



PALM BEACH Transportation Planning Agency

FY 2021 & FY 2022 UNIFIED PLANNING WORK PROGRAM

Adopted May 2020

Maia G. Marino

TPA Chair

REVISION	TYPE	DATE
#1	Modification	11/05/2020
#2	Amendment	3/18/2021
#3	Modification	8/11/2021

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(Metropolitan Planning)

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This report was prepared in cooperation with our funding partners including United States Department of Transportation Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission on Transportation Disadvantaged, Palm Beach County and in coordination with other participating governments.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or translation services, free of charge, or for complaints, questions or concerns about civil rights, please contact: Melissa Murray at 561-725-0813 or email MMurray@PalmBeachTPA.org. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



Florida Department of Transportation

605 Suwannee Street
Tallahassee, FL 32399-0450

525-010-06
POLICY PLANNING
1/18

Cost Analysis Certification

Palm Beach TPA

Unified Planning Work Program - FY 2021/22

Modified 8/11/2021

Revision Number: Revision 3

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: Marsha Taylor

Planning Specialist, District 4
Title and District

Signature

8/17/2021



Executive Summary

The Palm Beach Metropolitan Planning Organization, doing business as the Palm Beach Transportation Planning Agency (TPA), is responsible for administering the federal transportation planning process in all of Palm Beach County. The TPA is part of a larger South Florida urbanized area referred to as the Miami FL Urbanized Area (UZA) that also includes the Miami-Dade Transportation Planning Organization (TPO) and the Broward Metropolitan Planning Organization (MPO).

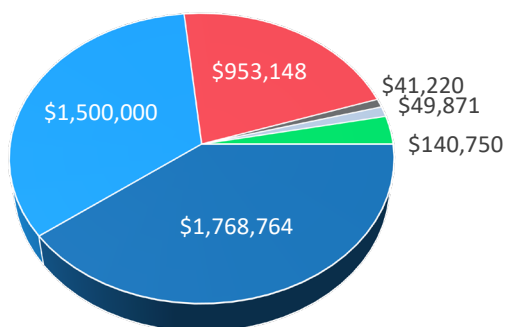
The TPA's foundation for the transportation planning process is based largely on the development of a Long Range Transportation Plan (LRTP) that is updated every five years. The LRTP seeks to accommodate projected transportation demands by allocating anticipated revenues to projects and programs as guided by community values. The LRTP is implemented through adoption of a five-year Transportation Improvement Program (TIP) that is updated annually. The TIP allocates funds to projects by Fiscal Year (FY). The TPA Governing Board adopted the current 2045 LRTP on December 12, 2019 and the FY 2020-2024 TIP on June 20, 2019.

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning activities to be carried out by the TPA and other agencies. The program is guided by the TPA's vision, the goals, objectives and targets set forth in the LRTP, the federal planning factors and state Planning Emphasis Areas (PEAs). The UPWP includes a description of the planning work and resulting products, responsible agencies, schedules, costs and funding sources for the two-year period. Throughout the document, FY 21 refers to the period from July 1, 2020 to June 30, 2021 and FY 22 refers to the period from July 1, 2021 to June 30, 2022.

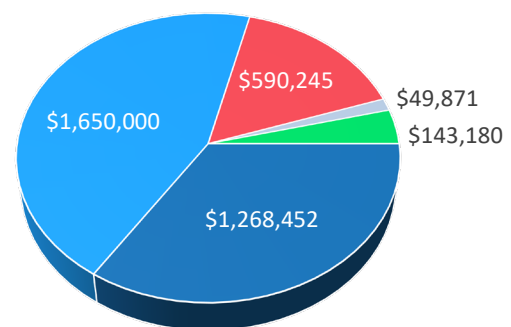
The TPA receives 95 percent of its planning funds through grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA and FTA planning grant funds not expended in prior fiscal years are carried forward into the current fiscal year. FHWA planning funds require an 18.07% non-cash match and FTA funds designated for transit-supportive planning activities require a 20% match, both of which are primarily provided by the Florida Department of Transportation (FDOT) in the form of toll revenue expenditures on a statewide basis. The Florida Commission for Transportation Disadvantaged (CTD) provides funding for the TPA to plan transit service for the transportation disadvantaged. The TPA also receives local funds from the members on the TPA Governing Board for activities and expenses ineligible for grant reimbursement.

The projected revenues by funding source for FY 2021 and FY 2022 are shown below.

FY 2021 Revenues - \$4,453,753



FY 2022 Revenues - \$3,701,748



Note: Funds shown above represent only cash funds available to the TPA and do not include FDOT non-cash (soft) match to FHWA and FTA funds or local non-cash (soft) match to FTA Funds



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Introduction

The Unified Planning Work Program (UPWP) identifies the Palm Beach Transportation Planning Agency's (TPA) transportation planning activities for the two-year period starting July 1, 2020 through June 30, 2022, using the state of Florida's fiscal year (FY) timeframes. The UPWP is guided by the TPA's vision of a safe, efficient, connected and multimodal transportation system. The UPWP includes a description of planning work and resulting products, responsible agencies, schedules, costs and funding sources. The development of the UPWP included a "call for ideas" on work activities from stakeholders, partners and citizens through the TPA's advisory committees.

The TPA's mission to collaboratively plan, prioritize and fund transportation is carried out pursuant to 23 U.S.C. §134, 49 U.S.C. §5303, 23 C.F.R. §450 Subpart C, and Section 339.175, Florida Statutes. Please note that all eligible expenses will be reimbursed on an actual cost basis and therefore an indirect rate will not be utilized. The TPA is in an air quality attainment area and does not anticipate completing any non-attainment planning activities.

FHWA provides funding for transportation planning activities with a required investment of local matching funds. 23 U.S.C. §120 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, (with the exception of 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 being utilized to match the FHWA PL and SU funding in the UPWP is 18.07% of FHWA program funds for a total of \$1,364,619 and the "soft match" amount being utilized to match the FTA funding in the UPWP is 20% of FTA program funds for a total of \$303,412.

A small amount of FTA funding has been carried forward from federal fiscal year 2019. FDOT is providing a 10% cash match for these funds in the UPWP for a total of \$41,220 and local stakeholders are providing a 10% in-kind (soft) match in the form of TPA Governing Board and committee participation in the planning process. The TPA also receives funding from the Florida Commission on Transportation Disadvantaged (CTD) to implement transportation disadvantaged planning activities.

Continuing

Many TPA planning activities are continuing from previous efforts, as highlighted below.

- The TPA performs continuing public engagement activities;
- The current LRTP was adopted by the TPA in December 2019 and amended in February 2020. The TPA monitors and updates the LRTP as necessary in coordination with participating agencies, stakeholders and the public;
- The TPA assists local government agencies in evaluating, identifying and prioritizing funds for multimodal infrastructure projects that increase safety and access for all users;
- The TPA coordinates with Palm Tran and SFRTA in planning transit services and performing updates to their Transit Development Plans (TDP) in order to select projects for inclusion in the Transportation Improvement Program (TIP);
- The TPA continuously monitors all federally required and supplement local performance measures and identifies potential projects and strategies to achieve selected targets;
- The TPA reviews the Strategic Intermodal System (SIS) cost feasible plan for consistency and potential inclusion in the TPA's LRTP and TIP;
- The TPA reviews transportation projects using the Efficient Transportation Decision Making (ETDM), Electronic Review Comments (ERC), Multimodal Checklist and other processes.



Comprehensive

The planning activities of the TPA are comprehensive in addressing all modes of transportation (including walking, biking, transit, commercial vehicles, personal vehicles, etc.) and the manner in which they serve users of all ages and abilities.

Cooperative

The TPA cooperates with many participating agencies within Palm Beach County (PBC) and on a regional and statewide level to establish a safe, efficient, connected and multimodal transportation system. The following are a list of entities that the TPA interacts with throughout the year:

- Federal Agencies: Federal Highway Administration, Federal Transit Administration
- State Agencies: Florida Department of Transportation, Florida Commission on Transportation Disadvantaged, Florida Department of Environmental Protection, Florida Department of Economic Opportunity
- MPO Agencies: Florida MPOAC, Southeast Florida Transportation Council, Miami-Dade TPO, Broward MPO, Martin County MPO, St. Lucie, TPO, and Indian River County MPO
- Local Governments: Palm Beach County and PBC Municipalities
- Transit Agencies: Palm Tran, South Florida Regional Transportation Authority
- Airports and Seaports: Port of Palm Beach District, PBC Airports, Boca Raton Airport Authority
- Regional Planning Councils: TCRPC, SFRPC
- Education Agencies: School District of Palm Beach County, FAU, PBSC, PBAU, Lynn University, Keiser University
- Private Transportation Companies: FEC Railway, Brightline/Virgin Trains USA, CSX Railway, Tropical Shipping, Uber, Lyft, Bird, Lime, Jump, etc.
- Private Business Organizations: Economic Council, Business Development Board, Chambers of Commerce



Planning Area

The TPA is part of the Miami FL UZA/TMA with the primary planning area being the whole of Palm Beach County as identified in Figure 1. For context, a map of the entire Miami UZA/TMA is included in Appendix B.

