

**Fiscal Years 2010/2011 – 2011/2012
Unified Planning Work Program**



**Florida Metropolitan Planning
Organization Advisory Council**

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MPOAC Resolution 2010-02

A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) ADOPTING THE MPOAC UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2010/2011 – 2011/2012.

Whereas, The MPOAC is established by Florida Law pursuant to Section 339.175 F.S. to assist Florida's MPO's in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion;

Whereas, The MPOAC adopts a Unified Planning Work Program for two fiscal years that describes the various tasks to be accomplished by the MPOAC in the performance of its duties;

Whereas, The MPOAC adopts the Unified Planning Work Program with the concurrence of the Federal Highway Administration, the Federal Transit Administration and the Florida Department of Transportation and in compliance with all comments received from those same agencies; and

Whereas, The MPOAC Governing Board authorized Chairman Kaplan to approve the Unified Planning Work Program prior to July 1, 2010;

NOW THEREFORE BE IT RESOLVED THIS FIRST DAY OF APRIL 2010 THAT THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL HEREBY ADOPTS ITS UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2010/ 2011 – 2011/2012.

PASSED AND DULY ADOPTED this first day of April 2010.

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL



The Honorable Richard J. Kaplan, Chairman

Howard Glassman, Executive Director

Attested to:

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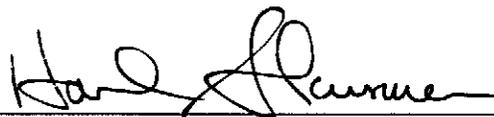
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Debarment and Suspension Certification

As required by USDOT regulations on Government wide Debarment and Suspension in 49 CFR 29.510

- (1) The Florida Metropolitan Planning Organization Advisory Council 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 transportation, 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 transportation (federal, state or local) grants terminated for cause of default.
- (2) The Florida Metropolitan Planning Organization Advisory Council also hereby certifies that if, later, it becomes aware of any information contradicting the statement of paragraphs (a) through (d) above, it will promptly provide that information to the USDOT.



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2010

Lobbying Certification
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal 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 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 undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 such failure.



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2010

Assurance of Compliance with Title VI of the Civil Rights Act of 1964

The Florida Metropolitan Planning Organization Advisory Council hereby agrees that as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d – 42 U.S.C. 2000d-4 and all requirements imposed by or pursuant to: 49, CFR, Part 21, non-discrimination of Federally-assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 and other pertinent directives, in accordance with the origin, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of activity for which the recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration, and hereby gives assurance that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7(a) of the Regulations.



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2010

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Florida Metropolitan Planning Organization Advisory Council 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 Florida Metropolitan Planning Organization Advisory Council 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 Florida Metropolitan Planning Organization Advisory Council in a non-discriminatory environment.

The Florida Metropolitan Planning Organization Advisory Council shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or familial status 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.



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2010

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to define the tasks to be undertaken and the anticipated funding requirements of the Florida Metropolitan Planning Organization Advisory Council (MPOAC) for fiscal years 2010/2011 – 2011/2012. This work program is the MPOAC's second 2-year UPWP and covers the period from July 1, 2010 through June 30, 2012.

The UPWP provides the basis for funding of the transportation planning activities to be undertaken with FHWA (PL) planning funds and FTA Section 5303 metropolitan planning funds to support the activities of the MPOAC.

Following this introduction is a discussion of the organization and management of the MPOAC. The specific transportation planning activities to be undertaken these two fiscal years by the MPOAC staff are organized into four major sections, each of which comprises a number of individual tasks:

1. **Administration:** This section includes those functions required to manage the transportation planning process on a continual basis, including program administration, development, review and reporting, as well as such activities as intergovernmental coordination, public information and notice, and training.
2. **Forum for Cooperative Decision-Making:** This section includes those functions necessary to establish a forum for cooperative decision-making among Florida's MPOs, and with other public and private partners who participate in the cooperative, comprehensive, and continuing transportation planning process.
3. **Dissemination of MPOAC Information:** This section includes those functions necessary to develop, reach consensus, and distribute MPOAC information that can both educate and assist policy makers at the various levels of government. Also included in this section are those tasks of the MPOAC, which are used to cross organizational lines to involve the many diverse participants of the transportation planning process.
4. **Project Planning and Reports:** This section includes those functions which are necessary in order to prepare certain project studies, reports and correspondence. These activities often result in specific work products that are initiated and endorsed by the MPOAC.

Public Involvement:

Public Involvement for development of the UPWP included various public involvement opportunities. Each MPO was provided a copy of the draft UPWP via the internet with a request to submit comments over a two week period. The draft UPWP was also displayed on the MPOAC website for a similar amount of time and was included in the April 2010 MPOAC meeting agenda package. The MPOAC website is updated and maintained by the MPOAC staff and is accessed by the public and MPOAC partner organizations on a regular basis.

ORGANIZATION AND MANGEMENT

The Metropolitan Planning Organization Advisory Council (MPOAC) was created by the 1984 Florida Legislature pursuant to Section 339.175(11), Florida Statutes. The MPOAC was created with the primary purpose and duty to:

“Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and

“To serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.”

The 1993 Florida Legislature expanded the authority of the MPOAC and allowed the Council to “employ an executive director and such other staff as necessary to perform adequately the functions of the council, within budgetary limitations.” The legislation assigned the MPOAC to the FDOT, Office of the Secretary for fiscal and accountability purposes, but specified that the MPOAC “shall otherwise function independently of the control and direction of the Department.”

The organization of the MPOAC consists of a 26 member Governing Board and a 26 member Staff Directors’ Advisory Committee.

The MPOAC Governing Board consists of one representative and one alternate representative from each of the following metropolitan planning organizations:

Bay County TPO	METROPLAN Orlando
Broward MPO	Miami-Dade Urbanized Area MPO
Capital Region TPA	North Florida TPO
Charlotte County-Punta Gorda MPO	Ocala/Marion County TPO
Collier MPO	Okaloosa-Walton TPO
Florida-Alabama TPO	Palm Beach MPO
Gainesville MTPO	Pasco County MPO
Hernando County MPO	Pinellas County MPO
Hillsborough County MPO	Polk TPO
Indian River County MPO	Sarasota/Manatee MPO
Lake-Sumter MPO	Space Coast TPO
Lee County MPO	St. Lucie TPO
Martin MPO	Volusia County MPO

The powers and duties of the Governing Board include: Entering into contracts with individuals, private corporations, and public agencies; acquiring, owning, operating, maintaining, selling, or leasing personal property essential for the conduct of business; accepting funds, grants, assistance, gifts, or bequests from private, local, state, or federal sources; establishing bylaws and making rules to effectuate its powers, responsibilities, and obligations; assisting metropolitan planning organizations in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law; and serving as a clearinghouse for review and comment by metropolitan planning organizations on the Florida

Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized area transportation and systematic planning instituted pursuant to statute.

