

July 1, 2024 – June 30, 2026

UNIFIED PLANNING WORK PROGRAM (UPWP) & BUDGET





Fiscal Years (FY) 2024/2025 – 2025/2026

Broward Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM and BUDGET
FOR TRANSPORTATION PLANNING ACTIVITIES

ADOPTED BY THE BROWARD MPO

MPO Governing Board Chair
On May 9, 2024

Modification #1: December 5, 2024

PREPARED BY THE BROWARD METROPOLITAN PLANNING ORGANIZATION

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A. Cost Analysis Certification Statement



A. Cost Analysis Certification Statement



525-010-06
POLICY PLANNING
02/19

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Broward MPO

Unified Planning Work Program - FY 24-25/ 25-26

Adopted 5/9/2024

Revision Number: Initial Adoption

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Maria Jaimes

MPO Liaison Supervisor/ District 4
Title and District

DocuSigned by:
Maria Jaimes
AC5F1F5EBE6F4D0...

5/15/2024

Signature

www.fdot.gov



B. Introduction



Introduction

The Broward MPO’s fiscal year (FY) 2024/2025 – FY 2025/2026 Unified Planning Work Program (UPWP) contains the agency’s Strategic Business Plan activities, planning efforts and operating budget for a two-year period. The Code of Federal Regulations (CFR) defines a UPWP as “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.” The UPWP documents Federal, State, and local participation in the continuing, comprehensive, and cooperative transportation planning process within the region reflecting the MPO's broader responsibilities as one of multiple MPOs designated for a single urbanized area. A map of the Miami Urbanized Area/Transportation Management Area is shown in Appendix A.

The UPWP is approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). It is used to monitor the expenditure of Federal and State funds and serves as a strategic management tool, enabling the MPO to administer its planning responsibilities with available revenues. The UPWP is required under Chapter 163.01 and 339.175(5) (d) and (e), Florida Statutes. The UPWP is also required under 23 CFR 420.111 and 23 CFR 450.308. The UPWP is prepared in accordance with the Florida MPO Program Management Handbook, the Americans with Disabilities Act (ADA) of 1990, and Title VI of the Civil Rights Act of 1964. This document reflects Title VI Environmental Justice (EJ), Limited English Proficiency (LEP), and State/Federal Planning Emphasis Area (PEA) provisions that the Broward MPO addresses in its transportation planning activities.

Comments received from FHWA, FTA, and the Florida Department of Transportation (FDOT) regarding this UPWP can be found in Appendix B. For a full list of acronyms that appear in this document, please refer to Appendix C.



Overview of the Comprehensive Transportation Planning Activities

The UPWP contains the following tasks which summarize the major activities of the Broward MPO:

1.0 MPO ADMINISTRATION – This task contains activities required to manage the transportation planning process and all UPWP work products on a continual basis, including strategic business plan management, UPWP development/administration, information technology (IT) development/improvements, administrative/operational activities required to function as an independent MPO, and management of Broward MPO Governing Board and advisory committees.

2.0 DATA COLLECTION & ANALYSIS – This task contains activities needed to monitor multimodal travel characteristics such as socioeconomic data, transportation system data, and environmental concerns and issues. Priorities include but are not limited to data collection and analysis, safety data collection, geographic information system (GIS) development, comprehensive plan support and management systems development. Data collection and analysis also includes efforts needed to address all performance measures required for MPO planning efforts. Further, data collection efforts include opportunities to share with both transportation partners and the public.

3.0 REGIONAL PLANNING – This task contains activities related to long- and short- range multimodal transportation system planning and coordination and safety, coordination, safety, and security. Priorities include but are not limited to the development and maintenance of the Metropolitan Transportation Plan (MTP), which is developed with extensive public outreach and is consistent with local and state planning efforts and serves as the basis for Broward’s transportation planning and programming decisions. This task also includes activities related to MTP implementation including performance measures and resiliency studies. Additionally, the task supports regional transportation planning in coordination with local transit providers and transportation agencies from adjacent counties, the Congestion Management Process (CMP), which is aimed at managing the traffic congestion and increasing safety on the roadway network using a multimodal and livability approach and freight coordination



through the MPO's Freight Transportation Advisory Committee (FTAC) and the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Freight Committee.

4.0 COMMUNITY PLANNING – The activities in this task relate to working with our communities on the planning, implementation and management of multimodal transportation options. Priorities include but are not limited to: the Complete Streets Initiative, which creates a safe and efficient transportation network that promotes the health and mobility of all residents and visitors by providing safe, high quality multimodal (pedestrian, bicycle, transit and automobile) access throughout Broward; the Mobility Hub Program, which is key to improving the access and connectivity of the transit system to the surrounding land uses; transit planning, in coordination with transit providers and local municipalities, including bus, rail and micromobility options; and updates to the MPO's Title VI Program.

5.0 TRANSPORTATION IMPROVEMENT PROGRAM – This task contains activities related to the development of the Transportation Improvement Program (TIP), which includes the Multimodal Priorities List (MMPL) development. The MMPL is updated annually. Based on the MMPL, the Broward MPO works with planning partners to annually update the TIP. The TIP includes the Federally mandated performance measures and projects expected to be built over the next five years, is financially constrained, and addresses both local and regional needs.

6.0 REGIONAL TRANSFERS – This task contains shared regional activities (funded by regional partners) that the Broward MPO supports in conjunction with FDOT Districts Four and Six, the Miami-Dade Transportation Planning Organization (TPO), and the Palm Beach Transportation Planning Agency (TPA). Current activities under this task include the development of the Southeast Florida Regional Planning Model (SERPM) and the development of the 2050 Regional Transportation Plan in coordination with the Miami-Dade TPO and the Palm Beach TPA.

7.0 PUBLIC PARTICIPATION – This task contains all MPO's public involvement, education and outreach efforts across all work tasks and segments of the population including evaluating the effectiveness of the MPO's public



involvement efforts and other requirements of a structurally independent MPO. In addition, updates to the MPO's Public Participation Plan (PPP) are described within this Task.

9.0 LOCAL SERVICES – This task contains MPO activities related to surtax, transportation planning and outreach services provided to MPO member governments, and activities related to the Metro Transportation Engineering & Construction Cooperative (MTECC) which seeks to understand the varied abilities of municipalities to help ensure equity in delivery of Federally funded transportation. These services are fully funded by respective MPO member governments through the execution of interlocal agreements with the Broward MPO. Ancillary activities such as accounting, recordkeeping, procurement and administrative services, including indirect costs to support the activities of the interlocal agreements, are also fully funded by respective member governments. Each interlocal agreement contains a detailed description of the services offered to the member government along with the member government's financial commitment. Federal and State legislative advocacy services are also contained in this Task. These services are fully funded through the collection of local contributions from MPO member governments.

Planning Priorities for the Broward MPO Planning Area

The Broward MPO assists Federal and State governments in managing and operating the transportation infrastructure to meet a broad range of user needs. The previous section summarized the most significant planning priorities for the Broward MPO. The level of effort is provided in more detail in the UPWP Planning Tasks listed in this document. Priority efforts will continue to be placed on coordination of non-emergency transportation systems, promoting safe and secure transportation systems and advancing complete streets, freight planning, regional planning and the MTP. The level of planning effort for the Broward MPO is driven by the long-range and operational planning needs of the various modal operating agencies and Federal requirements. The transformative changes developed in past MTPs created a paradigm shift in the efforts of the Broward MPO, particularly in the areas of funding constraints for projects identified in the MTP which led to the development of six funding programs. Additional efforts have been made to develop a non-cost constrained transit vision (with a 2100 planning horizon)



as part of the 2045 MTP update which included scenario planning. Safety, resiliency, equality and emerging mobility technologies also played a significant role in the 2045 MTP and other MPO planning efforts. Most importantly, throughout all MPO planning efforts, federally mandated performance measures are considered and addressed.

In addition to the planning priorities of the MPO, FDOT and other local agencies have identified planning activities that they pursue in coordination with the MPO and other partners. To see the list of FDOT's planning activities, please refer to Appendix D. For other local planning efforts, refer to Appendix E.

Transportation Related Air Quality Planning Activities Anticipated in the Non-attainment Areas.

The Broward MPO operates within the Miami Urbanized Area, presently classified as meeting air quality standards. However, there's anticipation that Broward MPO might transition to a non-attainment status in the near future. In response, the MPO will diligently analyze air quality data and strategize transportation projects aimed at enhancing air quality in collaboration with FDOT and other regional partners.

Planning tasks to be performed with funds under Title 23, U.S.C. and 49 U.S.C. §53.

All administrative, data collection/analysis and planning tasks described above (Tasks 1.0 through 7.0) will be performed to some degree with funds under Title 23, U.S.C. and 49 U.S.C. §53. Details of this funding combined with other funding sources allocated to each of the tasks are specified in the financial tables for each task in Section D.

Statement of Consolidated Planning Grant (CPG) Participation

“The FDOT and the **Broward MPO** participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with [23 CFR 420.109](#) and [49 U.S.C. Chapter 53](#). The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by [23 CFR 120\(j\)](#) and [FTA C 8100.1D](#).”



Public Participation Process Used in the Development of the UPWP

Public involvement is a major activity for the Broward MPO. The approved and implemented Public Participation Plan describes these efforts in detail and includes techniques for evaluating the effectiveness of public involvement activities. Further, while particular emphasis is devoted to public outreach and involvement in all facets of transportation planning and service delivery, a major focus is to involve people who are traditionally underserved and underrepresented. For the development of the UPWP, extensive outreach was performed consistent with the above. In addition to soliciting input through the MPO Board and its committees, the MPO produced a flier which was widely distributed electronically, via social media and in the MPO newsletter. In addition, prior to the UPWP adoption, the MPO advertises through newspapers and other outlets (Sun Sentinel, Telemundo, and the South Florida Times) that the UPWP is available for review and comment. Comments received from the outreach efforts have been compiled and were addressed within the UPWP, as feasible, or if they fell outside the scope of the UPWP, they were directed to the appropriate implementing agency.

Federal Planning Factors

The Broward MPO and other responsible agencies incorporate into the planning process a variety of transportation planning factors. The 10 planning factors considered by MPOs in developing plans and programs that are reflected in the various tasks of the Broward MPO's UPWP include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.



8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

TASK DESCRIPTIONS		FEDERAL PLANNING FACTORS									
		1	2	3	4	5	6	7	8	9	10
1.0	MPO Administration	x	x	x	x	x	x	x	x	x	x
2.0	Data Collection and Analysis	x	x	x	x	x	x	x	x	x	x
3.0	Regional Planning	x	x	x	x	x	x	x	x	x	x
4.0	Community Planning	x	x	x	x	x	x	x	x	x	x
5.0	Transportation Improvement Program	x	x	x	x	x	x	x	x	x	x
6.0	Regional Planning Activities Transfers	x	x	x	x	x	x	x	x	x	x
7.0	Public Participation	x	x	x	x	x	x	x	x	x	x

Table 2 Federal Planning Factors

Soft Match Definition, Amount Being Matched & Indirect Cost Rate

“Soft match” is other expenses that are related to a project but will not be charged to the project. Transportation Development Credits, also known as Toll Revenue Credits or the value of third-party in-kind contributions are considered soft matches.

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft match" provision that allows the Federal share to be increased to 100% to the extent credits are available. FDOT has adopted the policy to use the



toll credits for Statewide and metropolitan planning funds. The “soft match” amount being utilized to match the FHWA funding in the UPWP is 81.93% of FHWA program funds. The Broward MPO will reimburse actual costs. Thus, no indirect rate will be utilized.

Soft match amounts are listed as follows:

Table 1 Soft Match

Soft Match					
FDOT uses Transportation Development Credits (Toll Credits) to fulfill the required FHWA - PL & SU and FTA - 5307 & 5305(d) non-federal share.					
	Fund Type	Agency	Rate	FY 25	FY 26
1	FHWA - PL*	FDOT	18.07%	\$ 813,617	\$ 796,921
2	FHWA - SU*	FDOT	18.07%	\$ 2,319,261	\$ 2,047,719
3	FTA - 5307**	FDOT	20.00%	\$ 117,744	\$ 93,300
4	FTA - 5305(d)**	FDOT	20.00%	\$ 83,300	\$ -
				\$ 3,333,922	\$ 2,937,940
*FHWA - PL & SU Cash: 81.93%					
**FTA - 5307 & 5305(d) Cash: 80.00%					

State & Federal Planning Emphasis Areas (PEAs)

The state has provided four PEAs: Safety, Equity, Resilience and Emerging Mobility. These emphasis areas, which are based on, and consistent with, the Florida Transportation Plan are considered and addressed throughout the tasks and activities within this UPWP.

Safety is the leading criteria considered when developing all MPO plans and programs, from the MTP to the Complete Streets and other Localized Initiatives Program (CSLIP) to the Complete Streets Master Plan (CSMP). The Broward MPO has adopted the “Vision Zero” performance measure target for safety. Planning funding has been assigned to safety study efforts in this UPWP. In addition, we are increasing our data collection and outreach efforts to help measure and monitor safety issues and implement studies, programs and infrastructure improvements to improve safety for motorized and non-motorized users. The Broward MPO prioritizes safety as a standalone funding



program in its 2045 MTP. The MTP Safety Program identifies high crash locations (based on 5-year countywide crash data for signalized intersections, unsignalized intersections, and corridor segments) and assigns funding for capital improvements. The Broward MPO works closely with FDOT District Four to leverage existing Highway Safety Improvement Program (HSIP) funding and MPO attributable funding for this effort.

Like safety, **Equity** is considered when developing all MPO plans and programs. In recent years, the MPO has received considerable attention from review agencies and peers for using American Community Survey (ACS) data to identify “Transportation Planning Equity Areas” and generate maps that show these areas. The identified Equity Areas and associated maps are but one of the several resources available to the MPO as it continues to include equity as a priority in the planning process. Going forward, the MPO will continue to stay abreast of developments taking place throughout the nation regarding equity in the transportation planning process and will continue to make meaningful updates to the methodology used to assess equity based on the latest best practices.

Resilience is being addressed through the MTP. By working with our partners at FDOT, the MPO has included resiliency studies along vulnerable corridors in this plan. These studies are designed to better understand the specific impacts of sea level rise and climate change on these facilities. Ultimately, the studies will identify projects to help manage or mitigate future climate impacts and maintain mobility and accessibility in the surrounding network. In addition, the MPO will continue to coordinate with partners, stakeholders, and other experts (land use, drainage, resiliency, etc.) as projects in the MTP are programmed in the TIP and move to the Project Development & Environment (PD&E) phase to ensure existing conditions (including vulnerability to sea-level rise, storm surge, flooding events, and drainage limitations) are addressed.

Finally, for **Emerging Mobility**, the Broward MPO has been considering these types of technological advancements and the changing transportation landscape for the past several years. The impacts of these new technologies on safety, vehicle ownership, road capacity, vehicle miles traveled (VMT), land-use, roadway design, future investment demands, and economic development are considered in MPO planning efforts. Our 2045 MTP recognizes the challenges related to future technologies and the degree and speed in which these technologies and vehicles will gain widespread usage. Our MPO member governments have been introducing these ideas at meetings. The matrix in Table 3 of this section summarizes which UPWP Tasks will either directly or indirectly address the State PEAs.



Like the state, FHWA and FTA have provided eight PEAs: Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future, Equity and Justice40 in Transportation Planning, Complete Streets, Public Involvement, Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination, Federal Land Management Agency (FLMA) Coordination, Planning and Environment Linkages (PEL), and Data in Transportation Planning. Like the state PEAs above, the MPO addresses the federal PEAs within this UPWP.

For **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future**, the MPO continues to explore emerging mobility technologies such as electric vehicle (EV) charging infrastructure and potential locations for EV charging stations. Further, to get more vehicles off the road and promote transit, the MPO works with local partners and transit operators to develop and implement Transit Development Plans (TDPs), transit corridors, community circulator service, Mobility Hubs, Transit Oriented Developments (TODs), Park & Ride facilities, and first- and last-mile bicycle and pedestrian infrastructure. Finally, the MPO works to ensure that safety and security measures are considered to create a resilient transit system that is responsive following natural or manmade disasters.

Regarding **Equity and Justice40 in Transportation Planning**, the MPO continues to include equity in the transportation planning process through the identification of Transportation Planning Equity Areas as described above. Identification of Equity Areas helps the MPO perform targeted outreach and assess impacts to underserved and disadvantaged communities. Some of the MPO efforts (regarding transit and non-motorized infrastructure) that should be of a direct benefit to these communities are described above for the previous PEA. Further, the MPO will continue to assess through its MTP the amount of Federal dollars being invested into historically marginalized communities.

Complete Streets is an area in which the MPO leads the way (and has been recognized for its efforts on a national level). For this UPWP cycle, the MPO will continue this tradition as part of its Complete Streets Initiative and CSMP. These initiatives incorporate innovative solutions for all road users that enhance safety, complement transit service, and provide alternative mobility options in our increasingly congested region.



For the next PEA, **Public Involvement**, the MPO has, just like Complete Streets, been recognized for many best practices. Although the pandemic presented a challenge to many agencies when it came to the utilization of traditional outreach methods, the MPO adapted well to the change in circumstances and has come out of it with some new Virtual Public Involvement tools that have allowed the agency to keep the public engaged with current projects and initiatives. Some examples include the continued use of hybrid (or partially virtual) meeting options which has resulted in a larger audience for MPO Governing Board and committee meetings, virtual panels which allows the public to engage with staff and other influential figures on a variety of relevant transportation topics (such as Vision 2100, the MPO's visioning plan), continual increases in social media engagement, and the launching of a new podcast.

When it comes to coordination with the **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD)** and **Federal Land Management Agency (FLMA)**, STRAHNET consists of the interstate highway system and connectors providing access to military installations. While the Broward MPO planning area does not contain any military installations, these types of facilities are found within the surrounding region, and the Broward MPO regularly coordinates with FDOT as they are the designated entity that plans and maintains the Interstate highways that provide access to these military installations. Regarding the FLMA, the MPO coordinates with this entity through the Efficient Transportation Decision Making (ETDM) process as well as with park services on any transportation projects that pass through or near Federal lands (such as State Road 84 which passes through the Everglades).

When it comes to **Planning and Environment Linkages (PEL)**, the Broward MPO regularly consults with environmental regulatory agencies in its planning area to identify and limit potential negative impacts associated with any proposed projects. Based on those consultations, mitigation approaches are crafted and can include the following:

- Avoid impacts altogether.
- Minimize a proposed activity / project size or its involvement.
- Rectify the impact by repairing, rehabilitating or restoring the affected environment.
- Reduce or eliminate the impact over time by preservation and continual maintenance during the timeframe of the action.



- Compensate for environmental impacts by providing appropriate or alternative environmental resources of equivalent or greater value, on or off-site.

Finally, for **Data in Transportation Planning**, as part of Task 2.0, the MPO continues to coordinate with other local partner agencies to obtain and analyze data which helps inform decisions in many relevant areas such as freight, bicycle and pedestrian improvements, equity, performance measures, congestion management, emerging mobility technologies, and safety.

	PLANNING EMPHASIS AREAS	Task 1.0	Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0
State	Safety	X	X	X	X	X	X	X
	Equity	X	X	X	X	X	X	X
	Resilience	X	X	X	X	X	X	X
	Emerging Mobility	X	X	X	X	X	X	X
Federal	Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	X	X	X	X	X	X	X
	Equity and Justice40 in Transportation Planning	X	X	X	X	X	X	X
	Complete Streets	X	X	X	X	X	X	X
	Public Involvement	X	X	X	X	X	X	X
	STRAHNET/Dept. of Defense Coordination	X	X	X	X	X	X	X
	Federal Land Management Agency Coordination	X	X	X	X	X	X	X
	Planning and Environmental Linkages	X	X	X	X	X	X	X
Data in Transportation Planning	X	X	X	X	X	X	X	

Table 3 State/Federal Planning Emphasis Areas

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C. Organization & Management



Broward MPO Board and Organization

The Broward MPO is a metropolitan level policy board of local, elected officials, established under the Federal requirements of 23 U.S.C. 134 for the utilization of Federal transportation funds in the urbanized area of Broward County. The State recognizes the Broward MPO as the forum for cooperative decision-making in area-wide transportation planning and programming, and the current structure is consistent with Fixing America's Surface Transportation (FAST) Act legislation.