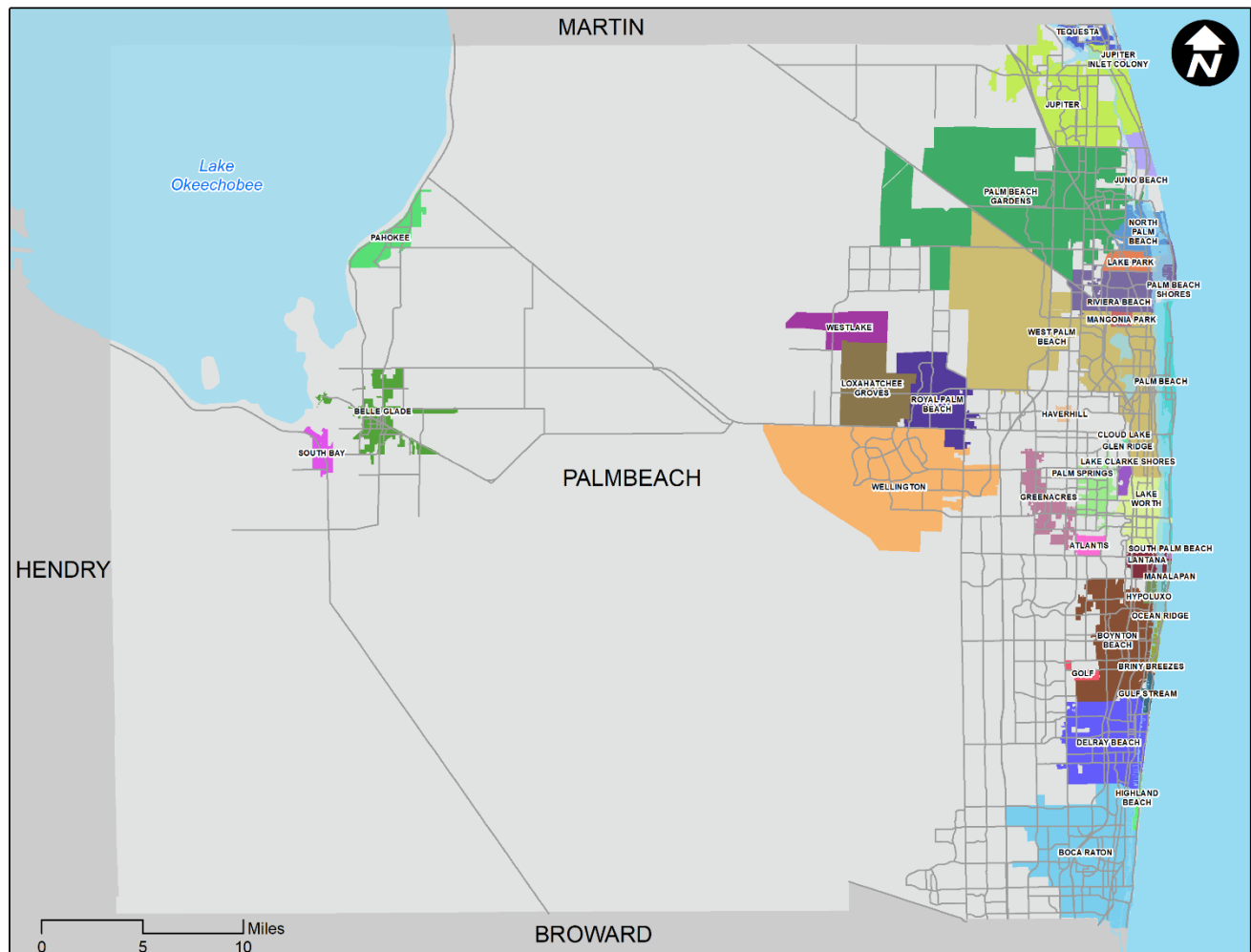


Figure 1 - Palm Beach TPA Planning Area

Planning Priorities, Emphasis Areas and Factors:

The prime objective of the UPWP is to aid in the development and maintenance of a coordinated transportation system plan. The UPWP is further designed to produce required work products to serve several purposes:

- To progress toward selected performance measure targets through guided transportation decision making for desired transportation system performance outcomes;
- To aid federal and FDOT modal agencies in reviewing, monitoring and evaluating the transportation planning process in metropolitan areas;
- To aid in advancing multimodal transportation planning on a regional and system wide level;
- To improve the effectiveness of transportation decision making by guiding various jurisdictions in their individual planning efforts to ensure the efficient use of resources; and



- To develop a regional approach to transportation planning that guides the various transportation planning participants and ensures an integrated transportation analysis.

To facilitate this end, the TPA has oriented the UPWP around its vision statement:

- A safe, efficient, and connected multimodal transportation system

FDOT Planning Emphasis Areas:

In addition, FDOT has issued the following Planning Emphasis Areas (PEAs):

- Safety - As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years. The UPWP commits the TPA to report on and monitor their progress against our adopted safety performance measures, and to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their our safety challenges. The TPA is working actively to identify safety needs in its priority list, TIP and LRTP, it is conducting and partnering on stand-alone safety studies for areas or corridors, or it is raising safety considerations within modal planning elements.
- System Connectivity - Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals.
 1. Make our economy more competitive
 2. Increase opportunities for access to transit and other modes
 3. Provide a more efficient and mobile transportation system
 4. Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

The TPA emphasizes connectivity to serve the unique needs of its urban and non-urban jurisdictions by coordinating with member jurisdictions on both infrastructure and future land use planning to augment connectivity. The TPA also works to ensure continuity on those facilities that link to other metropolitan and non-urban or rural areas. Finally, the TPA highlights multimodal linkages that are supportive of both passengers and freight because a connected network supports users traveling by a variety of modes, including first and last mile linkages.

- Resilience - With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

The TPA considers both the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the LRTP in administering the planning process. The TPA also addresses resilience as a consideration within all of its planning documents. The TPA coordinates with agency partners responsible for natural disaster risk



reduction, or who may be developing local resilience planning initiatives. Finally, the TPA considers the additional costs associated with reducing vulnerability of the existing transportation infrastructure to ensure that its planning documents are ultimately more realistic and cost-effective.

- **ACES (Automated/Connected/Electric/Shared-use) Vehicles** - According to FHWA, “Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/ AV usage.”

The TPA supports innovative technologies and business practices to advance the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, the TPA is working to address the challenges and opportunities presented by ACES vehicles.

Figure 2 provides a matrix of how the PEAs are reflected in the TPA’s UPWP work activities.

UPWP Work Task	Safety	System Connectivity	Resilience	ACES (Automated/ Connected/ Electric/ Shared-Use) Vehicles
1. Engage the Public	•	•	•	•
2. Plan the System	•	•	•	•
3. Prioritize Funding	•	•	•	•
4. Implement Projects	•	•	•	•
5. Collaborate with Partners	•	•	•	•
6. Administer the Agency	•	•	•	•
7. Transfers to Other Agencies	•	•	•	•

Figure 2 - State Planning Emphasis Areas Matrix



Federal Planning Factors:

Finally, the FAST Act identified the following 10 planning factors to be considered by the TPA in developing the tasks and activities of the UPWP:

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 stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Figure 3 below shows a matrix of how the 10 Federal Planning Factors are integrated into the UPWP work tasks.

