

**Fiscal Years 2014/2015– 2015/2016
Unified Planning Work Program**



**Florida Metropolitan Planning
Organization Advisory Council**

Prepared By:

Florida Metropolitan Planning
Organization Advisory Council

605 Suwannee Street, MS 28B
Tallahassee, FL 32399-0450
Telephone: (850) 414-4037
www.mpoac.org

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MPOAC Resolution 2014-01

A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) ADOPTING THE MPOAC UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2014/2015 – 2015/2016.

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, 2014;

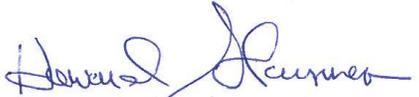
NOW THEREFORE BE IT RESOLVED THIS TWENTY FOURTH DAY OF APRIL 2014 THAT THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL HEREBY ADOPTS ITS UNIFIED PLANNING WORK PROGRAM FOR FISCAL YEARS 2014/ 2015 – 2015/2016.

PASSED AND DULY ADOPTED this twenty fourth day of April 2014.

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.



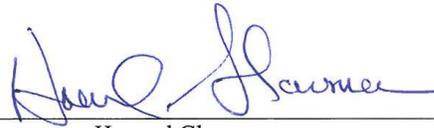
Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2014

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

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2014

TITLE VI/NONDISCRIMINATION POLICY STATEMENT

As a recipient of the Florida Department of Transportation (FDOT), the MPOAC does not exclude from participation in, deny the benefits of or discriminate against anyone on the basis of race, color, national origin, gender, disability, age, religion or family status in any of its programs services or activities. As an affiliate of FDOT, the MPOAC adheres to all federal and state authorities that forbid discrimination and those that require affirmative steps to ensure equity. The MPOAC follows the FDOT nondiscrimination policy, implementation plan, and complaint filing procedures and the FDOT Title VI/Nondiscrimination Coordinator has direct, easy access to the MPOAC Executive Director. For more information, please see <http://www.dot.state.fl.us/equalopportunityoffice/titlevi.shtm>.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

The Florida Metropolitan Planning Organization Advisory Council and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Florida Metropolitan Planning Organization Advisory Council in a non-discriminatory environment.

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



Howard Glassman
Executive Director
Florida MPO Advisory Council
June 2, 2014

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 2014/2015 – 2015/2016 covering the period from July 1, 2014 through June 30, 2016.

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.

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

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

Public Involvement:

Public Involvement for development of the UPWP included various public involvement opportunities. 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, included in the April 2014 MPOAC meeting agenda package, and discussed at the April 4 MPOAC Policy and Technical Subcommittee meeting. 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 (MPO), sometimes known as Transportation Planning Organizations (TPO), Metropolitan Transportation Planning Organizations (MTPO) and Transportation Planning Agencies (TPA):

| | |
|----------------------------------|-------------------------|
| 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.

In April 2013, the MPOAC created the Freight Committee to serve as a clearinghouse of actionable ideas that allow Florida's MPOs to foster and support sound freight planning and freight initiatives. The members of the Freight Committee seek 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.

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) 2014/2015 through 2015/2016 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 24, 2014 meeting authorized the MPOAC Chair to formally adopt the fiscal year 2014/2015 through 2015/2016 UPWP prior to July 1, 2014.

Proposed Methodology:

MPOAC staff will prepare a fiscal year 2016/2017 through 2017/2018 Two Year UPWP and prepare amendments to the 2014/2015 through 2015/2016 UPWP in accordance with the FDOT MPO Program Management Handbook and coordinate review by the Staff Directors' Advisory Committee, Governing Board, FDOT, FHWA and FTA. As noted in Task 1.3, the consultant assists the MPOAC Executive Director in the development of the UPWP and subsequent amendments.

Work Products:

Develop and adopt Fiscal Year 2016/2017 through 2017/2018 UPWP and submit the Two Year UPWP to the FDOT, the FHWA and the FTA prior to July 1, 2016. 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 Program Management Handbook in order to maintain and update the document over the two year period.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$13,260 | \$13,260 | \$26,520 |
| Total | \$13,260 | \$13,260 | \$26,520 |

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 200 – Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87).

