

**Fiscal Years 2012/2013 – 2013/2014
Unified Planning Work Program**



**Florida Metropolitan Planning
Organization Advisory Council**

Prepared By:

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Organization Advisory Council

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MPOAC Resolution 2012-01

A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) ADOPTING THE MPOAC UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2012/2013 – 2013/2014.

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;

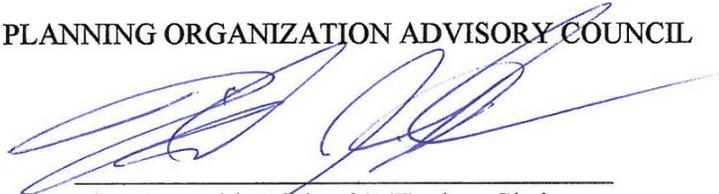
Whereas, The MPOAC adopts the Unified Planning Work Program with the concurrence of the Federal Highway Administration, the Federal Transit Administration and the Florida Department of Transportation and in compliance with all comments received from those same agencies; and

Whereas, The MPOAC Governing Board authorized Chairman Kaplan to approve the Unified Planning Work Program prior to July 1, 2012;

NOW THEREFORE BE IT RESOLVED THIS 26TH DAY OF APRIL 2012 THAT THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL HEREBY ADOPTS ITS UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2012/ 2013 – 2013/2014.

PASSED AND DULY ADOPTED this twenty-sixth day of April 2012.

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL



The Honorable Richard J. Kaplan, Chairman



Howard Glassman, Executive Director

Attested to:

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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.



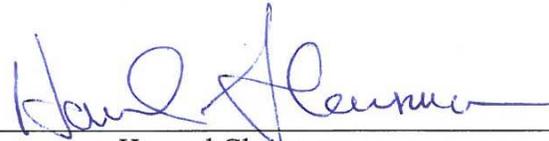
Howard Glassman
Executive Director
Florida MPO Advisory Council
June 1, 2012

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 1, 2012

TITLE VI/NONDISCRIMINATION POLICY STATEMENT

The Florida Metropolitan Planning Organization Advisory Council assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Florida Metropolitan Planning Organization Advisory Council further agrees to the following responsibilities 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 *Appendix A* 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 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 its binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 1, 2012

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 1, 2012

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 2012/2013 – 2013/2014 covering the period from July 1, 2012 through June 30, 2014.

The UPWP provides the basis for funding of the transportation planning activities to be undertaken with Federal Highway Administration (FHWA) planning funds (PL) and Federal Transit Administration (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.
1. 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. The Florida Department of Transportation (FDOT), FHWA, FTA and each MPO were 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 2012 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 Florida Department of Transportation (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 (sometimes known by other acronyms such as TPOs, MTPOs and TPAs):

Bay County TPO	MetroPlan Orlando
Broward MPO	Miami-Dade 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 TPO

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 (FTP) 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 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 TPO

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 as are representatives from FDOT, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). 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. 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, UPWP development, reporting, legal and planning consulting services and membership dues.

Administration Tasks include:

- Development of UPWP
- Quarterly Reports
- Planning Consultant Services
- Legal Services
- Membership Dues
- MPOAC Administration

Task 1.1 – Development of UPWP

Purpose:

To comply with the requirements of 23 CFR 420 Subpart A – Administration of FHWA Planning and Research Funds, 23 CFR 450.308 and Section 339.175 (9) Florida Statutes.

Previous Work Completed:

The Metropolitan Planning Organization Advisory Council (MPOAC) 2012/2013 through 2013/2014 Unified Planning Work Program (UPWP) was developed by staff and reviewed by the MPOAC Staff Directors' Advisory Committee, the MPOAC Governing Board, the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The MPOAC Governing Board at its April 26, 2012 meeting authorized the MPOAC Chair to formally adopt the fiscal year 2012/2013 through 2013/2014 UPWP prior to July 1, 2012.

Proposed Methodology:

MPOAC staff will prepare a fiscal year 2014/2015 through 2015/2016 Two Year UPWP and prepare amendments to the 2012/2013 through 2013/2014 UPWP in accordance with the FDOT MPO Administrative Manual and coordinate review by the Staff Directors' Advisory Committee, Governing Board, FDOT, FHWA and FTA.