UPWP Work Task	Federal Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1. Engage the Public	•	•	•	•	•	•	•	•	•	•
2. Plan the System	•	•	•	•	•	•	•	•	•	•
3. Prioritize Funding	•	•	•	•	•	•	•	•	•	•
4. Implement Projects	•	•	•	•	•	•	•	•	•	•
5. Collaborate with Partners	•	•	•	•	•	•	•	•	•	•
6. Administer the Agency	•	•	•	•	•	•	•	•	•	•
7. Transfers to Other Agencies	•	•	•	•	•	•	•	•	•	•

Figure 3 - Federal Planning Factors Matrix



Public Participation Process

The TPA continues to prioritize an increased emphasis on public engagement to promote greater awareness of TPA functions and increase information and analysis of TPA projects and programs. The TPA presents at public meetings, participates in outreach events, and provides comprehensive information on the TPA's website (www.PalmBeachTPA.org).

The TPA's Public Participation Plan (PPP) guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement.

The UPWP was developed in cooperation with federal, state and regional transportation agencies, county departments and local municipalities and considers input gathered from the public during the continuing, comprehensive and coordinated (3-C) transportation planning process.



Organization and Management

The TPA's Governing Board consists of twenty-one (21) members: five (5) county commissioners, fifteen (15) elected officials from the thirteen (13) largest municipalities and (1) commissioner from the Port of Palm Beach. The TPA Governing Board is responsible for providing overall policy and direction for transportation planning and serves as the coordination mechanism with various state agencies for transportation and land use plans.

The TPA's Operating Procedures facilitate efficient conduct by the Palm Beach TPA Governing Board and its advisory committees as it collaboratively plans, prioritizes, and funds the transportation system for Palm Beach County. The TPA Governing Board also coordinates with all MPO's in the state through the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and its committees. The MPOAC is composed of an elected official and staff director from each MPO in the state and serves as a forum to discuss transportation issues and provide advice and input into FDOT plans and programs. Interaction with the local municipalities occurs through the TPA Governing Board, advisory committees as well as through comprehensive planning activities.

In performing these functions, the TPA Governing Board is served by three advisory committees. FDOT has non-voting members on the TPA Governing Board and advisory committees.

- Technical Advisory Committee (TAC) - Comprised of representatives with technical expertise in transportation from state, county and municipal departments who are involved in transportation planning and engineering.
- Citizens Advisory Committee (CAC) - Comprised of citizens reflecting a broad cross-section of local residents including minorities, elderly, and handicapped individuals with an interest in the development of a safe, efficient and cost-effective transportation system.
- Bicycle Trailways Pedestrian Advisory Committee (BTPAC) - Comprised of county and municipal planners; school district; health department; disabled community; and bicycle advocacy groups selected from a variety of disciplines in order to address the comprehensive effort in implementing bicycle and pedestrian infrastructure and initiatives.

The TPA is the Designated Official Planning Agency (DOPA) for the Palm Beach County Transportation Disadvantaged (TD) program. The TPA administers the TD Local Coordinating Board (LCB), an advisory body to the Florida Commission for TD (CTD), and identifies local service needs, provides information, advice and direction to the PBC Community Transportation Coordinator (CTC) on coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System.

The TPA Governing Board is also a member of the Southeast Florida Transportation Council (SEFTC), overseeing regional transportation planning activities for the Palm Beach TPA, Broward MPO and the Miami-Dade TPO in Southeast Florida.

The TPA has executed the following required agreements to facilitate the transportation planning process.

- MPO Interlocal Agreement between all voting members of the TPA Governing Board and FDOT - October 9, 2015 (creates the TPA and apportions membership)
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement between the TPA, FDOT, TCRPC, SFRTA, the Port of Palm Beach and Palm Beach County - April 21, 2008 (coordination of multimodal transportation planning and comprehensive plans)
- MPO Agreement between the TPA and FDOT - June 23, 2020 (provides FHWA planning funds from July 1, 2020 to June 30, 2022)



- Public Transportation Grant Agreement between the TPA and FDOT - April 1, 2019 (provides FTA planning funds from April 1, 2019 to December 31, 2023, with a new agreement anticipated to be executed no later than June 30, 2021).
- TD Planning Grant Agreement between the TPA and the CTD - July 1, 2020 (provides state CTD planning funds to accomplish the duties and responsibilities of the DOPA as set forth in Chapter 427, F.S., Rule 41-2 from July 1, 2020 to June 30, 2021, with a new agreement anticipated to be executed no later than July 31, 2021).
- SEFTC Interlocal Agreement as amended - January 9, 2006 (regional transportation planning and coordination in South Florida)
- SEFTC Memorandum of Understanding - October 4, 2019 through December 31, 2024 (coordination of Southeast Regional Planning model related activities)

Required Certification Statements and Assurances

In response to relevant laws and regulations governing the use of federal and state grants, the TPA has included the following certification statements and/or assurances:

- Federal and/or state funds are not being used for lobbying.
- Federal funds are not being used for procurement from persons who have been debarred or suspended, in accordance with the provisions of 49 Code of Federal Regulations Part 29, subparts A through E.
- The TPA provides an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.
- The TPA has adopted and maintains a Title VI - Nondiscrimination Policy and program.

The certification statements and assurances are included in Appendix C.

Available Funding

To accomplish the tasks and activities identified in the UPWP, the TPA has identified the following available funding sources by fiscal year.

Funding Source	FY 21	FY 22
FHWA PL Carry Forward Funds	\$312	-
FHWA PL Deobligation Funds from FY 20	\$500,000	-
FHWA PL New Allocations	\$1,268,452	\$1,268,452
FHWA SU Funds for Planning	\$1,500,000	\$1,650,000
FTA 5305(d) encumbered but unspent prior year funds	\$329,758	-
FTA 5305(d) New Allocations	\$623,390	\$590,245
FDOT 10% Cash Match for prior year FTA funds	\$41,220	-
Florida CTD Funds	\$49,871	\$49,871
TPA Member Dues	\$140,750	\$143,180
Total Funds Available:	\$4,453,753	\$3,701,748



Work Program

The Work Program consists of tasks required to carry out the 3-C transportation planning process, guided by the TPA's adopted mission and vision statements.



Annual and multi-year activities, deliverables and estimated completion dates are identified within each task. Each task is budgeted individually with funding amounts identified by source.



Figure 4 - Work Program Tasks

Additionally, the planning activities to be performed by FDOT in District 4 are shown in Appendix D. Please note that FDOT has elected not to identify deliverables, completion dates, funding sources or amounts for their planning activities. Instead, FDOT noted that the list is representative of (but shall not constrain) the typical planning activities that are performed by FDOT District Four on either a continuous basis, or intermittently as needed, using State and Federal funds authorized for Planning purposes. Finally, FDOT noted that their activities may be undertaken at any time during the two-year UPWP cycle at the discretion of District Four based on identified need.



Task 1 - Engage the Public

Purpose

Enable and encourage public awareness and input into the transportation planning and project prioritization process.

Previous Work

Staff routinely presents to and gathers feedback from local community groups, business organizations, and conferences; conducts educational workshops; and participates in community outreach events, local project outreach activities, and events and initiatives to promote safety and alternative modes of transportation. Examples include Vision Zero workshops, safety fairs and events; Florida Mobility Week; Walk-to-School Day; Bike to-Work Week/Day events; and a free bike valet service to encourage safe bicycling and reduce traffic congestion during the region's largest festival.

Continuing activities include creation and distribution of an e-newsletter, *Transportation Matters*. Issues are directly distributed by email and additionally posted to the TPA website to enhance accessibility and to allow use of the website's font size adjustment and Google Translate features. The e-newsletter includes announcements of news items, events, public review and comment opportunities for draft documents, and public meetings of the TPA and partner agencies including those for specific projects. Additional activities include maintenance and enhancements to the TPA website, use of the TPA social media platforms, creation and distribution of online and print publications, and Title VI and disadvantaged business enterprise (DBE) monitoring.