The Broward MPO has twenty-five (25) voting members. Nineteen (19) voting members are apportioned to the cities according to municipal district maps. The largest cities in each municipal district are the voting members and the next largest cities are the designated alternates. Five (5) members are apportioned to the County Commission, four (4) of whom also represent Broward County Transit (BCT) and other County transportation departments and one (1) of whom also represents the South Florida Regional Transportation Authority (SFRTA)/Tri-Rail. The 25th Broward MPO voting member is a Broward County School Board member. Finally, there are thirteen (13) alternate municipal members who are eligible to vote when a member(s) is(are) absent. FDOT has one (1) non-voting advisor, the Secretary of FDOT District Four. See Table 4 below for the current MPO Board governance structure. For more information on the MPO Board, and to view a list of current Board Members, please visit <https://browardmpo.org/our-board>.

Each of the voting and alternate members outlined above are parties to the Interlocal Agreement for the Creation of the Broward Metropolitan Planning Organization (Interlocal Agreement) which was effective on August 3, 1977, and amended thereafter, in part, to provide for the current membership of the Organization.



District	Municipal District Cities	Population (2020)	Voting Members	Votes
1	Coral Springs	134,394	Voting Member	1
	Tamarac	71,897	Voting Member	1
	Margate	58,712	Voting Member	1
	North Lauderdale	44,794	Voting Member	1
	Parkland	34,670	Alternate	
2	Pompano Beach	112,046	Voting Member	1
	Deerfield Beach	86,859	Voting Member	1
	Coconut Creek	57,833	Voting Member	1
	Lighthouse Point	10,486	Alternate	
	Lauderdale-By-The-Sea	6,198	Alternate	
	Hillsboro Beach	1,987	Alternate	
3	Fort Lauderdale	182,760	Voting Member	2
	Sunrise	97,335	Voting Member	1
	Plantation	91,750	Voting Member	1
	Lauderhill	74,482	Voting Member	1
	Oakland Park	44,229	Voting Member	1
	Lauderdale Lakes	35,954	Alternate	
	Wilton Manors	11,426	Alternate	
	Sea Ranch Lakes	540	Alternate	
	Lazy Lakes	33	Alternate	
4	Hollywood	153,067	Voting Member	1
	Hallandale Beach	41,217	Voting Member	1
	Dania Beach	31,723	Alternate	
5	Pembroke Pines	171,178	Voting Member	1
	Miramar	134,721	Voting Member	1
	Davie	105,691	Voting Member	1
	Weston	68,107	Voting Member	1
	Cooper City	34,401	Alternate	
	West Park	15,130	Alternate	
	Southwest Ranches	7,607	Alternate	
	Pembroke Park	6,260	Alternate	
	Broward County Commission			4
	Broward County appointee to SFRTA			1
	School Board of Broward County			1
	FDOT (non-voting member)			
	Total Voting Members			25

Table 4 MPO Governing Board Voting Members



Executive and Ad Hoc Committees

The Executive Committee is composed of several Broward MPO Board Members. This committee advises the MPO Governing Board on agenda items, current projects/initiatives, governance and policy issues, and approves agreements up to a certain amount as specified in the Broward MPO's Procurement Rules (<https://browardmpo.org/procurement/procurement-code>). For more information on the Executive Committee, and to view a list of current Executive Committee Members, please visit <https://browardmpo.org/our-committees/executive-committee>.

Temporary/ad hoc committees may be established by the MPO Governing Board Chair, in accordance with the adopted Rules of the Broward MPO, to address specific issues as needed.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) is composed of planners, engineers, and other professionals. This committee advises the MPO Governing Board from a technical perspective on the decision-making process. For more information on the TAC, and to view a list of current TAC Members, please visit <https://browardmpo.org/our-committees/technical-advisory-committee>.

Citizens' Advisory Committee (CAC)

The Citizens' Advisory Committee (CAC) is composed of citizen appointments from the twenty-five (25) MPO Board voting members and appointments from service organizations and transportation interest groups. This committee provides the community perspective on recommendations to the MPO Board. For more information on the CAC, and to view a list of current CAC Members, please visit <https://browardmpo.org/our-committees/citizen-s-advisory-committee-cac>.

Transportation Disadvantaged (TD) Local Coordinating Board (LCB)

The Transportation Disadvantaged (TD) Local Coordinating Board (LCB) is composed of members and agencies representing the TD community. The LCB identifies local service needs and provides information, advice, and



direction to the Community Transportation Coordinator (CTC) on the coordination of transportation disadvantaged services. For more information on the LCB, and to view a list of current LCB Members, please visit <https://browardmpo.org/our-committees/transportation-disadvantaged-local-coordinating-board-lcb>.

Complete Streets Advisory Committee (CSAC)

To include all modes of transportation, the Broward MPO formed the Complete Streets Advisory Committee (CSAC) as a holistic approach to address the bicycle/pedestrian needs of the region. This multidisciplinary group is comprised of municipal and partner agency staff, representatives of non-profit groups, health industry and advocacy groups. The CSAC guides the Broward MPO's Complete Streets Initiative and serves as a forum for exchanging new ideas and projects, allowing members to showcase their individual Complete Streets efforts. For more information on the CSAC, and to view a list of current CSAC Members, please visit <https://browardmpo.org/our-committees/complete-streets-advisory-committee>.

Freight Transportation Advisory Committee (FTAC)

The Broward MPO has established a Freight Transportation Advisory Committee (FTAC) to provide a forum for an open dialogue where the freight community can gain insight into the MPO's decisions and upcoming projects, while also providing industry input to decision makers regarding freight transportation priorities and expenditures. FTAC membership is comprised of both public and private sector individuals that are directly involved in the movement, storage and distribution of freight. The members of the FTAC represent a broad spectrum of the freight community, including: warehouse owners, industrial realtors, shipping companies, trucking companies and organizations, railroads, freight forwarders, importers/exporters, truck parking, and distribution companies. For more information on the FTAC, and to view a list of current FTAC Members, please visit <https://browardmpo.org/our-committees/freight-transportation-advisory-committee-ftac>.

Other Boards and Committees

Other boards and committees the MPO remains involved with include the statewide Florida Metropolitan Planning Organization Advisory Council (MPOAC) (<https://www.fdot.gov/mpoac/home>), which serves as a forum for MPOs



to provide input in statewide plans and policies affecting MPOs, the Southeast Florida Transportation Council (SEFTC) (), which serves as a regional forum for coordination and communication among the transportation agencies in Southeast Florida, and the MPO's new ad hoc Resiliency & Attainable Housing Committee, which advises and makes recommendations to the MPO Board on issues pertaining to resiliency/climate as well as attainable/affordable housing. Further, several of these organizations feature their own committees and subcommittees with which MPO staff participate. Some examples include the MPOAC's Freight Committee and SEFTC's Regional Transportation Technical Advisory Committee.

Agreements Currently in Effect

For a list of agreements currently in effect between the Broward MPO and other agencies, please see Appendix F.

Operational Procedures and Bylaws

The Broward MPO is an independent agency and as such has developed its own personnel manual, policies, rules and procurement procedures consistent with federal and state guidelines and requirements.

Rules of the Broward MPO (Bylaws) are maintained by the organization. The Rules/Bylaws spell out the vision and mission of the Broward MPO and describe the membership and duties of the MPO Governing Board and its Advisory Committees. Quorum, voting and minutes requirements are also included. In addition, the Rules/Bylaws speak to MTP, Regional Transportation Plan (RTP), UPWP and TIP update procedures and policies as well as the duties and responsibilities of the Executive Director and General Counsel. For the latest Rules/Bylaws, please visit <https://browardmpo.org/about-the-mpo/rules>. In addition to the Rules/Bylaws, the Broward MPO adopted its own Procurement Rules which spell out the various types of procurement procedures applicable to the MPO. For the latest version of the Procurement Rules, please visit <https://browardmpo.org/procurement/procurement-code>.

The MPO is also required to have a Continuity of Operations Plan (COOP). The COOP outlines the steps that are to be taken by staff in the event of a long- or short-term emergency, crisis, disaster, or other debilitating loss of resources. In addition to ensuring the safety of MPO personnel, equipment, and records, the COOP ensures that the agency can remain functional so that it can assist with disaster response and recovery efforts (such as providing



emergency funding during the washout of State Road A1A in 2012). For more information on the COOP, please visit <https://browardmpo.org/about-the-mpo>.

The Broward MPO adopted a comprehensive Public Participation Plan (PPP) in February 2023 as is Federally required every four years. Incorporating measurement tools for evaluating the effectiveness of the Broward MPO’s public involvement techniques, the Plan prescribes assertive outreach to the communities within the County. Using the PPP enables the Broward MPO to determine the success of their activities. The PPP undergoes minor modifications on an ongoing basis through 2027 when needed. Copies are available in eight regional County libraries and may be viewed on the Broward MPO website (BrowardMPO.org) under the “What We Do” tab.

Lastly, the Broward MPO uses the FDOT travel procedures except for per diem rates for travel expenses reimbursed through FDOT. The MPO utilizes the General Services Administration (GSA) rates for lodging, meals, and incidentals. For the MPO’s current travel policy and MPO Governing Board approval, please refer to Appendix H.

Required Forms, Certifications, & Assurances

Broward MPO’s planning process was reviewed at a site visit conducted by the FHWA and FTA on April 11, 2023. The certification review produced eight noteworthy practices, no corrective actions, and five recommendations. The five recommendations have been addressed or are currently in the process of being addressed through the MPO’s planning efforts. Consequently, on August 31, 2023, FHWA and FTA jointly certified that the transportation planning process of the entire Miami Urbanized Area Transportation Management Area, comprised in part by the Broward MPO, substantially meets the Federal planning requirements in 23 CFR 450 Subpart C. The certification will remain in effect until August 2027. The full 2023 Certification Report can be found on our website at <https://browardmpo.org/federal-state-certifications>.

Broward MPO annually makes certifications and statements as required for every applicant under 49 U.S.C. 5323(n) for all FHWA/FTA awards. To view these documents, please refer to Appendix G.

The background of the slide features a faded image of palm trees at the top and a bicycle at the bottom. A solid blue horizontal band spans the width of the slide, containing the text 'D. Planning Tasks'. On the right side, three diagonal stripes in light blue, medium blue, and lime green run from the bottom left towards the top right.

D. Planning Tasks



All MPO Planning Tasks include personnel services (including administration/oversight of capital projects), consultant services, travel, and other direct expenses. Tasks do not include capital funding for design, construction and construction engineering inspection. Capital funding is included in the MPO’s Transportation Improvement Program.

Task 1.0 MPO Administration

<u>Purpose</u>
To implement the MPO’s transportation planning vision by administering the activities identified in the two-year UPWP, managing a structurally independent organization, and communicating information to and between the MPO Governing Board and its advisory committees.
<u>Previous Work Completed</u>
Performed various administrative functions to ensure the ongoing operation of the agency, maintained compliance with federal and state requirements, coordinated with partners, and performed activities as described in the UPWP.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Provide administrative services and management of all activities and work products identified in the UPWP. • Legal review of all agenda items and contracts. • Manage the day-to-day activities of the MPO, ensuring proper staffing, technical resources, and office infrastructure are available to complete UPWP activities. • Develop and improve the internal operations of the MPO to meet the demands of its mission while supporting the MPO’s planning efforts, including the State and Federal PEAs, and the changing transportation/economic environment. 	<ul style="list-style-type: none"> • General management of staff and work products as shown in UPWP. 	<ul style="list-style-type: none"> • Monthly through June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Conduct procurement activities in accordance with applicable Federal and State laws and MPO’s Procurement Policies and Rules. • Provide opportunities for staff to travel to conferences, meetings, and other business functions to stay abreast of developments within the industry as well as best practices. 		
<ul style="list-style-type: none"> • Revisit and update the MPO’s vision, mission, strategic business plan and organizational structure, engaging the MPO Board and staff through forums, meetings, retreats, trainings, etc. • Keep staff informed of organization, regulatory, policy or workload updates or changes. 	<ul style="list-style-type: none"> • Maintain and update the MPO Strategic Business Plan. • Conduct staff and management meetings/retreats. 	<ul style="list-style-type: none"> • Annually through June 2026 • Quarterly FY 2025 & FY 2026
<ul style="list-style-type: none"> • Maintain and update office infrastructure, furniture, equipment and IT infrastructure including secured file server, digital storage, employee workstations, telephone, software packages, and Board Room technology/equipment. • Purchase/rent any equipment necessary to carry out Public Involvement Activities including venue rentals and procurement and maintenance of fleet vehicle(s). 	<ul style="list-style-type: none"> • Maintain and update office IT architecture, hybrid local/cloud server storage, telephone, copiers, software, employee workstations, hosted e-mail services, and Board Room technology/equipment. 	<ul style="list-style-type: none"> • Monthly through June 2026
<ul style="list-style-type: none"> • Complete State Certification reviews and address comments and recommendations. 	<ul style="list-style-type: none"> • Complete annual State Certification Review. 	<ul style="list-style-type: none"> • Feb 2025 & 2026
<ul style="list-style-type: none"> • Maintain and process amendments to the UPWP, coordinate with regional partners and incorporate all applicable Federal and State requirements, rules and procedures. 	<ul style="list-style-type: none"> • Maintain, amend and modify the UPWP. 	<ul style="list-style-type: none"> • Monthly through June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Develop next fiscal year UPWP, submit draft document to review agencies. Incorporate agency comments and submit final document to FHWA and FTA for approval. 	<ul style="list-style-type: none"> Develop FY 27 & FY 28 UPWP. 	<ul style="list-style-type: none"> May 2026
<ul style="list-style-type: none"> Update the MPO’s Interlocal Agreement, Memorandum of Understanding (MOU), grant, and Joint Participation Agreements. Prepare and submit financial reports, billings, and progress reports per existing agreements. 	<ul style="list-style-type: none"> Maintain and update agreements, insurances and JPAs. Create monthly progress reports, financial status reports, and monthly invoices. 	<ul style="list-style-type: none"> Annually through June 2026 Monthly through June 2026
<ul style="list-style-type: none"> Conduct annual Audit. Assist in any audits conducted by others on the MPO. 	<ul style="list-style-type: none"> Complete annual Audit. 	<ul style="list-style-type: none"> Jan 2025 & 2026
<ul style="list-style-type: none"> Process line of credit repayments to lending agency. 	<ul style="list-style-type: none"> Process repayments. 	<ul style="list-style-type: none"> Ongoing thru 2026.
<ul style="list-style-type: none"> Maintain and conduct regular tests of the MPO’s Continuity of Operation Plan (COOP). Update related operational documents as needed. 	<ul style="list-style-type: none"> Conduct annual dry run of COOP. Update COOP and related operational documentation accordingly. 	<ul style="list-style-type: none"> May 2025 & 2026
<ul style="list-style-type: none"> Schedule meetings, prepare material (agendas, backup material, minutes, reports, etc.) and maintain active membership for all MPO Board and committees (Board of Directors, Executive Committee, TAC, CAC, LCB, CSAC, FTAC, MPOAC Freight Committee, SEFTC, RTTAC) and the Resiliency and Affordable Housing Ad Hoc Committee. 	<ul style="list-style-type: none"> Prepare meeting materials and minutes for all MPO Board and committees. Maintain active memberships. 	<ul style="list-style-type: none"> Monthly through June 2026 Monthly through June 2026

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.



Task 1.0 Estimated Budget Detail for FY 25				
Budget Category and Description	FHWA		FTA	Total
	PL	SU	5305(d) G2167	
A. Personnel Services				
Salary & Fringe	934,109	2,038,429		2,972,538
Subtotal:	934,109	2,038,429	-	2,972,538
B. Consultant Services				
Advancing Strategic Initiatives	116,800	-	333,200	450,000
Legal Consultant	200,000	-	-	200,000
IT Consultant	245,000	-		245,000
Subtotal:	561,800	-	333,200	895,000
C. Travel				
Travel, Training & Mileage		150,000		150,000
Subtotal:	-	150,000	-	150,000
D. Other Direct Expenses				
Occupancy		796,161		796,161
Operations and Maintenance		644,402		644,402
Line of Credit Repayment		2,365,593		2,365,593
Furniture and Equipment > \$1,000		7,000		7,000
Furniture and Equipment > \$5,000		10,000		10,000
MPO Fleet Vehicle (Lease)		25,000		25,000
Subtotal:	-	3,848,156	-	3,848,156
Total:	1,495,909	6,036,585	333,200	7,865,694



Task 1.0				
Estimated Budget Detail for FY 26				
Budget Category and Description	FHWA		FTA	Total
	PL	SU	5305(d) G2167	
A. Personnel Services				
Salary & Fringe	922,007	2,257,609		3,179,616
Subtotal:	922,007	2,257,609	-	3,179,616
B. Consultant Services				
Advancing Strategic Initiatives	-	375,000		375,000
Legal Consultant	200,000	-		200,000
IT Consultant	220,000	-		220,000
Subtotal:	420,000	375,000	-	795,000
C. Travel				
Travel, Training & Mileage		150,000		150,000
Subtotal:	-	150,000	-	150,000
D. Other Direct Expenses				
Occupancy		796,870		796,870
Operations and Maintenance		566,660		566,660
Line of Credit Repayment		634,407		634,407
Furniture and Equipment > \$1,000		7,000		7,000
Furniture and Equipment > \$5,000		10,000		10,000
MPO Fleet Vehicle (Lease)		30,000		30,000
Subtotal:	-	2,044,937	-	2,044,937
Total:	1,342,007	4,827,546	-	6,169,553



Task 1.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
Advancing Strategic Initiatives	Consultant support will be provided on an as-needed basis via MPO-approved task work orders. Some examples of task work orders might include updates to the MPO's Strategic Business Plan, policies, procedures, staff and Board training.
Legal Consultant	Legal services provided to the MPO include attendance of the MPO's General Counsel at all MPO Board meetings and other meetings as required, the drafting of agreements, legal review of documents, support with personnel issues, and other legal activities as necessary to support the agency.
IT Consultant	IT Managed services provided by consultant. Includes 24/7 IT help desk support for staff, server management, network management, and cloud backup management.
C. Travel	
Travel, Training & Mileage	Employee and MPO Board Member travel on Broward MPO business including training, conferences, seminars, MPOAC meetings, etc. outside the local area, and mileage inside the local area.
D. Other Direct Expenses	
Occupancy	Monthly rent, common area maintenance and electrical costs for Broward MPO office and Board Room facilities, and liability, property, and cyber insurances.



Task 1.0 Budget Category Description Detail	
Operations and Maintenance	<p>Agency ongoing operational costs: legal, administrative services, bank fees, line of credit repayment, financial audit fees, auto insurance fees, agency memberships to various business, technical and professional organizations and/or periodicals, IT managed services, software, equipment, warranties, telephone, internet and telecommunication related services, equipment and software maintenance, broadcasting services, social media, website hosting and maintenance, translation services, transcription services, newspaper subscriptions, meeting notices/broadcasts, meeting space rental, legal ads, Human Resources benefits and administrative support, job recruitment, sponsorships, office furniture, office supplies, postage and shipping, professional printing, videography, photography, etc.</p> <p>The MPO utilizes the following rentals/leases: Konica Minolta Copiers (2), Pitney Bowes DM100 Mailing System (1), AT&T Router (1), RingCentral phones (31) and RingCentral conference phones (2).</p>
Line of Credit Repayment	Process line of credit repayments to lending agency.
Furniture and Equipment > \$1,000	Includes mostly IT items such as replacement monitors for the Board Room, spare laptops, additional peripherals, other IT equipment reserves, and office furniture.
Furniture and Equipment > \$5,000	Includes more expensive furniture and equipment purchases such as advanced computers, IT hardware and software to support the Board meetings.
MPO Fleet Vehicle (Lease)	Lease and maintenance expenses for MPO fleet vehicle(s). MPO fleet vehicles will be used by staff to attend various business functions such as meetings, trainings, conferences, and outreach events.