Previous Work Completed:

The MPOAC Governing Board adopted its fiscal year 2012/2013 through 2013/2014 budget in April 2012. 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, the MPOAC Freight Committee 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 presented to FDOT, the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the MPOAC membership.

Work Products:

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 2014/2015 and FY 2015/2016.

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 14/15 | FY 15/16 | 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:

- Participating in the MPOAC Revenue Study project including overseeing study activities, reviewing project materials (reports and presentations), and attending meetings of the Revenue Study Advisory Committee (RSAC). Additionally, a four-page glossy brochure was prepared summarizing the MPOAC revenue study project process and recommendations for use by the MPOAC membership in discussing transportation revenue issues with their legislative delegation and other key stakeholders. One thousand five hundred copies of the brochure were printed and distributed to Florida MPOs, members of the legislature, members of the revenue study advisory committee, FDOT and other transportation stakeholders.
- Completing a series of maps in report form detailing the boundaries of the 2000 and 2010 Census Defined Urbanized Areas (UZA). The maps series was developed to help MPOs and the public visualize the changes in Florida's urbanized areas over the decade between 2000 and 2010 and to assist MPOs as they considered potential changes in their individual MPO boundaries as part of the federally required apportionment process.
- 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. Documenting MPOAC legislative positions prior to the state legislative session and preparing summaries of approved legislation following the state legislative session.

- Fully revising the MPOAC LRTP Financial Guidelines in coordination with FDOT staff and consultants. The revised guidelines were discussed at meetings of the MPOAC Policy & Technical Subcommittee and comments from the subcommittee meeting were incorporated into the final draft copy which was approved by the MPOAC in January 2013.
- Preparing a report identifying all transportation agencies formed in Florida since 1990. The report included MPOs, MPO Associations, FDOT Enterprises and a variety of modal authorities.
- Assisting in the coordination of a workshop on MPO regional coordination issues (scheduled to be held in Orlando on October 24, 2012) including attending a meeting in Tallahassee to define the objectives of the workshop and reviewing and commenting on a workshop agenda and a survey of MPOs and FDOT representatives.
- Developing and delivering a summary of the 2013 Review of MPO Long Range Transportation Plans completed in April 2013. The presentation covered observations on the state of the practice; an estimate of the 20-year statewide shortfall between transportation needs and reasonably available revenue; and suggestions for improving Florida's planning practices for the next cycle of metropolitan long range transportation plans.
- Preparing enhanced marketing concepts for the MPOAC Weekend Institute for Elected Officials, presenting those concepts to the MPOAC Policy and Technical Subcommittee, the Staff Directors' Advisory Committee and the MPOAC and implementing the final marketing concepts. The enhanced marketing concept (moving beyond the strategy of working through MPO Staff Directors) resulted in direct outreach to individual MPO Board members through promotional materials that included a description of Institute content, Institute dates and locations, and endorsements of the Institute from MPO Board members who have attended the Institute in the past. The promotional materials were delivered electronically to all MPO Board members in the state using Constant Contact software.
- Assisting the MPOAC Executive Director in preparing individual tasks and budget tables as part of the FY 2014/2015 through 2015/2016 MPOAC Unified Planning Work Program (UPWP) drafting process.
- Developing transportation statements, correspondence, articles and papers on various transportation and related issues of particular relevance and consequence to the MPOAC, including 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, the Strategic Highway Safety Plan, the Florida Freight Mobility and Trade Plan (Policy Element), and the FDOT financial forecast methodology.
- Assisting the MPOAC Executive Director in preparing MPOAC meeting and subcommittee meeting agenda items, materials and minutes.
- Attending numerous meetings around the state and nation representing the MPOAC at the request of the MPOAC Executive Director.
- Preparing and implementing a new scope of services for research support for Fiscal Year 2013/2014 through 2015/16 to replace the existing contract which expired on June 30, 2013.