The MPOAC Staff Directors' Advisory Committee consists of one representative and one alternate representative from each of the following metropolitan planning organizations:

Bay County TPO	METROPLAN Orlando
Broward MPO	Miami-Dade Urbanized Area MPO
Capital Region TPA	North Florida TPO
Charlotte County-Punta Gorda MPO	Ocala/Marion County TPO
Collier MPO	Okaloosa-Walton TPO
Florida-Alabama TPO	Palm Beach MPO
Gainesville MTPO	Pasco County MPO
Hernando County MPO	Pinellas County MPO
Hillsborough County MPO	Polk TPO
Indian River County MPO	Sarasota/Manatee MPO
Lake-Sumter MPO	Space Coast TPO
Lee County MPO	St. Lucie TPO
Martin MPO	Volusia County MPO

The Staff Directors' Advisory Committee is responsible for providing guidance to the MPOAC regarding transportation issues that may come before the MPOAC Governing Board for action. The Staff Directors' Advisory Committee serves as a forum for the discussion and formulation of recommendations to the Governing Board, which will later be forwarded to appropriate governmental bodies or other individuals. Recommendations are related to statewide concerns regarding all transportation-related issues.

The bylaws of both the Governing Board and the Staff Directors' Advisory Committee are contained in Rule Chapter 35-1, Florida Administrative Code.

The MPOAC has also established a Policy and Technical Subcommittee. The Subcommittee meets in a central location between regularly scheduled MPOAC meetings in order to identify issues for future action by the MPOAC's Staff Directors and Governing Board. All members of the MPOAC are invited to participate on the subcommittee. The Policy and Technical Subcommittee Members are individuals or designees who serve on the Staff Directors Advisory Committee and wish to participate.

The staff of the MPOAC consists of an Executive Director and an Administrative Assistant. The MPOAC also employs a General Counsel under a legal services contract and contracts for general consultant services with the Center for Urban Transportation Research at the University of South Florida. The Florida Department of Transportation (FDOT) assists in the operation of the MPOAC by providing office space and other related services. There are no agreements in place between the MPOAC and other parties. Pursuant to Florida law, the MPOAC is assigned to the Office of the Secretary of FDOT for fiscal and accountability purposes, but otherwise functions independently of the control and direction of FDOT.

ADMINISTRATION

This section includes those functions required to manage the transportation planning process on a continual basis, including program administration, development, review and reporting, as well as such activities as intergovernmental coordination, public information and notice, and training.

Administration Task includes:

- Development of UPWP

- Quarterly Budget Reports and Progress Reports

- Planning Consultant Services to Support MPOAC Activities

- MPOAC Administration

Task 1.1 – Development of UPWP

Purpose:

To comply with the requirements of 23 CFR 450.314 and Section 339.175 (9) Florida Statutes.

Previous Work Completed:

The MPOAC 2010/2011 through 2011/2012 Unified Planning Work Program was developed by staff and reviewed by the MPOAC Staff Directors' Advisory Committee, MPOAC Governing Board, Florida Department of Transportation, Federal Highway Administration and the Federal Transit Administration. The MPOAC Governing Board at its April 1, 2010 meeting authorized the MPOAC Chair to formally adopt the fiscal year 2010/2011 through 2011/2012 Unified Planning Work Program prior to July 1, 2010.

Proposed Methodology:

MPOAC staff will prepare a fiscal year 2012/2013 through 2013/2014 Two Year Unified Planning Work Program and prepare amendments to the 2010/2011 through 2011/2012 UPWP in accordance with the Florida Department of Transportation MPO Administrative Manual and coordinate review by the Staff Directors' Advisory Committee, Governing Board, Florida Department of Transportation, Federal Highway Administration and the Federal Transit Administration.

Work Product:

Develop and adopt Fiscal Year 2012/2013 through 2013/2014 Unified Planning Work Program and submit the Two Year UPWP to the Florida Department of Transportation, the Federal Highway Administration and the Federal Transit Administration prior to July 1, 2012. The MPOAC will distribute copies of the adopted UPWP to the Staff Directors' Advisory Committee and Governing Board.

Amendments to the UPWP will also be developed and processed in accordance with the MPO Administrative Manual in order to maintain and update the documents over the two year period.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$12,996	\$12,996	\$25,992
Total	\$12,996	\$12,996	\$25,992

Task 1.2 – Quarterly Budget Reports and Progress Reports

Purpose:

To inform the MPOAC of the status of expenditures of Federal PL funds during each quarter. To comply with the requirements of 23 CFR Part 420, 49 CFR Part 18 and the Office of Management and Budget Circular A-87.

Previous Work Completed:

The MPOAC Governing Board adopted its fiscal year 2008/2009 through 2009/2010 budget in July 2008. The MPOAC provided quarterly budget reports that reflected expenditures by the MPOAC at its quarterly meetings.

The MPOAC provided Quarterly Progress Reports on the FY 2008/2009 through 2009/2010 Unified Planning Work Program (UPWP) to the FDOT, Office of Policy Planning (for transmittal to the FHWA and FTA) within 30 days following the end of each quarter.

Proposed Methodology:

MPOAC staff will work closely with the FDOT Program Development Office and the Statewide MPO Coordinator to ensure funds are programmed into the Department of Transportation Work Program. MPOAC staff will maintain records for management of charges, performance of grant requirements, financial audits and budgets. Staff will track expenditures and maintain a contract with MPOAC General Counsel as per State of Florida, Office of Attorney General Scope of Service. Staff will monitor and track travel and meeting room costs associated with activities of the MPOAC, the Policy and Technical Subcommittee and attendance at MPOAC related educational seminars and conferences.

MPOAC staff will prepare and develop a Quarterly Progress Report and transmit summary information relative to the FY 2010/2011 through 2011/2012 Unified Planning Work Program to the FDOT, Office of Policy Planning for transmittal to the Federal Highway Administration and Federal Transit Administration.

Work Product:

The MPOAC will present quarterly budget reports to the Staff Directors' Advisory Committee and Governing Board at its meetings in July, October, January and April during FY 2010/2011 and FY 2011/2012.

Within 30 days following the end of each quarter the MPOAC will prepare and transmit Quarterly Progress Reports relative to the Fiscal Year 2010/2011 through 2011/2012 Unified Planning Work Program to the FDOT, Office of Policy Planning for transmittal to the Federal Highway Administration and Federal Transit Administration. Within 90 days after the end of the second fiscal year (September 30, 2011) the MPOAC will send a final PL close-out report.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$15,704	\$15,704	\$31,408
Total	\$15,704	\$15,704	\$31,408

Task 1.3 – Planning Consultant Services

Purpose:

To provide Planning Consultant Services to the MPOAC in order to prepare the necessary work products and services of the ever increasing and ongoing activities/tasks of the MPOAC.

Previous Work Completed:

Since 1994 the MPOAC has had no more than two staff positions, an Executive Director and an Administrative Assistant. The MPOAC assists in carrying out the urbanized area transportation planning process as the principal forum for collective policy discussion. The MPOAC is a conduit between individual MPOs and state/federal transportation agencies on issues of statewide concern and provides organizational, administrative and policy guidance to individual member MPOs as requested. The workload of the MPOAC has steadily increased in its effort to assist all MPOs in the state with fulfilling their collective federal, state, regional and local responsibilities in maintaining the urbanized area transportation planning process. The MPOAC provides research and other practical support to Florida's 26 MPOs, monitors legislative and regulatory proposals at both the federal and state level, participates in the policy development activities of various federal and state transportation and related initiatives, and provides its membership continuing education on a variety of relevant subjects. The need for additional staff support reflects the ever-increasing work assignments and activities of the MPOAC.