Task 2.0 Data Collection & Analysis

<u>Purpose</u>
To maintain on-going data collection programs, to monitor current and historic operational characteristics of the transportation network, to address performance measure requirements and to analyze the impacts of changing land use, transportation, and other conditions.
<u>Previous Work Completed</u>
Collected traffic, bicycle and pedestrian count data. Developed county-wide program to collect bicycle and pedestrian counts, procured big data and Congestion Management Process (CMP) data software, completed Roadway Level of Service Analysis Report, and adopted performance measure targets to satisfy federal requirements. In close coordination with FDOT, updated the Urban Area Boundary for Broward based on the latest data from the 2020 Census.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Coordinate with FDOT to obtain all required data to support the federally required performance measures; support the state PEAs, CMP, and regional planning efforts (including staff time to manage shared funding efforts detailed in Task 6.0); and implement performance-based planning efforts such as the MTP, Corridor Studies, Freight Studies, Complete Streets efforts, Resiliency Studies, etc. Produce an annual Performance Measures Report documenting trends in transportation system performance and the MPO’s progress in meeting FAST Act targets, including reporting Performance Measures using a dashboard on the Broward MPO’s website to ensure public access. 	<ul style="list-style-type: none"> Adopt targets related to MAP-21, FAST Act and MPO goals on an annual basis for Safety, TAM, and Transit Safety performance measures. Produce Annual State of the System Report to track and report on the progress of performance measures (including FTA) such as TAM. 	<ul style="list-style-type: none"> Nov 2024 & 2025 Apr 2025 & 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Coordinate with Broward County Transit (BCT) in setting Transit Asset Management (TAM) targets and Transit Safety targets based on the Public Transit Agency Safety Plan as required by Federal law. • Monitor, prepare, and update performance measures and standards for transit usage, transit facilities, and passenger amenities. Coordinate transit performance measures with transit properties and address the challenges and opportunities regarding emerging mobility. 		
<ul style="list-style-type: none"> • Collect traffic, bicycle and pedestrian counts to support planning efforts. 	<ul style="list-style-type: none"> • Collect traffic, bike, and pedestrian counts to support MPO programs and Performance Measures. 	<ul style="list-style-type: none"> • May 2025 & 2026
<ul style="list-style-type: none"> • Maintain and update the roadway functional classifications and jurisdictional assignments in cooperation with FDOT and FHWA. • Perform roadway level of service analyses using acceptable techniques, including the latest Highway Capacity Manual, FDOT Quality/Level of Service Handbook and the current Highway Safety Manual. 	<ul style="list-style-type: none"> • Update roadway functional classifications and boundary maps and obtain approval from FHWA. • Complete annual updates of the Roadway Level of Service Analysis Report. 	<ul style="list-style-type: none"> • May 2026 • May 2025 & 2026
<ul style="list-style-type: none"> • Obtain traffic crash data (including bike and pedestrian crash data) from FDOT. • Identify locations with high numbers of traffic crashes (including bike and pedestrian crashes) for safety improvements working with FDOT (State and Critical County Roads), Broward County (other county roads) and municipalities (major collectors). 	<ul style="list-style-type: none"> • Collect, list and map high crash locations, for all modes, along County and City roads using available traffic crash data. 	<ul style="list-style-type: none"> • June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Explore emerging mobility and the use of vehicle technologies and smart traffic control devices which can reduce potential crash incidences and improve safety. • Maintain traffic, transit and highway data, including traffic crash information, in a GIS environment. 	<ul style="list-style-type: none"> • Monitor emerging mobility vehicle technologies and participate in efforts to promote the use of these technologies. 	<ul style="list-style-type: none"> • Monthly through June 2026
<ul style="list-style-type: none"> • Coordinate with FDOT (Safety, Statistics and Transportation System Management and Operations [TSM&O] Offices), Broward County Traffic Engineering Division and local governments on data collection efforts. • Coordinate with BCT and SFRTA to obtain all relevant transit related data and analyze ridership data for localized areas, corridors, or sub-regions leading to the planning and execution of projects that increase transportation choices and enhance system connectivity. • Update and maintain GIS software for transportation planning data collection. • Obtain and analyze Census data for demographic changes that impact traffic operations, demand for transportation services and traffic projections. 	<ul style="list-style-type: none"> • Collect and integrate transit, Origin/Destination, household and other data into planning projects and share data with other agencies. 	<ul style="list-style-type: none"> • June 2026
<ul style="list-style-type: none"> • Review traffic studies and evaluate proposed amendments to the Broward County Trafficways Plan and Land Use Plan using the travel demand model. 	<ul style="list-style-type: none"> • Evaluate amendments to County Trafficways Plan and Land Use Plan that assure corridor protection and support the goals of the Broward MPO's MTP. 	<ul style="list-style-type: none"> • As needed through June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Evaluate proposed capacity improvement projects using Efficient Transportation Decision-Making (ETDM) planning screen. 	<ul style="list-style-type: none"> In accordance with FDOT guidance, annually identify off-system project(s), coordinate with FDOT District Four, and develop project summary for submission to the ETDM system. 	<ul style="list-style-type: none"> Annually June 2025 and 2026
<ul style="list-style-type: none"> Create dashboard to measure progress of the Safety Action Plan being developed (see Task 4.0) as part of the Safe Streets and Roads for All (SS4A) Grant. The dashboard will be utilized to ensure ongoing transparency with the public and stakeholders. 	<ul style="list-style-type: none"> Complete development of Safety Action Plan dashboard. 	<ul style="list-style-type: none"> June 2025

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.



Task 2.0			
Estimated Budget Detail for FY 25			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	86,949	458,612	545,561
Subtotal:	86,949	458,612	545,561
B. Consultant Services			
Performance Measures Data	-	16,500	16,500
Multimodal Data Collection	-	100,000	100,000
Bike/Ped Counts Support	-	10,000	10,000
Safe Streets for All Dashboard	-	-	-
Cellphone Data Collection	150,000	-	150,000
Subtotal:	150,000	126,500	276,500
Total:	236,949	585,112	822,061



Task 2.0			
Estimated Budget Detail for FY 26			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	209,696	577,899	787,595
Subtotal:	209,696	577,899	787,595
B. Consultant Services			
Performance Measures Data	-	16,500	16,500
Multimodal Data Collection	-	100,000	100,000
Bike/Ped Counts Support	-	-	-
Safe Streets for All Dashboard	-	50,000	50,000
Cellphone Data Collection	50,000	-	50,000
Subtotal:	50,000	166,500	216,500
Total:	259,696	744,399	1,004,095



Task 2.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
Performance Measures Data	Annual subscription for data visualization platform to host the MPO's Performance Measures Dashboard and annually update progress toward performance measure targets. In addition, the platform will assist with the following steps regarding the Congestion Management Program (CMP): developing multimodal performance measures, collecting data / monitoring system performance, analyzing congestion problems and needs, identifying and assessing CMP strategies, programing and implementing CMP strategies, and evaluating strategy effectiveness.
Multimodal Data Collection	Consultant will collect bike/ped and traffic counts at the direction of MPO staff.
Bike/Ped Counts Support	Bike and pedestrian data will be collected as a part of the performance measures to gauge the MPO investment and non-motorized facilities. Data will be a part of database that the MPO is creating to match the automobile data. Some of the data collected will be part of the Transportation Investment Generating Economic Recovery (TIGER) Grant agreement to monitor the FHWA investment.
Safe Streets for All Dashboard	Consultant to assist staff with the creation of a SS4A Safety Action Plan dashboard that must include, at a minimum, annual reporting that is public and accessible on progress implementing projects that reduce roadway fatalities and serious injuries, and public posting of the Action Plan online.
Cellphone Data Collection	Annual subscription for cellphone data that geolocates travel patterns and conducts origin/destination analysis. The data will increase the accuracy of validation for the traffic model and provide a greater level of detail than current data sources for long-range planning and short-term project selection and concept development.



Task 3.0 Regional Planning

<u>Purpose</u>		
To maintain, update and implement the 2045 MTP; develop the 2050 MTP, a tri-MPO/Miami Urbanized Area 2050 Regional Transportation Plan (RTP), and a housing coordination plan; and conduct ongoing freight coordination through the FTAC, MPOAC Freight Committee, and our partners.		
<u>Previous Work Completed</u>		
Managed the 2045 RTP update in coordination with the Palm Beach and Miami-Dade MPOs, adopted a 2045 MTP which included all Federally mandated performance measures, and developed and submitted a BUILD Grant application in coordination with Port Everglades. Amended and modified 2045 MTP in accordance with Federal guidelines. Completed a Congestion Management Process (CMP). Developed socio-economic data inputs for the development of the SERPM9 Model used in the 2050 MTP.		
<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Develop the 2050 Metropolitan Transportation Plan including revenue forecasting, SERPM Model, public participation, needs assessment, Cost Feasible Plan, draft 2050 MTP, and final 2050 MTP adoption by December 2024. Carryover activity. Update, maintain, and implement the 2045 MTP. This includes, but is not limited to, updates to the allocation of federal and state funding for cost feasible transportation projects which are identified using a transportation model (SERPM). Update the Transportation Planning Equity Assessment based on new Census data and best practices and continue to utilize the Assessment to identify geographic areas where traditionally underrepresented populations are located and consider the 	<ul style="list-style-type: none"> MTP Public Participation and education. 2050 MTP adoption. Process amendments for the 2050 MTP. Complete update to the Transportation Planning Equity Assessment. 	<ul style="list-style-type: none"> Monthly through 2026 Dec 2024 Annually 2025 and 2026 June 2025 and 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<p>comparative impacts of proposed transportation projects on those populations.</p> <ul style="list-style-type: none"> • Update MTP performance measures criteria based on new regulations and timelines/targets. Incorporate performance-based planning and programming toward the achievement of transportation system performance outcomes. • Advance the recommendations of climate change/resilience project efforts including transportation policy, planning and prioritization; rehabilitation or reconstruction of existing facilities in high-risk areas; new facilities in new rights-of-way in high-risk areas; system operations; and system maintenance. • Update the Congestion Management Process. Maintain the CMP to identify strategies that manage congestion; improve safety, mobility, and connectivity; and increase multi-modal transportation options. Advance the projects/countermeasures developed in the Congestion Management Process for further study and project implementation. • Develop the MPO’s Housing Coordination Plan based on the foundation set in the 2050 MTP’s Housing Element. Establish BMPO’s Housing Coordination vision, identify programming objectives, and develop housing coordination and implementation strategy. 	<ul style="list-style-type: none"> • Update Performance Measures criteria. • Advance climate change/resilience project recommendations. • Update CMP. • Advance CMP projects into the MTP or TIP. • Develop Housing Coordination Plan. 	<ul style="list-style-type: none"> • Annually as needed. • Monthly as needed. • Dec 2024 • Annually 2025 and 2026 • June 2025
<ul style="list-style-type: none"> • Continue to work towards the implementation of the Fare Interoperability and Mobile Ticketing Project for regional fare collection infrastructure and develop with regional partners a universal fare and transfer policy and plan. Carryover activity. 	<ul style="list-style-type: none"> • Administer the FTA grant to implement the Fare Interoperability and Mobile 	<ul style="list-style-type: none"> • Through June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
	Ticketing Project for regional fare collection infrastructure.	
<ul style="list-style-type: none"> • Coordinate with Miami-Dade TPO, Palm Beach TPA, FDOT, and other regional agencies on updates and amendments to the RTP in support of a regional transportation planning and public involvement process, enhance the integration of local and regional transportation planning and ensure multi-jurisdictional coordination for the Miami Urbanized Area. This includes the SERPM transportation model development and maintenance shared funding efforts detailed in Task 6.0. Carryover activity. • Coordinate with Palm Beach and Miami-Dade MPOs on regional Performance Measures, emerging mobility, and resilience. 	<ul style="list-style-type: none"> • Coordinate with and provide administrative support to the SEFTC and its technical committee and subcommittees as they conduct regional transportation planning activities. • Coordinate with regional planning partners. 	<ul style="list-style-type: none"> • Monthly through June 2026 • As needed through June 2026
<ul style="list-style-type: none"> • Ensure the safe and efficient movement of goods, considering all freight transportation modes including trucking, rail, waterborne, air and pipeline and including the inter-jurisdictional coordination and cooperation between the freight industry and Broward’s Seaport and Airports. • Coordinate with neighboring MPOs and the FDOT on regional freight issues including the impacts of emerging mobility on the industry, the development and monitoring of performance measures, etc. • Coordinate with agencies and municipalities on new and data collection efforts and plans and studies affecting the Port and Airports and Port and Airport efforts affecting local partners. 	<ul style="list-style-type: none"> • Participate with FDOT, SFRTA, the Airport and the Port in the development of a series of reports outlining freight issues germane to Broward County and Southeast Florida and outline future approach for consideration into the MPO planning process. • Provide support for the MPO’s FTAC and the MPOAC Statewide Freight Committee. 	<ul style="list-style-type: none"> • Monthly through June 2026 • Monthly through June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Participate in the update and implementation of the Florida Transportation Plan (FTP) as well as planning and implementation effort for the Strategic Intermodal System (SIS). Provide support services to the MPO’s FTAC and the MPOAC Freight Committee including the annual Freight Priorities Program. 		
<ul style="list-style-type: none"> Resiliency Studies – Conduct resiliency studies for corridors identified in the MTP to evaluate impacts and develop mitigation measures and other recommended improvements. Updates to the Resiliency Framework will be made as needed. 	<ul style="list-style-type: none"> Resiliency Corridor Plan(s) for MTP Resiliency Project(s). 	<ul style="list-style-type: none"> June 2026
<ul style="list-style-type: none"> Smart Regional Digital Twin - The Smart grant will produce a prototype of a Digital Twin – an IT based platform of integrated data sources, analytics and modeling tools that will enable the Broward MPO and its partners to perform complex scenario planning to inform transportation-related and other investment decisions. The primary grant activities include development of software and/or integrating existing software and data sources to enable scenario planning associated with themes of local regional significance including multimodal mobility, safety, resiliency, work force development, equity and land use; developing and implementing data sharing and other agreements; testing the resulting platform and ultimately applying the platform to use cases and functional; data sharing and other requirements identified through on-going work performed through the MPO. Carryover activity. 	<ul style="list-style-type: none"> Development of Digital Twin and associated work products. 	<ul style="list-style-type: none"> June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none">Develop the Regional Resiliency Improvement Plan (“PROTECT Broward”), which includes hazard identification, vulnerability and criticality assessment, risk-based assessment, and action plan.	<ul style="list-style-type: none">Development of the Resiliency Improvement Plan (RIP).	<ul style="list-style-type: none">June 2026

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.



Task 3.0					
Estimated Budget Detail for FY 25					
Budget Category and Description	FHWA			FTA	Total
	PL	SU	FHWA*	5307**	
A. Personnel Services					
Salary & Fringe	108,766	370,150	50,000	43,000	571,916
Subtotal:	108,766	370,150	50,000	43,000	571,916
B. Consultant Services					
2050 Metropolitan Transportation Plan	-	310,000			310,000
MTP Follow up Housing Plan	-	100,000			100,000
MPOAC Freight Committee Support	-	85,000			85,000
Smart/Regional Digital Twin (Carryover)	350,000	33,000	450,000		833,000
Regional Resiliency Improvement Plan	-	200,000			200,000
Subtotal:	350,000	728,000	450,000	-	1,528,000
Total:	458,766	1,098,150	500,000	43,000	2,099,916

* Discretionary Grant - FHWA: Smart Grant

** FTA Grant: Fare Interoperability Grant



Task 3.0					
Estimated Budget Detail for FY 26					
Budget Category and Description	FHWA			FTA	Total
	PL	SU	FHWA*	5307	
A. Personnel Services					
Salary & Fringe	160,633	338,960	150,000	-	649,593
Subtotal:	160,633	338,960	150,000	-	649,593
B. Consultant Services					
2050 Metropolitan Transportation Plan	-	-			-
MTP Follow up Housing Plan	-	100,000			100,000
MPOAC Freight Committee Support	-	89,541			89,541
Smart/Regional Digital Twin (Carryover)	350,000	-	1,350,000		1,700,000
Regional Resiliency Improvement Plan	-	299,954			299,954
Subtotal:	350,000	489,495	1,350,000	-	2,189,495
Total:	510,633	828,455	1,500,000	-	2,839,088
* Discretionary Grant - FHWA: Smart Grant					



FTA Project Summary

Project: Fare Interoperability

Sponsor: Broward MPO

Grant Recipient: Broward MPO (Direct Recipient)

Grant Subrecipient: South Florida Regional Transportation Authority (SFRTA)

Award Number: FL-2016-003-00

FM Number: 431760

Completed by: November / December 2024

Study / Plan Short Title: Fare Interoperability Pilot and Mobile Ticketing Project

Programmed Year: FY 2016 STIP (page 852)

Status: Active Project (Obligated and Executed) / continuation of 2016 project.

Project Schedule: Anticipated completion by November or December 2024. However, an amendment to extend the project's period of performance through June 30, 2025, was approved at the April 11, 2024, MPO Board meeting.

Brief scope of work / deliverables: Update and rebranding of Tri-Rail Mobile Ticketing Application; implementation of Mobile Ticketing Back Office Solution; Regional Mobile Ticketing Solution. This project will provide Tri-Rail and other public transit customers with the ability to plan, book, and purchase multiple mobility options from both public and private transportation services.

Federal Share (80%): \$3,290,000 **Funding Source:** FHWA transfer to FTA (FTAT "FLEX")

Nonfederal Share (20%): \$822,500 **Funding Source:** State Toll Revenue Credits (Soft Match)

Total Amount: \$4,112,500



Task 3.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
2050 Metropolitan Transportation Plan (Carryover)	Develop, maintain, and update (every five years) the Broward MPO’s 25-year MTP. This includes, but is not limited to, updates to the allocation of federal and state funding for cost feasible transportation projects over the next 25 years to address Broward’s future growth and transportation needs which are identified using a transportation model (SERPM) and includes a five-year update of the RTP between the Miami-Dade TPO, Broward MPO, and Palm Beach TPA.
MTP Follow up Housing Plan	Consultant will assist MPO staff with the 2050 MTP's housing emphasis area by examining housing transportation policies and developing a coordination framework with housing partners.
MPOAC Freight Committee Support	Support for MPOAC Statewide Freight Committee.
Smart/Regional Digital Twin (Carryover)	Consultant assistance to develop SMART METRO, an innovative transportation modeling platform that will use artificial intelligence technology to create a regional digital twin that integrates data and models for effective transportation solutions.
Regional Resiliency Improvement Plan	Consultant assistance to develop the Regional Resiliency Improvement Plan (“PROTECT Broward”), which includes hazard identification, vulnerability and criticality assessment, risk-based assessment, and an action plan.



