

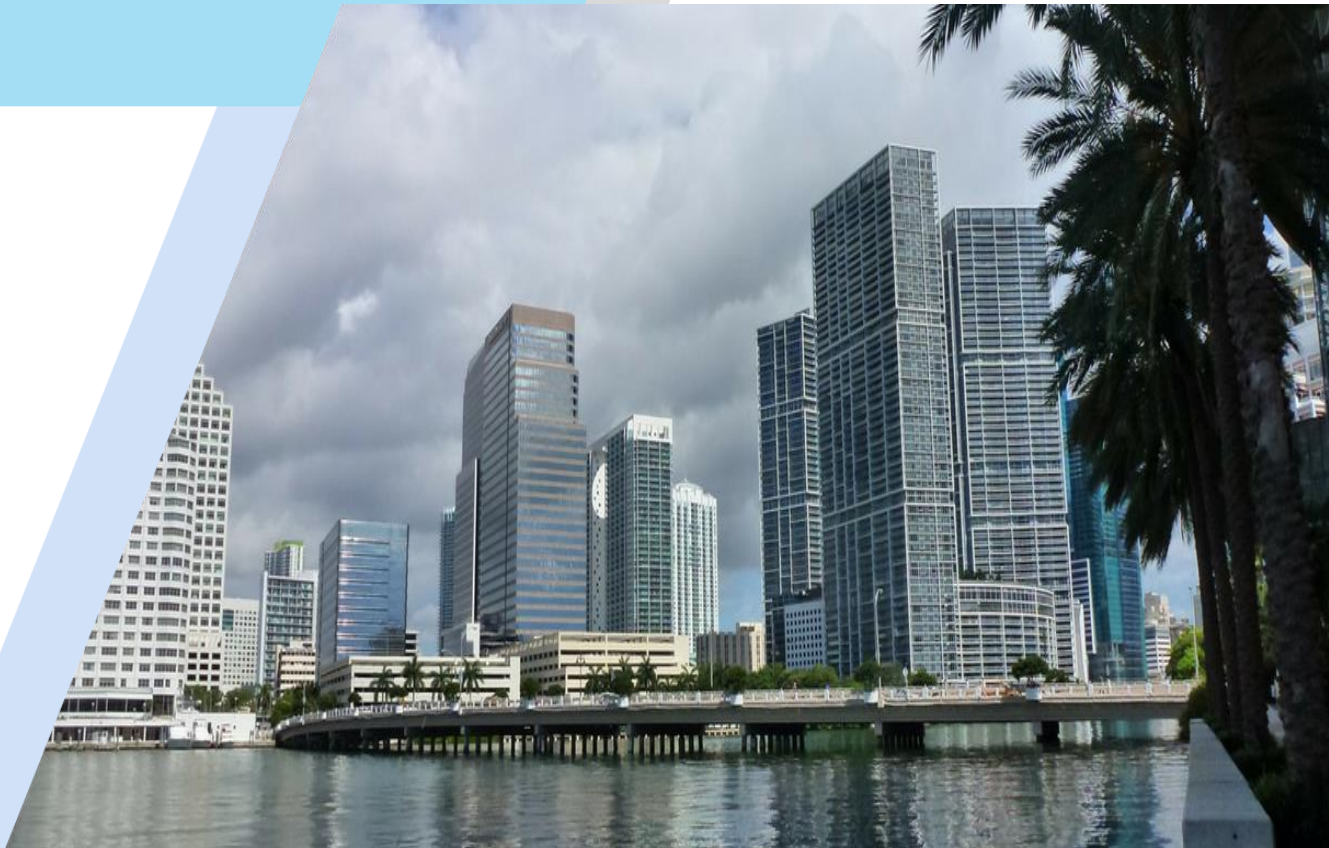
Fiscal Years 2020 – 2022

Unified Planning Work Program

Florida Metropolitan Planning Organization Advisory Council

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Federal Aid Project Number: 00AC-058-M
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Prepared By:
**Florida Metropolitan Planning
Organization Advisory Council**

MPOAC Resolution 2018-01

**A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION
ADVISORY COUNCIL (MPOAC) ADOPTING THE MPOAC UNIFIED PLANNING
WORK PROGRAM FOR STATE FISCAL YEARS 2018/2019 – 2019/2020.**

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

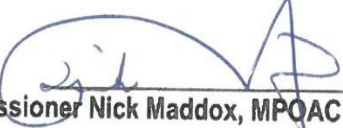
Whereas, The MPOAC adopts a Unified Planning Work Program for two fiscal years that describes the various tasks to be accomplished by the MPOAC in the performance of its duties;

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 Chair Maddox to approve the Unified Planning Work Program prior to July 01, 2018

**NOW THEREFORE BE IT RESOLVED THIS SEVENTH DAY OF JUNE 2018 THAT THE
FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL
HEREBY ADOPTS ITS UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL
YEARS 2018/2019 – 2019/2020.**

PASSED AND DULY ADOPTED this seventh day of June 2018.


Commissioner Nick Maddox, MPOAC Governing Board Chair

Attested to:


Carl Mikyska, Executive Director

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Debarment and Suspension Certification

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

525-C104-06
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

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


Name: _____
Title: MPOAC Governing Board Chair

June 07, 2018
Date

Lobby Certification for Grants, Loans, and Cooperative Agreements

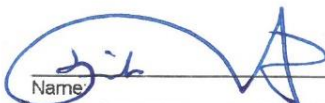
FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-016-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Florida MPOAC that:

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


Name _____
Title: MPOAC Governing Board Chair

June 07, 2018
Date _____

Disadvantage Business Enterprise Utilization

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

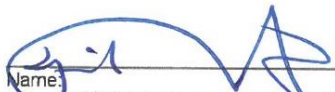
525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Florida MPOAC 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 MPOAC, 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 MPOAC, in a non-discriminatory environment.

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


Name: _____
Title: MPOAC Governing Board Chair

June 07, 2018

Date

Title VI/ Nondiscrimination Assurance

UPWP Statements and Assurances

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

525-010-08
POLICY PLANNING
05/18

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

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 2020/2021 – 2021/2022 covering the period from July 1, 2020 through June 30, 2022.

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 5305(d) metropolitan planning funds to support the activities of the MPOAC.