In an effort to supplement the existing MPOAC staff effort, the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF) has provided a variety of needed transportation services and expertise to the MPOAC through a transportation planning services agreement that has been in place since Fiscal Year 2002. Some of the work products and services that CUTR has provided include:

- Analysis and advice on proposed and existing legislation and other regulatory activities and initiatives related to transportation planning, transportation finance, growth management and other issues relevant to MPOs. This includes, but are not limited to, proposals that:
 - reauthorize federal surface transportation programs,
 - establish federal climate change standards,
 - update Florida statutes governing MPO operations and activities,
 - establish a statewide revenue study commission, and
 - support rail transit in Florida and establish the Florida Statewide Passenger Rail Commission.
- Reviewed and prepared formal comments to the draft 2010 Strategic Intermodal System (SIS) Strategic Plan and the 2009 Florida Rail System Plan.
- Developing MPOAC Federal Transportation Authorization Principles. The principles were developed based on a thorough review of the published policy positions of national transportation organizations (AMPO, NARC, APTA, AASHTO, etc.), the

proposals of both the outgoing and incoming administrations (Bush/Obama) and input from MPOAC members. A high quality two-page flyer of the principles were printed for distribution to the Governor, leaders in the Florida Legislature, the Florida congressional delegation in Washington, Florida's MPOs, the Florida Department of Transportation, the Association of MPOs, the National Association of Regional Councils and other partner agencies and organizations.

- Working with FHWA, FDOT and MPO staff on LRTP update issues and on statewide and MPO-level revenue projections, particularly the issue of reporting future revenue in MPO LRTPs in year-of-expenditure dollars.
- Assisting the MPOAC Executive Director in his role as a member of the Governor's Action Team on Energy and Climate Change, including reviewing and commenting on proposed policy options prepared by each of the six subcommittees formed to provide guidance to the Action Team.
- Prepared a proposed scope of services to conduct a transportation revenue study. The study will be conducted over a 24 month period and provide analysis, staff support, policy development and suggested legislative approaches to implement a set of revenue measures that will address Florida's transportation funding needs.
- Prepared a resource document for the MPO Climate Change Peer Exchange held in Tampa in September 2009. The 11-page resource document contained an annotated bibliography of publicly available documents related to various subjects related to climate change. The annotated bibliography was organized by subject area including general information on climate change, greenhouse gas emissions and air quality, smart growth, rising sea level and transportation. The resource document also included a list of useful websites and helpful contacts.
- Prepared a white paper outlining a proposed extension of the Charter County Transportation Surtax to non-charter counties that are members of a Regional Transportation Authority. The white paper provided the policy rationale behind the proposed extension, background on the surtax and Charter Counties and a table detailing potential revenues associated with the proposed extension
- Prepared and administered a survey relating to 2-Year Unified Planning Work Programs. The survey was administered on-line and covered areas related to the ease of administration and coordination with other planning and fiscal processes. Survey responses were tabulated and documented in a technical memorandum and a presented to the MPOAC.
- Preparing individual tasks and budget tables as part of the FY 2010/2011 through 2011/2012 MPOAC Unified Planning Work Program (UPWP) drafting process.
- Transportation statements, correspondence, articles and papers on various transportation and related issues of particular relevance and consequence to the MPOAC.
- MPOAC quarterly meeting and subcommittee meeting agenda items, materials and minutes.
- Attendance at numerous meetings around the state and nation representing the MPOAC at the request of the MPOAC Executive Director.

- Preparing MPOAC legislative positions prior to the state legislative session and summaries of approved legislative proposals following the state legislative session.

Proposed Methodology:

The MPOAC proposes to contract directly with CUTR to receive the services of CUTR employee(s) who would be assigned to work for and be supervised by the MPOAC Executive Director. The employee(s) will be located at the CUTR building on the USF campus in Tampa, but be available to complete agreed upon tasks, including meeting and conference attendance, wherever needed.

Work Product:

Services to be provided under this task may include, but not be limited to, the following:

- Developing research reports and studies on subjects of relevance to ongoing and future MPO activities.
- Updating a high quality brochure describing MPOs and their activities in general and the MPOAC and its mission.
- Preparing best practices reports using examples of excellence developed and implemented by Florida's MPOs as well as other MPOs nationally and national associations such as the Association of MPOs and the National Association of Regional Councils.
- Reviewing, analyzing and developing transportation policy statements, letters and papers.
- Attending and monitoring transportation related meetings, workshops and public hearings conducted by federal, state and local agencies, the Florida Legislature, as well as statewide associations, authorities and commissions on behalf of the Florida MPOAC.
- Conducting analysis and providing advice on proposed and existing legislation and other regulatory activities and initiatives related to transportation planning, growth management, the delivery and expansion of transit services, global climate change and air quality, and other issues relevant to MPOs. Particular attention will be paid to federal transportation reauthorization proposals. With an emphasis on further integrating non-SOV modes (transit, pedestrian and bicycle) as viable options in statewide and metropolitan transportation systems.
- Advising and assisting the Executive Director in the development of MPOAC meeting content and materials.
- Preparing draft task items for the MPOAC Unified Planning Work Program (UPWP).
- Preparing minutes of MPOAC Staff Director and Governing Board quarterly meetings.
- Monitoring the potential impacts to MPO practices in Florida as a result of adopted changes in national air quality standards and providing technical support to Florida's MPOs in meeting those new requirements.
- Participating in the update process of the Florida Transportation Plan.

The specific deliverables and/or services to be provided under this task will be agreed upon by the MPOAC Executive Director and the CUTR PI on an as needed basis depending upon the immediate transportation planning requirements of the MPOAC.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$85,000	\$85,000	\$170,000
FTA 5303	\$10,000	\$10,000	\$20,000
Total	\$95,000	\$95,000	\$190,000
<i>Amount to Consultant</i>	\$80,000	\$80,000	\$160,000

Task 1.4 – Legal Services

Purpose:

To provide legal services for the MPOAC, and to assure that the MPOAC is compliant with all Federal and State laws and administrative rules. Legal Services are provided to the MPOAC by and through an attorney with expertise in procedures under the Florida Administrative Procedure Act, Chapter 120, Florida Statutes; has a working knowledge in local government law; has knowledge with regard to provisions of Federal transportation-related law under the U.S. Code and Code of Federal Regulations; has a working knowledge in Florida planning, zoning, and transportation law; and is knowledgeable with regard to Federal-State-Local transportation funding, planning, and general requirements of law.

Previous Work Completed:

During the previous two year period, the MPOAC’s General Counsel prepared a variety of legal opinions and analyzed various state and federal legislative proposals. Among them was legislation to amend Florida Statutes relating to MPOs to conform those statutes with SAFETEA-LU, associated federal regulations and Florida MPOAC guidance related to the “needs” element of MPO long range transportation plans; rendered a legal opinion with regarding MPOs as a corporation and another on replacing an MPO Governing Board member; and met with the MPOAC Executive Director and staff from the Florida House and Senate Transportation Committees about proposed MPOAC legislation.