Work Product:

Develop and adopt Fiscal Year 2014/2015 through 2015/2016 UPWP and submit the Two Year UPWP to the FDOT, the FHWA and the FTA prior to July 1, 2014. 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 document over the two year period.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$14,260	\$14,664	\$28,924
Total	\$14,260	\$14,664	\$28,924

Task 1.2 – Quarterly Reports

Purpose:

To inform the Metropolitan Planning Organization Advisory Council (MPOAC) of the status of expenditures of Federal and local funds during each quarter to comply with the requirements of 23 CFR Part 420, 49 CFR Part 18 and 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87).

Previous Work Completed:

The MPOAC Governing Board adopted its fiscal year 2010/2011 through 2011/2011 budget in April 2010. The MPOAC was provided quarterly budget reports that reflected expenditures by the MPOAC at its quarterly meetings.

Proposed Methodology:

MPOAC staff will work closely with the Florida Department of Transportation (FDOT) Program Development Office and the Statewide MPO Coordinator to ensure funds are programmed into the FDOT 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 Report as part of the Executive Director's Report in the MPOAC agenda package. Information contained in the Executive Director's Report is submitted to the FDOT, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the MPOAC membership.

Work Product:

The MPOAC will present quarterly reports to the Staff Directors' Advisory Committee and Governing Board at its meetings in July, October, January and April during FY 2012/2013 and FY 2013/2014.

Within 90 days after the end of the second fiscal year the MPOAC will send a final PL close-out report to the FDOT, Office of Policy Planning for transmittal to the FHWA and FTA.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$17,123	\$17,576	\$34,699
Total	\$17,123	\$17,576	\$34,699

Task 1.3 – Planning Consultant Services

Purpose:

To provide Planning Consultant Services to the Metropolitan Planning Organization Advisory Council (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:

- Analyzing 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 is not limited to, proposals that reauthorize federal and state surface transportation programs.
- Reviewing and preparing formal comments to the Strategic Intermodal System (SIS) Strategic Plan, SIS designation criteria and thresholds, the Florida Rail System Plan, the Statewide Managed Lanes Policy, and the Strategic Highway Safety Plan.
- Preparing a fact sheet outlining a proposed extension of the Charter County and Regional Transportation Surtax to all counties that are members of a Metropolitan Planning Organization, providing a policy rationale behind the proposed extension, background on the Surtax, a list of 12 counties that would benefit from the proposed extension and proposed legislative language to enact the proposed extension.
- Investigating and commenting on FDOT policy decisions including changes in the allocation of unobligated Surface Enhancement (SE) program funds, changes in the “matching” policy for federal urban aid funds (SU and SL) and changes in funding eligibility criteria for the Strategic Intermodal System (SIS).

- Providing research support to the MPOAC Executive Director and the MPOAC appointee to the 2060 Florida Transportation Plan (FTP) Steering Committee, including reviewing and commenting on draft versions of the FTP.
- Working with Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT) and MPO staff on long range transportation plan (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.
- Reviewing and commenting on a model staff services agreement prepared by the MPOAC general counsel.
- Preparing profiles of all 26 Florida MPOs, including basic MPO information such as staff contacts, governing board structure and staffing arrangements.
- Participating in the MPOAC revenue study project including overseeing study activities, reviewing project materials (draft reports and presentations) and attending meetings of the Revenue Study Advisory Committee (RSAC);
- Drafting a resolution pertaining to the status of small urban areas in federal surface transportation authorization legislation.
- Participating on the steering committee for the 2011 Virtual TRANSPLEX conference on behalf of the MPOAC.
- Reviewing and commenting on draft strategies for implementing requirements for LRTP updates developed by the FHWA Florida Division Office. The draft strategies document is intended to provide clarification and emphasis to FDOT and Florida's MPOs regarding requirements to be addressed in the next cycle of LRTP updates.
- Preparing individual tasks and budget tables as part of the FY 2012/2013 through 2013/2014 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 (AMPO) and the National Association of Regional Councils (NARC).
- 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.
- 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 Principle Investigator on an as needed basis depending upon the immediate transportation planning requirements of the MPOAC.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$90,375	\$92,089	\$182,464
FTA 5303	\$10,000	\$10,000	\$20,000
Total	\$100,375	\$102,089	\$202,464
<i>Amount to Consultant</i>	\$80,000	\$80,000	\$160,000