The MPOAC utilizes a soft match for its federal funding sources. These soft matches include toll revenues as a credit toward the non-federal matching share of all programs authorized by Title 23 and for transit programs authorized by Chapter 53 of Title 49, U.S.C. The soft match provision allows the federal share to be increased to 100% to the extent credits are available. The soft match to federal dollars is calculated to an 81.93%/18.07% ratio as required and as allowed using the sliding scale provision. For both Fiscal Years 2020/2021 and 2021/2022, there are \$498,548 of federal PL dollars and these funds are soft matched by \$109,957 of toll credits.

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 are comprised by 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 on, 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

Development of the UPWP included various public involvement opportunities. The Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (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 period of time and was included in the January and April 2020 MPOAC meeting agenda packages. 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 Management

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 MPOAC bylaws were updated and adopted at the January 2017 meeting of the MPOAC and are available on the MPOAC website. The MPOAC bylaws define the roles and responsibilities of the Governing Board, the Staff Directors’ Advisory Committee, and the Executive Committee and outline the operational procedures of the MPOAC.

The organization of the MPOAC consists of a 27-member Governing Board and a 27-member Staff Directors’ Advisory Committee.

Governing Board

The MPOAC Governing Board consists of one representative and one alternate representative from each of the following metropolitan planning organizations (MPOs), sometimes known as Transportation Planning Organizations (TPOs), Metropolitan Transportation Planning Organizations (MTPOs), and Transportation Planning Agencies (TPAs):

Bay County TPO
Broward MPO
Capital Region TPA
Charlotte County-Punta Gorda MPO
Collier MPO
Florida-Alabama TPO
Forward Pinellas
Gainesville MTPO
Heartland Regional TPO
Hernando/Citrus MPO
Hillsborough MPO
Indian River County MPO
Lake-Sumter MPO
Lee County MPO

Martin MPO
MetroPlan Orlando
Miami-Dade TPO
North Florida TPO
Ocala/Marion County TPO
Okaloosa-Walton TPO
Palm Beach TPA
Pasco County MPO
Polk TPO
River to Sea TPO
Sarasota/Manatee MPO
Space Coast TPO
St. Lucie 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.

Staff Directors' Advisory Committee

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	Martin MPO
Broward MPO	MetroPlan Orlando
Capital Region TPA	Miami-Dade TPO
Charlotte County-Punta Gorda MPO	North Florida TPO
Collier MPO	Ocala/Marion County TPO
Florida-Alabama TPO	Okaloosa-Walton TPO
Forward Pinellas	Palm Beach TPA
Gainesville MTPO	Pasco County MPO
Heartland Regional TPO	Polk TPO
Hernando/Citrus MPO	River to Sea TPO
Hillsborough MPO	Sarasota/Manatee MPO
Indian River County MPO	Space Coast TPO
Lake-Sumter MPO	St. Lucie TPO
Lee 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.

Executive Committee

The Executive Committee consists of the MPOAC Governing Board Chair and Vice-Chair, a member of the Governing Board serving at-large, and the Staff Directors' Advisory Committee Chair and Vice-Chair. The Executive Committee provides policy direction for the MPOAC between Governing Board meetings and provides an annual evaluation of the MPOAC Executive Director.

Policy and Technical Committee

The Policy and Technical Committee consists of any individuals or designees who serve on the MPOAC Governing Board or Staff Directors' Advisory Committee and wish to participate. Representatives from the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are also

invited to participate as advisors to the Committee. The Committee meets in order to identify issues for future action by the MPOAC Staff Directors' Advisory Committee and Governing Board.

Freight Committee

The MPOAC Freight Committee serves as a clearinghouse of actionable ideas that allow Florida's MPOs to foster and support sound freight planning and freight initiatives. The Freight Committee seeks to understand the economic effects of proposed freight-supportive projects; foster relationships between public agencies with responsibilities for freight movement and private freight interests; and reduce policy barriers to goods movement to, from, and within Florida. The Freight Committee meets as necessary throughout the year in concert with the statewide meetings of the MPOAC.

Strategic Plan Working Groups

The MPOAC adopted the MPOAC Strategic Directions Plan in April 2016. The Strategic Directions Plan provides the agency with a mission and guiding principles and a set of goals. In order to achieve those goals, the Strategic Directions Plan envisioned the establishment of several working groups. In 2016, the MPOAC established the Best Practices Working Group (now called the Noteworthy Practices Working Group) and the Bicycle and Pedestrian Working Group (now called the Complete Streets Working Group). In 2019, the MPOAC Governing Board endorsed the formation of a Training Working Group to focus on MPO member and staff training and education strategies. The Training Working Group is expected to begin meeting during the 2020 calendar year. The Working Groups meet as necessary throughout the year in concert with the statewide meetings of the MPOAC.

MPOAC Staff

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 research and staff support 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. 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.

1.0 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:

- Task 1.1 – MPOAC Administration

Task 1.1 – MPOAC Administration

Purpose

Work and products within this task are recurring and predictable by their nature. Those efforts include financing and managing 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 or leasing of capital equipment, maintaining legal services for MPOAC operations and meetings, arranging for and holding quarterly meetings of the MPOAC Governing Board, the MPOAC Staff Directors Committee, the MPOAC Freight Committee, meetings of the Policy and Technical Committee, maintaining the MPOAC.org website, the payment and processing of invoices and requisitions, the administration of travel funds, conducting personnel actions and evaluations, and all other administrative actions. To maintain memberships with partner organizations nationally and in Florida, namely the Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), the Intelligent Transportation Society of Florida (ITSFL), the Florida Public Transportation Association (FPTA) and the Floridians for Better Transportation (FBT) (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). This task also retains legal services and contracts for research and support services to the Metropolitan Planning Organization Advisory Council (MPOAC) in order to prepare the necessary work products and services.

MPOAC Policy and Technical Committee – This committee meets to identify and propose issues for future action by the Staff Directors’ Advisory Committee and Governing Board.

MPOAC Freight Committee – This committee meets to identify and investigate state and MPO freight related planning and policy issues. To also propose actions by the Staff Directors’ Advisory Committee and Governing Board to address freight issues of significant relevance to MPO planning and programming activities.