Task 4.0 Community Planning

<u>Purpose</u>
To implement a comprehensive approach to developing and implementing a transit and Complete Streets system throughout Broward while creating livable communities.
<u>Previous Work Completed:</u>
Evaluated and selected projects and programmed funding for the Complete Streets and Localized Initiatives Program (CSLIP), launched the Mobility Hubs Program, hosted in-person and virtual trainings (such as the Safe Streets Summit) and community engagement events. Continued to implement Complete Streets projects inclusive of all elements. Participated in regional transit planning and station development. Continued to provide support for the Local Coordinating Board (LCB) for the Transportation Disadvantaged. Provided grant and intergovernmental support and assistance to MPO Board member governments.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Advance Complete Streets projects identified in the 2050 MTP and ensure coordination with implementing agencies to program, fund, and monitor implementation through the MMPL and TIP. 	<ul style="list-style-type: none"> Advance Complete Streets projects to implementation. 	<ul style="list-style-type: none"> Ongoing through June 2026
<ul style="list-style-type: none"> Provide education opportunities and technical assistance to municipalities on implementing Complete Streets and provide Walking Audits, Safe Streets Summit annual training and workshops, and other training opportunities. 	<ul style="list-style-type: none"> Conduct Complete Streets implementation activities such as training, Walking Audits, Safe Streets Summit and updates to the Bicycle Suitability Map. 	<ul style="list-style-type: none"> Monthly through June 2026
<ul style="list-style-type: none"> Continue working with FDOT and partner agencies to connect the transportation system through the implementation of bicycle and 	<ul style="list-style-type: none"> Monitor the implementation of Complete Streets projects. 	<ul style="list-style-type: none"> Daily through



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<p>pedestrian improvements, including all Complete Streets Elements such as crosswalks and lighting and considering resiliency issues.</p> <ul style="list-style-type: none"> • Manage, promote and update Complete Streets technical resources. • Continue to coordinate and exchange information on Complete Streets efforts with local partners through the CSAC. 	<ul style="list-style-type: none"> • Prepare for and conduct CSAC meetings every quarter. 	<p>June 2026</p> <ul style="list-style-type: none"> • Quarterly through 2026
<ul style="list-style-type: none"> • Monitor projects implemented as part of the 2016 TIGER Grant. The continued monitoring of these projects is required under the TIGER grant agreement. 	<ul style="list-style-type: none"> • Continue monitoring projects from the 2016 TIGER Grant. 	<ul style="list-style-type: none"> • Monthly through June 2026
<ul style="list-style-type: none"> • Provide subrecipient monitoring for FTA 5307 funded projects including, planning, project development, cost estimating, FTA application, project design and construction monitoring and processing funding reimbursements in accordance with FTA regulations. Carryover activity. • Work with municipalities and transit operators to develop and implement Transportation Development Plans (TDP), transit corridors, community circulator service, and emerging transportation options. • Manage MPO user accounts and regularly submit through the FTA’s Transit Award Management System (TrAMS) required FTA documentation such as Milestone Progress Reports and Federal Financial Reports, DBE Reporting, Certifications and Assurances, National Transit Data reporting, etc. 	<ul style="list-style-type: none"> • Monitor all subrecipients of FTA 5307 funding including all activities. • Review and assist with TDP development with SFRTA and BCT. • Manage TrAMS and FTA-required documentation. 	<ul style="list-style-type: none"> • Monthly through June 2026 • Monthly through June 2026 • Quarterly through 2026
<ul style="list-style-type: none"> • Update, manage and implement CSLIP, including Safe Routes to Schools and Transportation Alternatives Program, coordinating with FDOT and local municipalities. 	<ul style="list-style-type: none"> • Update CSLIP consistent with the direction in the 2050 MTP. 	<ul style="list-style-type: none"> • June 2025



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Annually solicit for applications, evaluate, rank and receive approval for the list of projects to advance. 	<ul style="list-style-type: none"> Complete annual cycles of CSLIP. 	<ul style="list-style-type: none"> April 2025 & 2026
<ul style="list-style-type: none"> Coordinate with FDOT, Broward County and local governments in the development and implementation of advanced traffic management systems and TSM&O options for congested corridors. 	<ul style="list-style-type: none"> Review TSM&O plans for consistency as necessary. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> Conduct required activities as specified in the Transportation Disadvantaged grant agreement with the CTD (including the review and update of the TDSP and other relevant documents, the selection and evaluation of the CTC, and participation in CTD-sponsored trainings). 	<ul style="list-style-type: none"> Enter into a TD grant agreement with the CTD on an annual basis and complete all required tasks. Facilitate Local Coordinating Board (LCB) meetings. Attend annual required training. 	<ul style="list-style-type: none"> June 2025 & 2026 Quarterly through 2026 Annually through 2026
<ul style="list-style-type: none"> Support local planning efforts by local partners such as transportation masterplans, safety studies, feasibility studies, corridor studies, subarea plans, origin-and-destination studies, traffic, transit, bicycle, pedestrian circulation studies, etc. 	<ul style="list-style-type: none"> Provide support for local transportation masterplans and other planning efforts. 	<ul style="list-style-type: none"> Ongoing through June 2026
<ul style="list-style-type: none"> Ensure compliance with principles of EJ and Title VI by updating and maintaining all Title VI, Limited English Proficiency (LEP) and Disadvantaged Business Enterprise (DBE) required documents and through an annual Title VI and EJ review of MPO plans and programs. Complete DBE required reporting and documentation. 	<ul style="list-style-type: none"> Update the DBE Program and Goal, Title VI Program, and LEP. 	<ul style="list-style-type: none"> June 2026
<ul style="list-style-type: none"> Explore the use of emerging mobility technologies and smart traffic control devices, including electric vehicle charging/refueling stations, 	<ul style="list-style-type: none"> Monitor emerging mobility technologies and participate 	<ul style="list-style-type: none"> Monthly through



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<p>which can help reduce potential crash incidences and promote a transition to clean energy.</p> <ul style="list-style-type: none"> • Consider the impacts of various forms of emerging mobility technologies on safety and congestion. • Coordinate and facilitate with member governments to develop master plan to increase connectivity of EV infrastructure in the region. 	<p>in efforts to promote the use of these technologies.</p> <ul style="list-style-type: none"> • Develop EV Master Plan. 	<p>June 2026</p> <ul style="list-style-type: none"> • June 2026
<ul style="list-style-type: none"> • Monitor federal and state legislation to identify bills that impact local transportation funding. • Monitor and provide a monthly listing of transportation grant opportunities to interested parties. • Provide regional coordination and prepare grant applications to secure funding for transportation projects and programs. 	<ul style="list-style-type: none"> • Analyze transportation bills/legislation and apply for grant opportunities when feasible to remain competitive with other urban areas throughout the county. 	<ul style="list-style-type: none"> • Monthly through June 2026
<ul style="list-style-type: none"> • Safety, Resiliency, and Off-System LAP Project Development – Conduct planning and conceptual/pre-design project development studies on MTP safety, resiliency, and high-priority projects to advance and prepare these projects for design and construction by the MPO’s implementing partners. These studies will build upon previous planning and refine specific transportation needs or deficiencies, develop a specific locally supported package of improvements, secure public and stakeholder input and support, and prepare plans with recommended improvements and associated planning-level cost estimates. The project development team will lead efforts to monitor projects through their lifecycle (i.e., planning through construction) including monitoring public support, funding, development of regular reports, and risk management. 	<ul style="list-style-type: none"> • Project concept development plans and planning-level cost estimates for safety projects for submittal to implementing partners. • Project concept development plans and planning-level cost estimates for resiliency projects for submittal to implementing partners. • Project concept development plans and planning-level cost estimates for high-priority off- 	<ul style="list-style-type: none"> • June 2026 • June 2026 • June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
	system projects for submittal to implementing partners.	
<ul style="list-style-type: none"> Through the SS4A Grant, develop a Safety Action Plan that provides a comprehensive approach to reduce severe injuries and traffic fatalities to zero. This effort will continue beyond the current UPWP/budget period and additional SS4A activities in support of the Safety Action Plan will be added during the development of the next UPWP. 	<ul style="list-style-type: none"> Develop technical reports for each task under the SS4A Grant. Complete Safety Action Plan document. 	<ul style="list-style-type: none"> Ongoing thru June 2025 Ongoing thru Nov 2025
<ul style="list-style-type: none"> Continue to develop Commute Broward to advance the Transportation Demand Management goals of the MPO with the support of the Greater Fort Lauderdale Transportation Management Association (TMA). Promote Commute Broward program and its activities with local/regional planning partners, businesses, and the public and ensure consistency with the MPO’s planning efforts. 	<ul style="list-style-type: none"> Provide support for the Commute Broward program. 	<ul style="list-style-type: none"> Ongoing through June 2026
<ul style="list-style-type: none"> Reconnecting Communities planning activities to support future construction projects and innovative community planning solutions, addressing transportation challenges to reconnect communities on both sides of the Florida East Coast (FEC) railroad corridor in central Broward County within the City of Fort Lauderdale. These efforts focus on restoring community connectivity through a planning process that involves community engagement, planning concepts, cost estimates, and assessing potential environmental impacts on underserved communities, including but not limited to air quality, greenhouse gas emissions, extreme heat, tree canopy coverage gaps, and flood-prone transportation infrastructure. 	<ul style="list-style-type: none"> Development of a locally supported concept development alternative for five roadway underpasses under the FEC railroad. 	<ul style="list-style-type: none"> June 2026



Responsible agencies: BMPO in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward's 31 municipalities.



Task 4.0								
Estimated Budget Detail for FY 25								
Budget Category and Description	FHWA			FTA	FRA	HUD	State	Total
	PL	SU	FHWA*	5307**	FRA*	HUD*	CTD	
A. Personnel Services								
Salary & Fringe	274,776	828,942	255,000	552,975	200,000	100,000	66,392	2,278,085
Subtotal:	274,776	828,942	255,000	552,975	200,000	100,000	66,392	2,278,085
B. Consultant Services								
Grant Application Development	-	200,000						200,000
Off-System LAP Project Development	450,000	-						450,000
Transportation Demand Mgt.	-	100,000						100,000
General Planning Support	-	125,000						125,000
Title VI/LEP & DBE Program	-	-						-
***Complete Streets Support	125,000	-						125,000
Transportation Masterplans	100,000	-		-				100,000
Safe Streets for All	-	-	2,640,000	-				2,640,000
Reconnecting Communities	-	-	450,000					450,000
Resiliency Feasibility Projects	-	150,000	-					150,000
Subtotal:	675,000	575,000	3,090,000	-	-	-	-	4,340,000
Total:	949,776	1,403,942	3,345,000	552,975	200,000	100,000	66,392	6,618,085

* Discretionary Grants: **FHWA**: Safe Streets for All and Reconnecting Communities, **FRA**: Rail Crossing Elimination Program, **HUD**: Lyons Road Safety

** **FTA** Grants: Pembroke Pines Hub, Ft. Lauderdale Hub Extension, SE 17th Street Hub, Sunrise Hub (Josh Lee)

*** These funds satisfy §11206(b), 2.5% PL funding set aside requirement for Complete Streets planning.

The required 2.5% Complete Streets PL allocation for FY 24/25 is \$92,224 and FY 25/26 is \$90,332.

The total funding for Complete Streets planning in FY 24/25 is \$125,000 of \$3,554,138 PL and FY 25/26 is \$100,000 of \$3,613,266 PL.



Task 4.0								
Estimated Budget Detail for FY 26								
Budget Category and Description	FHWA			FTA	HUD	FRA	State	Total
	PL	SU	FHWA*	5307**	HUD*	FRA*	CTD	
A. Personnel Services								
Salary & Fringe	439,044	815,449	237,174	498,200	100,000	200,000	66,392	2,356,259
Subtotal:	439,044	815,449	237,174	498,200	100,000	200,000	66,392	2,356,259
B. Consultant Services								
Grant Application Development	-	149,738						149,738
Off-System LAP Project Development	289,058	-						289,058
Transportation Demand Mgt.	50,000	-						50,000
General Planning Support	-	124,944						124,944
Title VI/LEP & DBE Program	-	70,000						70,000
***Complete Streets Support	99,962	-						99,962
Transportation Masterplans	150,000	-						150,000
Safe Streets for All	-	-	1,035,452					1,035,452
Reconnecting Communities	-	-	900,000					900,000
Resiliency Feasibility Projects	-	150,000	-					150,000
Subtotal:	589,020	494,682	1,935,452	-	-	-	-	3,019,154
Total:	1,028,064	1,310,131	2,172,626	498,200	100,000	200,000	66,392	5,375,413

* Discretionary Grants: **FHWA:** Safe Streets for All and Reconnecting Communities, **FRA:** Rail Crossing Elimination Program, **HUD:** Lyons Road Safety

** **FTA** Grants: Pembroke Pines Hub, SE 17th Street Hub, Sunrise Hub (Josh Lee)

***These funds satisfy §11206(b), 2.5% PL funding set aside requirement for Complete Streets planning.

The required 2.5% Complete Streets PL allocation for FY 24/25 is \$92,224 and FY 25/26 is \$90,332.

The total funding for Complete Streets planning in FY 24/25 is \$125,000 of \$3,554,138 PL and FY 25/26 is \$100,000 of \$3,613,266 PL.



FTA Project Summary

Project: Pembroke Pines Hub
Sponsor: Broward MPO
Grant Recipient: Broward MPO (Direct Recipient)
Grant Subrecipient: City of Pembroke Pines
Award Number: FL-2020-012-01
FM Number: 4334293
Completed by: TBD (Approximately 30 months from Grant Obligation / Execution.)
Study / Plan Short Title: Pembroke Pines Mobility Hub Capital Improvements
Programmed Year: FY 2019 STIP (page 939)
Status: New Project. (In-progress Grant Application)
Project Schedule: Approximately 30 months from Grant Obligation / Execution.
Brief scope of work / deliverables: Capital improvements of the priority recommendations from the Pembroke Pines Mobility Hub Plan. These capital improvements are a combination of mobility, safety, and transit elements to improve the safety, connectivity, and quality of service for the transit rider.
Federal Share (80%): \$2,624,000 **Funding Source:** FHWA transfer to FTA (FTAT “FLEX”)
Nonfederal Share (20%): \$656,000 **Funding Source:** State Toll Revenue Credits (Soft Match / Letter dated February 8, 2024, signed by FDOT, Gabrielle Matthews)
Total Amount: \$3,280,000

FTA Project Summary

Project: Fort Lauderdale Hub Ext.
Sponsor: Broward MPO
Grant Recipient: Broward MPO (Direct Recipient)
Grant Subrecipient: City of Fort Lauderdale
Award Number: FL-2016-028-01-00
FM Number: 427987 2
Completed by: December 2024
Study / Plan Short Title: Downtown Fort Lauderdale Mobility Hub – Northern Expansion (capital improvements)
Programmed Year: FY 2015 STIP
Status: Active Project (Obligated and Executed) / continuation of 2015 project.
Project Schedule: Anticipated completion by December 2024.
Brief scope of work / deliverables: On November 22, 2023, FTA approved a Budget Revision for the Downtown Fort Lauderdale Mobility Hub (Capital Improvements), which was completed in 2022, to utilize the project cost savings in the amount of \$247,753 for capital improvements for a one-block expansion of the existing Downtown Fort Lauderdale Mobility Hub.
Federal Share (80%): \$3,500,000 **Funding Source:** FHWA transfer to FTA (FTAT “FLEX”)
Nonfederal Share (20%): \$875,500 **Funding Source:** State Toll Revenue Credits (Soft Match)
Total Amount: \$4,375,000



FTA Project Summary

Project: 17th Street Hub (FTL)
Sponsor: Broward MPO
Grant Recipient: Broward MPO (Direct Recipient)
Grant Subrecipient: City of Fort Lauderdale
Award Number: FL-2020-012-01
FM Numbers: 4334282
Completed by: TBD (Approximately 30 months from Grant Obligation / Execution.)
Study / Plan Short Title: 17th Street Mobility Hub Capital Improvements
Programmed Year:
 FY 2019 STIP (page 939) / FLEX \$3,000,000 (Portion of FY 2019 Flex FHWA FL19-008)
 FY 2021 STIP (page 851) / FLEX \$4,560,000 (FY 2021 Flex FHWA FL21-003)
Status: New Project. (In-progress Grant Application)
Project Schedule: Approximately 30 months from Grant Obligation / Execution.
Brief scope of work / deliverables: Capital improvements of the priority recommendations from the SW/SE 17th Street Mobility Hub Concept Plan. These capital improvements are a combination of mobility, safety, and transit elements to improve the safety, connectivity, and quality of service for the transit rider.
Federal Share (80%): \$7,560,000 **Funding Source:** FHWA transfer to FTA (FTAT “FLEX” FL19-008 & FL21-003)
Nonfederal Share (20%): \$1,890,000 **Funding Source:** State Toll Revenue Credits (Soft Match / Letter dated February 8, 2024, signed by FDOT, Gabrielle Matthews)
Total Amount: \$9,450,000

FTA Project Summary

Project: Sunrise Hub (Josh Lee)
Sponsor: City of Sunrise
Grant Recipient: Broward MPO (Direct Recipient)
Grant Subrecipient: City of Sunrise
Award Number: TrAMS Application In-Progress (#7106-2024-1) for the Consolidated Appropriations Act, 2023, Community Project Funding award #2023-CMPJ-030.
FM Numbers: TBD (Awaiting TIP / STIP approval)
Completed by: TBD (Approximately 24 months from Grant Obligation / Execution.)
Study / Plan Short Title: Josh Lee Boulevard Capital Improvements
Programmed Year: TBD (Awaiting TIP / STIP approval for FY25, July 1, 2024)
Status: New Project. (In-progress Grant Application)
Project Schedule: Approximately 24 months from Grant Obligation / Execution.
Brief scope of work / deliverables: Capital improvements for Josh Lee Boulevard, including lane elimination, ADA enhancements, pedestrian lighting, sidewalks, protected and buffered multiuse path, transit shelters and amenities, functional landscape opportunity areas to improve the safety, connectivity, and quality of service for the transit rider.
Federal Share: \$2,500,000 **Funding Source:** Consolidated Appropriations Act, 2023, Community Project Funding award #2023-CMPJ-030.
Nonfederal Share: \$2,200,000 **Funding Source:** City of Sunrise Local Fund
Total Amount: \$4,700,000 (Based on 2022 City of Sunrise Engineering Estimate)



Task 4.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
Grant Application Development	Consultants will provide technical assistance in writing and developing grant applications.
Off-System LAP Project Development	Consultant assistance for planning and conceptual/pre-design project development studies on high-priority MTP projects to advance and prepare these projects for design and construction by the MPO’s implementing partners. These studies will build upon previous planning and refine specific transportation needs or deficiencies, develop a specific locally supported package of improvements, secure public and stakeholder input and support, and prepare plans with recommended improvements and associated planning-level cost estimates. The project development team will lead efforts to monitor projects through their lifecycle (i.e., planning through construction) including monitoring public support, funding, development of regular reports, and risk management.
Transportation Demand Mgt. (Carryover)	Provide analysis for emerging transportation technologies, strategies to reduce single-occupancy vehicles (such as transit/TDM mode shift), and training and outreach assistance with CMP projects.
General Planning Support	Provide technical support for coordination and implementation of projects, including facilitation of stakeholder meetings, monitoring and tracking project progress, etc.