Task 1 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A	Monitor public participation at TPA Board and advisory committee meetings and other outlets	Public Involvement Activity Report	Monthly
B*	Present information and seek input from local governments, chambers of commerce, civic organizations, neighborhood associations, etc. to ascertain infrastructure and service needs to support economic development, promote community health, enhance safety and grow travel and tourism	Presentations	As needed
C*	Distribute concise and relevant TPA information electronically	Email Newsletters	Twice monthly
D*	Solicit public input via social media	Social media postings	Weekly
E	Monitor public participation plan performance measures and targets	Report Card	Annually
F	Advertise the LRTP, TIP, etc. in accordance with federal regulations, state guidelines and the PPP	Advertisements	As required



Activity		Deliverable(s)	Completion Date
G*	Conduct surveys, administer focus groups, and capture interactive electronic data to maximize public input	Surveys, Summaries, Data	As needed
H*	Monitor and update the TPA website with current events, meeting agendas, reports, etc.	Updated website	Biweekly
I*	Prepare outreach materials for various planning initiatives (i.e. videos, print material, etc.), including alternate formats upon request	Targeted outreach materials	As needed
J*	Participate and coordinate with SEFTC and partner agencies for regional public participation	Meeting attendance	As needed
K	Monitor countywide statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the TPA programs and activities	Data summaries	Annually
L	Attend Title VI, ADA and public involvement training	Completed training	Annually
M	Monitor ADA and Title VI compliance and process all complaints	Monitoring report	Annually

Responsible Agency: Palm Beach TPA

Participating Agencies: FHWA, FDOT, BMPO, MDTPO, TCRPC, SEFTC, School District

Task 1 Budget for Fiscal Years 2021 and 2022

FY 2021					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	95,942	70,276	48,468	2,096	216,782
Consultants	70,000	23,000	258,000	13,500	364,500
TOTAL	\$165,942	\$93,276	\$306,468	\$15,596	\$581,282

FY 2022					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	114,684	149,181	53,366		317,231
Consultants		85,000	94,000		179,000
TOTAL	\$114,684	\$234,181	\$147,366		\$496,231

*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



Task 2 - Plan the System

Purpose

Plan for a safe, efficient, connected multimodal transportation system for all users. To provide the necessary data and analysis tools in order to support and perform the multimodal planning processes for the TPA region, including:

- Planning and evaluation for all modes and services including pedestrian, bicycle, transit, freight, automobile, airport, seaport, intermodal and non-emergency transportation services, and evaluate CV/AV impacts
- Providing technical support to coordinate land use with the transportation system

Previous Work

The TPA adopted a Vision Zero Action Plan in April 2019, including 25 actions that seek to influence policy, funding and culture to improve safety for all transportation users. The TPA began working on these actions and presented a progress report to its Board and committees in February 2020.

The TPA adopted the 2045 LRTP in December 2019. The LRTP includes a network of enhanced transit corridors, priority pedestrian and bicycle facility networks, and a lump sum line item dedicated to state roadway modifications to advance safety, complete streets, enhanced transit, transportation system management & operations, and environmental resiliency.

Following the completion of the US-1 Multimodal Corridor Study, the TPA worked with Palm Tran and local municipalities on next steps, including initiating several lane elimination studies with local communities and prioritizing funds for Transit Signal Priority and enhanced transit shelters. The TPA also worked with local communities and Palm Tran to conduct Complete Streets studies to provide access to transit and improve safety for all roadway users.

The TPA collaborated with Palm Tran and SFRTA on TDP updates, evaluating new transit service, and conducting transportation planning activities for the transportation disadvantaged program.

The TPA continued to evaluate upcoming projects for Complete Streets improvements and working with local municipalities, Palm Tran and roadway owners to move these projects forward. The TPA also worked with FDOT and the County to collect and evaluate pedestrian and bicycle counts.

Task 2 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A**	Process amendments to the adopted LRTP as needed.	Amendments	As needed
B**	Plan the fixed route transit system, including multimodal corridor studies to improve access to transit service, amenities, transit-supportive land uses, and health impact assessments; TDP updates; and analysis of rail crossing safety and quiet zone eligibility	Corridor Studies	Annually
		TDP Updates	Annually
		Quiet Zones	Brightline Phase 2 completion
C	Plan the TD system, including TD Service Plan updates, CTC evaluations, LCB meeting coordination, and review of 5310 applications	TDSP update CTC Evaluation LCB Meetings	Annually Annually Quarterly



Activity		Deliverable(s)	Completion Date
D**	Plan the non-motorized transportation system, including evaluating TPA's pedestrian and bicycle priority networks, upcoming resurfacing projects, and high crash locations to identify pedestrian and bicycle infrastructure improvements and collect pedestrian and bicycle count and safety data	Projects Identified Ped/Bike Counts	Annually in Priority Project List Continuously
E**	Implement and monitor actions identified in Vision Zero Action Plan	Vision Zero Action Plan Report Card	Annually
F**	Conduct and assist local governments with multimodal plans and corridor studies to improve safety for users of all ages, abilities and transportation modes	Community plans and studies	As needed
G**	Update the freight system plan, participate on committees, and coordinate with stakeholders	Freight Plan	As needed
H**	Collect and analyze population and employment data, vehicular traffic, non-motorized activity, transit ridership data, intermodal freight statistics, and other data in order to maintain GIS datasets.	Updated GIS datasets	Annually
I**	Update and potentially automate population and employment projections and zonal allocations	Updated projections and allocations	June 2021

Responsible Agencies: Palm Beach TPA, Palm Tran for Task 2.B using FTA 5307 funds

Participating Agencies: FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, BMPO, MDTPO, Freight Industry, FDEP, PBC, School District, PBCHD, Local Municipalities, Northern and Western MPOs/TPO, Palm Tran

Task 2 Budget for Fiscal Years 2021 and 2022*

FY 2021						
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	CTD	TOTAL FUNDS
Personnel	120,614	70,870	55,835	2,415	49,871	299,605
Consultants	400,000	440,000	65,000	8,125		913,125
TOTAL	\$520,614	\$510,870	\$120,835	\$10,540	\$49,871	\$1,212,730

FY 2022						
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	CTD	TOTAL FUNDS
Personnel	107,853	140,295	50,187		49,871	348,206
Consultants	140,000	150,000	45,000			335,000
TOTAL	\$247,853	\$290,295	\$95,187		\$49,871	\$683,206

*In addition to the funding shown above, Palm Tran intends to use approximately \$3.7M of FTA 5307 funds for transportation planning activities from FY 20 to FY 24.

**TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



Task 3 - Prioritize Funding

Purpose

Prioritize funding to maximize implementation of projects that support the Plan. Ensure that anticipated revenues are allocated to projects and programs in the five-year TIP consistent with the LRTP and according to the project priorities set forth by the TPA Governing Board.

Previous Work

The TPA coordinated annually with FDOT on development of the Tentative Work Program and adoption of the TPA's TIP and processing of TIP amendments, as necessary. All TIP projects are available on the TPA's web map at PalmBeachTPA.org/map.

The TPA identified major projects from the LRTP to be advanced for funding in the TIP, created a lump sum for the identification of state road modifications, developed and administered a prioritization process for projects to be funded via the Local Initiatives (LI) Program established by the LRTP, administered the Transportation Alternatives (TA) Program, participated in project implementation through review comments entered in the ERC system, and participated in Project Development & Environment (PD&E) studies associated with specific projects in the TIP.

TPA staff refined the schedule and scoring system for the LI & TA programs and video recorded the training workshop to allow agencies to view it at their convenience.

Task 3 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A*	Develop an annual List of Priority Projects including State Roadway Modifications, Local Initiatives, Transportation Alternatives and Safety Projects	Priority Project List	Annually
B*	Administer the TPA's annual competitive funding programs, update scoring system, review applications and associated activities	Program Guidance	Annually
C	Review FDOT Draft Work Program for consistency with the LRTP and adopted priorities of the TPA Governing Board	Review Letter	Annually
D*	Prepare the TIP, including a project map and interactive online database, and process required TIP amendments	TIP	Annually
E	Prepare the annual list of projects for which Federal funds (FHWA and FTA) were obligated in the previous fiscal year	List of Federally Funded Projects	Annually



Activity		Deliverable(s)	Completion Date
F*	Establish required performance measure targets and use performance measures to evaluate transportation system performance outcomes and create performance reports for TPA funded projects	System Performance Report Card, including Project performance reports	Annually
G*	Perform Efficient Transportation Decision Making (ETDM) screening, environmental justice, Title VI reviews for major TPA projects	ETDM Report	As required

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, FDEP, PBC, Palm Tran, SFRTA, Local Municipalities, PBCHD

Task 3 Budget for Fiscal Years 2021 and 2022

FY 2021					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	123,614	67,870	55,835	2,415	249,734
Consultants	81,500	20,000			101,500
TOTAL	\$205,114	\$87,870	\$55,835	\$2,415	\$351,234

FY 2022					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	107,853	140,295	50,187		298,335
Consultants	67,000				67,000
TOTAL	\$174,853	\$140,295	\$50,187		\$365,335

*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



Task 4 - Implement Projects

Purpose

Ensure that implementation of projects and project scope details accomplish the vision, goals and objectives of the TPA Governing Board.