Previous Work Completed

The MPOAC complied with all federal and state standards in the payment and processing of invoices, requisitions and all personnel actions during the past two years. Travel to meetings and conferences were conducted according to all federal and state travel provisions and the purchase of capital equipment followed appropriate procedures. Annual memberships were maintained in AMPO, NARC, ITSFL, FPTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida) and legal counsel was provided as needed and at meetings of both the MPOAC Staff Directors Advisory Committee and Governing Board. Production of the 2018-20 UPWP and tracking of expenditures was accomplished during the past two years. Legal services have been provided by a contractual employee of MPOAC who attends meetings of the MPOAC Governing Board, MPOAC Staff Directors Advisory Committee and the MPOAC Policy and Technical Committee. Legal advice is sought on an as-needed basis.

MPOAC Website - This task is for hosting, maintaining, upgrading and owning the MPOAC.org website which includes the annual fee to register the domain. CUTR has maintained the MPOAC.org website by keeping membership information updated, posting updated MPOAC meeting agendas, draft meeting minutes, an annual meeting calendar, 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.

MPOAC Policy and Technical Committee - The Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Committee met multiple times in FY 2018/2019 and FY 2019/2020 as needed. The agenda items from the meetings included, but were not limited to, the MPOAC Strategic Directions Plan, proposed federal rules on MPO Coordination and Planning Area Reform, the PL funding and statewide distribution formula, federal infrastructure legislation, performance measurement goals and targets, financial guidelines for MPO long-range transportation plans (LRTPs), automated vehicles in MPO LRTPs, public involvement, MPOAC meeting calendars, and the 2019 and 2020 legislative initiatives and policy positions. In addition to the MPO staff directors who serve on the committee,

representatives of the Federal Highway Administration (FHWA), FDOT, NARC, and the Florida Transportation Commission were also in attendance.

MPOAC Freight Committee - The MPOAC Freight Committee meets as needed in association with the Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board meetings. The MPOAC Freight Committee met multiple times during FY 2018/2019 and FY 2019/2020 to discuss items of relevance to freight movement within and through Florida's metropolitan areas.

The MPO Advisory Council (MPOAC) staff has developed and distributed agenda packages and arranged meeting locations during four agreed upon meeting dates and times every year. 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. Agenda packages and other MPOAC meeting information are posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

Since 1994 the MPOAC has had no more than two staff positions, an Executive Director and an Administrative Assistant. The MPOAC provides research and other practical support to Florida's 27 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 opportunities. In an effort to supplement work conducted by the existing MPOAC staff, 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 2001/2002.

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 5305(d) funds from the Federal Transit Administration (FTA). Research and support staff of CUTR assists in the development of MPOAC meeting minutes, agenda item materials, PowerPoint presentations and other related activities. Continue annual memberships in AMPO, NARC, ITSFL, FFTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). Continue to maintain legal counsel as needed and at meetings of both the MPOAC Staff Directors and Governing Board. Produce a new UPWP for state fiscal years 2023-24 and track the expenditures within the state fiscal years 2021-22 UPWP. Advertise meetings in the Florida Administrative Register as required by Florida's Sunshine Law.

MPOAC Website - This task is for hosting, maintaining, upgrading and owning the MPOAC.org website which includes the annual fee to register the domain. CUTR staff will continue to maintain the MPOAC website with information from the Staff Directors' Advisory Committee, Governing Board, Policy and Technical Committee, MPOAC Freight Committee, MPOAC Strategic Directions Plan Working Groups FDOT, FHWA and the FTA. The transportation news sections of the website will continue to be updated with fresh information of national and state significance. Additionally, MPO and Census Urbanized Area boundary maps will continue to be updated for inclusion on the website using an automated GIS based software package. The MPOAC will provide management and oversight responsibilities for website content and functionality and provide CUTR with new and updated information.

MPOAC Policy and Technical Committee - Staff will conduct MPOAC Policy and Technical Committee meetings that 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 Committee meeting materials. The funding includes travel costs related to the performance of this task.

MPOAC Freight Committee - Staff will participate in MPOAC Freight Committee meetings, which will address complex freight planning, and policy issues for subsequent decisions by the Governing Board and Staff Directors' Advisory Committee. MPOAC staff (with consultant support provided by the Broward MPO) will help develop, prepare and

distribute MPOAC Freight Committee meeting materials. The funding includes travel costs related to the performance of this task.

MPOAC Staff Directors and Governing Board Meetings – Staff will develop agendas and meeting materials for four annual meetings at dates and locations recommended by the Staff Directors Advisory Committee and approved by the MPOAC Governing Board. The agenda packages will contain minutes of the previous meetings, old and new business agenda items, back-up material and other handouts for distribution at the meetings. Agenda packages and other MPOAC meeting information will be posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

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 attending meetings and conferences, wherever needed.

Included in the financial tables is the State of Florida provided office space. The rate for state office space has been determined by the State of Florida, Department of Management Services to be \$17.00 per square foot per month. This includes all services such as janitorial, printing (in-house only), security, information technology support, postage, utilities, printer paper, common areas, small meeting rooms, communications and communications technology, etc. MPOAC occupies 342 square feet of office space. Because MPOAC does not pay rent, however the State of Florida does incur an expense by hosting MPOAC, this expense is shown as an in-kind match.

Work Products

Meet federal and state requirements in the processing of invoices, requisitions, travel and capital expenditures, personnel actions and evaluations, and other related activities. No capital equipment purchases over \$5,000 are anticipated during this period. Continue annual memberships in AMPO, NARC, ITSFL, FPTA and FBT (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). Produce a new UPWP for state fiscal years 2023-24 and track the expenditures within the state fiscal years 2021-22 UPWP. Retain legal counsel for projects and research as needed as well as at meetings of both the MPOAC Staff Directors as well as the MPOAC Governing Board. Advertise meetings in the Florida Administrative Register as required by Florida's Sunshine Law.

Maintain and perform minor updates to the MPOAC website (www.mpoac.org) through Fiscal Years 2020/2021 and 2021/2022. While the tasks described above are performed by the CUTR Principal Investigator, it is done under the direction of the MPOAC Executive Director.

MPOAC Policy and Technical Committee - Conduct MPOAC Policy and Technical Committee 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 MPOAC Policy and Technical Committee meetings will be advertised in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes both staff time and travel expenses.