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 Products:

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.
- 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 on existing and proposed 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, including further integrating non-SOV modes (transit, pedestrian and bicycle) as viable options in statewide and metropolitan transportation systems and addressing the unfunded transportation shortfall in the states 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 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 Strategic Intermodal System Plan and the Strategic Highway Safety Plan.
- Participate in the development of State and MPO performance measurement targets in compliance with MAP-21 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 Principle Investigator on an as needed basis depending upon the immediate transportation planning requirements of the MPOAC.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$72,125 | \$72,125 | \$144,250 |
| FTA 5305(d) | \$17,500 | \$17,500 | \$35,000 |
| Total | \$89,625 | \$89,625 | \$179,250 |
| <i>Amount to Consultant</i> | \$67,500 | \$67,500 | \$135,000 |

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:

Working 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 Products:

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 14/15 | FY 15/16 | 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 Florida Chapter of the Intelligent Transportation Society (ITSFL), Florida Public Transportation Association (FPTA) and Floridians for Better Transportation (FBT) membership to the Florida Metropolitan Planning Organization Advisory Council (MPOAC) using Federal Highway Administration (FHWA) planning funds (PL).

Previous Work Completed:

The State’s PL distribution formula was updated in Fiscal Year 2013/14 to clarify that Association of Metropolitan Planning Organizations (AMPO) and the National Association of Regional Councils (NARC) membership dues for all of Florida’s MPOs and the MPOAC would be paid as an off-the-top item. The updated PL distribution formula was developed by FDOT, endorsed by the MPOAC, and approved by the FHWA.

Proposed Methodology:

Allocate a combined \$1,920 in PL funds to ITSFL, FPTA and FBT for FY 2014/15 and FY 2015/16 membership.

Work Products:

Membership in ITSFL, FPTA, and FBT will provide the MPOAC (and Florida’s MPOs by extension) with access to information and guidance relative to public transportation, new technologies and private sector initiatives in transportation. Enhanced partnerships between the MPOAC and these groups will strengthen the metropolitan transportation planning process and related policy development across the state.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$1,920 | \$1,920 | \$3,840 |
| Total | \$1,920 | \$1,920 | \$3,840 |

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 5305(d) funds from the Federal Transit Administration (FTA). Consultant assists in the development of MPOAC meeting minutes, agenda item materials, PowerPoint presentations and other related activities.

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 time frame.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$25,836 | \$25,836 | \$51,672 |
| FTA 5305(d) | \$4,500 | \$4,500 | \$9,000 |
| Total | \$30,336 | \$30,336 | \$60,672 |
| <i>Amount to Consultant</i> | \$4,500 | \$4,500 | \$9,000 |

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

- MPOAC Freight Committee

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 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 Executive Director also serves on the Florida Public Transportation Association (FPTA) Board of Directors. 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).

Proposed Methodology:

MPOAC Staff will coordinate its actions and make presentations on an overview of the MPO process, important issues that are before the MPOAC, regional planning and inter-MPO coordination, the project priority process and long-range transportation planning. Presentations are made before and at the request of state legislative committees, the Florida Transportation Commission, Floridians for Better Transportation, Intelligent Transportation Society of America, the Florida Public Transportation Association, the Florida Regional Councils Association, the Florida League of Cities, the Florida Association of Counties, the Florida Commission for the Transportation Disadvantaged, the Florida Safe Life for Mobility Coalition, 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. The MPOAC Executive Director also serves on the Florida Public Transportation Association (FPTA) Board of Directors. 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 MPO 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 Products:

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 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$34,044 | \$34,044 | \$68,088 |
| Total | \$34,044 | \$34,044 | \$68,088 |

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. Agenda packages and other MPOAC meeting information is posted to the MPOAC website to provide easy access to information by MPOAC members and the public.