Task 1.4 – Legal Services

Purpose:

To provide legal services for the Metropolitan Planning Organization Advisory Council (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 a legal opinion on what constitutes a redesignation of an MPO and the applicability of a Senate bill on employee severance provisions. Legal service was also provided during MPOAC quarterly meetings and meetings of the Policy & Technical Subcommittee.

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 Florida Department of Transportation (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 12/13	FY 13/14	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 the Metropolitan Planning Organization Advisory Council (MPOAC) and Florida’s MPOs using Federal Highway Administration (FHWA) planning funds (PL). Also provides for membership to the Florida Chapter of the Intelligent Transportation Society (ITS) and Floridians for Better Transportation (FBT) for the MPOAC.

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 2012 and 2013 calendar year membership. Continue membership with the Florida Chapter of the Intelligent Transportation Society (\$420) 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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$101,611	\$101,611	\$203,222
Total	\$101,611	\$101,611	\$203,222

Task 1.6 – MPOAC Administration

Purpose:

To finance and manage the daily operation of the Metropolitan Planning Organization Advisory Council (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 planning funds (PL) from the Federal Highway Administration (FHWA) and Section 5303 funds from the Federal Transit Administration (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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$25,836	\$26,440	\$52,276
FTA 5303	\$7,500	\$7,500	\$15,000
Total	\$33,336	\$33,940	\$67,276

FORUM FOR COOPERATIVE DECISION MAKING

This section includes those functions necessary to establish a forum for cooperative decision-making among Florida's metropolitan planning organizations (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 and Regional Coordination

- MPOAC Agenda Packages & Meetings

- MPOAC Policy & Technical Subcommittee

Task 2.1 – Intergovernmental and Regional Coordination

Purpose:

To participate and incorporate metropolitan planning organization (MPO) related issues into the activities of federal, state, regional and local agencies and organizations.

Previous Work Completed:

The Metropolitan Planning Organization Advisory Council (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 on the 2010 Strategic Intermodal System (SIS) Strategic Plan Update Leadership Committee, served on 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 (NARC). In 2012, the MPOAC Executive Director provided an overview of MPOs to the FL Senate Transportation Committee.

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, AMPO, NARC and various national committees. The MPOAC participates as an active member of the Transportation Research Board Committee on Metropolitan Policy, Planning and Processes, the NARC transportation committee 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.

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.

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. To accomplish this task, MPOAC staff will be required to attend and monitor 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.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$47,794	\$48,775	\$96,569
Total	\$47,794	\$48,775	\$96,569

Task 2.2 – MPOAC Agenda Packages & Meetings

Purpose:

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

Previous Work Completed:

The MPO Advisory Council (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 (FDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), 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 2012/2013 and 2013/2014. 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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$21,031	\$21,551	\$42,582
Total	\$21,031	\$21,551	\$42,582

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 Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Subcommittee met multiple times in FY 2010/2011 and FY 2011/2012 in Howey-in-the-Hills and Tampa. The agenda items from the meetings included, but were not limited to, MPOAC budget authority, Florida Department of Transportation (FDOT) Managed Lane Action Plan Implementation, update of long range transportation plan (LRTP) Financial Guidelines, Strategic Intermodal System (SIS) 2040 Multi-Modal Unfunded Needs Plan, 2060 Florida Transportation Plan (FTP) implementation, Census Bureau 2010 Urban Area Shapefiles, Trip Based Model vs. Activity Based Model and 2011 and 2012 state legislative initiatives and policy positions. In addition to the MPO staff directors who serve on the subcommittee, representatives of the Federal Highway Administration (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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$17,007	\$17,459	\$34,466
Total	\$17,007	\$17,459	\$34,466

DISSEMINATION OF MPOAC INFORMATION

This section includes those functions necessary to develop, reach consensus and distribute Metropolitan Planning Organization Advisory Council (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 Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Subcommittee met in June and September of 2010 and June and September of 2011 and May of 2012 to discuss legislative policy positions and a variety of other statewide policy issues. Upon adoption, the MPOAC distributed its adopted policy positions to affected parties in March 2011 and January 2012.