Task 4.0 Budget Category Description Detail	
Title VI/LEP & DBE Program	In accordance with Title 49 of the Code of federal Regulations (CFR) Part 26, the MPO must update and publish its DBE goal by August 1, 2026. The current goal expires on Sept. 30, 2026. In addition, as the direct recipient of FTA funds, the Broward MPO is required to submit an MPO Board-approved Title VI Program to FTA every three years. The current Title VI and LEP Program is set to expire on Jan. 31, 2027, but should receive MPO Board approval by Sept. 2026. Most of the work needs to be completed in FY 2026 to ensure deadlines are met.
Complete Streets Support	Provide technical support for coordination and implementation of Complete Streets projects, including facilitation of stakeholder meetings, monitoring and tracking project progress, etc.
Transportation Masterplans	Consultant to provide support to MPO staff as they assist with local planning efforts such as transportation masterplans, safety studies, feasibility studies, corridor studies, subarea plans, origin-and-destination studies, traffic, transit, bicycle, pedestrian circulation studies, etc.
Safe Streets for All (Carryover)	Consultant will support MPO staff with tasks such as: data collection and analysis; development of recommendations, improvements and strategies; concept design and feasibility analysis of recommendations; development of cost estimates for recommendations; public involvement; and the development of technical reports.
Reconnecting Communities	Consultant will assist in the planning, community outreach, and developing planning-level concepts and cost estimates of roadway underpasses beneath the existing FEC railroad corridor, including consideration of vehicular, bicycle, and pedestrian infrastructure for the railroad crossings at Davie Boulevard, Broward Boulevard, Northwest 6th Street, Andrews Avenue, and Sunrise Boulevard. This planning effort aims to reconnect the community west of the railroad tracks to



	<p>essential services such as hospitals, parks, schools, libraries, transit stations, and grocery stores located on the east side, facilitating easier access to daily necessities.</p>
<p>Resiliency Feasibility Projects</p>	<p>Consultant assistance for planning and conceptual/pre-design project development studies on high-priority MTP projects to advance and prepare these projects for design and construction by the MPO's implementing partners. These studies will build upon previous planning and refine specific transportation needs or deficiencies, develop a specific locally supported package of improvements, secure public and stakeholder input and support, and prepare plans with recommended improvements and associated planning-level cost estimates. The project development team will lead efforts to monitor projects through their lifecycle (i.e., planning through construction) including monitoring public support, funding, development of regular reports, and risk management.</p>





Task 5.0 Transportation Improvement Program

<u>Purpose</u>
To annually update the five-year Transportation Improvement Program (TIP) and the Multi-Modal Priority List (MMPL) for all modes of transportation.
<u>Previous Work Completed</u>
Adopted the FY 2023 – 2027 TIP and FY 2024 – 2028 TIP, 2023 and 2024 MMPL, and published the 2022 and 2023 Annual Listing of Obligated Projects.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Annually prepare a draft Broward MPO TIP that includes programming of multimodal surface transportation priorities for review and adoption by the MPO Board. Coordinate with FDOT on Work Program development in preparation for MPO Board review and approval of FDOT’s draft Tentative Work Program. Annually request input for the draft TIP from transportation partners (i.e., municipalities and local governments), ensuring that all projects are consistent with adopted plans and address, where feasible, the State and Federal PEAs. Coordinate with transportation partners on other TIP projects. Ensure the TIP is consistent with the adopted MTP. Educate the public and incorporate their input into the TIP with special focus on those who are traditionally under-represented and underserved, in accordance with federal standards. Annually produce municipal TIP reports. 	<ul style="list-style-type: none"> Adopt the FY 2025 – FY 2029 TIP, including performance measures, targets, and progress towards achieving them. Adopt the FY 2026 – FY 2030 TIP including performance measures, targets, and progress towards achieving them. Approve the FY 2026 Draft Tentative Work Program. Approve the FY 2027 Draft Tentative Work Program. 	<ul style="list-style-type: none"> July 2024 July 2025 Dec 2024 Oct 2025



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
	<ul style="list-style-type: none"> • Upload Municipal FY 2025 TIP report on Broward MPO website. • Upload Municipal FY 2026 TIP report on Broward MPO website. 	<ul style="list-style-type: none"> • Oct 2024 • Oct 2025
<ul style="list-style-type: none"> • Annually develop and adopt a MMPL in coordination with our transportation partners and considering the State and Federal PEAs. 	<ul style="list-style-type: none"> • Annually update and adopt MMPL. 	<ul style="list-style-type: none"> • June 2025 & 2026
<ul style="list-style-type: none"> • Prepare and publish the annual listing of obligated projects in local newspapers, on the MPO’s web site, and in the TIP. 	<ul style="list-style-type: none"> • Publish the 2024 and 2025 annual listing of obligated projects for which federal funds were obligated in the previous federal fiscal year. 	<ul style="list-style-type: none"> • Nov 2024 & 2025
<ul style="list-style-type: none"> • Process amendments/modifications to the TIP, as needed. 	<ul style="list-style-type: none"> • Amend/modify TIP. 	<ul style="list-style-type: none"> • As needed through June 2026
<ul style="list-style-type: none"> • Apply performance-based programming as per the FAST Act, including analysis of project delivery and EJ analysis of programmed projects in the TIP. 	<ul style="list-style-type: none"> • Conduct EJ analysis of the TIP. 	<ul style="list-style-type: none"> • June 2025 & 2026
<ul style="list-style-type: none"> • Update and utilize the Interactive TIP tool. • Develop a project tracking application to track projects from the MTP through the TIP implementation process. The project tracker will include a database of project information including scope of work, cost estimates, and meeting notes with partners. 	<ul style="list-style-type: none"> • Update and verify geography for existing projects in the TIP and update Interactive TIP tool map accordingly. 	<ul style="list-style-type: none"> • June 2025 & 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Create GIS data and maps that support the TIP and the MMPL. 	<ul style="list-style-type: none"> Develop the project tracker tool 	<ul style="list-style-type: none"> June 2025

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.

Task 5.0 Estimated Budget Detail for FY 25			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	71,936	186,273	258,209
Subtotal:	71,936	186,273	258,209
B. Consultant Services			
Interactive TIP	-	9,600	9,600
Project Tracker (Maint. & Phase II)	-	30,000	30,000
Subtotal:	-	39,600	39,600
Total:	71,936	225,873	297,809



Task 5.0			
Estimated Budget Detail for FY 26			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	85,405	196,403	281,808
Subtotal:	85,405	196,403	281,808
B. Consultant Services			
Interactive TIP	-	9,600	9,600
Project Tracker (Maint. & Phase II)	-	45,000	45,000
Subtotal:	-	54,600	54,600
Total:	85,405	251,003	336,408



Task 5.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
Interactive TIP	Monthly maintenance and hosting for the MPO's Interactive TIP tool. The Interactive TIP is a tool that assists all TIP users, especially the public, to find and review TIP projects and to better keep track of the federal, state and local funds. Consulting services include database management, hosting of the Interactive TIP and data transfer from FDOT's Work Program.
Project Tracker (Maint. & Phase II) (Carryover)	Consultant services will be utilized to assist MPO staff in the creation of a project tool to monitor projects from the MTP to TIP. This tool would feature a database that would include scopes of work, cost estimates, etc.



Task 6.0 Regional Transfers

<u>Purpose</u>
To fund, in collaboration with regional partners, the maintenance of the SERPM transportation model to forecast regional travel patterns.
<u>Previous Work Completed</u>
Development and maintenance of the SERPM 9.0 model which the Southeast Florida MPOs used to develop their 2045 MTPs. Development and maintenance of the 2050 Regional Transportation Plan.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Fund, in coordination with regional partners (FDOT Districts Four and Six, the Miami-Dade TPO, and Palm Beach TPA), the development of SERPM. The SERPM model is the tool that the MPOs within Southeast Florida use to forecast future growth and transportation needs. SERPM is updated every five years to support the development of RTPs and MTPs, and other regional planning efforts. (Staff activities related to SERPM are contained in Task 3.0.) 	<ul style="list-style-type: none"> Fund the development of SERPM 10.0. 	<ul style="list-style-type: none"> Annually 2025 and 2026

Responsible agencies: Broward Metropolitan Planning Organization in consultation with the Florida Department of Transportation (Districts Four and Six), the Miami-Dade TPO, and the Palm Beach TPA.



Task 6.0				
Estimated Budget Detail for FY 25				
MPO Regional Activities Fund Transfers		FHWA		Total
		PL	SU	
2050 Regional Transportation Plan - Lead Agency: Miami-Dade TPO*				
Transfer to:	Miami-Dade TPO	166,666		166,666
Transfer from:	<i>Broward MPO</i>	<i>166,668</i>		166,668
Transfer from:	<i>Palm Beach TPA</i>	<i>166,666</i>		166,666
	Subtotal:	500,000	0	500,000
SERPM 10 Development - Lead Agency: FDOT D-4				
Transfer to:	FDOT (D-4)			
Transfer from:	<i>FDOT (D-6)</i>			
Transfer from:	Miami-Dade TPO			
Transfer from:	<i>Broward MPO</i>			
Transfer from:	<i>Palm Beach TPA</i>			
	Subtotal:			
	Task Total:	500,000	0	500,000
*Funds were transferred in FY 2023				



Task 6.0				
Estimated Budget Detail for FY 26				
MPO Regional Activities Fund Transfers		FHWA		Total
		PL	SU	
2050 Regional Transportation Plan - Lead Agency: Miami-Dade TPO*				
Transfer to:	Miami-Dade TPO	166,666		166,666
Transfer from:	<i>Broward MPO</i>	<i>166,668</i>		166,668
Transfer from:	<i>Palm Beach TPA</i>	<i>166,666</i>		166,666
Subtotal:		500,000	0	500,000
SERPM 10 Development - Lead Agency: FDOT D-4				
Transfer to:	FDOT (D-4)		250,000	250,000
Transfer from:	<i>FDOT (D-6)</i>			-
Transfer from:	<i>Miami-Dade TPO</i>		<i>100,000</i>	100,000
Transfer from:	**Broward MPO		85,000	85,000
Transfer from:	<i>Palm Beach TPA</i>		<i>65,000</i>	65,000
Subtotal:		0	500,000	500,000
	Task Total:	500,000	500,000	1,000,000
*Funds were transferred in FY23				
**Funds to be transferred under separate FPN#				



Task 6.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
SERPM 10 Development	Coordinate with regional partners (FDOT Districts Four and Six, the Miami-Dade TPO, and Palm Beach TPA) on the development of SERPM. The SERPM model is the tool that the MPOs within Southeast Florida use to forecast future growth and transportation needs. SERPM is updated every five years to support the development of regional and local transportation plans, and other regional planning efforts. For this UPWP cycle, FDOT District Four serves as the lead agency for SERPM development. The Broward MPO will transfer \$85,000 to FDOT District Four in FY 26 for this effort (see table above).



Task 7.0 Public Participation

<u>Purpose</u>		
To create opportunities for all segments of the public to learn and provide feedback about transportation issues, proposals, plans, programs, and projects, particularly those affected by the outcomes and/or those with special needs such as underserved communities, students, aging populations, and the transportation disadvantaged.		
<u>Previous Work Completed</u>		
Provided information and solicited public input on plans, programs, and projects and engaged stakeholders and members of the public through public meetings, community events, social media, e-blasts, newsletters, press releases, videos, and other methods. Some of the events (both in person and virtual) that have taken place include the Safe Streets Summit, Vision 2100 webinars, and Think Like a Planner, among others.		
<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Implement the MPO’s PPP for all tasks and activities identified in the UPWP by creating public awareness of the MPO plans and programs (through various forms of social media, participation in various MPO and partner events, training sessions and other methods), providing information (such as brochures, newsletters, maps, etc.), and collecting feedback (from the public and other stakeholders). Involve and educate the public in the development of transportation plans and programs such as the MTP, TIP, UPWP, RTP and other transportation related programs and plans. 	<ul style="list-style-type: none"> Produce communications media such as e-blasts, newsletters, press releases, graphics and renderings, videos (including drone footage), and broadcasts to highlight, provide information, and solicit feedback on MPO plans, programs, initiatives, activities and events. 	<ul style="list-style-type: none"> Monthly through June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Coordinate and host outreach events strategically designed to reach all segments of the population. In-person and virtual events take place throughout Broward County and include Think Like a Planner workshops, Museum of Discovery and Science mobile training bus, webinars, Vision 2100, etc. Carryover activity. 	<ul style="list-style-type: none"> Host education and outreach in-person and virtual events. 	<ul style="list-style-type: none"> Quarterly through June 2026
<ul style="list-style-type: none"> Administer, maintain, and publish regular updates to the MPO website. 	<ul style="list-style-type: none"> Update and maintain MPO communications tools (website and social media platforms). 	<ul style="list-style-type: none"> Monthly through June 2026
<ul style="list-style-type: none"> Speak Up Broward is the MPO’s grassroots approach to public participation that seeks out new, innovative means of interacting with and involving the public in the transportation planning process. Some of the successful methods and events that were undertaken as part of Speak Up Broward include E-Townhall meetings, community workshops, and the ambassador program. 	<ul style="list-style-type: none"> Develop and implement innovative public outreach through Speak Up Broward. 	<ul style="list-style-type: none"> Ongoing through June 2026
<ul style="list-style-type: none"> Host and provide support for various MPO events such as complete streets events which promote walking and biking and well-established major events such as the Safe Streets Summit. 	<ul style="list-style-type: none"> Coordinate the annual Safe Streets Summit. Coordinate annual biking outreach event. Coordinate annual walking outreach event. 	<ul style="list-style-type: none"> Feb 2025 & 2026 Mar 2025 & 2026 Oct 2025

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.



Task 7.0			
Estimated Budget Detail for FY 25			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	265,624	665,931	931,555
Subtotal:	265,624	665,931	931,555
B. Consultant Services			
Website Support	150,000	-	150,000
PIO Consultant	60,000	-	60,000
Speak Up Broward III	-	310,000	310,000
MODS Education Program	-	25,000	25,000
Public Outreach Support	-	165,000	165,000
Subtotal:	210,000	500,000	710,000
Total:	475,624	1,165,931	1,641,555



Task 7.0			
Estimated Budget Detail for FY 26			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	302,461	712,873	1,015,334
Subtotal:	302,461	712,873	1,015,334
B. Consultant Services			
Website Support	-	100,000	100,000
PIO Consultant	60,000	-	60,000
Speak Up Broward III	-	375,000	375,000
MODS Education Program	25,000	-	25,000
Public Outreach Support	-	50,000	50,000
Subtotal:	85,000	525,000	610,000
Total:	387,461	1,237,873	1,625,334



Task 7.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
Website Support (Carryover)	Ongoing hosting, support, and maintenance of the MPO's website.
PIO Consultant	Consultant will support the MPO's public involvement team and provide other guidance and support as requested to meet the needs of the public involvement team in real time.
Speak Up Broward III (Carryover)	Speak Up Broward continues to raise awareness about the MPO and its core products and fosters discussions to encourage feedback on transportation issues in Broward and the region. The primary emphasis of Speak Up Broward is to continue to provide a rigorous and far-reaching public engagement effort that involves those who live, work and play in Broward, including residents and businesses. The scope of work includes assisting the MPO with strategies, activities and tools such as E-Townhalls, Speakers Bureau and educational videos on MPO core products, programs and initiatives; support the MPO in a proactive and consistent presence on the MPO's existing social media platforms (Facebook, Twitter, Instagram, LinkedIn, YouTube); provide comprehensive and rigorous media and advertising; assist with website updates; assist the MPO in the evaluation of public outreach and communication efforts; develop project visualizations such as renderings and/or videos to showcase Broward MPO projects; and host an EV summit.
MODS Education Program (Carryover)	Collaborative effort with the Fort Lauderdale Museum of Discovery and Science to create an education program geared towards youth that focuses on current and future transportation issues facing our region.
Public Outreach Consultant (Carryover)	Consultant support for items such as educational efforts and events (Vision 2100, MTP, etc.) as well as technical support with various media projects, analysis of outreach efforts, and the development of an outreach guidebook.



Task 9.0 Local Activities

<u>Purpose</u>
To provide Broward County and municipal member governments with various transportation planning and advocacy services fully funded by respective member governments through interlocal agreements. This includes, through MTECC, an alternative method to project development and delivery with an emphasis on federally funded (often LAP) off-state highway system multimodal transportation and safety projects to help ensure equity between small and large member governments.
<u>Previous Work Completed</u>
Developed evaluation criteria, reviewed, ranked and submitted recommended program of municipal projects (for Cycle 1, 2, 3 and 4) to Broward County for Surtax funding as part of an interlocal agreement with the County, held multiple outreach and information gathering meetings with participating municipal governments as part of an interlocal agreement for transportation planning services, adopted Federal and State legislative priorities annually and worked with advocacy consultants to promote priorities in Washington D.C. and Tallahassee. An Interlocal Agreement between Broward MPO and MTECC was executed for Broward MPO support services for MTECC. Developed evaluation criteria, reviewed, ranked and submitted recommended program of municipal projects (for Cycle 1, 2, and 3) to Broward County for Surtax funding as part of an interlocal agreement with the County; held multiple outreach and information gathering meetings with participating municipal governments as part of an interlocal agreement for transportation planning services; adopted Federal and State legislative priorities annually and worked with advocacy consultants to promote priorities in Washington D.C. and Tallahassee.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> As per the interlocal agreement with the County for Transportation Surtax Services, develop/update project evaluation criteria and annually develop, review, rank, and submit a recommended program of municipal projects to the County for Surtax funding. 	<ul style="list-style-type: none"> Develop a process to accept new and unfunded existing projects to be ranked for potential Surtax funding. 	<ul style="list-style-type: none"> Annually in June



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
	<ul style="list-style-type: none"> Develop, review and rank Cycles 5 & 6 Surtax projects. 	<ul style="list-style-type: none"> Annually in June
<ul style="list-style-type: none"> Consultants to perform MPO Board- and Executive Committee-directed advocacy services in support of State and Federal legislative issues, transportation funding and other related issues. Consultants to provide regular legislative updates to the MPO Executive Committee and MPO Board. 	<ul style="list-style-type: none"> Promote Federal and State legislative priorities. 	<ul style="list-style-type: none"> Annually in June
<ul style="list-style-type: none"> Lead efforts to prepare, review, update and maintain interlocal agreements between the MPO, MTECC, FDOT, and member governments, as required, including legal support. Negotiate new tri-party MTECC LAP agreement with FDOT for use with municipal partners. Provide administrative support through staff and consulting resources consistent with MPO commitments to member governments. Provide various financial accounting and recordkeeping services through staff and consultant resources to ensure the proper expenditure of funding related to the services provided through the interlocal agreements. Provide overall administrative services and staffing to review and support the activities of the interlocal agreements. Provide contract and procurement support, guidance, and implementation consistent with all Federal, State and local laws, as applicable, as provided for in interlocal agreements. 	<ul style="list-style-type: none"> Host MTECC Board meetings including preparation of meeting space, staffing for meeting, agenda preparation, public notice, preparation of minutes, etc. for about six meetings per year. 	<ul style="list-style-type: none"> Six times per year through June 2026
<ul style="list-style-type: none"> Carry out activities, provide support and coordination between member governments, the MPO and MTECC. 	<ul style="list-style-type: none"> Participate in coordination meetings with MTECC, FDOT and member governments. 	<ul style="list-style-type: none"> Recurring thru June 2026



<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Provide updates to the MPO Executive Committee and MPO Board as necessary. 	Prepare and review interlocal agreements to support LAP delivery of Federally funded off-state highway system multimodal transportation and safety projects.	
<ul style="list-style-type: none"> • Provide technical assistance to Broward MPO Member governments for local activities such as, but not limited to, transportation masterplans, studies, and other technical assistance. 	<ul style="list-style-type: none"> • Provide ongoing technical assistance to MPO Member governments for local activities. 	<ul style="list-style-type: none"> • Ongoing thru June 2026

Responsible agencies: Broward Metropolitan Planning Organization in consultation with current and future parties to interlocal agreements, MTECC, FDOT and member governments.



Task 9.0				
Estimated Budget Detail for FY 25				
Budget Category and Description	LOCAL			Total
	Local Contribution	Surtax Services	MTECC Services	
A. Personnel Services				
Salary & Fringe		83,252	43,318	126,570
Subtotal:	-	83,252	43,318	126,570
B. Consultant Services				
State of Florida Advocacy	50,000			50,000
Federal Advocacy	120,000			120,000
Surtax Consultant		375,000		375,000
MTECC Consultant		-	75,000	75,000
Subtotal:	170,000	375,000	75,000	620,000
C. Travel				
Travel	7,500			7,500
Subtotal:	7,500	-	-	7,500
D. Other Direct Expenses				
Memberships	8,300	-		8,300
Refreshments	10,000			10,000
Expenses	-		2,000	2,000
Subtotal:	18,300	-	2,000	20,300
Total:	195,800	458,252	120,318	774,370



Task 9.0				
Estimated Budget Detail for FY 26				
Budget Category and Description	LOCAL			Total
	Local Contribution	Surtax Services	MTECC Services	
A. Personnel Services				
Salary & Fringe		-	46,621	46,621
Subtotal:	-	-	46,621	46,621
B. Consultant Services				
State of Florida Advocacy	50,000			50,000
Federal Advocacy	120,000			120,000
Surtax Consultant		-		-
MTECC Consultant			75,000	75,000
Subtotal:	170,000	-	75,000	245,000
C. Travel				
Advocacy Travel	7,500			7,500
Subtotal:	7,500	-	-	7,500
D. Other Direct Expenses				
Memberships	8,300			8,300
Refreshments	10,000			10,000
MTECC Expense		-	2,000	2,000
Subtotal:	18,300	-	2,000	20,300
Total:	195,800	-	123,621	319,421



Task 9.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
State of Florida Advocacy	Using its local contribution dollars, the MPO employs advocacy teams to monitor and influence State legislation with the goal being to enable favorable policy outcomes for the Broward region.
Federal Advocacy	Using its local contribution dollars, the MPO employs advocacy teams to monitor and influence Federal legislation with the goal being to enable favorable policy outcomes for the Broward region.
Surtax Consultant	The consultant will provide technical assistance to MPO staff with the objective evaluation and ranking of surtax projects for Broward County.
MTECC Consultant	Consultant will provide administrative support, including financial accounting, recordkeeping services, and procurement support consistent with the Interlocal Agreement between the MPO and MTECC to provide these services to MTECC.
C. Travel	
Advocacy Travel	Travel for advocacy purposes will be covered with local contribution dollars.
D. Other Direct Expenses	
Memberships	Memberships in various professional organizations such as the National Association of Regional Councils, the Association of Metropolitan Planning Organizations, and the National Grants Management Association, among others.
Refreshments	Local contribution dollars are used for purchasing refreshments at various meetings or events.
MTECC Expenses	Funds set aside for MPO to support direct expenses associated with various MTECC activities.