Proposed Methodology:

Work through the MPOAC Executive Director and MPOAC Governing Board Chairman; undertake work assignments as directed by the MPOAC Governing Board and Staff Directors, Executive Director, or MPOAC Policy and Technical Subcommittee.

Work Product:

The MPOAC General Counsel performs certain professional legal services as follows: Drafts proposed rules and rule amendments, resolutions, contracts, and correspondence; reviews and analyzes MPOAC legal files, data, documents and other materials concerning the above matter and advise on a recommended legal course of action; prepares and files pleadings, motions, or briefs which may be required and represents the MPOAC in any related litigation; represents the AGENCY at trial or on appeal; attends and participates in Governing Board, Staff Director Advisory Committee meetings, Policy and Technical Subcommittee meetings, conference calls, meetings with other agencies such the FDOT and reports on the status of the legal matters; performs legal research and renders legal advice; reviews and analyzes MPOAC legal files, data, documents and other materials and advises on a recommended legal course of action; acts as an intermediary between the MPOAC and counsel for other agencies or legal entities; and performs other legal services as directed by the MPOAC Governing Board.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$18,000	\$18,000	\$36,000
Total	\$18,000	\$18,000	\$36,000
<i>Amount to Attorney</i>	\$18,000	\$18,000	\$36,000

Task 1.5 – Membership Dues

Purpose:

To provide Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) membership to Florida’s MPOs and the MPOAC using FHWA PL funds.

Previous Work Completed:

The State’s PL distribution formula was updated in Fiscal Year 2005/06 and added funds to the MPOAC allocation to be used for AMPO and NARC membership dues for all of Florida’s MPOs and the MPOAC. The updated PL distribution formula was developed by FDOT, endorsed by the MPOAC, and approved by the FHWA.

Proposed Methodology:

Allocate \$67,191 in PL funds to AMPO and \$33,000 in PL funds to NARC for 2010 and 2011 calendar year membership. Continue membership with the Florida Chapter of the Intelligent Transportation Society (\$385) and Floridians for Better Transportation (\$1,000).

Work Product:

Membership in AMPO and NARC will provide Florida’s MPOs access to training, peer to peer activities, and technical assistance opportunities that will enhance the MPO transportation planning process. This statewide membership fee results in a reduced rate and cost savings as compared to individual MPO membership. The outcome is better MPO training through peer to peer interaction and the dissemination of information.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$101,576	\$101,576	\$203,152
Total	\$101,576	\$101,576	\$203,152

Task 1.6 – MPOAC Administration

Purpose:

To finance and manage the daily operation of the MPOAC in a manner that is necessary to perform its duties. This includes the purchase of capital equipment, the payment and processing of invoices and requisitions, the administration of travel funds, conducting personnel actions and evaluations, and all other administrative actions.

Previous Work Completed:

The MPOAC met department standards in the payment and processing of invoices and requisitions and all personnel actions during the past two years. Travel to meetings and conferences were conducted according to the department travel provisions and the purchase of capital equipment followed appropriate procedures.

Proposed Methodology:

Continue to process all invoices and requisitions and expend travel funds in a manner consistent with state and federal provisions relating to the expenditure of federal PL funds from FHWA and Section 5303 funds from FTA.

Work Product:

Meet federal and state requirements in the processing of invoices, requisitions, travel and capital expenditures, personnel actions and evaluations, and other related activities.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$23,947	\$23,947	\$47,894
FTA 5303	\$7,500	\$7,500	\$15,000
Total	\$31,447	\$31,447	\$62,894

FORUM FOR COOPERATIVE DECISION MAKING

This section includes those functions necessary to establish a forum for cooperative decision-making among Florida's MPOs and with other public and private partners who participate in the cooperative, comprehensive and continuing transportation planning process.

Cooperative Decision Making Tasks include:

- Intergovernmental Coordination

- MPOAC Agenda Packages & Meetings

- MPOAC Policy & Technical Subcommittee

Task 2.1 – Intergovernmental Coordination

Purpose:

To participate and incorporate MPO related issues into the activities of federal, state, regional and local agencies and organizations.

Previous Work Completed:

The MPOAC has been an active partner in working with a host of federal, state and local agencies and organizations, many of whom are identified and listed under the proposed methodology. The MPOAC served as an active member of the Governor's Action Team on Energy and Climate Change, the 2010 Strategic Intermodal System (SIS) Strategic Plan Update Leadership Committee, continues to serve the 2060 Florida Transportation Plan Steering Committee and serves on various Committees of the national Transportation Research Board. The MPOAC regularly makes presentations on MPO activities at the Florida Association of Counties Annual Conference, The Florida League of Cities Annual Conference, Florida Transportation Commission meetings, the Floridians for Better Transportation Leadership Retreat, the Association of Metropolitan Planning Associations (AMPO) Annual Conference and meetings of the National Association of Regional Councils. Additionally, the MPOAC has requested an appointment to the newly created Florida Statewide Passenger Rail Commission.

Proposed Methodology:

MPOAC Staff will coordinate its actions and make presentations on an overview of the MPO process, important issues that are before the MPOAC, regional planning and inter-MPO coordination, the project priority process and long-range transportation planning. Presentations are made before and at the request of state legislative committees, the Florida Transportation Commission, Floridians for Better Transportation, Intelligent Transportation Society of America, the Florida Public Transportation Association, the Florida Regional Councils Association, the Florida League of Cities, the Florida Association of Counties, the Florida Commission for the Transportation Disadvantaged, the Florida Association of County Engineers and Road Superintendents, the Association of Metropolitan Planning Organizations, the National Association of Regional Councils and various national committees. The MPOAC participates in the activities of Florida's Urban Transportation Coalition and serves as an active member on the AMPO Policy Committee, the Transportation Research Board Committee on Metropolitan Policy, Planning and Processes, and various FDOT working groups, task forces and steering committees. Additionally, the MPOAC invites representatives of these groups and others to come before the MPOAC to discuss their ongoing activities and current initiatives in an effort to coordinate activities and advance common goals.

Work Product:

Improved coordination and decision-making between the MPOAC and its partners in the transportation planning process. This will result in organizational actions, procedures and guidelines that take into account MPO related activities and requirements and working with other organizations to address transportation planning issues.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$23,925	\$23,925	\$47,850
Total	\$23,925	\$23,925	\$47,850

Task 2.2 – MPOAC Agenda Packages & Meetings

Purpose:

To assist MPOs in carrying out the urbanized area transportation planning process by serving as a forum for collective policy discussions.

Previous Work Completed:

The MPOAC has developed and distributed agenda packages and arranged meeting locations during four agreed upon meeting dates and times. The agenda packages contain minutes of the previous meetings, old and new business agenda items, back-up material and other handouts for distribution at the meetings.

Proposed Methodology:

MPOAC Staff will develop, prepare and distribute the MPOAC Meeting Agenda Packages including the development of associated materials and programs that support the agenda packages. The MPOAC staff will coordinate with public and private speakers and presenters, the Florida Department of Transportation, Federal Highway Administration and the Federal Transit Administration, who are to appear before the MPOAC with issues related to the cooperative, comprehensive and continuing transportation planning process. The MPOAC will advertise all meetings in the Florida Administrative Weekly at least seven (7) days prior to any non-emergency meeting announcing the date, time, location and purpose of such meetings. The MPOAC will plan and arrange meeting space with a centrally located hotel/facility for the MPOAC quarterly meetings that is accessible by transit and compliant with the provisions of the Americans with Disabilities Act.