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, 2013 and 2014, 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 stakeholders.

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 12/13	FY 13/14	2-Year Total
Local	\$7,500	\$7,500	\$15,000
Total	\$7,500	\$7,500	\$15,000

Task 3.2 – MPOAC Website

Purpose:

The Metropolitan Planning Organization Advisory Council (MPOAC) website provides a means of sharing information among the Florida MPOs, the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and other stakeholders. The website is also intended to provide information to the public on the meetings, activities and members of the MPOAC.

Previous Work Completed:

Responsibility for the website 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 website. While maintaining the same information as previously available on the MPOAC website, the updated website 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 website 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. An additional page was added to the website reflecting the activities and posting the products resulting from the MPOAC revenue study. CUTR continued to maintain the website 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 website with information from the Staff Directors' Advisory Committee, Governing Board, Policy and Technical Subcommittee, FDOT, FHWA and the FTA. The transportation news sections of the website 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 website will be significantly updated in FY 2012/2013 to improve the efficiency of website maintenance, as well as, greatly improving the outreach potential of the MPOAC website via Rich Site Summary (RSS) based feeds. The MPOAC will provide management and oversight responsibilities for website content and functionality and provide CUTR with new and updated information.

Work Product:

Maintain and update the MPOAC website (www.mpoac.org) through Fiscal Years 2012/2013 and 2013/2014 ensuring that information contained on the site is appropriate and timely.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$11,936	\$12,296	\$24,232
FTA 5303	\$5,000	\$5,000	\$10,000
Total	\$16,936	\$17,296	\$34,232
<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 metropolitan planning organization (MPO) officials in the many activities that encompasses the MPO planning process through the MPO Advisory Committee (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 twelve times (twice by special request) over the past six fiscal years, with a total attendance of 168 MPO Governing Board members coming from 25 of Florida's 26 MPOs, approximately 66% of whom remain members of their MPO Governing Board (figures include estimated attendance at the March and June 2012 MPOAC Institute). Additionally, MPOAC Institute workshops have been held many times during the past six 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 FAC County Commissioner Voluntary Certification program. Training dates are anticipated to be in the spring of 2013 and 2014. 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 Florida MPOs, the Florida Department of Transportation (FDOT), the Federal highway Administration (FHWA) and the Federal Transit Administration (FTA) for their use. All training materials will be updated to reflect current federal and state laws, regulations and

guidance. The MPOAC Executive Director and Administrative Assistant will supervise the activities of the MPOAC Institute and review and approve MPOAC Institute related materials, invoices and progress reports to ensure that the project continues as anticipated.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$95,660	\$97,465	\$193,125
FTA 5303	\$10,000	\$10,000	\$20,000
Total	\$105,660	\$107,465	\$213,125
<i>Amount to Consultant</i>	\$85,000	\$85,000	\$170,000

Note: in-house funds reflected in the budget fund the activities of the MPOAC Executive Director and Administrative Assistant as specified in the Work Product description

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 Metropolitan Planning Organization Advisory Council (MPOAC).

Project Planning and Reports Tasks include:

- Assessment of Documents, Reports and Legislation

- Florida Transportation Plan Participation and Implementation

- Public Transportation, Environment and Community Planning

- Safety, Operations and Management

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 Metropolitan Planning Organization Advisory Council (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 2011 and April 2012.

Proposed Methodology:

Compile and review proposed and adopted documents, reports and legislation in a format that is clearly presented and useful to each MPO. The funds associated with this task are for MPOAC staff time.

Work Product:

Prior to July 1, 2013 and July 1, 2014 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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$31,271	\$31,968	\$63,239
Total	\$31,271	\$31,968	\$63,239

Task 4.2 – Florida Transportation Plan Participation and Implementation

Purpose:

To participate and assist in the implementation of the Florida Transportation Plan (FTP) process and promote coordination between the FTP and metropolitan planning organization (MPO) planning activities.