MPOAC Freight Committee - MPOAC Freight Committee meetings will be scheduled, as desired by the committee membership, in concert with regularly scheduled MPOAC meetings in order to identify issues for future action by the MPOAC Staff Directors' Advisory Committee and Governing Board. The Freight Committee meetings will be noticed in the Florida Administrative Weekly and posted on the MPOAC website. The funding includes both staff time and travel expenses.

MPOAC Staff Directors and Governing Board Meetings – MPOAC will hold four quarterly meetings annually at dates and locations recommended by the Staff Directors and selected by the Governing Board. Meeting packages will be distributed at least seven days prior to the meetings.

The MPOAC contract 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 will allow the completion of developing research reports and studies on subjects of relevance to ongoing and future MPO activities. 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 and national associations, authorities and commissions on behalf of the Florida MPOAC. Conducting analysis on existing and proposed legislation and other regulatory activities and initiatives related to transportation planning, urban development and land use, 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 authorization implementation proposals, including further integrating non-SOV modes (transit, pedestrian and bicycle) as viable options in statewide and metropolitan transportation systems and addressing funding sustainability issues in the state's metropolitan areas. Advising and assisting the Executive Director in the development of MPOAC meeting content and materials. Assisting the MPOAC Executive Director in the development of the MPOAC Unified Planning Work Program (UPWP). Preparing minutes of MPOAC Staff Directors' Advisory Committee and Governing Board quarterly meetings. Participating in the update and implementation processes of various statewide transportation plans and planning efforts. Participating in the development of State and MPO performance measurement targets in compliance with federal requirements. The specific deliverables and/or services to be provided under this task will be agreed upon by the MPOAC Executive Director and the CUTR Principal Investigator on an as-needed basis depending upon the immediate transportation planning requirements of the MPOAC. While the tasks described above are performed by the CUTR Principal Investigator and other CUTR staff and graduate assistants, it is done in partnership with the MPOAC Executive Director and under the direction of the MPOAC Executive Director.

Milestones

Ongoing – Operation of MPOAC.org, operation of MPOAC, processing of invoices, requisitions, travel funds and compliance with various fiscal and operational systems in place at Florida DOT (the host agency). Ongoing – Hold MPOAC Policy and Technical Committee meetings as needed throughout FY 2019 and FY 2020. Produce a draft and final 2020-22 UPWP. Membership in ITSFL, FPTA and FBT. Four quarterly meetings of both the Staff Directors and MPOAC Governing Board.

End Products

This task will continue the operation of the MPOAC.org website, the operation of MPOAC, processing of invoices, requisitions, travel funds and compliance with various fiscal and operational systems in place at Florida DOT (the host agency) and Federal agencies. MPOAC will track expenditures and accomplishments of the organization during each fiscal year and report quarterly to the Staff Directors' Advisory Committee and Governing Board. MPOAC will maintain membership in partner organizations such as NARC, AMPO, ITSFL, FPTA and FBT. Under this task, MPOAC will produce a final state fiscal year 2022-24 UPWP. As needed MPOAC will obtain written legal opinions and advice from legal counsel. CUTR will provide research and support services by producing reports, comments in response to state or federal announcements, requests for information, or publications as needed. Staff will participate in statewide and national transportation plans and planning efforts, report development, performance measures development and implementation, and involvement in issues impacting transportation. Four quarterly meetings of both the Staff Directors Advisory Committee and MPOAC Governing Board will be held annually. MPOAC Policy and Technical Committee Meetings and Freight Committee Meetings will be held as needed. MPOAC will also pay to advertise meetings in the Florida Administrative Register as required by Florida's Sunshine Law.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 1.1	MPOAC Administration						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$155,258	\$34,243				
Consultant Services		\$55,000	\$12,130			\$22,800	\$5,700
Travel							
	Travel Expenses	\$22,000	\$4,852				
Other Direct Expenses							
	Office Supplies	\$516	\$114				
	Memberships	\$172,246	\$37,990				
	Copier Rent	\$1,905	\$420				
	Advertising	\$319	\$70				
	Rent			\$69,768			
	Legal Services	\$22,000	\$4,852				
	Website Hosting Services	\$500	\$110				
Totals		\$429,744	\$94,782	\$69,768		\$22,800	\$5,700

Note: AMPO and NARC dues (\$84,826 for AMPO and \$85,500 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 1.1	MPOAC Administration						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$155,258	\$34,243				
Consultant Services		\$55,000	\$12,130			\$22,800	\$5,700
Travel							
	Travel Expenses	\$22,000	\$4,852				
Other Direct Expenses							
	Office Supplies	\$516	\$114				
	Memberships	\$172,246	\$37,990				
	Copier Rent	\$1,905	\$420				
	Advertising	\$319	\$70				
	Rent			\$69,768			
	Legal Services	\$22,000	\$4,852				
	Website Hosting Services	\$500	\$110				
Totals		\$429,744	\$94,782	\$69,768		\$22,800	\$5,700

Note: AMPO and NARC dues (\$84,826 for AMPO and \$85,500 for NARC) cover the cost of membership for all MPOs in Florida and are included in the Membership line item in the Other Direct Expenses section of the Task budget.

2.0 REGIONAL COOPERATION AND INFORMATION DISSEMINATION

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 that are used to cross organizational lines to involve the many diverse participants of the transportation planning process.

Dissemination of MPOAC Information Tasks include:

- Task 2.1 – MPOAC Policy Positions
- Task 2.2 – MPOAC Institute Training Activities

Task 2.1 – MPOAC Policy Positions

Purpose

To disseminate information to elected officials regarding issues of importance to metropolitan planning organizations (MPOs), including recommendations on how best to coordinate and integrate federal and state transportation planning requirements. All time charged to this task will be paid for with local funds only, no federal funds shall be used on this task and these types of activities per Federal Regulations 2 CFR 200.450.

Previous Work Completed

The Metropolitan Planning Organization Advisory Council (MPOAC) Policy and Technical Committee met multiple times in 2018 and 2019 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 February 2018 and December 2019.

On October 16, 2003, the MPOAC Governing Board approved a motion to annually request that each MPO in the state 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. The MPOAC has used non-federal local funds for advocacy activities such as legislative initiatives that the MPOAC wished to have advanced during Florida's previous legislative sessions. The MPOAC also distributes a weekly legislative newsletter at the end of weeks the legislature meets. The newsletter is distributed to the MPOAC membership and to several partner organizations.