Proposed Methodology:

MPOAC Staff will develop, prepare and distribute (by mail and by posting on the MPOAC website) 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 Products:

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 2014/2015 and 2015/2016. 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 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$21,031 | \$21,031 | \$42,062 |
| Total | \$21,031 | \$21,031 | \$42,062 |

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 2012/2013 and FY 2013/2014 in Jacksonville and Tampa. The agenda items from the meetings included, but were not limited to, the formation of a transportation improvement program (TIP) users group, FDOT long range transportation plan (LRTP) best practices study, LRTP needs study, travel surveys, MPOAC Institute, FHWA Florida Division LRTP expectations letter, LRTP financial guidelines and forecast methodology, PL funding and statewide distribution formula, MPOAC revenue study implementation, federal reauthorization legislation, performance measurement goals and targets, MPOAC Unified Planning Work Program (UPWP), and 2013 and 2014 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, 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 Products:

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 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$13,876 | \$13,876 | \$27,752 |
| Total | \$13,876 | \$13,876 | \$27,752 |

Task 2.4 – MPOAC Freight Committee

Purpose:

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 Metropolitan Planning Organization Advisory Council (MPOAC) Governing Board approved the formation of an MPOAC Freight Committee at the April 25, 2013 MPOAC Quarterly meeting in Tallahassee, FL. The newly formed MPOAC Freight Committee met again on July 24, 2013 in Ft. Lauderdale, in Orlando on October 29, 2013 and January 23, 2014 and in Tallahassee on April 24, 2014.

In addition to the MPO staff directors who serve on the committee, representatives of the Federal Highway Administration (FHWA), FDOT, The Transportation Research Board, the Miami-Dade MPO Freight Committee, Port Everglades and PortMiami have been among those in attendance at committee meetings. Agenda items have included an election of officers, adoption of a vision and mission statement, the role of freight in Florida’s economy, and freight activities around the state,.

Proposed Methodology:

MPOAC staff will participate in 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.

Work Products:

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 web site.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$17,007 | \$17,007 | \$34,014 |
| Total | \$17,007 | \$17,007 | \$34,014 |

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 multiple times in 2012 and 2013 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 2013 and January 2014.

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.

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 Products:

Adopt and distribute on or before February 28, 2015 and 2016, 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, 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 14/15 | FY 15/16 | 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, 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. In 2013, a new page was added dedicated to the activities and products of the MPOAC Freight Committee. CUTR continued to maintain the 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. Additionally, CUTR implemented a new automated GIS mapping strategy to reduce the time required to make update maps on 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, MPOAC Freight Committee, 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 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.

Work Products:

Maintain and update the MPOAC website (www.mpoac.org) through Fiscal Years 2014/2015 and 2015/2016 ensuring that information contained on the site is appropriate and timely.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$11,936 | \$11,936 | \$23,872 |
| FTA 5305(d) | \$6,500 | \$6,500 | \$13,000 |
| Total | \$18,436 | \$18,436 | \$36,872 |
| <i>Amount to Consultant</i> | \$11,500 | \$11,500 | \$23,000 |

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 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.

As of April 2014, the MPOAC Weekend Institute has been held 15 times (twice by special request) since 2007, with a total attendance of 198 MPO Governing Board members coming from 25 of Florida's 26 MPOs (the MPOAC Institute was held in late May of 2014, but the attendance for that Institute was not available). Additionally, MPOAC Institute workshops have been held many times during the past several 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 2015 and 2016. 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. 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 14/15 | FY 15/16 | 2-Year Total |
|-----------------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$95,660 | \$95,660 | \$191,320 |
| Total | \$95,660 | \$95,660 | \$191,320 |
| <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 and Strategic Intermodal System Plan Participation

- 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 (federal and state) in order to provide substantive and technical comments that represent the collective interest of Florida’s 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 state and federal documents and reports. For example, detailed summaries of state legislation have been submitted to the members in May 2013 and May 2014. Additionally, the MPOAC submitted comments to appropriate federal officials on various draft reauthorization legislative proposals, such as federal policy relating to transit representation on MPOs and population thresholds for new MPOs.