Previous Work Completed:

The MPO Advisory Council (MPOAC) established a 2060 Florida Transportation Plan (FTP) Implementation Working Group consisting of nine MPO staff directors. The working group was formed at the September 2011 meeting of the MPOAC Policy and Technical Subcommittee and met for the first time in Orlando in November 2011. The working group identified six emphasis areas that were presented to the MPOAC at the January 2012 meeting in Tallahassee.

Proposed Methodology:

The working group will meet as needed with FDOT staff and consultants to refine and assist FDOT in developing FTP implementation strategies. The emphasis areas include: statewide visioning, regional decision-making, future transportation corridors, investment strategy, performance measures, and considering FTP goals and objectives in the development of MPO long range transportation plans (LRTPs).

The MPOAC will be participate in the update of the 2060 FTP and will serve as a member of FTP working groups or steering committees. 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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$31,719	\$32,423	\$64,142
Total	\$31,719	\$32,423	\$64,142

Task 4.3 – Public Transportation, Environment & Community Planning

Purpose:

Integrate and promote public transportation, environmental, climate change, sea-level rise, air quality and community planning issues into the metropolitan transportation planning process. This task will expand the role of the Metropolitan Planning Organization Advisory Committee (MPOAC) in working with state, regional and local organizations that provide public transportation options, promote environmental streamlining, livable communities and sound community planning practices in order to enhance the overall MPO planning process.

Previous Work Completed:

The MPOAC worked with the Florida Department of Transportation (FDOT) Transit Office to incorporate transit issues into the MPO planning process and the FDOT Environmental Management Office (EMO) to implement the efficient transportation decision-making process. The MPOAC also works with the Florida Department of Economic Opportunity (DEO), the Florida Department of Environmental Protection (DEP), and other local, regional, and state organizations that promote environmental, community planning and sustainable development objectives.

Proposed Methodology:

Continue to work with FDOT, DEO, the Florida Transportation Commission (FTC), 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 community planning 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, sea-level rise 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, sea-level rise, air quality and community planning 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 12/13	FY 13/14	2-Year Total
Federal (PL)	\$22,293	\$22,835	\$45,128
FTA 5303	\$5,000	\$5,000	\$10,000
Total	\$27,293	\$27,835	\$55,128

Task 4.4 – Safety, Operations and Management

Purpose:

To identify and present information related to transportation operations, management & safety that will assist individual metropolitan planning organizations (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 Florida Department of Transportation (FDOT) Strategic Highway Safety Plan Steering and Executive Committees and the FDOT's Safe Mobility for Life Committee and initiatives. The MPOAC served on the Florida Chapter ITS Board of Directors. The MPOAC reviewed and provided comments related to the FDOT Managed Lanes Action Plan and Policy.

Proposed Methodology:

MPOAC staff will work with FDOT, Federal Highway Administration (FHWA) and other partners to bring before the MPOAC the latest information regarding transportation safety, operations and management 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 (TRB), FHWA, the Federal Transit Administration (FTA), 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 safety, operations and maintenance on Florida's multi-modal transportation system, including the ITS Florida, the Strategic Highway Safety Plan Steering Committee, the TRB and the Safe Mobility for Life Committee.

Funding Source:

Funding Source	FY 12/13	FY 13/14	2-Year Total
Federal (PL)	\$17,022	\$17,474	\$34,496
Total	\$17,022	\$17,474	\$34,496