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 MPOAC Policy and Technical Committee will seek the participation of the Florida Department of Transportation, the Florida League of Cities, the Florida Association of Counties, the Florida Public Transportation Association, and other stakeholders to establish policies that enhance the cooperative, comprehensive, and continuing transportation planning process. The MPOAC will also produce and distribute a weekly legislative newsletter at the end of weeks which the legislature has met.

Work Products

Adopt and distribute before the annual session of the Florida Legislature, the MPOAC's Legislative Priorities and Policy Positions to the Governor, the Florida Legislature, MPOAC members, Florida Department of Transportation, Florida Division of the Federal Highway Administration, Region 4 of the Federal Transit Administration, Florida Association of Counties, Florida League of Cities, Florida Transportation Commission, Florida Public Transportation Association and other stakeholders. The MPOAC will also produce and distribute a weekly newsletter at the conclusion of each week the legislature meets.

The MPOAC will use non-federal local funds for advocacy activities such as legislative initiatives to be advanced during Florida's legislative session. These funds may be used for travel expenses if needed.

Milestones

Summer 2020 through Spring 2021 and Summer 2021 through Spring 2022 – Development of MPOAC policy positions for use during the 2021 and 2022 Florida Legislative Sessions. Production of a weekly legislative newsletter at the end of weeks the Florida legislature meets.

End Products

Summer 2020 to Spring 2021 and Summer 2021 to Spring 2022 – Florida MPOAC Policy Positions, weekly legislative newsletters.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 2.1	MPOAC Policy Positions						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits				\$6,900		
Printing					\$600		
Totals		\$0	\$0	\$0	\$7,500	\$0	\$0

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 2.1	MPOAC Policy Positions						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits				\$6,900		
Printing					\$600		
Totals		\$0	\$0	\$0	\$7,500	\$0	\$0

Task 2.2 – MPOAC Institute Training Activities

Purpose

To provide on-going training for metropolitan planning organization (MPO) Governing Board Members in the many activities that encompass the MPO planning process.

Previous Work Completed

During fiscal years 2003 through 2006, the Florida Metropolitan Planning Organization Advisory Council (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. 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. Throughout the years, the MPOAC Institute training materials have been updated on an annual basis to reflect changes in transportation policy, laws and practices and have been made available to MPOs across the state for their use.

As of January 2018, the MPOAC Weekend Institute has been held 26 times (twice by special request) since 2007, with a total attendance of 393 MPO Governing Board members coming from all of Florida's 27 MPOs. Additionally, MPOAC Institute workshops have been held many times during the past several fiscal years, providing MPO-related training to local elected officials, county and municipal officials and MPO staff and committee members across Florida.

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 2021 and 2022. 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 Products

The MPOAC Institute will provide MPO-related training in a variety of venues including two weekend training institutes and a training workshop held as part of the FAC County Commissioner Voluntary Certification program. 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.

A fee is charged to each participant who attends the MPOAC Weekend Institute. This fee is not intended to cover the cost of the weekend institute, but instead is used to cover the cost of food and refreshments provided during the weekend institute. The fee is currently \$300 per participant but may change if needed to cover the costs incurred to provide food and refreshments.

While the tasks described above are performed by the CUTR Principal Investigator and staff, it is done in partnership with the MPOAC Executive Director and under the direction of the MPOAC Executive Director. A portion of the budget is set-

aside for the time of the MPOAC Executive Director and Administrative Assistant to participate in the work products and overall direction of this task.

Milestones

The MPOAC updates the training materials used in the Weekend Institute each year and in preparation for the training, staff arranges for printing of training materials, training facilities and conducts two training sessions per year.

End Products

Four total training sessions. MPOAC Weekend Institutes will be held twice between March and June in 2021 and in 2022.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 2.2	MPOAC Institute Training Activities						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$10,660	\$2,351				
Consultant Services		\$85,000	\$18,747				
Totals		\$95,660	\$21,098	\$0		\$0	\$0

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 2.2	MPOAC Institute Training Activities						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$10,660	\$2,351				
Consultant Services		\$85,000	\$18,747				
Totals		\$95,660	\$21,098	\$0		\$0	\$0

3.0 PROJECT PLANNING AND REPORTS

This section includes those functions that 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:

- Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation
- Task 3.2 – Performance Measures Implementation
- Task 3.3 – Public Transportation, Environment & Community Planning
- Task 3.4 – Safety, Operations and Management
- Task 3.5 – MPOAC Strategic Plan Implementation

Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation

Purpose

To review proposed documents, regulations, policies, and legislation (federal and state) in order to provide substantive and technical comments that represent the collective interest of Florida’s Metropolitan Planning Organizations (MPOs). In addition, the Florida Metropolitan Planning Organization Advisory Council (MPOAC) staff will conduct statewide and national research, as needed, to provide Florida MPOs with information regarding industry practices and standards.

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 sessions 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 state and federal documents and reports. For example, detailed summaries of state legislation are prepared annually following the close of Florida legislative sessions. Additionally, the MPOAC submitted comments to appropriate officials on various proposed rules and guidance documents including, but not limited to, the Notice of Proposed Rulemaking (NPRM) for National Performance Management Measures, Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning, and MPO Coordination and Planning Area Reform.

Proposed Methodology

Compile and review proposed and adopted documents, regulations, policies, 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. In addition, MPOAC staff will conduct national and statewide research to collect data pertaining to industry practices and standards. Unique to this UPWP cycle will be a new Federal Transportation Bill and the compilation of US Census data. The Census data is assembled into urbanized areas based upon methodologies that are publicly noticed in the federal register and the public has an opportunity to provide feedback about the methodology. MPOAC expects to look at the notice(s) carefully and provide information to the membership about the potential impacts of the methodology suggested.

Work Products

Following the 2021 and 2022 Florida legislative sessions, the MPOAC will distribute to the MPOAC membership a summary of approved state legislation of interest to metropolitan planning organizations. The MPOAC will provide review comments on documents, regulations policies and legislation relating to issues of interest to metropolitan planning organizations.

Milestones

This is an ongoing activity that is performed on an as-needed basis.