Previous Work

The TPA updated the Congestion Management Process (CMP) during the creation of the 2045 Long Range Transportation Plan. The performance measures now incorporate all federal performance measures and TPA created local measures.

TPA staff is working with the consultant to improve the TIP project management tool to provide more flexibility and efficiency.

TPA staff continued to participate actively in the design review process for state and local projects to ensure the final outcomes are consistent with the planning objectives.

Task 4 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A	Monitor implementation of LRTP projects and programs	LRTP Report Card	Annually
B	Develop a TIP project management, prioritization and mapping tool	Prioritization tool	June 2021
C	Create a performance measures dashboard (inclusive of Congestion Management Process) to track progress and to serve as a resource for committees, stakeholders and the public	Performance measures dashboard	June 2021
D	Provide input on TIP projects constructed by partner agencies to encourage final design and construction plans to be consistent with the TPA's LRTP	Project reviews	As needed

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, TCRPC, PBC, Local Municipalities

Task 4 Budget for Fiscal Years 2021 and 2022

FY 2021					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	61,807	33,935	27,918	1,207	124,867
Consultants		10,000			10,000
TOTAL	\$61,807	\$43,935	\$27,918	\$1,207	\$134,867

FY 2022					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	53,926	70,147	25,093		149,166
Consultants					
TOTAL	\$53,926	\$70,147	\$25,093		\$149,166



Task 5 - Collaborate with Partners

Purpose

Work with and provide technical assistance to transportation partners to establish and implement policies, programs and projects consistent with the LRTP.

Previous Work

The TPA worked with FDOT and South Florida Commuter Services to encourage local participation in Florida Mobility Week, coordinated with the Broward MPO and Miami-Dade TPO to host the annual Safe Streets Summit, and began planning for a Southeast Florida Transportation Summit.

The TPA participated in a Vision Zero Peer exchange with other MPOs and conducted a Vision Workshop for local governments. The TPA also hosted a Transit Peer Exchange with FHWA, FTA, Palm Tran, SFRTA, several in-state and out-of-state transit agencies.

Through SEFTC, the TPA coordinated regionally to develop the 2045 Regional LRTP and adopt a prioritized Transportation Regional Incentive Program project list and coordinating with FHWA, FTA, FDOT and other stakeholders in the development and implementation of performance-based planning.

Additionally, the TPA participated in partner agency committees and statewide efforts for the Florida Transportation Plan and Strategic Intermodal System Plan.

Task 5 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A*	Develop, implement and update (as needed) the regional transportation plan and all supporting content, including a freight element, a regional travel demand model (SERPM 8 maintenance and SERPM 9 development), local model development and Travel Data Collection	Regional plan Regional model Local model Travel Data	Fall 2020 June 2022 Fall 2020 Summer 2021
B	Adopt a prioritized Transportation Regional Incentive Program (TRIP) project list through SEFTC	TRIP Priority List	Annually
C	Serve on partner agency committees and/or provide input into development of transportation planning documents as appropriate (e.g. Florida Transportation Plan, SIS Plan, Community Traffic Safety Team, SFRTA, Palm Tran, etc.)	Meeting attendance	As needed
D*	Conduct ad-hoc work groups, workshops, peer exchanges or other events to educate and learn from stakeholders regarding various transportation topics	Work groups, workshops, peer exchanges or other events	As needed
E*	Collaborate with partners agencies to evaluate existing and proposed transportation Projects	Projects Evaluated	As needed



Activity		Deliverable(s)	Completion Date
F*	Promote regional transit connectivity through the establishment of an enhanced fare collection system for Palm Tran, regional fare interoperability, the advancement of public and/or private regional transit services, and other measures	Enhanced and Interoperable Fare System	June 2022
G*	Create a web-based platform to improve existing data, add new data, and share data among partners	Web-based Platform	Spring 2021

Responsible Agency: Palm Beach TPA

Participating Agencies: PBC, BMPO, MDTPO, SEFTC, Palm Tran, SFRTA, Local Municipalities, FDOT, TCRPC, SFRPC

Task 5 Budget for Fiscal Years 2021 and 2022

FY 2021					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	125,614	65,870	55,835	2,415	249,734
Consultants	80,000	122,000	175,000		377,000
TOTAL	\$205,614	\$187,870	\$230,835	\$2,415	\$626,734

FY 2022					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	107,853	140,295	50,187		298,335
Consultants	34,000	25,000	41,000		100,000
TOTAL	\$141,853	\$165,295	\$91,187		\$398,335

*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



Task 6 - Administer the Agency

Purpose

Provide the staff and resources necessary to administer the 3-C transportation planning process and to provide a fair and impartial setting for effective regional decision-making.

Previous Work

The TPA staff performed required on-going activities including supporting the TPA Board and committee meetings; updated necessary documents, assisted in audits and submitted quarterly/monthly progress reports and reimbursement requests.

The TPA executed four Interlocal Agreements for Administrative Services and Advanced Funding with municipalities to provide working capital funds for agency operating costs. This allowed the TPA to operate as a fully independent agency beginning in October 2019.

The TPA executed a lease for Office and Meeting Space at 301 Datura Street in West Palm Beach, built out and furnished the space, and began operating out of the new space in November 2019.

The TPA adopted a Personnel Handbook based on current TPA member and Florida MPO best practices. The Handbook contains General Information (purpose, applicability and authority), TPA Employment Policies established and amendable by the TPA Board, and TPA Employment Procedures established and amendable by the TPA Executive Director. All current employees as of October 2019 were transitioned to the new agency and operate under this Handbook. The TPA also executed an Employment Agreement for the Executive Director for an initial period of two years with renewal provisions.

Task 6 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A*	Administer TPA Governing Board and advisory committee meetings	Agendas, minutes, presentations	Monthly
B*	Monitor the two-year UPWP for FY 21-22, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY 23-24 UPWP	Progress Reports and Invoices FY 23-24 UPWP	At least quarterly May 2022
C*	Monitor, update and implement the Strategic Plan	Strategic Plan	Annually
D*	Provide training for TPA staff and TPA Governing Board members at conferences, workshops, etc. Attend business meetings as required	Training, conference and meeting attendance	As needed
E*	Perform financial tasks including grant reimbursements, audit reports, budget, supporting FDOT audit(s), grant reconciliations, timekeeping, inventory, contract management, invoice payments	Audit report FDOT audit(s)	Annually Semi-Annually
F	Participate in joint FDOT/TPA annual certification reviews	Responses to certification questions	Annually



Activity		Deliverable(s)	Completion Date
G*	Procure services, supplies and equipment (RFPs, contracts, etc.)	Executed contracts	As needed
H*	Establish and update, as needed, agreements, operating procedures and COOP for compliance with state and federal rules/laws	Executed Agreements Operating Procedures Updated COOP	Jun 2020 (MPO) Dec 2020 (Transit) Annually (TD) As needed
I	Monitor the release of 2020 U.S. Census results, including any re-designation or re-affirmation process conducted pursuant to Section 339.175, Florida Statutes	Redesignated/ Reaffirmed TPA	Following 2020 Census
J*	Obtain legal services to support the TPA's administration of the federal planning process and defend the TPA against any and all claims	Legal Review of Agendas, Documents, etc. Legal Defense Documents	Monthly As Needed
K	Monitor DBE participation and report payments	Monitoring report	Annually

Responsible Agency: Palm Beach TPA

Participating Agencies: FHWA, FTA, PBC, Local Municipalities, FDOT, TCRPC, SFRPC BMPO, MDTPO

Task 6 Budget for Fiscal Years 2021 and 2022

FY 2021					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	211,438	110,932	94,000	4,065	420,435
Travel/Training	25,000				25,000
Consultants	69,500	102,500	105,257	3,482	280,739
Direct Expenses					
Facilities	157,000	152,000			309,000
Prof Services	41,000	44,000			85,000
Admin Services	35,000	21,500			56,500
Graphics + Legal Ads	17,000	27,750	2,000	250	47,000
Operational Supplies + Equip	44,235	32,497	10,000	1,250	87,982
Capital Equip + Improvements	9,500				9,500
TOTAL	\$609,673	\$491,179	\$211,257	\$9,047	\$1,321,156



FY 2022					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Personnel	201,262	261,801	93,653		556,716
Travel/Training	78,000				78,000
Consultants	12,000	82,000	87,572		181,572
Direct Expenses					
Facilities	140,000	180,000			320,000
Prof Services	30,000	49,000			79,000
Admin Services	16,000	20,000			36,000
Graphics + Legal Ads	10,000	10,800			20,800
Operational Supplies + Equip	38,021	54,686			92,707
Capital Equip + Improvements	10,000				10,000
TOTAL	\$535,283	\$658,287	\$181,225		\$1,374,795

*TPA staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



Task 7 - Transfers to Other Agencies

Purpose

To describe the regional planning responsibilities and funding sources for the maintenance and further development of the Southeast Regional Planning Model (SERPM) to forecast regional travel patterns and for the acquisition of big data to support the validation and calibration of SERPM in support of the metropolitan planning process.