Table 1
FY 2012/2013 Funding Sources

Task #	Description	FHWA PL	FTA 5303	Local
Administration				
1.1	Development of UPWP	\$14,260		
1.2	Quarterly Reports	\$17,123		
1.3	Planning Consultant Services	\$90,375	\$10,000	
1.4	Legal Services	\$18,000		
1.5	Membership Dues	\$101,611		
1.6	MPOAC Administration	\$25,836	\$7,500	
Forum for Cooperative Decision-Making				
2.1	Intergovernmental and Regional Coordination	\$47,794		
2.2	MPOAC Agenda Packages and Meetings	\$21,031		
2.3	MPOAC Policy & Technical Subcommittee	\$17,007		
Dissemination of MPOAC Information				
3.1	MPOAC Policy Positions			\$7,500
3.2	MPOAC Website	\$11,936	\$5,000	
3.3	MPOAC Institute Training Activities	\$95,660	\$10,000	
Project Planning and Reports				
4.1	Assessment of Documents, Reports & Legislation	\$31,271		
4.2	FTP Participation and Implementation	\$31,719		
4.3	Public Transportation, Environment and Community Planning	\$22,293	\$5,000	
4.4	Safety, Operations and Management	\$17,022		
Total Federal Funds		\$562,938	\$37,500	
Total Local Funds				\$7,500
TOTAL UPWP		\$607,938		

- 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 FDOT PL soft-match for FY 2012/2013 is \$124,158.
- 4) Amount to consultant (CUTR) in FY 2012/2013 is \$175,000 in Tasks 1.3, 3.2 and 3.3.
- 5) \$28,000 for travel in FY 2010/2011 is incorporated in Tasks 2.1, 2.2, 2.3, 4.2, 4.3 and 4.4.

Table 2
FY 2013/2014 Funding Sources

Task #	Description	PL	5303	Local
Administration				
1.1	Development of UPWP	\$14,664		
1.2	Quarterly Reports	\$17,576		
1.3	Planning Consultant Services	\$92,089	\$10,000	
1.4	Legal Services	\$18,000		
1.5	Membership Dues	\$101,611		
1.6	MPOAC Administration	\$26,440	\$7,500	
Forum for Cooperative Decision-Making				
2.1	Intergovernmental and Regional Coordination	\$48,775		
2.2	MPOAC Agenda Packages and Meetings	\$21,551		
2.3	MPOAC Policy & Technical Subcommittee	\$17,459		
Dissemination of MPOAC Information				
3.1	MPOAC Policy Positions			\$7,500
3.2	MPOAC Website	\$12,296	\$5,000	
3.3	MPOAC Institute Training Activities	\$97,465	\$10,000	
Project Planning and Reports				
4.1	Assessment of Documents, Reports & Legislation	\$31,968		
4.2	FTP Participation and Implementation	\$32,423		
4.3	Public Transportation, Environment and Community Planning	\$22,835	\$5,000	
4.4	Safety, Operations and Management	\$17,474		
Total Federal Funds		\$572,626	\$37,500	
Total Local Funds				\$7,500
TOTAL UPWP		\$617,626		

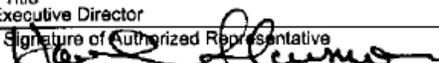
- Notes: 1) Task 3.1 indicates non-federal local funds received from MPOs for legislative advocacy and other related activities.
2) Task 3.3 does not include registration fees.
3) The FDOT PL soft-match for FY 2013/2014 is \$126,295.
4) Amount to consultant (CUTR) in FY 2013/2014 is \$175,000 in Tasks 1.3, 3.2 and 3.3.
5) \$28,000 for travel in FY 2013/2014 is incorporated in Tasks 2.1, 2.2, 2.3, 4.2, 4.3 and 4.4.

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
Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.			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
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		
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	
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	
Promote efficient system management and operation.	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

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input checked="" type="checkbox"/> Non-Construction	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)	
City: Tallahassee		Prefix: Mr.	First Name: Howard
County: Leon		Middle Name: Michael	
State: Florida		Last Name: Glassman	
Zip Code: 32399-0450	Suffix:		
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) <input type="checkbox"/> <input type="checkbox"/>		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		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
Ending Date: 6/30/2011		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
15. ESTIMATED FUNDING:		a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$ 30,000 ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
b. Applicant	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
c. State	\$ 7,500 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.	
d. Local	\$ ⁰⁰	a. Authorized Representative	
e. Other	\$ ⁰⁰	Prefix Mr.	
f. Program Income	\$ ⁰⁰	First Name Howard	
g. TOTAL	\$ 37,500 ⁰⁰	Middle Name Michael	
		Last Name Glassman	
		Suffix	
		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