Work Product:

MPOAC staff will prepare and distribute MPOAC Governing Board Agenda Packages and Staff Directors' Advisory Committee Agenda Packages to the MPOAC Governing Board, Staff Directors' Advisory Committee, FDOT Central and District Offices, FHWA, FTA, other State and Federal Agencies, Regional Planning Councils, local officials and other public and private organizations and citizens prior to the regularly scheduled quarterly meetings of the MPOAC during fiscal years 2010/2011 and 2011/2012. In addition, the MPOAC will enter into agreements or contract to secure meeting space at a central location during the fiscal years and continue to advertise MPOAC meetings in the Florida Administrative Weekly and by written notice to those individuals and organizations contained in our mailing lists as well as through web site announcements.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$19,401	\$19,401	\$38,802
Total	\$19,401	\$19,401	\$38,802

Task 2.3 – MPOAC Policy & Technical Subcommittee

Purpose:

To identify and propose issues for future action by the Staff Directors' Advisory Committee and Governing Board.

Previous Work Completed:

The MPOAC Policy and Technical Subcommittee met in September and December in 2008 and 2009 in Orlando, Sarasota and Tampa. The agenda items from the meetings included, but were not limited to, interactive TIP, financial guidelines and base year for MPO LRTPs, federal rescissions and PL funds, 2010 SIS Strategic Plan update, 2009 and 2010 state legislative initiatives and policy positions, transportation revenue study proposal, 2-Year UPWPs and survey, mobility fee study, and Florida Model Task Force update. In addition to the MPO staff directors who serve on the subcommittee, representatives of the FHWA, FDOT, the Florida Association of Counties, the Florida League of Cities and the Florida Transportation Commission were also in attendance.

Proposed Methodology:

MPOAC staff will conduct Policy and Technical Subcommittee meetings which will address complex issues for subsequent decisions by the Governing Board and Staff Directors' Advisory Committee. MPOAC staff will develop, prepare and distribute MPOAC Policy and Technical Subcommittee meeting materials.

Work Product:

Conduct MPOAC Policy and Technical Subcommittee meetings, as necessary, in a central location between regularly scheduled full MPOAC meetings in order to identify issues for future action by the MPOAC Staff Directors' Advisory Committee and Governing Board. The Policy and Technical Subcommittee meetings will be noticed in the Florida Administrative Weekly and posted on the MPOAC web site.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$15,595	\$15,595	\$31,190
Total	\$15,595	\$15,595	\$31,190

DISSEMINATION OF MPOAC INFORMATION

This section includes those functions necessary to develop, reach consensus and distribute MPOAC information that can both educate and assist policy makers at the various levels of government. Also included in this section are those tasks of the MPOAC, which are used to cross organizational lines to involve the many diverse participants of the transportation planning process.

Dissemination of MPOAC Information Tasks include:

- MPOAC Policy Positions

- MPOAC Website

- MPOAC Institute Training Activities

Task 3.1 – MPOAC Policy Positions

Purpose:

To disseminate information to elected officials regarding issues of importance to metropolitan planning organizations including recommendations on how best to coordinate and integrate federal and state transportation planning requirements.

Previous Work Completed:

The MPOAC Policy and Technical Subcommittee met in September and December of 2008 and 2009 to discuss and develop the MPOAC legislative policy positions for 2009 and 2010. The MPOAC adopted its 2009 legislative policy positions at its January 2009 and 2010 meetings in Orlando. The MPOAC subsequently distributed its adopted policy positions to affected parties in March 2009 and 2010.

On October 16, 2003, the MPOAC Governing Board approved a motion to annually request each MPO in the state to contribute \$500 or more of non-federal local funds to the MPOAC to support and fund legislative advocacy and other related activities. The Governing Board has adopted a budget of \$7,500 in non-federal local funds for this activity in each subsequent fiscal year.

Proposed Methodology:

The MPOAC will develop and distribute MPOAC Resolutions, Policy Positions, Legislative Recommendations and correspondence that are endorsed by the MPOAC Governing Board and presented to other policy and decision-makers at the State and Federal Government. The Policy and Technical Subcommittee will seek the participation of the Florida Department of Transportation, the Florida League of Cities and the Florida Association of Counties and other stakeholders to establish policies which are intended to enhance the cooperative, comprehensive, and continuing transportation planning process.

Work Product:

Adopt and distribute on or before March 31, 2011 and 2012, the MPOAC's Legislative Policy Positions to the Governor, the Florida Legislature, MPOAC members, Florida Department of Transportation, the Florida Division of the Federal Highway Administration, Florida Association of Counties, the Florida League of Cities, the Florida Transportation Commission, and other statewide associations, commissions and councils.

The MPOAC will use non-federal local funds for advocacy activities such as legislative initiatives to be advanced during Florida's legislative session.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Local	\$7,500	\$7,500	\$15,000
Total	\$7,500	\$7,500	\$15,000

Task 3.2 – MPOAC Web Site

Purpose:

The MPOAC web site provides a means of sharing information among the Florida MPOs, the Florida Department of Transportation, the Federal Highway Administration, the Federal Transit Administration and other stakeholders. The web site is also intended to provide information to the public on the meetings, activities and members of the MPOAC.

Previous Work Completed:

Responsibility for the web site was transferred to the Center for Urban Transportation Research (CUTR) during the 2006/2007 fiscal year. At that time, CUTR updated and modernized the look and functionality of the MPOAC web site. While maintaining the same information as previously available on the MPOAC web site, the updated web site contains additional features such as continuously updated national and state transportation news and updated training materials from the MPOAC Institute. CUTR has continued to make upgrades to the web site during subsequent fiscal years including improving the MPO drop-down bar on the home page, adding an on-line payment link for the MPOAC Institute, improving the search function, adding a hit counter to track visits, creating and populating a news archive and reorganizing several web pages including the Documents and Meetings pages. CUTR continued to maintain the web site by keeping membership information updated, posting updated MPOAC meeting agendas and MPO employment opportunities and refreshing other website content as necessary. Internet searches have been continuously conducted to identify relevant national and state news articles for posting to the website. Additionally, CUTR implemented a new content management system to reduce the time required to make changes to the website.

Proposed Methodology:

CUTR staff will continue to update and maintain the MPOAC web site with information from the Staff Directors' Advisory Committee, Governing Board, Policy and Technical Subcommittee, the Florida Department of Transportation the Federal Highway Administration and the Federal Transit Administration. The transportation news sections of the web site will continue be updated with fresh information of national and state significance. Additionally, MPO and Census Urbanized Area boundary maps will be updated for inclusion on the website following the completion of the 2010 Census. The MPOAC will provide management and oversight responsibilities for web site content and functionality and provide CUTR with new and updated information.

Work Product:

Maintain and update the MPOAC web site (www.mpoac.org) through Fiscal Years 2010/2011 and 2011/2012 ensuring that information contained on the site is appropriate and timely.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$10,794	\$10,794	\$21,588
FTA 5303	\$5,000	\$5,000	\$10,000
Total	\$15,794	\$15,794	\$31,588
<i>Amount to Consultant</i>	\$10,000	\$10,000	\$20,000

Task 3.3 – MPOAC Institute Training Activities

Purpose:

To provide on-going training to MPO officials in the many activities that encompasses the MPO planning process through the MPOAC Institute.