The background features a faded image of palm trees at the top and a bicycle at the bottom. A dark blue horizontal band is positioned across the middle. On the right side, there are three diagonal stripes in light blue, medium blue, and green, extending from the top right towards the bottom left.

E. Financial Tables



TABLE 1A
FY 2025 AGENCY PARTICIPATION

TASK	DESCRIPTION	FHWA	FTA	FDOT	COUNTY	CITY	CITY	HUD	FRA		STATE	LOCAL			TOTAL	CONSULTANT
		PL, SU, DG*	5305(d) & 5307	SOFT MATCH**	MATCH**	MATCH^	MATCH^^	HUD	FRA	MATCH****	CTD	CONTRIBUTION	SERVICES	MTECC	MINUS MATCH*	AMOUNT
GRANT																
1.0	MPO Administration	7,532,494	333,200	1,744,626											7,865,694	895,000
2.0	Data Collection and Analysis	822,061		181,309											822,061	276,500
3.0	Regional Planning	2,056,916	43,000	354,135											2,099,916	1,528,000
4.0	Community Planning	5,698,718	552,975	626,117	711,250	125,000	31,250	100,000	200,000	50,000	66,392			6,618,085	4,340,000	
5.0	Transportation Improvement Prog.	297,809		65,683										297,809	39,600	
6.0	Regional Transfers	-												-	-	
7.0	Public Participation	1,641,555		362,052										1,641,555	710,000	
LOCAL/NON-GRANT																
9.0	Local Activities											195,800	458,252	120,318	774,370	620,000
	TOTALS	18,049,553	929,175	3,333,922	711,250	125,000	31,250	100,000	200,000	50,000	66,392	195,800	458,252	120,318	20,119,490	8,409,100

* PL - Planning, SU - Surface Transportation (Urban Area), DG - Discretionary/Competitive Grant
 **FDOT Non-Cash Match - FHWA & FTA
 ***Broward County Match - Safe Streets for All
 ****Cities along the FEC and Broward Co. 20% local match for the Rail Crossing Elimination grant.
 ^ City of Fort Lauderdale 20% match for the Reconnecting Communities Grant
 ^^ City of Sunrise 20% match for the Sunrise (Josh Lee) grant.

TABLE 1B
FY 2026 AGENCY PARTICIPATION

TASK	DESCRIPTION	FHWA	FTA	FDOT	COUNTY	CITY	CITY	HUD	FRA		STATE	LOCAL			TOTAL	CONSULTANT
		PL, SU, DG*	5305(d) & 5307	SOFT MATCH**	MATCH**	MATCH^	MATCH^^	HUD	FRA	MATCH****	CTD	CONTRIBUTION	SERVICES	MTECC	MINUS MATCH*	AMOUNT
GRANT																
1.0	MPO Administration	6,169,553		1,360,723											6,169,553	795,000
2.0	Data Collection and Analysis	1,004,095		221,458											1,004,095	216,500
3.0	Regional Planning	2,839,088	-	295,342											2,839,088	2,189,495
4.0	Community Planning	4,510,821	498,200	608,999	293,157	250,000	31,250	100,000	200,000	50,000	66,392			5,375,413	3,019,154	
5.0	Transportation Improvement Prog.	336,408		74,196										336,408	54,600	
6.0	Regional Transfers^^	85,000		18,747										85,000	-	
7.0	Public Participation	1,625,334		358,475										1,625,334	610,000	
LOCAL/NON-GRANT																
9.0	Local Activities											195,800	-	123,621	319,421	245,000
	TOTALS	16,570,299	498,200	2,937,940	293,157	250,000	31,250	100,000	200,000	50,000	66,392	195,800	-	123,621	17,754,312	7,129,749

* PL - Planning, SU - Surface Transportation (Urban Area), DG - Discretionary/Competitive Grant
 **FDOT Non-Cash Match
 ***Broward County Match for SS4A
 ****Cities along the FEC and Broward Co. 20% local match for the Rail Crossing Elimination grant.
 ^ City of Fort Lauderdale 20% match for the Reconnecting Communities Grant
 ^^ City of Sunrise 20% match for the Sunrise (Josh Lee) grant.
 ^^^ Task 6.0, Regional Transfer in FY26 of \$85,000 to be transferred to a separate FPN# which reduces the FY26 SU amount to \$9,050,593.



TABLE 3A
FY 2025 OPERATING BUDGET

Budget Category and Description	FHWA			HUD	FRA	FTA		STATE	LOCAL	Total
	PL	SU	DG>	DG>	DG>	5305(d)	5307	CTD	Local	
Task 1.0 MPO Administration										
Personnel Services	934,109	2,038,429								2,972,538
Consultant Services	561,800	-				333,200				895,000
Travel & Training	-	150,000								150,000
Direct Expenses	-	3,848,156								3,848,156
Occupancy	-	796,161								796,161
Operation & Maintenance	-	644,402								644,402
Line of Credit Repayment		2,365,593								2,365,593
Furniture and Equipment > \$1,000	-	7,000								7,000
Furniture and Equipment > \$5,000	-	10,000								10,000
MPO Fleet Vehicle (Lease)	-	25,000								25,000
Task Total	1,495,909	6,036,585	-	-	-	333,200	-	-	-	7,865,694
Task 2.0 Data Collection & Analysis										
Personnel Services	86,949	458,612								545,561
Consultant Services	150,000	126,500								276,500
Task Total	236,949	585,112	-	-	-	-	-	-	-	822,061
Task 3.0 Regional Planning										
Personnel Services	108,766	370,150	50,000				43,000			571,916
Consultant Services	350,000	728,000	450,000				-			1,528,000
Task Total	458,766	1,098,150	500,000	-	-	-	43,000	-	-	2,099,916
Task 4.0 Community Planning										
Personnel Services	274,776	828,942	255,000	100,000	200,000		552,975	66,392		2,278,085
Consultant Services	675,000	575,000	3,090,000	-	-		-	-		4,340,000
Task Total	949,776	1,403,942	3,345,000	100,000	200,000	-	552,975	66,392	-	6,618,085
Task 5.0 Transportation Improvement Program										
Personnel Services	71,936	186,273								258,209
Consultant Services	-	39,600								39,600
Task Total	71,936	225,873	-	-	-	-	-	-	-	297,809
Task 6.0 Regional Transfers										
Transfers	-	-								-
Task Total	-	-	-	-	-	-	-	-	-	-
Task 7.0 Public Participation										
Personnel Services	265,624	665,931								931,555
Consultant Services	210,000	500,000								710,000
Task Total	475,624	1,165,931	-	-	-	-	-	-	-	1,641,555
Task 9.0 Local Activities										
Personnel Services									126,570	126,570
Consultant Services									620,000	620,000
Travel & Training									7,500	7,500
Direct Expenses									20,300	20,300
MTECC Expense									2,000	2,000
Memberships									8,300	8,300
Refreshments									10,000	10,000
Task Total	-	-	-	-	-	-	-	-	774,370	774,370
TOTAL BUDGET	3,688,960	10,515,593	3,845,000	100,000	200,000	333,200	595,975	66,392	774,370	20,119,490

> Discretionary Grant



TABLE 3B
FY 2026 OPERATING BUDGET

Budget Category and Description	FHWA			HUD	FRA	FTA		STATE	LOCAL	Total
	PL	SU	DG>	DG>	DG>	5305(d)	5307	CTD	Local	
Task 1.0 MPO Administration										
Personnel Services	922,007	2,257,609								3,179,616
Consultant Services	420,000	375,000								795,000
Travel & Training	-	150,000								150,000
Direct Expenses	-	2,044,937								2,044,937
Occupancy	-	796,870								796,870
Operation & Maintenance	-	566,660								566,660
Line of Credit Repayment		634,407								634,407
Furniture and Equipment > \$1,000	-	7,000								7,000
Furniture and Equipment > \$5,000	-	10,000								10,000
MPO Fleet Vehicle (Lease)	-	30,000								30,000
Task Total	1,342,007	4,827,546	-	-	-	-	-	-	-	6,169,553
Task 2.0 Data Collection & Analysis										
Personnel Services	209,696	577,899								787,595
Consultant Services	50,000	166,500								216,500
Task Total	259,696	744,399	-	-	-	-	-	-	-	1,004,095
Task 3.0 Regional Planning										
Personnel Services	160,633	338,960	150,000							649,593
Consultant Services	350,000	489,495	1,350,000							2,189,495
Task Total	510,633	828,455	1,500,000	-	-	-	-	-	-	2,839,088
Task 4.0 Community Planning										
Personnel Services	439,044	815,449	237,174	100,000	200,000		498,200	66,392		2,356,259
Consultant Services	589,020	494,682	1,935,452	-	-		-	-		3,019,154
Task Total	1,028,064	1,310,131	2,172,626	100,000	200,000	-	498,200	66,392	-	5,375,413
Task 5.0 Transportation Improvement Program										
Personnel Services	85,405	196,403								281,808
Consultant Services	-	54,600								54,600
Task Total	85,405	251,003	-	-	-	-	-	-	-	336,408
Task 6.0 Regional Transfers										
Transfers*	-	85,000								85,000
Task Total	-	85,000	-	-	-	-	-	-	-	85,000
Task 7.0 Public Participation										
Personnel Services	302,461	712,873								1,015,334
Consultant Services	85,000	525,000								610,000
Task Total	387,461	1,237,873	-	-	-	-	-	-	-	1,625,334
Task 9.0 Local Activities										
Personnel Services									46,621	46,621
Consultant Services									245,000	245,000
Travel & Training									7,500	7,500
Direct Expenses									20,300	20,300
MTECC Expense									2,000	2,000
Memberships									8,300	8,300
Refreshments									10,000	10,000
Task Total	-	-	-	-	-	-	-	-	319,421	319,421
TOTAL BUDGET	3,613,266	9,284,407	3,672,626	100,000	200,000	-	498,200	66,392	319,421	17,754,312

> Discretionary Grant

*Total SU funds allocated is \$9,135,593, however "Task 6.0 Regional Transfers" of \$85,000 of FY26 SU funds are being transferred to a separate FPN# which reduces the FY26 SU amount to \$9,050,593.



F. Appendices



Appendix A - Miami Urbanized Area/Transportation Management Area Map

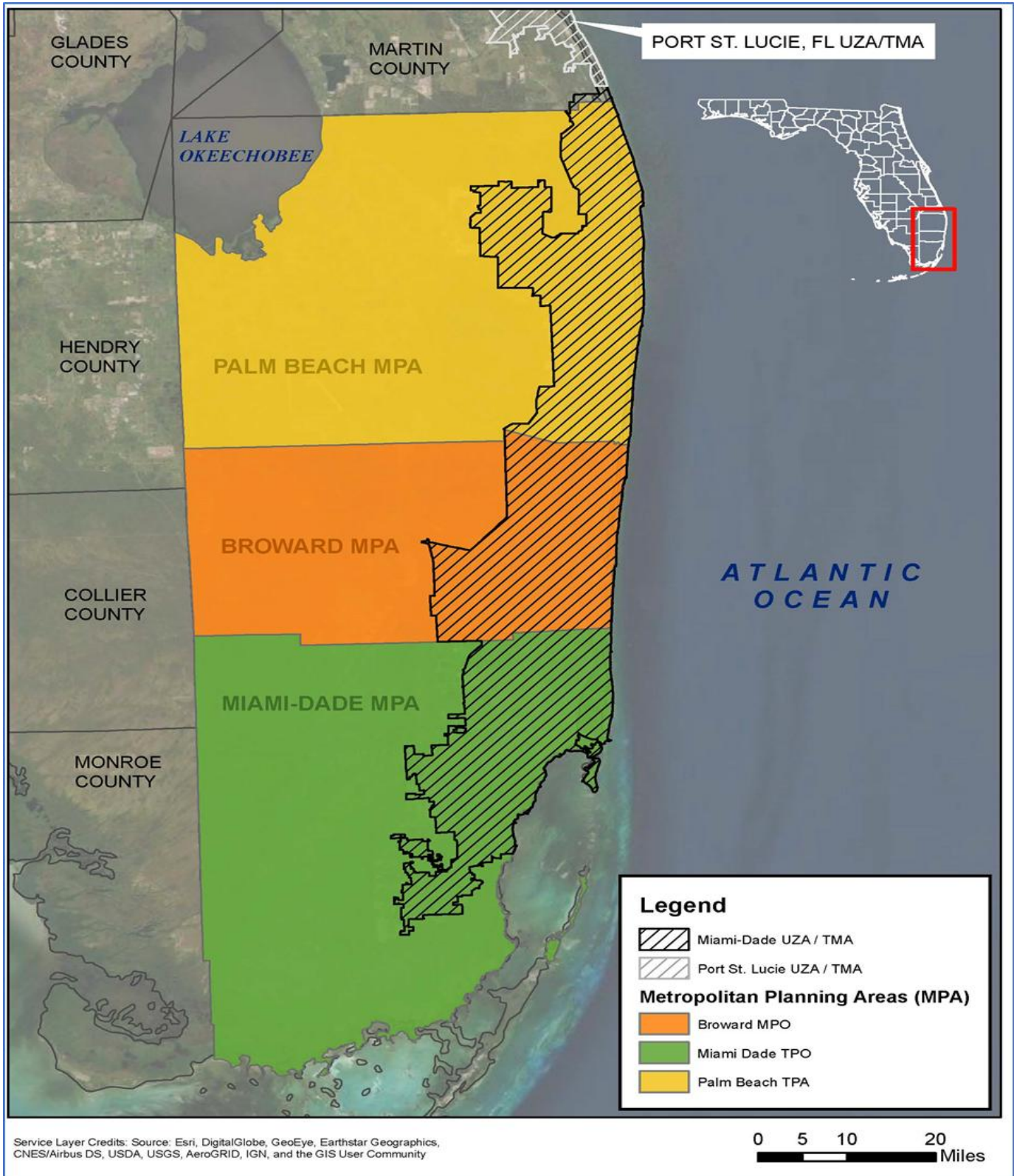



Figure 1 Miami Urbanized Area/Transportation Management Area



Appendix B - FHWA, FTA & FDOT Comments

 <p>Federal Highway Administration Federal Transit Administration</p>			
Florida Division Office 3500 Financial Plaza Suite 400 Tallahassee, Florida 32312 (850) 553-2201 www.fhwa.dot.gov/fdiv		Region 4 Office 230 Peachtree St. NW, Suite 1400 Atlanta, Georgia 30303 (404) 865-5600	
Planning Comments			
Document Name: Draft UPWP		MPO: Broward MPO	
Date of Document: 03/15/2024	Date Received: 03/15/2024	Date Reviewed: 04/02/2024	District: 4
Reviewed by: Erika Thompson			

COMMENTS

Page #	Comment Type	Comment Description	MPO Response
1	Critical	Please provide documentation verifying funding levels available to the MPO to FHWA and FTA prior to the final UPWP submission. If funding is overprogrammed, the UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts' Work programs for STBG levels.	The MPO, coordinating with the FDOT MPO Liaison, will verify this information and include documentation prior to final submittal.
2	Critical	The UPWP does not demonstrate that the 2.5% set-aside for Complete Streets is met for the MPO PL funds. Please revise the UPWP to identify how this requirement has been met.	The UPWP Task 4.0 for each budget year reflects the 2.5% PL set-aside for Complete Streets planning activities.
3	Critical	Page 79/Tables 1A and 1B: Provide the funding source (i.e. PL, SU, 5305, 5307, discretionary, etc.). Be sure to advise any agreements in place.	Tables 1A and 1B in the Financial Tables, Section E have been adjusted to include the requested information. Additionally, Tables 2A and 2B also contain this information. A listing of all Agreements is in Appendix F.
4	Critical	Have safeguards in place to ensure separation of funds and staff time, especially for Task 4 which includes many sources of funds on different contracts.	Each project/grant is set up with a separate account in the MPO's financial accounting system/Enterprise Resource Program (ERP) to ensure funds are not co-mingled.
5	Editorial	Is there a <u>Task 8</u> ? Why does the UPWP numbering of tasks go from 7 to 9, skipping 8?	This separation is intentional and meant to divide the Federal and State funded Tasks from the locally funded Task 9.0.
6	Critical	Funding source tables should document the total cost and the federal/nonfederal shares. The tables only illustrate the federal amounts; thus, the proportions are not verifiable.	Tables 2A and 2B in the financial tables in Section E include the requested information.



7	Critical	Any planning activities funded with 5307 and discretionary funds that will be applied to a FTA grant should be documented with the following information: sponsor, completed by, study/plan short title, programmed year, status (i.e. (bi-) annual, carried forward from xxx, new, underway, etc.), project schedule, brief scope of work/deliverables, funding source, and federal/nonfederal/total amounts. This information is needed to verify consistency with the applying agency's TrAMS application.	Budget tables including the requested information have been added to Tasks 3.0 and Task 4.0, as applicable. All information is consistent with TrAMS.
8	Critical	Broward County is currently an air quality attainment area; however, with EPA's rule published on February 2024, Broward County has been identified as not meeting the revised NAAQS for PM 2.5. Has the MPO given any consideration of how this would impact the MPOs activities and/or coordination needs?	MPO staff is aware of this development and is actively discussing it both internally and with its regional partners at SEFTC. Further, staff attends national training courses and seminars on topics such as greenhouse gas emissions.
9	Critical	If an activity was not completed within the prescribed target dates and the completion date rolled to another year, be sure to highlight the activity in the end products. Be sure to do the same for the associated funds.	Activities listed in the draft UPWP have not been rolled over from the current UPWP.
10	Critical	Please note that any equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review. Currently as drafted, this UPWP does not and will require this information to be submitted to FHWA for approval.	The MPO will provide more information and request prior approval of these equipment purchases before moving forward with them.
11	Critical	For TMAs all major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP (including corridor and sub-area studies in accordance with 23 CFR 450.318) regardless of source of funding or entity undertaking the work.	The MPO requests this information from the TAC members as part of the presentation of the draft UPWP and any projects submitted through this process are included in Appendix E.
12	Critical	When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	All comments from reviewing agencies along with MPO responses to the comments will be included in Appendix B in the final UPWP.
13	Critical	Confirm if the UPWP's previous budget was based on a partial apportionment or if the document was adjusted to reflect actual apportionment? If the budget is not based on a full apportionment, what actions are taken to ensure the full apportionment is programmed in the UPWP, when available?	The UPWP's previous budget was adjusted to reflect actual apportionment. MPO staff, working with the FDOT MPO Liaison, amends the UPWP to ensure the full apportionment is programmed in the UPWP, when available.