End Products

MPOAC submittal of comments on proposed federal rules, participation in efforts to craft new policies, and to educate MPOs in Florida about proposed legislation, policies, regulations or documents when they are produced.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$44,774	\$9,875				
Consultant Services							
Totals		\$44,774	\$9,875	\$0		\$0	\$0

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$44,774	\$9,875				
Consultant Services							
Totals		\$44,774	\$9,875	\$0		\$0	\$0

Task 3.2 – Statewide Plans, Programs, and Performance Measures Implementation

Purpose

To participate and assist in the implementation of statewide plans and programs (the Florida Transportation Plan (FTP), the Florida Strategic Highway Safety Plan (SHSP), the Florida Highway Safety Implementation Plan, the Florida Freight Mobility and Trade Plan, the Strategic Intermodal System (SIS) Plan, etc.). The Florida Metropolitan Planning Organization Advisory Council (MPOAC) will promote coordination between statewide planning and programming with Metropolitan Planning Organization (MPO) planning activities. To participate and assist Florida's 27 MPOs, in partnership with the Florida DOT, to implement the Federal Transportation Performance Management Measures while maintaining consistency in the data sets used and information shared with the public. MPOAC will also participate in the planning, consideration and environmental review of the recently legislated MCORES corridors as needed and as opportunities for participation are made available.

Previous Work Completed

The MPOAC participated in the policy and technical committees organized by the FDOT to develop the 2060 FTP and the SIS Plan. Also, the MPOAC provided detailed comments to USDOT on the NPRMs for performance measures and worked closely with Florida DOT staff to begin the implementation of the early federal transportation performance measures. With the implementation of the federal transportation measures, MPOAC has coordinated efforts between the Florida DOT and the Florida MPOs. MPOAC has also presented the Florida partnership with transportation performance measures to New York AMPO, Minnesota DOT, USDOT, SASHTO, AASHTO, AMPO, NARC, TRB and Florida APA. The partnership has been recognized as one of the best, if not the best, model of cooperation in the nation. MPOAC also coordinated with the Florida DOT to assemble a full set of transportation performance measure reporting data sets for use by the individual MPOs in multiple formats for consistency and ease of use across the state.

Proposed Methodology

The MPOAC will participate in the review of the SIS facility eligibility requirements and serve as a member of appropriate working groups or steering committees. The MPOAC will facilitate coordination between the implementation efforts for statewide plans/programs and MPO planning activities by providing a forum for education and discussion between the MPOAC membership, the FDOT, and representatives of MPOAC partner organizations.

The MPOAC will coordinate and collaborate with the Florida DOT and the Florida MPOs so that the federal transportation performance management measures continue to be presented using an identical data set, format and manner which is expected to reduce confusion and increase credibility among the public, elected officials and the press. MPOAC will also participate in the planning, consideration and environmental review of the recently legislated M-CORES corridors as needed and as opportunities for participation are made available.

Work Products

Develop the necessary reports, documents and guidance to coordinate the implementation of statewide plans/programs and MPO planning activities. Work with the 27 MPOs, through the MPOAC, to incorporate the performance management measures into MPO plans and programs. This task will consist of staff time and may involve travel, as needed.

Milestones

This is an ongoing activity as the FDOT implements statewide plans/programs and performance management measurement. It is expected that during the timeframe of this UPWP, the USDOT may update or issue new guidance related to performance management measurement and further define how information is to be displayed and used by MPOs. Should this occur, the MPOAC will provide written comments if the opportunity is made available.

End Products

Ongoing planning and programming activity.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.2	Statewide Plans, Programs and Performance Measures Implementation						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718				
Consultant Services							
Totals		\$30,459	\$6,718	\$0		\$0	\$0

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.2	Statewide Plans, Programs and Performance Measures Implementation						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$30,459	\$6,718				
Consultant Services							
Totals		\$30,459	\$6,718	\$0		\$0	\$0

Task 3.3 – 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 Florida Metropolitan Planning Organization Advisory Council (MPOAC) in working with state, regional and local organizations that provide public transportation options and 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, the FDOT Systems Planning Office to implement the SUNTrail program, and the FDOT Environmental Management Office (EMO) to implement state assumption of federal environmental review responsibilities. The MPOAC also worked with the Florida Department of Economic Opportunity (DEO), the Florida Department of Environmental Protection (DEP), Florida Commission for the Transportation Disadvantaged, and other local, regional, and state organizations that promote environmental, community planning and sustainable development objectives and transportation options.

Proposed Methodology

Continue to work with FDOT, DEO, the Florida Transportation Commission (FTC), Florida Commission for the Transportation Disadvantaged, Florida Public Transportation Association, Florida Greenways and Trails Foundation, 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 transportation system resiliency, sea-level rise, sustainable development, and air quality considerations in state, metropolitan and local planning activities and processes. The MPOAC Executive Director anticipates serving as the Vice-President of the Florida Greenways and Trail Foundation and will serve as an ex-officio non-voting member of the Florida Public Transportation Association (FPTA).

Work Products

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.

The tasks described above are performed by the CUTR Principal Investigator and the MPOAC Executive Director, supported by staff of both organizations. These tasks are performed under the direction of the MPOAC Executive Director. The funds shown for the CUTR Principal Investigator (and staff) are to assist and support the MPOAC Executive Director in any aspect of this task as needed under the planning contract the MPOAC has with the University of South Florida, Center for Urban Transportation Research.

Milestones

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

End Products

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

Funding Source

FY 2020/21		FHWA	Federal	State	Local	FTA	FTA
		(PL)	Soft Match	In Kind Match	Funds	5303d	State Match
Task 3.3	Public Transportation, Environment & Community Planning						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$18,293	\$4,035				
Consultant Services						\$7,200	\$1,800
Totals		\$18,293	\$4,035	\$0		\$7,200	\$1,800

FY 2021/22		FHWA	Federal	State	Local	FTA	FTA
		(PL)	Soft Match	In Kind Match	Funds	5303d	State Match
Task 3.3	Public Transportation, Environment & Community Planning						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$18,293	\$4,035				
Consultant Services						\$7,200	\$1,800
Totals		\$18,293	\$4,035	\$0		\$7,200	\$1,800

Task 3.4 – 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 transportation plans, transportation improvement programs, and other planning work products.