Previous Work Completed:

During fiscal years 2003 through 2006, the MPOAC funded a training feasibility study and the development of MPOAC Institute training materials. In fiscal year 2006/2007, the MPOAC launched the MPOAC Institute, providing training at workshops and at the Weekend Institute for Elected Officials. The MPOAC Institute training materials have also been made available to MPOs across the state for their use on the MPOAC web site. The on-line training materials are refreshed as training materials are updated or new materials are developed. In fiscal year 2008/2009, the MPOAC added an extra Weekend Institute for Elected Officials (raising the number to two a year) due to high demand and agreed to provide the transportation module as part of the Florida Association of Counties (FAC) County Commissioner Voluntary Certification program.

The MPOAC Weekend Institute has been held seven times (twice by special request) over the past four fiscal years, with a total attendance of 98 MPO Governing Board members coming from 24 of Florida's 26 MPOs, approximately 90% of whom remain members of their MPO Governing Board. Additionally, MPOAC Institute workshops have been held many times during the past four fiscal years, providing MPO-related training to several hundred local elected officials, county and municipal officials and MPO staff and committee members.

Proposed Methodology:

The MPOAC will actively manage the delivery of MPO-related training opportunities through the MPOAC Institute initiative. The primary training venue will be at two weekend training institutes. The training will be delivered in a retreat environment where MPO elected officials can concentrate on learning the basics of MPO practices and processes away from the normal interruptions and demands placed on local elected officials. Training will also be delivered as part of the Florida Association of Counties (FAC) County Commissioner Voluntary Certification program. Training dates are anticipated to be in the spring of 2011 and 2012. All training materials will be continuously updated to reflect any changes in federal or state laws, regulations and guidance and be made available to Florida MPOs for their use on the MPOAC website.

Work Product:

The MPOAC Institute will provide MPO-related training in a variety of venues including two weekend training institutes and a training workshop. All training materials will be made available to MPOs for their use on the MPOAC web site. All training materials will be updated to reflect current federal and state laws, regulations and guidance. The MPOAC Executive Director will review and approve invoices and progress reports to ensure that the project continues as anticipated.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$90,000	\$90,000	\$180,000
FTA 5303	\$10,000	\$10,000	\$20,000
Total	\$100,000	\$100,000	\$200,000
<i>Amount to Consultant</i>	\$85,000	\$85,000	\$170,000

PROJECT PLANNING AND REPORTS

This section includes those functions which are necessary in order to prepare certain project studies, reports and correspondence. These actions often result in specific work products that are initiated and endorsed by the MPOAC.

Project Planning and Reports Tasks include:

- Assessment of Documents, Reports and Legislation
- Florida Transportation Plan Participation and Coordination
- Inter-MPO Regional Planning and Coordination
- Public Transportation, Environmental and Growth Management Issues
- Operations, Management and Safety

Task 4.1 – Assessment of Documents, Reports and Legislation

Purpose:

To review and comment on proposed documents, reports and legislation in order to provide substantive and technical comments that represent the collective interest of metropolitan planning organizations.

Previous Work Completed:

The MPOAC distributed to its members periodic updates as well as an overview of legislation enacted during the prior Legislative session that pertains to metropolitan planning organizations.

The MPOAC during the previous two fiscal years reviewed and provided detailed comments as they relate to MPOs on various documents and reports. For example, detailed summaries of state legislation have submitted to the members in May 2009 and 2010.

Proposed Methodology:

Compile and review proposed and adopted documents, reports and legislation in a format that is clearly presented and useful to each MPO.

Work Product:

Prior to July 1, 2011 and July 1, 2012 the MPOAC will distribute to the MPOAC membership an overview of state legislation that pertains to metropolitan planning organizations, which will have been enacted by the Florida Legislature. Also, the MPOAC will provide review comments on state and metropolitan planning related documents and reports as prepared by state and federal agencies, including federal legislation and regulations.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$29,088	\$29,088	\$58,176
Total	\$29,088	\$29,088	\$58,176

Task 4.2 – Florida Transportation Plan Participation and Coordination

Purpose:

To participate in the 2060 Florida Transportation Plan (FTP) update process and promote coordination between the FTP and MPO planning activities.

Previous Work Completed:

The MPOAC adopted the Florida Transportation Plan (FTP) Action Plan in FY 2006/2007 following the completion of the 2005 Florida Transportation Plan. The purpose of the FTP Implementation Action Plan was to provide specific, actionable guidance for MPOs to follow in an effort to achieve the goals of the FTP. In FY 2007/2008, the MPOAC adopted long range transportation plan (LRTP) Financial Guidelines to assist MPOs to implement General Action Item Number 4 from the FTP Implementation Action Plan. The LRTP Financial Guidelines established a common base and horizon year for MPO LRTPs in Florida and committed MPOs to develop a “needs” plan. Additional specific guidance was developed relating to the reporting of financial information in MPO LRTPs and for determining “needs” in metropolitan areas. A set of model tables was also developed to help MPOs follow the LRTP Financial Guidelines and to use in the reporting of financial information in their own LRTP update.

Proposed Methodology:

Members of the MPOAC will be participating in the 2006 FTP update process, including MPOAC Vice-Chair Mary Martin who serves as a member of the FTP Steering Committee. Once adopted, the MPOAC will facilitate coordination between the FTP and MPO planning activities by providing a forum for education on the FTP and for discussion between the MPOAC membership, the FDOT and representatives of MPOAC partner organizations.

Work Product:

Develop the necessary reports, documents and guidance to coordinate the FTP and MPO planning activities. Work with individual MPOs, through the MPOAC, to incorporate the actions into MPO plans and programs.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$29,512	\$29,512	\$59,024
Total	\$29,512	\$29,512	\$59,024

Task 4.3 – Inter-MPO Regional Planning and Coordination

Purpose:

To enhance inter-MPO regional transportation planning, coordination and funding through effective mechanisms that can be replicated by other MPOs and units of government and to implement adopted policy of the MPOAC that would encourage MPOs to join with other MPOs and appropriate political subdivisions to promote inter-MPO coordination as circumstances demand.

Previous Work Completed:

The MPOAC regularly evaluates existing and proposed federal and state law that pertains to regional transportation planning and funding mechanisms and makes proposals to ensure the highest level of inter-MPO regional planning. Regular presentations are made to the MPOAC regarding efforts throughout the country that address regional transportation planning and funding alternatives which currently exist to enhance regional coordination and planning. The MPOAC, at the request of the Florida Legislature, has assisted in developing legislation that promotes inter-MPO coordination by removing impediments in the law and incentivizing inter-MPO coordination through various grant programs and revenue-related policies.

Proposed Methodology:

MPOAC staff will continue to research effective regional coordination mechanisms that have been utilized throughout the state and nation. Information will be shared and meetings will take place with other organizations and stakeholders who could benefit. MPOAC staff will attend meetings of formal MPO alliances (the West Central Florida Chairs Coordinating Committee, the Central Florida MPO Alliance, the Southeast Florida Transportation Council, Florida's Urban Transportation Coalition and other similar alliances) to participate in their inter-MPO planning and coordination activities and to share with them the experiences and lessons learned from other similar organizations in Florida and other states.

