryover | | | \$2,556 | \$320 | \$320 | | \$3,196 |
| Travel: | | | | | | | |
| TPO | \$36,869 | \$8,132 | \$16,000 | \$2,000 | \$2,000 | | \$65,000 |
| Other Direct Expenses: | | | | | | | |
| TPO | | | | | | | |
| Audit | \$3,277 | \$723 | \$0 | \$0 | \$0 | | \$4,000 |
| Copy Machine | \$14,747 | \$3,253 | \$0 | \$0 | \$0 | | \$18,000 |
| Data Services | \$4,916 | \$1,084 | \$0 | \$0 | \$0 | | \$6,000 |
| Rent | \$114,702 | \$25,298 | \$0 | \$0 | \$0 | | \$140,000 |
| ISD Services | \$39,326 | \$8,674 | \$0 | \$0 | \$0 | | \$48,000 |
| Public Hearing Ads | \$13,928 | \$3,072 | \$0 | \$0 | \$0 | | \$17,000 |
| Pool Car | \$5,735 | \$1,265 | \$0 | \$0 | \$0 | | \$7,000 |
| Telephone | \$10,651 | \$2,349 | \$0 | \$0 | \$0 | | \$13,000 |
| Subscriptions | \$819 | \$181 | \$0 | \$0 | \$0 | | \$1,000 |
| Parking | \$2,458 | \$542 | \$0 | \$0 | \$0 | | \$3,000 |
| Mail | \$4,916 | \$1,084 | \$0 | \$0 | \$0 | | \$6,000 |
| Registration | \$3,277 | \$723 | \$5,600 | \$700 | \$700 | | \$11,000 |
| HR Services | \$819 | \$181 | \$0 | \$0 | \$0 | | \$1,000 |
| Office Supplies | \$10,651 | \$2,349 | \$0 | \$0 | \$0 | | \$13,000 |
| Equipment/furniture | \$13,109 | \$2,891 | \$0 | \$0 | \$0 | | \$16,000 |
| Office Expansion or move | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
| | <u>\$40,965</u> | <u>\$9,035</u> | | | | | <u>\$50,000</u> |
| Other Departments: | | | | | | | |
| Finance | \$35,230 | \$7,770 | | | | | \$43,000 |
| FY 2018 Carryover | | | \$34,400 | \$4,300 | \$4,300 | | \$43,000 |
| Information Technology | <u>\$122,895</u> | <u>\$27,105</u> | - | - | - | - | <u>\$150,000</u> |
| | <u>\$81,930</u> | <u>\$18,070</u> | | | | | <u>\$100,000</u> |
| Communications | \$11,470 | \$2,530 | | | | | \$14,000 |
| | \$589,077 | \$129,923 | \$110,485 | \$13,811 | \$13,811 | \$0 | \$857,106 |

FYs 2019 and 2020 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

Year 2 -FY 2019/20*

| Budget Category | FHWA (PL) | Local FHWA Match | FTA Sec. 5305 | State FTA Match | Local FTA Match | CTD | Totals |
|--------------------------|-----------|------------------|---------------|-----------------|-----------------|-----|-----------|
| Salaries and Fringes: | | | | | | | |
| TPO | \$57,094 | \$12,592 | \$37,166 | \$4,646 | \$4,646 | | \$116,144 |
| County Service Fee: | | | | | | | |
| TPO | \$4,353 | \$960 | \$2,834 | \$354 | \$354 | | \$8,856 |
| Travel: | | | | | | | |
| TPO | \$36,869 | \$8,132 | \$0 | \$0 | \$0 | | \$45,000 |
| Other Direct Expenses: | | | | | | | |
| TPO | | | | | | | |
| Audit | \$3,277 | \$723 | | | | | \$4,000 |
| Copy Machine | \$17,205 | \$3,795 | | | | | \$21,000 |
| Data Services | \$5,735 | \$1,265 | | | | | \$7,000 |
| Rent | \$119,618 | \$26,382 | - | - | - | - | \$146,000 |
| | \$89,713 | \$19,787 | | | | | \$109,500 |
| ISD Services | \$13,109 | \$2,891 | | | | | \$16,000 |
| Pool Car | \$6,554 | \$1,446 | | | | | \$8,000 |
| Telephone | \$11,470 | \$2,530 | | | | | \$14,000 |
| Subscriptions | \$819 | \$181 | | | | | \$1,000 |
| Parking | \$4,097 | \$904 | | | | | \$5,000 |
| Mail | \$4,097 | \$904 | | | | | \$5,000 |
| Registration | \$3,277 | \$723 | | | | | \$4,000 |
| HR Services | \$819 | \$181 | | | | | \$1,000 |
| Office Supplies | \$11,470 | \$2,530 | | | | | \$14,000 |
| Equipment/furniture | \$13,109 | \$2,891 | | | | | \$16,000 |
| Office Expansion or Move | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
| | \$104,995 | \$23,157 | | | | | \$128,152 |
| Other Departments: | | | | | | | |
| Finance | | | \$34,400 | \$4,300 | \$4,300 | | \$43,000 |
| Information Technology | \$204,825 | \$45,175 | \$0 | \$0 | \$0 | | \$250,000 |
| | \$129,735 | \$28,613 | | | | | \$158,348 |
| Communications | \$11,470 | \$2,530 | | | | | \$14,000 |
| | \$529,268 | \$116,732 | \$74,400 | \$9,300 | \$9,300 | \$0 | \$739,000 |

*The budget and PL funds are illustrative for year 2 until approved by the appropriate entities.