Previous Work Completed

Previous work under this task includes transmitting Intelligent Transportation System (ITS), autonomous vehicle, and safety information to MPOs and participating on the Florida Department of Transportation (FDOT) Strategic Highway Safety Plan Steering and Executive Committees, the Transportation Asset Management Plan Steering Committee, the Bicycle and Pedestrian Partnership Council, and the FDOT's Safe Mobility for Life Coalition and initiatives. The MPOAC Executive Director is a member of the Intelligent Transportation Society of Florida and was a participant in the Safe Streets Summit, the Annual Florida Automated Vehicles Summit, the Florida Metropolitan Planning Partnership, the MPO Leadership meetings, and the FDOT Freight Leadership Forum.

Proposed Methodology

Given the recent implementation of the federal safety performance management measures which has brought focus to this topic, MPOAC staff expects to work with MPOs, the Florida DOT Safety Office, and the Office of Policy Planning in this area. MPOAC staff will work with FDOT, Federal Highway Administration (FHWA) and other partners to bring before the MPOAC the latest information regarding transportation safety, automated/connected vehicles, 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 amend the Strategic Highway Safety Plan, as needed, 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 Products

Presentations, workshops and the dissemination of information regarding transportation operations, management, automated/connected vehicles, and safety. Participation on various committees supporting improved safety, operations and maintenance on Florida's multi-modal transportation system, including the Strategic Highway Safety Plan Steering Committee, the Safe Mobility for Life Coalition, and other committees and boards as requested. This task consists of staff time and may include travel expenses as necessary.

Milestones

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

End Products

This is an ongoing activity. Presentations at quarterly meetings of the MPOAC and at Technical and Policy Committee meetings will take place as needed or requested by MPOAC membership.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.4	Safety, Operations and Management						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093				
Consultant Services							
Totals		\$14,022	\$3,093	\$0		\$0	\$0

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.4	Safety, Operations and Management						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$14,022	\$3,093				
Consultant Services							
Totals		\$14,022	\$3,093	\$0		\$0	\$0

Task 3.5 – MPOAC Strategic Plan Implementation and Working Groups

Purpose

To carry out the action items contained in the MPOAC Strategic Directions Plan and update the adopted vision statement, guiding principles and goals if needed. The MPOAC Strategic Directions Plan identified several working groups which will increase the value of MPOAC to Florida DOT, the MPOs and the citizens of Florida. These working groups are topic area specific and are intended to address areas which can benefit from the statewide collective forum provided by the MPOAC.

Previous Work Completed

During FY 2015/16, the MPOAC conducted a strategic planning process in an effort to ensure organizational effectiveness in meeting member needs and expectations. The process, guided by the Strategic Directions Advisory Committee (SDAC) and mediated by the Florida CRC Consensus Center, concluded in 2016 and resulted in the completion of the MPOAC Strategic Directions Plan and an associated Implementation Action Plan. The MPOAC identified four working groups to implement over the following four years. The Complete Streets Working Group completed the “Complete Streets Best Practices” report in 2018 and the final report is posted to the MPOAC website. The Noteworthy Practices Working Group has been formed and is meeting regularly to achieve the goals and objectives in the Strategic Directions Plan. The Noteworthy Practices Working Group has also assembled a Share Point site for use by the membership. In addition, the Working Group has begun holding presentations at the quarterly MPOAC meetings where selected MPOs share details of their efforts. The presentations are selected by the membership through an annual balloting process.

Proposed Methodology

Staff anticipates launching the Training and Communications working groups during the timeframe of this UPWP. The Noteworthy Practices working group is expected to continue to meet. The Complete Streets working group completed their planned work during the last UPWP and may reconvene to evaluate if there is additional work to undertake. Much of the staffing work is provided by member organizations. The final products of the working groups, along with potential changes in federal or state laws and rules, may result in the necessity to modify or amend the existing MPOAC Strategic Directions Plan. Additionally, the deliberations of the working groups may result in the development of new work products (reports, brochures, etc.).

Work Product

Each working group will produce a product or products depending on the nature of their work with the intention of making these products available for others to learn from and to improve the state of transportation planning among the Florida MPOs. The MPOAC will be required to participate in the cost of these work products. Additionally, the existing MPOAC Strategic Directions Plan may, for a variety of reasons, require modifications or amendments that will require the expenditure of MPOAC resources.

Milestones

Quarterly meetings during Fiscal Years 2020/2021 and 2021/2022 or as needed, including meeting agendas sent out in advance of meetings and the hosting of quarterly meetings.

The Working Groups will periodically report out to the Staff Directors’ Advisory Committee and produce reports, websites, and products that may be used by MPOs and require financial expenditure by the MPOAC. Amendments and modifications to the existing MPOAC Strategic Directions Plan may be required during Fiscal Years 2020/2021 and/or FY 2021/2022.

End Products

Quarterly meetings during Fiscal Years 2020/2021 and 2021/2022 or as needed, included meetings of the MPOAC Strategic Plan working groups. The deliberations of the Working Groups may result in work products requiring financial expenditure by the MPOAC. Amendments and modifications to the existing MPOAC Strategic Directions Plan may be required during Fiscal Years 2020/2021 and/or FY 2021/2022.

Funding Source

FY 2020/21		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.5	MPOAC Strategic Plan Implementation						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923				
Consultant Services							
Totals		\$35,922	\$7,923	\$0		\$0	\$0

FY 2021/22		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303d	FTA State Match
Task 3.5	MPOAC Strategic Plan Implementation						
Personnel Services							
	MPOAC Staff Salaries and Fringe Benefits	\$35,922	\$7,923				
Consultant Services							
Totals		\$35,922	\$7,923	\$0		\$0	\$0

Table 1: SFY 2021 Funding Sources

FY 2020/21 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303D	FTA State Match
Task 1.1	MPOAC Administration	\$429,744	\$94,782	\$69,768	\$0	\$22,800	\$5,700
Task 2.1	MPOAC Policy Positions	\$0	\$0	\$0	\$7,500	\$0	\$0
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0	\$0	\$0	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$44,774	\$9,875	\$0	\$0	\$0	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0	\$0	\$0	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$18,293	\$4,035	\$0	\$0	\$7,200	\$1,800
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0	\$0	\$0	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$35,922	\$7,923	\$0	\$0	\$0	\$0
	Totals	\$668,874	\$147,523	\$69,768	\$7,500	\$30,000	\$7,500
Grand Total of all Columns		\$931,165					

Note: Task 1.1 FHWA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$84,826 for AMPO and \$85,500 for NARC).