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 Products:

Prior to July 1, 2015 and July 1, 2016 the MPOAC will distribute to the MPOAC membership an overview of state legislation that is of interest 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 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$31,271 | \$31,271 | \$62,542 |
| Total | \$31,271 | \$31,271 | \$62,542 |

Task 4.2 – Florida Transportation Plan and Strategic Intermodal System Plan Participation

Purpose:

To participate and assist in the development of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Plan process and promote coordination between the FTP, the SIS Plan and metropolitan planning organization (MPO) planning activities.

Previous Work Completed:

The MPOAC participated in the policy and technical committees organized by the FDOT to develop the 2060 FTP and the current adopted SIS Plan.

Proposed Methodology:

The MPOAC will be participate in the update of the FTP and SIS Plan and will serve as a member of appropriate working groups or steering committees. Once adopted, the MPOAC will facilitate coordination between the FTP, the SIS Plan and MPO planning activities by providing a forum for education on the FTP and SIS Plan and for discussion between the MPOAC membership, the FDOT and representatives of MPOAC partner organizations.

Work Products:

Develop the necessary reports, documents and guidance to coordinate the FTP, the SIS Plan 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 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$29,719 | \$29,719 | \$59,438 |
| Total | \$29,719 | \$29,719 | \$59,438 |

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 Council (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), Florida Commission for the Transportation Disadvantaged, 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), the Florida Commission for the Transportation Disadvantaged, 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. The MPOAC Executive Director 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.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$18,293 | \$18,293 | \$36,586 |
| FTA 5305(d) | \$9,000 | \$9,000 | \$18,000 |
| Total | \$27,293 | \$27,293 | \$54,586 |
| <i>Amount to Consultant</i> | \$9,000 | \$9,000 | \$18,000 |

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 transportation 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 Coalition and initiatives. The MPOAC Executive Director 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 Products:

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 Coalition.

Funding Source:

| Funding Source | FY 14/15 | FY 15/16 | 2-Year Total |
|-----------------------|-----------------|-----------------|---------------------|
| Federal (PL) | \$14,022 | \$14,022 | \$28,044 |
| Total | \$14,022 | \$14,022 | \$28,044 |

**Table 1
FY 2014/2015 Funding Sources**

| Task # | Description | FHWA PL | FTA 5305(d) | Local |
|--|---|------------------|--------------------|--------------|
| Administration | | | | |
| 1.1 | Development of UPWP | \$13,260 | | |
| 1.2 | Quarterly Reports | \$17,123 | | |
| 1.3 | Planning Consultant Services | \$72,125 | \$17,500 | |
| 1.4 | Legal Services | \$18,000 | | |
| 1.5 | Membership Dues | \$1,920 | | |
| 1.6 | MPOAC Administration | \$25,836 | \$4,500 | |
| Forum for Cooperative Decision-Making | | | | |
| 2.1 | Intergovernmental and Regional Coordination | \$34,044 | | |
| 2.2 | MPOAC Agenda Packages and Meetings | \$21,031 | | |
| 2.3 | MPOAC Policy & Technical Subcommittee | \$13,876 | | |
| 2.4 | MPOAC Freight Committee | \$17,007 | | |
| Dissemination of MPOAC Information | | | | |
| 3.1 | MPOAC Policy Positions | | | \$7,500 |
| 3.2 | MPOAC Website | \$11,936 | \$6,500 | |
| 3.3 | MPOAC Institute Training Activities | \$95,660 | | |
| Project Planning and Reports | | | | |
| 4.1 | Assessment of Documents, Reports & Legislation | \$31,271 | | |
| 4.2 | FTP Participation and Implementation | \$29,719 | | |
| 4.3 | Public Transportation, Environment and Community Planning | \$18,293 | \$9,000 | |
| 4.4 | Safety, Operations and Management | \$14,022 | | |
| Total Federal Funds | | \$435,123 | \$37,500 | |
| Total Local Funds | | | | \$7,500 |
| TOTAL UPWP | | \$480,123 | | |

- 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 2014/2015 is \$95,968.17.
4) Amount to consultant (CUTR) in FY 2014/2015 is \$177,500 in Tasks 1.3, 1.6, 3.2, 3.3 and 4.3.
5) \$45,000 for travel in FY 2014/2015 is incorporated in Tasks 2.1, 2.2, 2.3, 2.4, 4.2, 4.3 and 4.4.