Work Product:

This task will result in reports, studies, or the compilation of information that can be presented to MPOAC members regarding regional transportation planning and funding mechanisms which are occurring in Florida and other parts of the nation. The MPOAC will also provide planning and legal technical assistance in issues pertaining to MPO planning boundaries and membership apportionment, as needed.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$20,794	\$20,794	\$41,588
Total	\$20,794	\$20,794	\$41,588

Task 4.4 – Public Transportation, Environment & Growth Management Issues

Purpose:

Integrate and promote public transportation, environmental, climate change, air quality and growth management issues into the metropolitan transportation planning process. This task will expand the role of the MPOAC in working with state, regional and local organizations that provide public transportation options, promote environmental streamlining, livable communities and sound growth management practices in order to enhance the overall MPO planning process. In addition, this task will assist MPOs to integrate climate change and air quality considerations into metropolitan planning and programming processes.

Previous Work Completed:

The MPOAC worked with the FDOT Transit Office to incorporate transit issues into the MPO planning process and Environmental Management Office to implement the efficient transportation decision-making process. The MPOAC co-hosted a climate change peer exchange in Tampa on September 22-23, 2009. The MPOAC also works with the Governor's Energy and Climate Change Commission, the Florida Department of Community Affairs (DCA), the Florida Department of Environmental Protection (DEP), and other local, regional, and state organizations that promote environmental, growth management and sustainable community objectives.

Proposed Methodology:

Continue to work with FDOT, DCA, Florida Transportation Commission, and the Florida Regional Councils Association to expand the participation of the MPOAC in working with other partners and stakeholders to advance public transportation, efficient transportation decision-making and growth management objectives. Additionally, the MPOAC will work with 1,000 Friends of Florida, the Governor's staff, DEP and other partner organizations to advance climate change and air quality considerations in state, metropolitan and local planning activities and processes.

Work Product:

The MPOAC will provide a forum for public and private organizations to present programs and issues that lead to better integration of public transportation, environmental, climate change, air quality and growth management issues within the MPO planning process. As a follow-up, the MPOAC will continue to work with such organizations to update planning guidelines, manuals and other related reports and documents that are used to implement these activities.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$20,595	\$20,595	\$41,190
FTA 5303	\$5,000	\$5,000	\$10,000
Total	\$25,595	\$25,595	\$51,190

Task 4.5 – Operations, Management and Safety

Purpose:

To identify and present information related to transportation operations, management & safety that will assist individual MPOs in their development of long range plans, transportation improvement programs, and other planning work products.

Previous Work Completed:

Previous work under this task includes transmitting Intelligent Transportation System (ITS) and safety information to MPOs, participating on the FDOT Strategic Highway Safety Plan Steering and Executive Committees and the FDOT's Safe Mobility for Life Committee and initiatives. The MPOAC also serves on the Florida Chapter ITS Board of Directors.

Proposed Methodology:

MPOAC staff will work with FDOT, FHWA and other partners to bring before the MPOAC the latest information regarding transportation operations, management, and safety that can be used by MPOs in support of the urbanized transportation planning process. The MPOAC will work with the FDOT Safety Office to update the Strategic Highway Safety Plan and integrate the goals of the plan into the MPO planning process. Additionally, the MPOAC will work with the Transportation Research Board, FHWA, FTA, AASHTO and other partner organizations to address the issues facing older road users and other mobility concerns facing a growing senior population.

Work Product:

Presentations, workshops and the dissemination of information regarding transportation operations, management and safety. Participation on various committees supporting improved operations, maintenance and safety on Florida's multi-modal transportation system, including the ITS Florida Board of Directors, the Strategic Highway Safety Plan Steering Committee and the Safe Mobility for Life Committee.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$15,609	\$15,609	\$31,218
Total	\$15,609	\$15,609	\$31,218

Task 4.6 – Transportation Revenue Study

Purpose:

To conduct a study on transportation revenue options for Florida that takes into account new technologies, alternative fuels reducing greenhouse gas emissions and identifying sustainable funding mechanisms needed to address Florida's transportation funding shortfall.

Previous Work Completed:

This is a new initiative approved at the January 28, 2010 meeting of the MPOAC Governing Board.

Proposed Methodology:

The MPOAC proposes to contract with Center for Urban Transportation Research at the University of South Florida (CUTR) to provide analysis, staff support, policy development and suggested legislative approaches to implement a set of revenue measures that addresses the transportation funding needs in Florida through the conduct of a 24-month study on transportation revenue options for Florida. The MPOAC will assist the consultant in the recruitment of a Revenue Study Advisory Committee (RSAC). The RSAC will meet on a quarterly basis or as necessary, in conjunction with scheduled MPOAC meetings to receive progress briefings on the study, to recommend various revenue options for further analysis and to provide recommendations to the MPOAC including proposed draft legislation that would implement the studies recommendations.

Work Product:

Services to be provided under this task include:

- Assisting in the establishment of the Revenue Study Advisory Committee (RSAC).
- Creating an inventory of surface transportation needs and a review and synthesis of recent trends and events that have had an impact on funding transportation in Florida.
- Drafting a "White Paper" that documents the transportation needs and the trends in Florida transportation funding.
- Investigating transportation funding alternatives that could be viable options for Florida including an assessment of their prospects for future stability, identification of other mechanisms that are employed across the United States that have not been used in Florida, an assessment of their viability, and identification of legislative barriers.
- Developing a matrix of revenue options with estimated funding generated and associated policy implications.
- Assembling a final recommendations package that will include suitable language to modify, create or delete sections of Florida Statutes in order to implement the proposal.

- Preparing a final report that will summarize all data, analysis, RSAC deliberations, legislative proposal(s) and recommendations.
- Presenting research findings to stakeholders and policy makers as the MPOAC Executive Director directs.

Funding Source:

Funding Source	FY 10/11	FY 11/12	2-Year Total
Federal (PL)	\$151,231	\$152,157	\$303,388
Total	\$151,231	\$152,157	\$303,388
<i>Amount to Consultant</i>	\$131,161	\$131,161	\$262,322

Note: The consultant funds portion of this Task come from the statewide PL reserve for a two year period for this specific purpose, as approved by the MPOAC and the FDOT

**Table 1
FY 2010/2011 Funding Sources**

UPWP				
1.1	Development of UPWP	\$12,996		
1.2	Quarterly Budget and Progress Reports	\$15,704		
1.3	Planning Consultant Services	\$85,000	\$10,000	
1.4	Legal Services	\$18,000		
1.5	Membership Dues	\$101,576		
1.6	MPOAC Administration	\$23,947	\$7,500	
PL				
2.1	Intergovernmental Coordination	\$23,925		
2.2	MPOAC Agenda Packages	\$19,401		
2.3	MPOAC Policy & Technical Subcommittee	\$15,595		
PL - MPOAC Information				
3.1	MPOAC Policy Positions			\$7,500
3.2	MPOAC Web Site	\$10,794	\$5,000	
3.3	MPOAC Institute Training Activities	\$90,000	\$10,000	
PL - Transportation Planning				
4.1	Assessment of Documents, Reports & Legislation	\$29,088		
4.2	Florida Transportation Plan Implementation	\$29,512		
4.3	Inter-MPO Regional Planning and Coordination	\$20,794		
4.4	Public Transportation, Environmental and Growth Management Issues	\$20,595	\$5,000	
4.5	Operations, Management and Safety	\$15,609		
4.6	Transportation Revenue Study	\$151,231		
Total Federal Funds		\$683,767 *	\$37,500	
Total Local Funds				\$7,500
TOTAL UPWP			\$728,767	