Previous Work

The region has collaborated in the development and maintenance of previous versions of SERPM, a modeling tool which uses scenario forecasting to prepare for new socioeconomic environments and potential planning challenges within Southeast Florida. SERPM is updated every five years to support the development of regional and local transportation plans and other regional planning efforts.

Memorandums of Understanding (MOU) have been entered jointly by the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and FDOT Districts Four and Six, to develop an effective travel demand modeling tool and transportation data collection methods within the region. The MOUs address each of the activities identified below.

Task 7 Activities for Fiscal Years 2021 and 2022

Activity		Deliverable(s)	Completion Date
A	SERPM 8 Maintenance/Support (by FDOT D4), including training, documentation, and other maintenance services	SERPM 8 updates Training workshops Model Performance Measures Report	Quarterly As Needed June 2021
B	Acquisition of a big data set (by Broward MPO) including Origin/Destination, travel time, travel speed, travel volumes or other transportation-related data	Big Data set	December 2021
C	SERPM 9 Development (by Miami-Dade TPO) using a 2020 base to predict travel demand patterns and markets for regional transit and highway projects and to analyze future trends	SERPM 9 development, calibration/validation plan, and user guide	June 2022



Financial participation by the TPA is shown below along with a regional table showing the lead agency, various funding sources, and amounts by fiscal year for each of the shared regional tasks.

Task 7 Budget for Fiscal Years 2021 and 2022

FY 2021					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Transfer to D4					
Transfer to BROWARD MPO		20,000			20,000
Transfer to Miami Dade TPO		65,000			65,000
TOTAL		\$85,000			\$85,000

FY 2022					
CATEGORY	FHWA PL	FHWA SU	FTA 5305(d)	FDOT CASH MATCH	TOTAL FUNDS
Transfer to D4		6,500			6,500
Transfer to BROWARD MPO		20,000			20,000
Transfer to Miami Dade TPO		65,000			65,000
TOTAL		\$91,500			\$91,500

Activity 7.A: SERPM 8 Maintenance/Support - Lead Agency: FDOT D4											
Funding Agency	PL		5305(d)		SU		State Funds		Local Funds		Total
	FY 21	F22	FY 21	FY 22	FY 21	F22	FY 21	F22	FY 21	F22	
FDOT D4								\$12,500			\$12,500
FDOT D6								\$12,500			\$12,500
Broward MPO						\$8,500					\$8,500
Miami-Dade TPO		\$8,000								\$2,000	\$10,000
Palm Beach TPA						\$6,500					\$6,500
TOTALS	\$0	\$8,000	\$0	\$0	\$0	\$15,000	\$0	\$25,000	\$0	\$2,000	\$50,000

Activity 7.B: Acquisition of a Big Data Set - Lead Agency: Broward MPO											
Funding Agency	PL		5305(d)		SU		State Funds		Local Funds		Total
	FY 21	F22	FY 21	FY 22	FY 21	F22	FY 21	F22	FY 21	F22	
FDOT D4							\$37,500	\$37,500			\$75,000
FDOT D6							\$37,500	\$37,500			\$75,000
Broward MPO					\$12,500	\$12,500					\$25,000
Miami-Dade TPO	\$24,000					\$30,000			\$6,000		\$60,000
Palm Beach TPA					\$20,000	\$20,000					\$40,000
Broward County									\$12,500	\$12,500	\$25,000
TOTALS	\$24,000	\$0	\$0	\$0	\$32,500	\$62,500	\$75,000	\$75,000	\$18,500	\$12,500	\$300,000

Activity 7.C: SERPM 9 Development - Lead Agency: Miami-Dade TPO											
Funding Agency	PL		5305(d)		SU		State Funds		Local Funds		Total
	FY 21	F22	FY 21	FY 22	FY 21	F22	FY 21	F22			
FDOT D4							\$125,000	\$125,000			\$250,000
FDOT D6							\$125,000	\$125,000			\$250,000
Broward MPO					\$85,000	\$85,000					\$170,000
Miami-Dade TPO			\$80,000			\$100,000	\$10,000		\$10,000		\$200,000
Palm Beach TPA					\$65,000	\$65,000					\$130,000
TOTALS	\$0	\$0	\$80,000	\$0	\$150,000	\$250,000	\$260,000	\$250,000	\$10,000	\$0	\$1,000,000

Denotes transfer to the lead agency as identified per regional task (in italics)

**All Federal funds, including fund transfers, apply the required non-federal match



Task 8 - Agency Expenditures with Local Funds

Purpose

Authorize local fund expenditures for items that are not reimbursable from state and federal grant sources or used as a local match.

- **Maximize Agency Effectiveness:** Influence laws, policies and discretionary funding decisions at the state and national levels to implement TPA priority transportation projects. Conduct peer exchanges with other MPOs around the country to inform better decision-making by Governing Board members and TPA staff. Support informed decision-making by TPA Board members. This task may include professional lobbyist assistance.
- **Improve Public Engagement:** Purchase and distribute items to promote the TPA programs and solicit feedback, conduct targeted outreach events, and provide subsidy awards for transportation related activities, initiatives and events that align with the mission and purpose of the TPA.
- **Enhance Staff Performance:** Fund staff professional certification and licensing dues, professional society memberships and other staff enhancement expenses, provide refreshments at meetings to maximize productivity.
- **Balance to TPA Reserve:** The balance of this account will be added to the TPA Reserve Account.

Task 8 Activities for Fiscal Years 2021 and 2022

Activity		Estimated 2021 Expenditures	Estimated 2022 Expenditures
A	Maximize Agency Effectiveness: Advocacy activities, including TPA travel expenses, TPA staff time, consultant fees, peer exchanges, board member briefings, etc.	\$60,000	\$60,000
B	Improve Public Engagement: Promotional items, activities and sponsorships	\$25,000	\$25,000
C	Enhance Staff Performance: Certification and licensing dues and other staff enhancement expenses, professional memberships, meeting refreshments	\$15,000	\$15,000
D	Balance to TPA Reserve Fund	\$40,750	\$43,180
Total Expenditure of Local Funds		\$140,750	\$143,180



Summary Budget Tables

The FY 2021 and 2022 UPWP is funded by various federal, state and local sources in the form of grants, cash match and non-cash (soft) match services. An estimate of the costs associated with the individual tasks and the source of funding is listed in the following tables.