Table 2
FY 2015/2016 Funding Sources

| Task # | Description | PL | FTA 5305(d) | Local |
|--|---|-----------|--------------------|--------------|
| Administration | | | | |
| 1.1 | Development of UPWP | \$13,260 | | |
| 1.2 | Quarterly Reports | \$17,123 | | |
| 1.3 | Planning Consultant Services | \$72,125 | \$17,500 | |
| 1.4 | Legal Services | \$18,000 | | |
| 1.5 | Membership Dues | \$1,920 | | |
| 1.6 | MPOAC Administration | \$25,836 | \$4,500 | |
| Forum for Cooperative Decision-Making | | | | |
| 2.1 | Intergovernmental and Regional Coordination | \$34,044 | | |
| 2.2 | MPOAC Agenda Packages and Meetings | \$21,031 | | |
| 2.3 | MPOAC Policy & Technical Subcommittee | \$13,876 | | |
| 2.4 | MPOAC Freight Committee | \$17,007 | | |
| Dissemination of MPOAC Information | | | | |
| 3.1 | MPOAC Policy Positions | | | \$7,500 |
| 3.2 | MPOAC Website | \$11,936 | \$6,500 | |
| 3.3 | MPOAC Institute Training Activities | \$95,660 | | |
| Project Planning and Reports | | | | |
| 4.1 | Assessment of Documents, Reports & Legislation | \$31,271 | | |
| 4.2 | FTP Participation and Implementation | \$29,719 | | |
| 4.3 | Public Transportation, Environment and Community Planning | \$18,293 | \$9,000 | |
| 4.4 | Safety, Operations and Management | \$14,022 | | |
| Total Federal Funds | | \$435,123 | \$37,500 | |
| Total Local Funds | | | | \$7,500 |
| TOTAL UPWP | | | \$480,123 | |

- 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 2015/2016 is \$95,968.17.
4) Amount to consultant (CUTR) in FY 2014/2015 is \$177,500 in Tasks 1.3, 1.6, 3.2, 3.3 and 4.3.
5) \$45,000 for travel in FY 2015/2016 is incorporated in Tasks 2.1, 2.2, 2.3, 2.4, 4.2, 4.3 and 4.4.

Table 3
Relationship of UPWP Tasks to MAP-21 Planning Factors

| MAP-21 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 2.4 | 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 | | X | | |
| Increase safety of transportation system for motorized and non-motorized users. | | | X | X | X | | | | X | X | X | | | | X | | X |
| Increase security of transportation system for motorized and non-motorized users. | | | X | X | | | | | X | X | X | | | | X | | X |
| Increase accessibility and mobility options for people and for freight. | X | | X | X | | | | | X | X | X | X | | | X | | |
| Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements; state and local planned growth and economic development patterns. | X | | X | X | X | | X | | X | X | X | | X | X | X | X | |
| Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight. | X | | X | X | | | X | X | X | X | X | | X | X | X | X | |
| Promote efficient system management and operation. | X | X | X | X | X | X | | | X | X | X | X | X | | X | | X |
| Emphasize the preservation of the existing transportation system. | | | X | X | | | | | X | X | X | | X | | X | | X |

In addition to the MAP-21 Planning Factors, the MPOAC will implement federal Planning Emphasis Areas as they are issued, including those issued on April 23, 2014 relating to the transition to performance based planning and programming, promoting cooperation and coordination across MPO and State boundaries, and providing access to essential services as part of the MPO planning process.