- Notes: 1) Task 3.1 indicates non-federal local funds received from MPOs for legislative advocacy and other related activities.
 2) Task 3.3 does not include registration fees.
 3) The FHWA PL soft-match for FY 2010/2011 is \$141,464.
 4) Amount to consultant (CUTR) in FY 2010/2011 is \$306,161 in Tasks 1.3, 3.2, 3.3 and 4.6.
 5) \$28,000 for travel in FY 2010/2011 are incorporated in Tasks 2.1, 2.2, 2.3, 4.2, 4.3, 4.4, 4.5 and 4.6.

*Total PL funds includes regular allocation of \$552,606 plus \$131,161 from the PL reserve for Task 4.6.

**Table 2
FY 2011/2012 Funding Sources**

Administration				
1.1	Development of UPWP	\$12,996		
1.2	Quarterly Budget and Progress Reports	\$15,704		
1.3	Planning Consultant Services	\$85,000	\$10,000	
1.4	Legal Services	\$18,000		
1.5	Membership Dues	\$101,576		
1.6	MPOAC Administration	\$23,947	\$7,500	
Transportation Planning				
2.1	Intergovernmental Coordination	\$23,925		
2.2	MPOAC Agenda Packages	\$19,401		
2.3	MPOAC Policy & Technical Subcommittee	\$15,595		
Public Transportation				
3.1	MPOAC Policy Positions			\$7,500
3.2	MPOAC Web Site	\$10,794	\$5,000	
3.3	MPOAC Institute Training Activities	\$90,000	\$10,000	
Project Planning				
4.1	Assessment of Documents, Reports & Legislation	\$29,088		
4.2	Florida Transportation Plan Implementation	\$29,512		
4.3	Inter-MPO Regional Planning and Coordination	\$20,794		
4.4	Public Transportation, Environmental and Growth Management Issues	\$20,595	\$5,000	
4.5	Operations, Management and Safety	\$15,609		
4.6	Transportation Revenue Study	\$152,157		
Total Federal Funds		\$684,693*	\$37,500	
Total Local Funds				\$7,500
TOTAL UPWP			\$729,693	

- Notes: 1) Task 3.1 indicates non-federal local funds received from MPOs for legislative advocacy and other related activities.
 2) Task 3.3 does not include registration fees.
 3) The FHWA PL soft-match for FY 2011/2012 is \$141,651.
 4) Amount to consultant (CUTR) in FY 2011/2012 is \$306,161 in Tasks 1.3, 3.2, 3.3 and 4.6.
 5) \$28,000 for travel in FY 2011/2012 are incorporated in Tasks 2.1, 2.2, 2.3, 4.2, 4.3, 4.4, 4.5 and 4.6.

*Total PL funds includes regular allocation of \$553,532 plus \$131,161 from the PL Reserve for Task 4.6.

Table 3
Relationship of UPWP Tasks to SAFETEA-LU Planning Factors

SAFETEA-LU PLANNING FACTORS	Task 1.1	Task 1.2	Task 1.3	Task 1.4	Task 1.5	Task 1.6	Task 2.1	Task 2.2	Task 2.3	Task 3.1	Task 3.2	Task 3.3	Task 4.1	Task 4.2	Task 4.3	Task 4.4	Task 4.5	Task 4.6	
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.			X	X	X				X	X		X		X	X				X
Increase safety of transportation system for motorized and non-motorized users.			X	X	X				X	X				X	X			X	
Increase security of transportation system for motorized and non-motorized users.			X	X					X	X				X				X	
Increase accessibility and mobility options for people and for freight.	X		X	X					X	X	X			X					X
Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns.	X		X	X	X		X		X	X		X	X	X	X	X			X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X		X	X			X	X	X	X		X	X	X	X	X			X
Promote efficient system management and operation.	X	X	X	X	X	X			X	X	X	X		X				X	X
Emphasize the preservation of the existing transportation system.			X	X					X	X		X		X				X	X

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 	Applicant Identifier
<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE 	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY 	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Metropolitan Planning Organization Advisory Council		Organizational Unit: Department:	
Organizational DUNS:		Division:	
Address: Street: 605 Suwannee Street MS 28B		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: Howard Middle Name: Michael Last Name: Glassman Suffix:	
City: Tallahassee County: Leon State: Florida Zip Code: 32399-0450 Country: United States		Email: howard.glassman@dot.state.fl.us	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-3024028		Phone Number (give area code): (850) 414-4062 Fax Number (give area code): (850) 414-4895	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify):		7. TYPE OF APPLICANT: (See back of form for Application Types) N Other (specify): Statewide MPO Council	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 20-505		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Statewide in all MPO areas		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Unified Planning Work Program for Fiscal Years 2010/2011 - 2011/2012	
13. PROPOSED PROJECT Start Date: 7/1/2010 Ending Date: 6/30/2011		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 30,000.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ 7,500.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
g. TOTAL	\$ 37,500.00	a. Authorized Representative	
		Prefix: Mr. First Name: Howard Middle Name: Michael Last Name: Glassman Suffix:	
		b. Title: Executive Director c. Telephone Number (give area code): (850) 414-4062	
d. Signature of Authorized Representative: 		e. Date Signed: 5-12-10	

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Standard Form 424 (Rev.9-2003)
 Prescribed by OMB Circular A-102

Section 5303
Approved Project Budget for FY 2010-2011
(total dollars)

Technical Classifications:			Total Dollars:
44.21.00	Program Support and Administration		
44.22.00	General Development and Comprehensive Planning		\$15,000
44.23.01	Long Range Transportation Planning: System Level		\$7,500
44.23.02	Long Range Transportation Planning: Project Level		
44.24.00	Short Range Transportation Planning		\$5,000
44.25.00	Transportation Improvement Program		
44.26.00	Planning Emphasis Areas		\$5,000
44.26.12	Coordination of Non-Emergency Human Service Transportation		
44.26.13	Participation of Transit Operators in Metropolitan Planning		
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership		
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning		
44.26.16	Incorporating Safety & Security in Transportation Planning		\$5,000
44.27.00	Other Activities		
Total Net Project Cost			\$37,500
Accounting Classifications:			
44.30.01	Personnel		
44.30.02	Fringe Benefits		
44.30.03	Travel		\$5,000
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		\$25,000
44.30.07	Other		\$7,500
44.30.08	Indirect Charges		
Total Net Project Cost			\$37,500
Fund Allocations:			
44.40.01	MPO Activities		\$37,500
44.40.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		
Total Net Project Cost			\$37,500
Federal Share (80%)			
Local Share (20%)			
Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies-Planning	\$37,500