Fiscal Year 2021 Agency Participation and Funding Sources by Task

BUDGET CATEGORY	FHWA		FTA 5305(d)		FDOT			Local 10% Soft Match to FTA FFY 19	CTD	TPA Local Funds	Total less Soft Matches
	PL	SU	FFY 20 & 21	FFY 19	18.07 % Soft match to FHWA	18.07% Soft match to FTA FFY 20/21	10% Cash Match to FTA FFY 19				
TASK 1. ENGAGE THE PUBLIC											
Personnel & Benefits	95,942	70,276	31,700	16,768	36,660	7,925	2,096	2,096			216,782
Consultant Services	70,000	23,000	150,000	108,000	20,512	37,500	13,500	13,500			364,500
TASK TOTAL	\$ 165,942	\$ 93,276	\$ 181,700	\$ 124,768	\$ 57,172	\$ 45,425	\$ 15,596	\$ 15,596			\$ 581,282
TASK 2. PLAN THE SYSTEM											
Personnel & Benefits	120,614	70,870	36,518	19,317	42,233	9,130	2,415	2,415	49,871		299,605
Consultant Services	400,000	440,000		65,000	185,265		8,125	8,125			913,125
TASK TOTAL	\$ 520,614	\$ 510,870	\$ 36,518	\$ 84,317	\$ 227,498	\$ 9,130	\$ 10,540	\$ 10,540	\$ 49,871		\$ 1,212,730
TASK 3. PRIORITIZE FUNDING											
Personnel & Benefits	123,614	67,870	36,518	19,317	42,233	9,130	2,415	2,415			249,734
Consultant Services	81,500	20,000			22,386						101,500
TASK TOTAL	\$ 205,114	\$ 87,870	\$ 36,518	\$ 19,317	\$ 64,619	\$ 9,130	\$ 2,415	\$ 2,415			\$ 351,234
TASK 4. IMPLEMENT PROJECTS											
Personnel & Benefits	61,807	33,935	18,259	9,659	21,116	4,565	1,207	1,207			124,867
Consultant Services		10,000			2,206						10,000
TASK TOTAL	\$ 61,807	\$ 43,935	\$ 18,259	\$ 9,659	\$ 23,322	\$ 4,565	\$ 1,207	\$ 1,207			\$ 134,867
TASK 5. COLLABORATE WITH PARTNERS											
Personnel & Benefits	125,614	65,870	36,518	19,317	42,233	9,130	2,415	2,415			249,734
Consultant Services	80,000	122,000	175,000		44,552	43,750					377,000
TASK TOTAL	\$ 205,614	\$ 187,870	\$ 211,518	\$ 19,317	\$ 86,785	\$ 52,880	\$ 2,415	\$ 2,415			\$ 626,734
TASK 6. ADMINISTER THE AGENCY											
Personnel & Benefits	211,438	110,932	61,479	32,521	71,100	15,370	4,065	4,065			420,435
Travel/Training	25,000				5,514						25,000
Consultant Services	69,500	102,500	77,398	27,859	37,935	19,350	3,482	3,482			280,739
Direct Expenses											
Facilities	157,000	152,000			68,151						309,000
Professional Services	41,000	44,000			18,747						85,000
Administrative Services	35,000	21,500			12,461						56,500
Graphics + Legal Advertising	17,000	27,750		2,000	9,870		250	250			47,000
Operational Supplies and Equip.	44,235	32,497		10,000	16,924		1,250	1,250			87,982
Capital Equipment + Improvements	9,500				2,095						9,500
TASK TOTAL	\$ 609,673	\$ 491,179	\$ 138,877	\$ 72,380	\$ 242,797	\$ 34,720	\$ 9,047	\$ 9,047			\$ 1,321,156
TOTAL PLANNING FUNDS USED	\$ 1,768,764	\$ 1,415,000	\$ 623,390	\$ 329,758	\$ 702,193	\$ 155,850	\$ 41,220	\$ 41,220	\$ 49,871		\$ 4,228,003
TASK 7. TRANSFERS TO OTHER AGENCIES											
Transfer to FDOT D4											
Transfer to BROWARD MPO		20,000			4,411						20,000
Transfer to MIAMI DADE TPO		65,000			14,336						65,000
TOTAL TRANSFERS		\$ 85,000			\$ 18,747						\$ 85,000
TASK 8. AGENCY EXPENDITURES WITH LOCAL FUNDS											
Non-reimbursable Expenses										140,750	140,750
TASK TOTAL										\$ 140,750	\$ 140,750
TOTAL EXPENDITURES	\$ 1,768,764	\$ 1,500,000	\$ 623,390	\$ 329,758	\$ 720,940	\$ 155,850	\$ 41,220	\$ 41,220	\$ 49,871	\$ 140,750	\$ 4,453,753



Fiscal Year 2022 Agency Participation and Funding Sources by Task

BUDGET CATEGORY	FHWA		FTA 5305(d)		FDOT			Local 10% Soft Match to FTA FFY 19	CTD	TPA Local Funds	Total less Soft Matches
	PL	SU	FFY 20 & 21	FFY 19	18.07 % Soft match to FHWA	18.07% Soft match to FTA FFY 20/21	10% Cash Match to FTA FFY 19				
TASK 1. ENGAGE THE PUBLIC											
Personnel & Benefits	114,684	149,181	53,366		58,197	13,342					317,231
Consultant Services		85,000	94,000		18,747	23,500					179,000
TASK TOTAL	\$ 114,684	\$ 234,181	\$ 147,366		\$ 76,944	\$ 36,842					\$ 496,231
TASK 2. PLAN THE SYSTEM											
Personnel & Benefits	107,853	140,295	50,187		54,730	12,547			49,871		348,206
Consultant Services	140,000	150,000	45,000		63,961	11,250					335,000
TASK TOTAL	\$ 247,853	\$ 290,295	\$ 95,187		\$ 118,691	\$ 23,797			\$ 49,871		\$ 683,206
TASK 3. PRIORITIZE FUNDING											
Personnel & Benefits	107,853	140,295	50,187		54,730	12,547					298,335
Consultant Services	67,000				14,777						67,000
TASK TOTAL	\$ 174,853	\$ 140,295	\$ 50,187		\$ 69,507	\$ 12,547					\$ 365,335
TASK 4. IMPLEMENT PROJECTS											
Personnel & Benefits	53,926	70,147	25,093		27,365	6,273					149,166
Consultant Services											
TASK TOTAL	\$ 53,926	\$ 70,147	\$ 25,093		\$ 27,365	\$ 6,273					\$ 149,166
TASK 5. COLLABORATE WITH PARTNERS											
Personnel & Benefits	107,853	140,295	50,187		54,730	12,547					298,335
Consultant Services	34,000	25,000	41,000		13,013	10,250					100,000
TASK TOTAL	\$ 141,853	\$ 165,295	\$ 91,187		\$ 67,743	\$ 22,797					\$ 398,335
TASK 6. ADMINISTER THE AGENCY											
Personnel & Benefits	201,262	261,801	93,653		102,130	23,413					556,716
Travel/Training	78,000				17,203						78,000
Consultant Services	12,000	82,000	87,572		20,732	21,893					181,572
Direct Expenses											
Facilities	140,000	180,000			70,577						320,000
Professional Services	30,000	49,000			17,424						79,000
Administrative Services	16,000	20,000			7,940						36,000
Graphics + Legal Advertising	10,000	10,800			4,588						20,800
Operational Supplies and Equip.	38,021	54,686			20,447						92,707
Capital Equipment + Improvements	10,000				2,206						10,000
TASK TOTAL	\$ 535,283	\$ 658,287	\$ 181,225		\$ 263,247	\$ 45,306					\$ 1,374,795
TOTAL PLANNING FUNDS USED	\$ 1,268,452	\$ 1,558,500	\$ 590,245		\$ 623,497	\$ 147,562			\$ 49,871		\$ 3,467,068
TASK 7. TRANSFERS TO OTHER AGENCIES											
Transfer to FDOT D4		6,500			1,434						6,500
Transfer to BROWARD MPO		20,000			4,411						20,000
Transfer to MIAMI DADE TPO		65,000			14,336						65,000
TOTAL TRANSFERS		\$ 91,500			\$ 20,181						\$ 91,500
TASK 8. AGENCY EXPENDITURES WITH LOCAL FUNDS											
Non-reimbursable Expenses										143,180	143,180
TASK TOTAL										\$ 143,180	\$ 143,180
TOTAL EXPENDITURES	\$ 1,268,452	\$ 1,650,000	\$ 590,245		\$ 643,678	\$ 147,562			\$ 49,871	\$ 143,180	\$ 3,701,748



Five-Year Business Plan

The transportation planning process creates several required documents and undergoes mandatory certifications on a regular basis. The TPA is required to produce and adopt a Priority Project List and a TIP every year, a UPWP every two years and a major update to the LRTP every five years. The TPA is certified by FDOT annually and by FHWA/FTA every four years.

To accommodate these differing schedules for work products, the TPA has created a five-year business plan to demonstrate funding availability to accomplish all required planning activities. The revenues and expenditures are approximate in the outer three years.