Table 2: SFY 2022 Funding Sources

FY 2021/22 Summary Table		FHWA (PL)	Federal Soft Match	State In Kind Match	Local Funds	FTA 5303D	FTA State Match
Task 1.1	MPOAC Administration	\$429,744	\$94,782	\$69,768	\$0	\$22,800	\$5,700
Task 2.1	MPOAC Policy Positions	\$0	\$0	\$0	\$7,500	\$0	\$0
Task 2.2	MPOAC Institute Training Activities	\$95,660	\$21,098	\$0	\$0	\$0	\$0
Task 3.1	Assessment of Documents, Regulations, Policies and Legislation	\$44,774	\$9,875	\$0	\$0	\$0	\$0
Task 3.2	Performance Measures Implementation	\$30,459	\$6,718	\$0	\$0	\$0	\$0
Task 3.3	Public Transportation, Environment & Community Planning	\$18,293	\$4,035	\$0	\$0	\$7,200	\$1,800
Task 3.4	Safety, Operations and Management	\$14,022	\$3,093	\$0	\$0	\$0	\$0
Task 3.5	MPOAC Strategic Plan Implementation	\$35,922	\$7,923	\$0	\$0	\$0	\$0
Totals		\$668,874	\$147,523	\$69,768	\$7,500	\$30,000	\$7,500
Grand Total of all Columns		\$931,165					

Note: Task 1.1 FHWA PL and Federal Soft Match includes AMPO and NARC dues for all Florida MPOs (\$84,826 for AMPO and \$85,500 for NARC). Please see the notes in Task 1.1.

Table 3: Relationship of UPWP Tasks to Federal Planning Factors

FEDERAL PLANNING FACTORS	Task 1.1	Task 2.1	Task 2.2	Task 3.1	Task 3.2	Task 3.3	Task 3.4	Task 3.5
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X		X			X
Increase the safety of transportation system for motorized and non-motorized users.	X	X	X		X		X	X
Increase the security of transportation system for motorized and non-motorized users.	X	X	X		X		X	X
Increase the accessibility and mobility of people and for freight.	X	X	X		X			X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	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
Promote efficient system management and operation.	X	X	X		X		X	X
Emphasize the preservation of the existing transportation system.	X	X	X		X		X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.	X	X	X		X	X		X
Enhance travel and tourism.	X	X			X	X		X

Table 4: Relationship of UPWP Tasks to State Planning Emphasis Areas

State Planning Emphasis Areas	Task 1.1	Task 2.1	Task 2.2	Task 3.1	Task 3.2	Task 3.3	Task 3.4	Task 3.5
SAFETY	X	X	X		X	X	X	X
SYSTEM CONNECTIVITY	X	X	X		X	X		X
RESILIENCE	X	X	X		X	X		X
ACES	X	X	X		X	X	X	X

MPOAC Responses to Comments Received

The Draft UPWP was available for public comment for 30 days, beginning on January 30, 2020. To solicit comments, the Draft UPWP was published on the MPOAC website, was presented at the January 30, 2020 quarterly meetings of the MPOAC Staff Directors' Advisory Committee and the MPOAC Governing Board. An email containing a weblink leading to the MPOAC website where the draft UPWP was located was sent to the MPOAC membership and partners. The following comments were received:

Florida Department of Transportation: Please see the checklist provided to MPOAC by the Florida DOT.

MPOAC response: Thank you, we have looked at the completed checklist and addressed comments provided via the checklist.

Florida Division of Federal Highway Administration: General Comment: Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.

MPOAC response: Thank you, we have updated those numbers.

Florida Division of Federal Highway Administration: Introduction: Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well.

MPOAC response: Thank you. This was included in paragraph three of the Introduction section of the draft UPWP. The soft match was shown for each task in the budget summary tables of the draft UPWP. We will retain those details in the final document per the comment.

Florida Division of Federal Highway Administration: All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.

MPOAC response: Thank you, this was completed as requested.

Florida Division of Federal Highway Administration: ADA requires that any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPOAC should have a plan for providing accessibility and advise the public of that plan and the remediation timeline.

MPOAC response: Thank you, the document is available as a PDF file which may be enlarged by a user. The document is also available to members of the public in alternate forms by calling our office.

Florida Division of Federal Highway Administration: The PL funds for appear to be overprogrammed based on FDOT tables showing PL funds available and forecasted for the MPOAC. Please ensure that the final UPWP is fiscally constrained for the available and forecasted funds.

MPOAC response: Thank you. The funds were programmed with the belief that we would be implementing a Consolidated Planning Grant. After the draft was published the decision to wait until later to implement the CPG was made and so the final UPWP has reverted to non-CPG funding amounts. There was also presented in the draft UPWP, and during the January 30th MPOAC meetings, a plan to increase one time the distribution of PL funds to MPOAC for membership dues in national organizations. This would require action by the MPOAC Governing Board. Due to the Board not meeting on April 30th, this provision was removed from the final UPWP and will be addressed as an amendment at a later date.

Florida Division of Federal Highway Administration: If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.

MPOAC response: Thank you, those funds are shown.

Florida Division of Federal Highway Administration: If FTA grant funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.

MPOAC response: Thank you, if there are funds to be carried over from previous years, they will be shown either in the final UPWP or in a subsequent amendment.

Florida Division of Federal Highway Administration: If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.

MPOAC response: Thank you.

Florida Division of Federal Highway Administration: The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.

MPOAC response: Thank you. MPOAC does not program projects or planning studies related to facilities. MPOAC serves in a support role to the 27 MPOs in Florida and has identified activities that will support the 27 MPOs as they implement Transportation Performance Measures. MPOAC does not set TPM targets or report progress due to our not having a TIP.

Florida Division of Federal Highway Administration: FDOT provided comments as a checklist uploaded to the Portal on 4/13/20, and some of the comments are identified as critical. Rather than repeat any as part of the Federal comments, we simply ask that the FDOT comments be addressed in the Final UPWP.

MPOAC response: Thank you.