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

02/2024 – v6

UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Broward MPO**

UPWP Draft # or Date: **Draft #1**

Review #: **1**

Date of Review: **04/04/2024**

Reviewed By: **Maria Jaimes**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

Editorial: Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

Enhancement: Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with. A space for comments for each section is provided at the bottom of each section. **MPO responses have been highlighted under the comments in each section.**

UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: P.1 (Cover Page)**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: P.2**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: P.2**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: P.2**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: P.2**
- Correct State Fiscal Years? **Yes | If yes, page number: P.2**
- Statement of nondiscrimination? **Yes | If yes, page number: P.2**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: P.2**
- FINAL UPWP: Adoption date and space for revision dates? **Select response | If yes, page number: xx**

As previously discussed, the new FPN needs to be corrected to 439324-5.

As previously discussed, the new Federal Aid Project number should be "0058-062-M"

Editorial

MPO response: Both updated numbers have since been included in the UPWP.

Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: P.7**
- Organization and Management? **Yes | If yes, page number: P.20-25**
- UPWP Planning Task Pages? **Yes | If yes, page number: P.27-77**
- Funding Source Budget Table and Summary Budget Table? **Yes | If yes, page number: P.79-82**
- Definition of acronyms used in UPWP? **Yes | If yes, page number: P.86-87**
- District Planning Activities? **Yes | If yes, page number: P.88-89**
- Indirect Rate Approval (if required)? **Not Applicable | If yes, page number: N/A**

UPWP Review Checklist

Updated: 2/9/2024

Page 1 of 6



**Unified Planning Work Program (UPWP)
Review Checklist**

- o Cost Allocation Plan and Certificate of Indirect Cost in an appendix? **Not Applicable | If yes, page number: N/A**
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). **Yes | If yes, page number: P.62-65**
- DRAFT UPWP:
 - o A place for the signed Resolution adopting the final UPWP? **Yes | If yes, page number: P.2**
 - o A place for draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? **No | If yes, page number: xx**
 - o A place for the Cost Analysis Certification Statement? **Yes | If yes, page number: P.5**
 - o A place for the FHWA Certifications and Assurances? **Yes | If yes, page number: P.98-103**
- FINAL UPWP:
 - o The signed Resolution adopting the UPWP? **Select response | If yes, page number: Click or tap here to enter text.**
 - o The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? **Select response | If yes, page number: Click or tap here to enter text.**
 - o The signed Cost Analysis Certification Statement? **Select response | If yes, page number: Click or tap here to enter text.**
 - o The signed FHWA Certifications and Assurances? **Yes | If yes, page number: P.98-103**
 - o UPWP Comments? **Select response | If yes, page number: xx**
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? **Select response | If yes, page number: xx**

Regarding the Travel Policy, please include the MPOs updated travel policy along with the Board Action approving the MPOs travel policy.

Critical

MPO response: The MPO's travel policy along with the meeting minutes showing MPO Governing Board approval of this policy have been included in Appendix H of the UPWP.

Editorial

The District will provide the MPO with the updated District Planning Activities for inclusion in the Final UPWP. The District will provide the updated Cost Analysis Certification Statement for inclusion in the Final UPWP.

MPO response: The MPO will update the UPWP to include the abovementioned documents once provided by the District.

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? **Yes | If yes, page number: P.7**
- Overview of MPO's comprehensive transportation planning activities? **Yes | If yes, page number: P.8-10**
- Discussion of planning priorities, both MPO and local? **Yes | If yes, page number: P.10-11**
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". **Yes | If yes, page number: P.11**
- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____? **Yes | If yes, page number: P.12**
- Description of the public involvement process used to develop the MPO's UPWP? **Yes No Page number:P.13**



**Unified Planning Work Program (UPWP)
Review Checklist**

- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: P.13-14](#)
- Description of how the MPO’s UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: P.14-18](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: Click or tap here to enter text.](#)

[No comment](#) No comments.

MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: P.20-24](#)
- Discussion of agreements, including date executed:
 - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: P.24, 96](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | If yes, page number: P.96](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: P.96](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: P.96](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [Yes | If yes, page number: P.97](#)
- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): [Yes | If yes, page number: P.24-25](#)
 - MPO Bylaws: [Yes | If yes, page number: P.24-25](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: P.100](#)
 - Debarment and Suspension Certification? [Yes | If yes, page number: P.98](#)
 - Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: P.99](#)
 - Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: P.101](#)
 - Appendices A and E? [Yes | If yes, page number: P.102-103](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable | If yes, page number: N/A](#)

Regarding the ICAR Agreement, MPO should continue to work with FDOT and Broward County to update the agreement to the latest template provided by Central Office.

[Editorial](#)

MPO response: The MPO is currently in discussions with its partners and FDOT regarding the ICAR Agreement and seeks to execute an update to the Agreement once language has been agreed to by all parties.

[Choose a category](#)

Regarding the MPO having an approved indirect rate, P.12 states that the Broward MPO will reimburse actual costs, thus no indirect rate will be utilized.

Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes | If yes, page number: P.27-33](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: P.57-61](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: P.41-47](#)
- MPO Regional Activities Task (if required)? [Yes | If yes, page number: P.62-65](#)

[No comment](#) No comments.

Do each of the Work Element/Task Summary Pages include the following?



**Unified Planning Work Program (UPWP)
Review Checklist**

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? **Yes**
- Do the required activities list who will be completing the work? **Yes**
- Does each Task Sheet indicate who the responsible agency or agencies are? **Yes**
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? **Yes**
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **Yes | If yes, page number: p.77**

No comment No comments.

Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show de-obligated funds? **No**

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? **No**

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? **Yes | If yes, page number: P.80**

Does MPO **Administration Task** have a subcategory for:

- Personnel Services? **Yes | If yes, page number: P.30,31**
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. **Yes | If yes, page number: P.31**
- Travel? **Yes | If yes, page number: P.30,31**
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. **Yes | If yes, page number: P.30,31**
- Direct Expenses? **Yes | If yes, page number: P.30,31**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **No | If yes, page number: N/A**
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No | If yes, page number: N/A**
- Is Annual Audit expense included, if required? **Yes | If yes, page number: P.29**

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Yes**
- Direct Expenses (if needed)? **Yes**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **Not Applicable**
- Equipment (if needed)? **Yes**

Choose a category The MPO is not de-obligating any funds, therefore, they do not need to have a section in their UPWP Budget Table that shows de-obligated funds.
 Regarding the MPO having an approved indirect rate, P.12 states that the Broward MPO will reimburse actual costs, thus no indirect rate will be utilized.

MPO Regional Activities Task (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. **Yes | If yes, page number: P.63-64**



Unified Planning Work Program (UPWP) Review Checklist

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? Yes | If yes, page number: P.63-64
Show amounts to be transferred by the MPO to other agencies (if applicable)? Yes | If yes, page number: P.63-64
Show amounts to be received by the MPO from other agencies (if applicable)? Not Applicable | If yes, page number: N/A
Show activities the funds are being used for? Yes | If yes, page number: P.62-65
Do all participating MPOs use identical:
- Descriptions of the activities to be completed Yes | If yes, page number: P.62-65
- Task name, activity description(s), and budgeted funds Yes | If yes, page number: P.62-65

No comment No comments.

Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

No

Total Year 1 contract amounts:

- DRAFT UPWP:
- PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet total should not include estimated amount to be de-obligated from the previous FY)? Yes | If yes, page number: P.79,80
- STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? Yes
- Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Yes
FINAL UPWP:
- PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Select response
- STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Select response
- Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) Select response
Does the Funding Source Budget Table include soft match amounts? Select response

Critical

As previously discussed, please ensure that all numbers (including rounding) are summarized accurately and consistent with Budget Details Tables. (P.79-80 Total should be \$16,881,548)

MPO response: The MPO will ensure that this is done in the final document.

Total Year 2 contract amounts:

- DRAFT UPWP:
- PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Yes | If yes, page number: P.79,80
- STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? Yes
FINAL UPWP:
- PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? Select response
- STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) Select response
Does the Funding Source Budget Table include soft match amounts? Select response

No comment No comments.



**Unified Planning Work Program (UPWP)
Review Checklist**

Since the UPWP is the "Scope of Service" for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [Select response](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [Select response](#)

[Choose a category](#) [Click here to enter comments](#)

Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[Select response](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Critical As previously discussed, please ensure that all numbers (including rounding) are summarized accurately and are consistent with [Budget](#) Details Tables. (Year 1 total should be \$16,881,548)

MPO response: The MPO will ensure that this is done in the final document.

General UPWP Comments



Critical *See FHWA/FTA comments on additional attachment.*

MPO response: The MPO will include both the FHWA/FTA comments as well as MPO responses in the final UPWP document.

Critical *As previously discussed, please ensure that the UPWP clearly identifies the IJA 2.5% PL set aside for Complete Streets Planning. The MPO has addressed this and updated their UPWP to include the 2.5% PL set aside for Complete Streets Planning.*

MPO Response: The UPWP Task 4.0 for each budget year reflects the 2.5% PL set-aside for Complete Streets planning activities.

Critical *As previously discussed, for transparency purposes, the MPO should include language in their UPWP regarding the MPO Float for administrative support.*

MPO response: Detail on the MPO Line of Credit Repayment has been added to the text and budget tables in Task 1.0.

[Choose a category](#) [Click here to enter comments](#)





Appendix C – Acronyms

ACES	Automated/Connected/Electric/Shared-use Vehicles	FFR	Federal Financial Reporting
ACS	American Community Survey	FHWA	Federal Highway Administration
ADA	Americans with Disabilities Act	FLMA	Federal Land Management Agency
BCT	Broward County Transit	FPN	Financial Project Number
BMPO	Broward Metropolitan Planning Organization	FS	Florida Statutes
BUILD	Better Utilizing Investments to Leverage Development	FTA	Federal Transit Administration
CAC	Citizens’ Advisory Committee	FTAC	Freight Transportation Advisory Committee
CFR	Code of Federal Regulations	FTP	Florida Transportation Plan
CMP	Congestion Management Process	GFSU	Cares Act Surface Transportation Program Urban Funds
COOP	Continuity of Operations Plan	GIS	Geographical Information System
CPG	Consolidated Planning Grant	GSA	General Services Administration
CSAC	Complete Streets Advisory Committee	IT	Information Technology
CSMP	Complete Streets Master Plan	JPA	Joint Participation Agreement
CSLIP	Complete Streets and other Localized Initiatives Program	LAP	Local Agency Program
CTC	Community Transportation Coordinator	LCB	Local Coordinating Board
CTD	Florida Commission for the Transportation Disadvantaged	LEP	Limited English Proficiency
DBE	Disadvantaged Business Enterprise	LOS	Level of Service
DOD	U.S. Department of Defense	MMPL	Multimodal Priorities List
DS	State Primary Highways and PTO	MPO	Metropolitan Planning Organization
EJ	Environmental Justice	MPOAC	Metropolitan Planning Organization Advisory Council
ETDM	Efficient Transportation Decision Making	MPR	Milestone Progress Report
FAP	Federal Aid Project	MTECC	Metro Transportation Eng. & Construction Cooperative
FAST	Fixing America’s Surface Transportation Act	MTP	Metropolitan Transportation Plan
FDOT	Florida Department of Transportation	NTD	National Transit Database
FEC	Florida East Coast	O&D	Origin & Destination



PBTPA	Palm Beach Transportation Planning Agency	SU	Surface Transportation Program Urban Funds
PD&E	Project Development & Environment	TAC	Technical Advisory Committee
PEA	Planning Emphasis Area	TAM	Transit Asset Management
PEL	Planning and Environment Linkages	TD	Transportation Disadvantaged
PL	Planning	TDM	Transportation Demand Management
PTAP	Planning Technical Assistance Program	TDP	Transit Development Plan
PPP	Public Participation Plan	TDSP	Transportation Disadvantaged Service Plan
RSA	Roadway Safety Audit	TIGER	Transportation Investment Generating Economic Recovery
RTP	Regional Transportation Plan	TIP	Transportation Improvement Program
RTTAC	Regional Transportation Technical Advisory Committee	TOD	Transit Oriented Development
SEFTC	Southeast Florida Transportation Council	TPO	Transportation Planning Organization
SERPM	Southeast Regional Planning Model	TSM&O	Transportation System Management and Operations
SFRTA	South Florida Regional Transportation Authority	UPWP	Unified Planning Work Program
SIS	Strategic Intermodal System	USC	United States Code
SS4A	Safe Streets and Roads for All	VMT	Vehicle Miles Traveled
STRAHNET	Strategic Highway Network	VPI	Virtual Public Involvement



Appendix D - FDOT District Four Planning Activities FY25 & FY26

Planning Activities:

1. Strategic Intermodal System (SIS) Planning
2. Interchange Reviews
3. State Highway System Corridor Studies
4. Systems Planning and Reviews
5. Freight Planning and Reviews
6. Travel Demand Model Development - Maintenance and Support
7. Federal Functional Classification (including Urban Boundary Updates)
8. Traffic Characteristic Inventory Program
9. Roadway Characteristics Inventory
10. GIS Application Development and System Maintenance
11. Promoting and Coordinating Safety for all Modes of Transportation, including Bicycle and Pedestrian
12. Transportation Alternatives Program Development
13. Complete Streets Studies
14. Modal Development and Technical Support
15. Commuter Services
16. ETDM/Community Impact Assessment
17. Growth Management Impact Reviews
18. Annual Traffic Count Program
19. Resiliency
20. Land Use (Consistency throughout state, county, and local municipalities)
21. Transportation System Management and Operation (TSM&O)



FDOT District Four will undertake Planning Activities consistent with the following goals, in no particular order:

- The Seven goals of the Florida Transportation Plan (FTP), which include:
 - Safety & Security
 - Infrastructure
 - Mobility
 - Choices
 - Economy
 - Community
 - Environment
- The **2024 Florida Planning Emphasis Areas** (published by USDOT in the December 30, 2021 Letter) which include:
 - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
 - Equity and Justice40 in Transportation Planning
 - Complete Streets
 - Public Involvement
 - Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
 - Federal Land Management Agency (FLMA) Coordination
 - Planning and Environment Linkages (PEL)
 - Data in Transportation Planning
- The FDOT Secretary’s list of the “vital few” agency emphasis areas, which include:
 - Safety
 - Workforce Development
 - Technology
 - Communities
 - Resiliency
 - Robust Supply Chain





Appendix E - Broward County Agencies Planning Activities (Non-MPO)

City of Fort Lauderdale

Community Shuttle Planning and Restoration

The City of Fort Lauderdale (City received \$150k from the Federal Transit Administration's (FTA) Route Planning Restoration Program to develop a Transit Needs Assessment Report. The report will assess shifts in travel behavior and transit needs of the community in the aftermath of the COVID-19 pandemic, as well as explore solutions that align the City's Community Shuttle service with the changing transit demand to recover ridership. The project will be completed by December 2025.

New River Crossing Analysis

The City of Fort Lauderdale received grant funding of \$974k through the Regional Infrastructure Accelerator program for technical assistance with the New River Crossing project. The scope of the project is limited to economic development, environmental review, equity/public benefit, property impacts, and traffic. The study will analyze four possible alternatives for crossing the New River in downtown Fort Lauderdale including a new low-level bascule bridge, a mid-level bascule bridge, a high-level fixed bridge, and a tunnel. The project will be completed June 30, 2026.

Sidewalk Master Plan

The City of Fort Lauderdale programmed \$150,000 in their annual budget to complete a Citywide Sidewalk Gap Master Plan. The plan helps to further define what is needed to accomplish the Fast Forward Fort Lauderdale 2035 Vision Plan that prioritizes the vision of having a multimodal transportation network. This plan will create a prioritized implementation plan of needed sidewalk gaps to be filled based on public input and quantitative measures such as proximity to transit, parks, schools, volume of vehicle traffic and safety data. The project will be completed in October 2024. This information will then be used to prioritize funding requests for implementation including local, county, state and federal sources.



Urban Core Mobility Master Plan

The Fort Lauderdale City Commission identified a priority to create a downtown urban core where residents and guests can move around safely without a vehicle. This plan will focus on the Downtown Regional Activity Center and identify implementation strategies to transform the densifying downtown urban core into a place where there are safe mobility options to get around including policy and construction measures. The City is allocating \$250,000 of local funds beginning in FY24 to begin the project which will be completed by the end of December 2025.



Broward County Transit (BCT)

1. Broward County Transit (BCT) Transit Development Plan (TDP)

Project Description: Broward County Transit (BCT) conducts a major update of its Transit Development Plan (TDP) every five years and a progress report annually. This plan is BCT’s strategic vision with a Ten-Year horizon. It assesses the current transit system, evaluates existing and future needs, prioritizes future projects, and services, and creates a vision for transit in Broward County. In addition to defining the transit vision for BCT, the TDP ensures BCT’s eligibility for State Transit Block Grant funding from the Florida Department of Transportation (FDOT).

The FY2025-34 TDP will be the Annual Update, and will include the following:

- Comparison of the previous year’s accomplishments to the original implementation plan
- Analysis of any discrepancies between the plan and its implementation for the past year, and steps that will be taken to attain original goals and objectives.
- Any revisions to the implementation program for the coming year
- An implementation program for the new tenth year
- A revised financial plan addressing 10 years of costs and revenues, and
- A revised list of projects or services needed to meet the goals and objectives, including unfunded projects.

Project Cost: \$100,000 (local funds)

Schedule: 2023/2024

2. Broward County Transit (BCT) Comprehensive Operational Analysis (COA) and Service Optimization.

Project Description: Broward County Transit (BCT) is developing a Comprehensive Operational Analysis (COA) and Service Optimization between 2023-2024. The COA is justified based on changes in ridership, development, population and employment patterns, and funding. This COA will be the first comprehensive review of service conducted in 2010. The Service Optimization portion will address many of the new developments in and across the transit industry. In addition, it



will guide potential realignments and service adjustments to local routes that connect with premium transit service corridors identified as part of BCT’s Premium Mobility Plan (PREMO). The study will assess satisfaction with current BCT services (fixed-route, express, Breeze, paratransit, and community shuttle), identify areas for improvement, and provide specific service recommendations to improve the design and delivery of service. This is expected to gain/attract new riders in addition to retaining current riders. The COA will include an on-board survey that will provide input for evaluation of BCT operations, service design, equipment, and facility requirements for three-time horizons; near-term, mid-term and long-term. These efforts will address and provide direction for the agency specific to service expansion and delivery, equipment requirements, staffing and facility needs, implementation plan and phasing.

Project Cost: \$ 2,000,000 (local funds)

Schedule: 2022/23 – 2023/24

3. Broward County Transit (BCT) General Planning Consultant Services (GPC)

Project Description: Broward County Transit (BCT) has executed two (2) contracts for General Planning Consultant Services (GPC) for a maximum five (5) year term. GPC services provide BCT with additional professional consultant support for a wide variety of tasks needed for the optimal planning, operations, and management of BCT services. BCT’s GPC include, but are not limited to, the following areas of expertise:

- Transportation Planning and Program Support
 - Capital project planning and development.
 - Transportation planning, analysis, and performance measurement
 - Environmental planning
- Operations
- Maintenance and Capital Facilities
- Paratransit
- Specification/Project Research and Development
- Information Technology Systems (ITS)
- Customer Service/Marketing



- Fixed Asset Management Systems
- Rail Section Support
- Systems Safety and Security

Project Cost: \$ 10,000,000 (local funds)

Schedule: 2021/22 – 2025/26

4. Broward County Transit (BCT) Transit Systemwide Study, Planning, and Preliminary Design

Project Description: Broward County Transit (BCT) has executed a contract with WSP USA, Inc. to conduct a Transit Systemwide Study, Planning, and Preliminary Design. The effort is divided into four (4) distinct tasks:

- The Transit Systems Plan identified a comprehensive and prioritized program of premium transit projects for further corridor development and environmental analysis. The Transit Systems Plan, now branded the Preliminary Mobility Plan (PREMO), set the vision for Broward County’s investment in a network of countywide premium transit services that provide modern convenient mobility that is attractive, safe, reliable, and frequent. The premium transit services include commuter rail, light rail transit (LRT), bus rapid transit (BRT) and high frequency bus (HFB). The network includes:
 - - Broward Commuter Rail – South
 - Oakland Park Boulevard BRT
 - Airport – Seaport – Convention Center LRT
 - Downtown Connection LRT
 - Broward Boulevard LRT
 - US 441/SR 7 BRT
 - Powerline Road BRT
 - University Drive BRT
 - Commercial Boulevard BRT
 - Sunrise Boulevard BRT
 - Sample Road HFB
 - Hollywood Boulevard HFB
 - US 1/Federal Highway South HFB
 - US 1/Federal Highway North HFB
 - Atlantic Boulevard HFB
 - Sheridan Street HFB
 - Dixie Highway HFB
 - Transit Corridor Implementation Study advances the premium corridors development into the environmental analysis and preliminary engineering/design phase.



- Countywide Rail Implementation develops preliminary engineering and associated architectural/urban concepts for rail segments identified in PREMO.
- Project Management and Technical Support provides professional consultant support for planning, coordination, engineering/design, construction specifications, review of technical documents/studies and other support services related to advancing premium corridors towards design.

Project Cost: \$ 10,600,000 (local funds)

Schedule: 2021/22 – 2024/2025



Appendix F - Agreements Currently in Effect

- (1) Interlocal Agreement for the Creation of Metropolitan Planning Organization: Execution dated July 1977 – March 2000, 1st amendment - February 2001; 2nd amendment – December 2002; new Interlocal Agreement – November 2003; amendment to add City of West Park – June 2005; amendment to increase the Board membership from nineteen (19) to twenty-five (25) – February 2016.
- (2) Interlocal Agreement between the Broward MPO and the City of Fort Lauderdale for Administrative Services dated October 8, 2015, amended October 17, 2017, amended August 3, 2022, amended July 13, 2023. This agreement is for administrative services provided to the MPO from the City of Fort Lauderdale.
- (3) Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (TP # 525-010-03) between the Florida Department of Transportation, the Broward MPO, Broward County Board of County Commissioners, the South Florida Regional Planning Council and the SFRTA: Execution date – November 20, 2007.
- (4) Tri-county Interlocal Agreement for the creation of the SEFTC for Regional Transportation Planning and Coordination in South Florida– January 2006; amendment – September 2009; amendment July 2011.
- (5) Metropolitan Planning Organization Agreement (G2Y15): Effective July 1, 2024 through June 30, 2026. This agreement expires and is replaced every two years and is for the allocation of FHWA/PL, STP/STBG/SU, and GFSU funds to the MPO.
- (6) Public Transportation Grant Agreement (G2167), execution date – February 1, 2022; effective until December 31, 2025. This agreement is for the allocation of 5305d funds to the MPO.
- (7) Florida Commission for the Transportation Disadvantaged Planning Agreement: Executed annually on July 1 and effective until June 30. This agreement is for the allocation of TD funds to the MPO.
- (8) Interlocal Agreement for Transportation Surtax Services between the Broward MPO and Broward County Board of County Commissioners: executed April 25, 2019; amended September 19, 2019; amended March 22, 2021; effective until December 31, 2024. This agreement is for the allocation of Surtax Funds to the MPO to cover Surtax Services provided to the County.



- (9) Memorandum of Understanding between Southeast Florida MPOs and FDOT Districts 4 & 6 for Southeast Regional Planning Model (SERPM) related activities, executed October 14, 2019, effective January 1, 2020, through December 31, 2024.
- (10) Interlocal Agreement for the Creation of The Metro Transportation Engineering and Construction Cooperative (MTECC): recorded May 31, 2022, amended September 8, 2022.
- (11) Interlocal Agreement for MTECC Administrative and Support Services between the Broward MPO and the Metro Transportation Engineering and Construction Cooperative (MTECC): executed October 13, 2022.
- (12) Subrecipient Agreement between Broward MPO and the City of Fort Lauderdale for the Downtown Fort Lauderdale Mobility Hub Project – Northern Expansion: executed November 2, 2023.
- (13) Grant Agreement between the United States Department of Transportation, Federal Highway Administration (FHWA) and the Broward MPO for the Fiscal Year 2022 Safe Streets and Roads for All Grant Program: executed July 4, 2023.
- (14) First Amendment to Subrecipient Agreement between Broward MPO and the South Florida Regional Transportation Authority for Fare Interoperability: executed April 11, 2024.
- (15) FY 2023 Community Project Funding Grant Agreement between Broward MPO and the Department of Housing and Urban Development: executed April 22, 2024.
- (16) Interlocal Agreement between the Broward MPO and the Town of Davie for Administrative Services dated July 24, 2024. This agreement is for administrative services provided to the MPO from the Town of Davie.
- (17) Memorandum of Understanding between Broward MPO and FDOT for Administrative Disposition of Assets, executed April 25, 2023.



Appendix G - Statements & Assurances

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

525-010-08
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 Broward MPO 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 Broward MPO 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: Frank C. Ortis
Title: MPO Chairman (or designee)

February 8, 2024
Date



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

525-010-08
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 Broward MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Broward MPO, 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 Broward MPO 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: Frank C. Ortis
Title: MPO Chairman (or designee)

February 8, 2024
Date



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 Broward MPO 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 Broward MPO, 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 Broward MPO, in a non-discriminatory environment.

The Broward MPO 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: Frank C. Ortis
Title: MPO Chairman (or designee)

February 8, 2024 _____
Date



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

525-010-08
POLICY PLANNING
05/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Broward MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Broward MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Name: Frank C. Ortis
Title: MPO Chairman (or designee)

February 8, 2024

Date



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

525-010-08
POLICY PLANNING
05/18

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate; and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.



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STATEMENTS AND ASSURANCES**

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- (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)



Appendix H - Broward MPO Travel Policy & Approval

9.2 TRAVEL

Effective Date: September 1, 2021

PURPOSE / POLICY

The Broward MPO travel policy applies to all MPO employees, interns, MPO Board Members and other travelers traveling on official business paid for by the Broward MPO.

Travelers traveling on official business for the Broward MPO must exercise sound judgment in determining both the need for travel and in expenditure of resources. MPO's Travel Policy is designed to comply with [2 CFR Part 200, Subpart E – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Cost Principles](#). In compliance with Federal guidelines, all costs must be reasonable, allowable and necessary.

PROCEDURE

1. Under no circumstances are travelers on Broward MPO business permitted to accept gratuitous upgrades to first class if the situation would conflict with other provisions of this Policies and Procedures Manual.
2. Pre-planning by management and travelers to obtain advance registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.
3. Travel, whether by public transportation, privately owned automobile or a for-hire conveyance, shall be over the most direct, practical, and economic route. Any deviations from a direct route must be explained on the voucher and approved by the Executive Director or designee.
4. Travel and Training Guidelines

All travel covered by this policy must be for the direct benefit of the Broward MPO. All Travelers are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Travelers whose travel expense will be reimbursed by an outside agency must so indicate on the appropriate form designated by MPO's Executive Director or designee.

a. Pre and Post-Travel Accountability

1. Although travel costs have been included in the Broward MPO budget. Travelers shall obtain written approval to travel, attend meetings, etc., before making any commitment to pay registration fees, to purchase a transportation ticket or to incur any other cost. Each traveler shall complete a Travel Authorization Form (Authorization Form) for estimated individual expenses and submit it to the Executive Director or designee. A meeting program or brochure shall be attached to the Authorization Form. In no event shall an Authorization Form be submitted for approval unless funds to pay the proposed travel are available in the applicable Unified Planning Work Program Task.
2. In an emergency when the traveler cannot obtain prior written authorization, verbal approval will be obtained, and travel documents shall be completed immediately upon the traveler's return to work.
3. When the Authorization Form has been approved and funds certified as available, the traveler is then authorized to be absent from work, to incur expense and to be reimbursed, (but not in excess of the Authorization Form without further approval), and to initiate invoices to prepay room deposits, registration or tuition fees, and tickets on common carriers.
4. Within seven (7) business days of completing travel (or as otherwise directed by the MPO Executive Director or designee) the traveler will submit a Travel/Business Expense Report (Expense Report). Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the Expense Report. All items for which a receipt cannot or was not obtained must be explained in writing. Any item without a receipt, other than straight per diem for meals and incidentals, is subject to denial. Miscellaneous expenses must be itemized. Completed Expense Reports should be submitted to the Executive Director or designee.
5. The Executive Director or designee should review the Expense Report before approving and obtain explanation on any questionable item. If costs exceed the amount of expense authorized by the



appropriate official, and the traveler requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Executive Director or designee. All Expense Reports must be submitted to the Executive Director or designee, within ten (10) working days of completing travel (or as otherwise directed by the MPO Executive Director or designee).

6. The Executive Director or designee will review the expenses for acceptability. If additional information is needed for approval, the Expense Report shall be returned to the traveler for revision.
- b. Transportation
 1. Travelers are expected to use the travel mode that is most advantageous to the MPO. This would include using bus or airport van service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location).
 - c. Private Vehicles
 1. Whenever travel is by a privately owned vehicle, the traveler shall be entitled to a mileage allowance at the prevailing Internal Revenue Service (IRS) rate. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement. For travel outside the MPO boundary (Broward County), mileage shall be allowed per the IRS Mileage Rate. Vicinity mileage necessary for the conduct of official business is allowable, but must be shown as a separate item on the Expense Report. Travelers deviating from the most direct route will have to bear the extra cost. By order of the Governor, no traveler will drive a vehicle without first fastening his/her seat belt and ensure that the other occupants also comply.
 2. Travelers will be held responsible for any damages resulting from negligence, including but not limited to talking on cell phones, running red lights, other traffic citations, etc.
 - d. Taxicabs and Other Ground Transportation
 1. Reimbursement for taxicabs/ridesharing services to and from airports, train stations, etc., will be made only when receipts are provided.
 2. The use of coach class trains and other public transportation is a reimbursable alternative. Travelers must demonstrate that it is the most economical form of transportation, considering cost and time of travel. First/business class trains are subject to the same rules as airlines.
 - e. Car Rentals
 1. Prior approval must be received from the appropriate official if the traveler must rent a car. Car rentals must be mid-size or smaller unless there is appropriate business justification for use of a larger vehicle. Any upgrades must be paid by the traveler and will not be reimbursed by the MPO. Unless otherwise instructed by the MPO Executive Director or designee, travelers on MPO business who rent vehicles shall purchase rental insurance – should this insurance be not included in the State of Florida rental contract.
 - f. Airline
 1. Airline reservations may be acquired if approved by the appropriate official and should be made with at least a 14-day advance purchase for better pricing. The Executive/Administrative Assistant or the traveler may book the reservations. Air Travelers shall attach the purchase receipt with itinerary to the Expense Report.
 2. Airfare costs in excess of the basic least expensive unrestricted accommodations class (economy) offered by commercial airlines are unallowable except when such accommodations would:
 - a. Require circuitous routing;
 - b. Require travel during unreasonable hours;
 - c. Excessively prolong travel;
 - d. Result in additional costs that would offset the transportation savings; or
 - e. Offer accommodations not reasonably adequate for the Traveler’s medical needs. The Traveler must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.



3. Baggage fees charged by commercial carriers to transport personal luggage or business materials/equipment are reimbursable. Receipts for baggage fees are required. Reimbursement for more than one bag requires justification. Additional fees, such as overweight baggage charged by the airline, are not reimbursable unless supported with a business justification.
4. Airlines may have optional fees/upgrades that are not included in the base airfare such as preferred seating and priority boarding. These are considered personal preferences for the traveler and will not be reimbursed. Optional fees may appear in “bundle” packages that also include allowable charges. If the allowable charges cannot be clearly separated, then the entire cost of the bundle package will not be reimbursed.
5. Reimbursable Local Travel
 - a. Travelers within the MPO service area (Broward County) shall not be reimbursed for lodging unless extenuating circumstances exist and then only when justifiable cause is documented in writing and approved by the Executive Director or designee. Mileage shall be based on the shorter distance from one’s home or the MPO offices. Travelers must complete an Expense Report to be reimbursed for local travel mileage. Reimbursement shall be at the prevailing IRS rate.
6. Lodging
 - a. Lodging rates may vary in different areas traveled to, but all expenditures must be reasonable. Travelers should utilize the [GSA lodging rates](#) (published by locality and month) as a reasonableness guide in selecting hotel accommodations. Nightly rates in excess of the GSA lodging rates must be justified on the Expense Report (for example, a lower rate may be unavailable in the vicinity of where a business meeting is conducted, or in order to secure accommodations within the guidance a traveler would incur transportation charges making the lower rate accommodation uneconomical, etc.). Travelers may accept the conference rate while staying at a hotel that is hosting the conference. The approving official is responsible for the reasonableness of amounts authorized. Any excessive charges will be subject to denial at the Executive Director’s discretion.
 - b. When lodging is not paid in advance, the traveler must seek exemption from Florida tax on hotel room rentals. All travelers will be provided a MPO Tax Exempt Certificate. If the hotel does not honor the tax exemption, please indicate on your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the traveler if exemption was available.
7. Meals and Tips
 - a. Travelers who engage in daily, routine travel are not reimbursed for meals. Reimbursement for meals and tips does not require receipts and is based on [GSA Per Diem Rates](#) (published by locality). Alcoholic beverages are not reimbursable.
 - b. The traveler should claim the meals and incidental (M&I) per diem rate corresponding to their destination of travel, or use the standard rate for the State if specified rates for their location are not specified.
 - c. First & Last Day of travel – On the first and last day of travel, Travelers should claim the amount noted by the GSA (which is equal to 75% of the total daily per diem).
 - d. M&I Total - The full daily amount may be claimed for a single calendar day of travel when that day is neither the first nor last day of travel.
 - e. If breakfast, lunch or dinner is provided by the airline, hotel, seminar, etc., then value of the meal provided must be deducted from that day’s per diem, using the value of the meal in the GSA schedule.
 - f. Specific reimbursement for tips is also unallowable since it is included in the M&I per diem.
 - g. When meal cost exceeds the allowed maximum meal allowance, the difference may be supplemented with local funds. The decision of whether to do so will be made by the Executive Director and is subject to the availability of funds.
8. Other
 - a. Registration fees for functions related to Broward MPO business may be reimbursed when a traveler is expected to attend due to the nature of the position.
 - b. Out-of-State travel by personal or rental vehicle, in excess of 1,000 miles for the round trip, requires prior



written approval by the Executive Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, in route expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of economy or coach airfare will not be reimbursed without approval by the Executive Director. Travel time in excess of the most advantageous mode of travel to the Broward MPO will be chargeable as PTO to the traveler(s).

- c. Dry cleaning, laundry and pressing services are reimbursable when official travel extends beyond seven (7) days, but only if reasonable and necessary for the traveler to complete their official business portion of the trip and supported by receipts.
- d. Unallowable expenses include toiletries, newspapers, movies, etc.



Consent Item 1.

Broward Metropolitan Planning Organization
Meeting Date: 04/11/2019

REQUESTED ACTION:

MOTION TO APPROVE Amendments to the Broward MPO Personnel Manual

WHAT THIS ACTION ACCOMPLISHES:

Approval of this action will amend the MPO's Personnel Manual in order to establish consistent, reasonable, and accountable standards to record and control the cost of business-related travel and allow MPO employees on official travel to be reimbursed on a per diem basis using the federal rates provided by the U.S. General Services Administration (GSA).

SUMMARY EXPLANATION/BACKGROUND:

On September 11, 2014, the MPO Personnel Manual was amended to clarify the mileage and per diem rates that would apply to MPO and non-MPO staff traveling on official MPO business. The amendment referenced the GSA Tier 1 per diem rates and Internal Revenue Service (IRS) mileage rates, which change periodically to adjust for inflation. Although this amendment addressed some of the issues with the per diem and mileage rates, additional modifications are needed. Proposed amendments to the travel policy of the MPO Personnel Manual corrects the following issues:

- **Meals and Incidental (M&I) Per Diem** - The MPO currently uses a GSA per diem rate for meals and incidentals that is applicable when the business traveler's **primary destination** is a city in Florida without a specified rate. The proposed revision would utilize the per diem rate corresponding to their destination of travel, or use the standard rate for the state if specified rates for their location are not specified.
- **First & Last Day of Travel** - The current policy does not specifically address the first day of travel. The proposed revision would apply GSA's guidance of 75% of the daily per diem rate for the first and last day of travel consistently.
- **Lodging Per Diem** - The MPO's current policy states, "That expenses may vary in different areas traveled to, but all expenditures must be reasonable." Reasonable is subjective. The current practice has been to use the conference lodging rate to denote reasonableness. The proposed revisions use GSA-published rates by location as a reasonableness guide.

In addition to the above, the amendments provide general clarity and consistent language throughout the travel policy.

To simplify the process for MPO staff and non-staff alike, and create consistency for the cost reimbursement process, MPO staff proposes fully adopting the GSA travel policy for per diem. This would standardize the process for establishing per diem rates for M&I, first and last day of travel, and lodging. As a result, MPO staff and non-staff on official business travel will be reimbursed on a per diem basis using the Primary Destination rates found on the GSA Web site (available here:



<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for M&I, First and Last Travel Dates and Lodging. The use of IRS Mileage Rates (available here: <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019>) would remain unchanged.

With the adoption of these revisions, staff will prepare additional training materials to supplement the policy with practical guidance for common situations. For the amended MPO Personnel Manual, which incorporates the changes described above, please see Attachments 1 (with proposed amendments shown on pages 8 through 15) and 2 (clean copy).

MPO STAFF RECOMMENDATION(S):

MPO staff recommends *approval* of the amendments to the MPO Personnel Manual. Questions and comments will be addressed at the meeting.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact John Robertson at (954) 876-0042 or robertsonj@browardmpo.org.

Attachments

1. Personnel Manual (With Proposed Amendments Shown)
 2. Personnel Manual (Clean Copy)
-



Broward Metropolitan Planning Organization
April 11, 2019
Page 12

Commissioner Belvedere addressed flyovers, asking that Staff look at two facilities on SR 7 and Sample Road that have negative impacts on connectivity.

CONSENT ITEMS
(All Items Open for Public Comment)

1. MOTION TO APPROVE Amendments to the Broward MPO Personnel Manual

Motion made by Vice Chair Caletka, seconded by Deputy Vice Chair Ortis, to approve. In an electronic vote, the **motion** passed 23-0.

ACTION ITEMS
(All Items Open for Public Comment)

1. DISCUSSION AND MOTION(S) Regarding the Interlocal Agreement for Transportation Surtax Services

Mr. Stuart explained that the interlocal agreement (ILA) is a five-year contract for prioritization of municipal projects to be funded by the transportation surtax. It also establishes a program similar to CSLIP to which municipalities may apply; however, in the case of the surtax, funding will become available within its first fiscal year.

Angela Wallace, representing the Broward County Attorney's Office, advised that modifications have been made since the draft ILA was first made to the MPO's Executive Committee. Since the passage of the surtax, the County Attorney's Office has met with the MPO as well as with several municipalities.

Because many of the municipal projects involve maintenance and resurfacing and would not fall within the categories prioritized by the MPO, the agreement would allow the MPO to prioritize the 506 projects that provide connectivity and reduce traffic congestion based on available funding, while using other available funds to address maintenance and rehabilitation. It has been noted, however, that there may be some opposition to this proposal.

Ms. Wallace explained that the agreement previously approved by the Executive Committee has been modified so 709 projects would remain as part of the MPO prioritization outlined in the agreement. There are no terms in the current agreement that would establish the MPO's prioritization process. The ILA would, however, identify funding through which the MPO would hire staff, obtain space, acquire technology, and begin developing the application process for prioritization. This change would be reflected in a potential amendment to the existing ILA that was approved in fall 2018 if a majority of municipalities approve. Most maintenance and rehabilitation projects would take place farther into the future.

Ms. Wallace continued that the scope of services in the existing ILA would not establish a methodology or criteria by which the MPO would review, rank, or prioritize projects. In