Five-Year Business Plan

Grant Funded Activities					
Revenue Source	FY21	FY 22	FY 23	FY 24	FY 25
Federal Highway Administration (FHWA) PL Funds	\$1,768,764	\$1,268,452	\$1,268,452	\$1,268,452	\$1,268,452
Federal Highway Administration (FHWA) SU Funds	\$1,500,000	\$1,650,000	\$1,733,000	\$1,820,000	\$1,911,000
Federal Transit Administration (FTA) Funds	\$953,148	\$590,245	\$590,245	\$590,245	\$590,245
FDOT Cash Match for FTA Funds	\$41,220				
FL Commission for Transportation Disadvantaged (CTD)	\$49,871	\$49,871	\$49,871	\$49,871	\$49,871
TOTAL FUNDING	\$4,313,003	\$3,558,568	\$3,641,568	\$3,728,568	\$3,819,568
Expenditures					
Personnel & Benefits (15FT and 1 Intern)	\$1,561,157	\$1,967,989	\$2,066,387	\$2,169,707	\$2,278,192
Travel/Training	\$25,000	\$78,000	\$81,900	\$86,000	\$90,300
Consultant Services and Transfers to Other Agencies	\$2,131,864	\$954,072	\$911,302	\$866,425	\$819,153
Direct Expenses	\$594,982	\$558,507	\$581,979	\$606,437	\$631,923
TOTAL GRANT EXPENDITURES	\$4,313,003	\$3,558,568	\$3,641,568	\$3,728,568	\$3,819,568
Locally Funded Activities					
Revenue Source	FY21	FY 22	FY 23	FY 24	FY 25
TPA Member Dues	\$140,750	\$143,180	\$146,044	\$148,965	\$151,944
Expenditures					
Maximize Agency Effectiveness	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Improve Public Engagement	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Enhance Staff Performance	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$40,750	\$43,180	\$46,044	\$48,965	\$51,944
TOTAL LOCAL EXPENDITURES	\$140,750	\$143,180	\$146,044	\$148,965	\$151,944



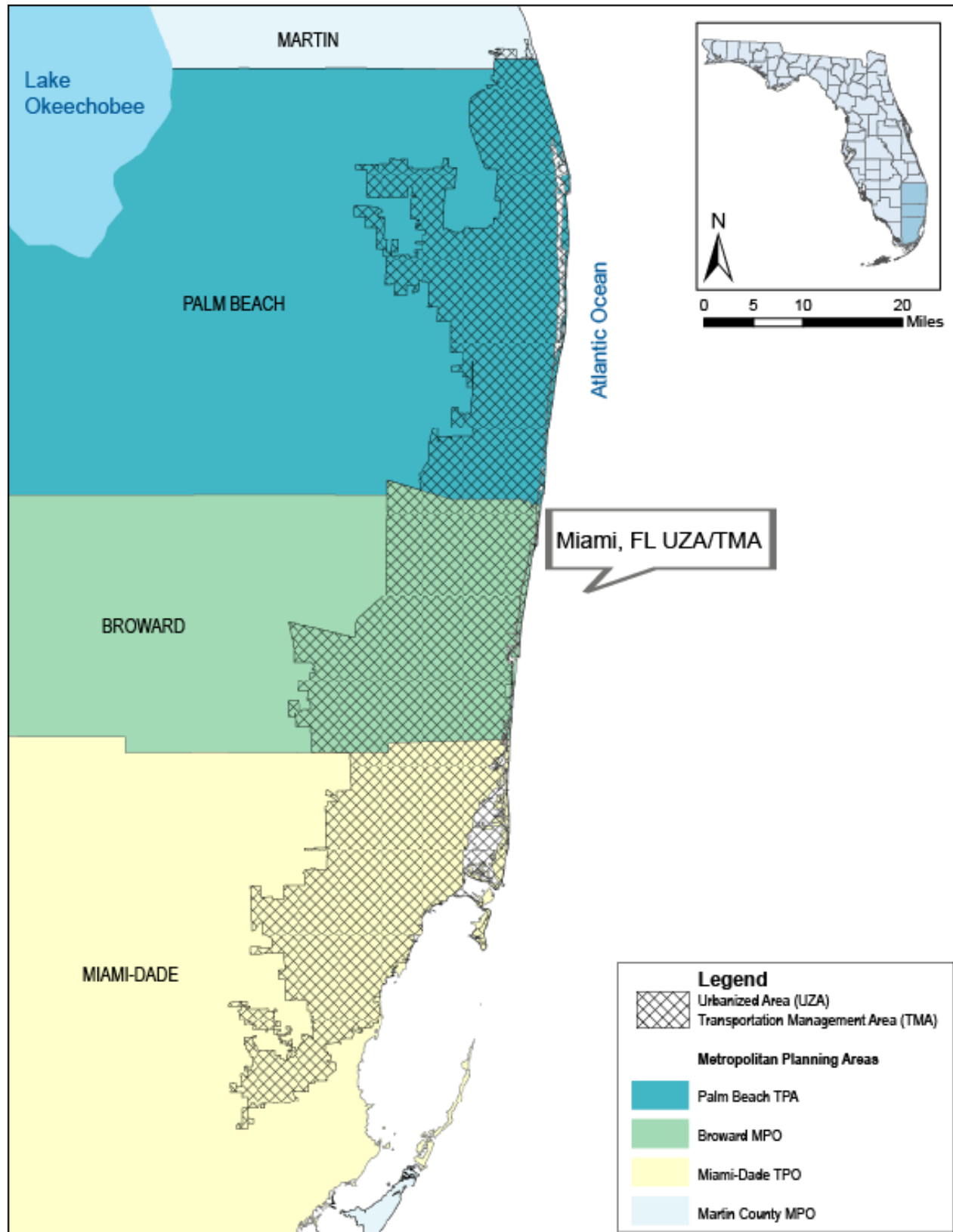
Appendices

Appendix A - Glossary

BMPO	Broward Metropolitan Planning Organization
BTPAC	Bicycle Trailways Pedestrian Advisory Committee
CAC	Citizens Advisory Committee
CMP	Congestion Management Process
COOP	Continuity of Operations Emergency Recovery Plan
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
ERC	Electronic Review and Comment
ETDM	Efficient Transportation Decision Making
FAST Act	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information System
JPA	Joint Participation Agreement
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MDTPO	Miami-Dade Transportation Planning Organization
MDT	Miami-Dade Transit Agency
MPO	Metropolitan Planning Organization
MPOAC	Florida Metropolitan Planning Organization Advisory Council
PBC	Palm Beach County
PBIA	Palm Beach International Airport
PD&E	Project Development and Environment
PEA	Planning Emphasis Area
PPP	Public Participation Plan
PL Funds	FHWA Urban Transportation Planning Funds
RTTAC	Regional Transportation Technical Advisory Committee
SEFTC	Southeast Florida Transportation Council
SFCS	South Florida Commuter Services
SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority
SIS	Strategic Intermodal System
STIP	State Transportation Improvement Program
SU	Surface Transportation Program Funds
SUN Trail	Shared Use Network Trail program
TAC	Technical Advisory Committee
TCRPC	Treasure Coast Regional Planning Council
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TRIP	Transportation Regional Incentive Program
TSM&O	Transportation System Management and Operations
USDOT	United States Department of Transportation
UPWP	Unified Planning Work Program
UZA	Urbanized Area



Appendix B - Map of Miami Urbanized Area





Appendix C - UPWP Statements, Assurances and Policies

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

525-010-08
POLICY PLANNING
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DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Palm Beach TPA 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 Palm Beach TPA 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: Nick Uhren, P.E.
Title: Palm Beach TPA Executive Director

May 21, 2020
Date



FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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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 Palm Beach TPA that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Palm Beach TPA, 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 Palm Beach TPA 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: Nick Uhren, P.E.
Title: Palm Beach TPA Executive Director

May 21, 2020
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FLORIDA DEPARTMENT OF TRANSPORTATION
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DISADVANTAGED BUSINESS ENTERPRISE POLICY

It is the policy of the Palm Beach TPA 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 Policy 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 Palm Beach TPA 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 Palm Beach TPA in a non-discriminatory environment.

The Palm Beach TPA 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: Nick Uhren, P.E.
Title: Palm Beach TPA Executive Director

May 21, 2020

Date



FLORIDA DEPARTMENT OF TRANSPORTATION
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TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Palm Beach TPA 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 Palm Beach TPA 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: Nick Uhren, P.E.
Title: Palm Beach TPA Executive Director

May 21, 2020
Date



FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
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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.



FLORIDA DEPARTMENT OF TRANSPORTATION
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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 sub-contractor 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 D - FDOT D-4 Planning Activities

The following list is representative of (but shall not constrain) the typical planning activities that are performed by FDOT District Four on either a continuous basis, or intermittently as needed, to serve the needs of the public and FDOT's partner agencies using State and Federal funds authorized for Planning purposes.

Activities listed below may be undertaken at any time by FDOT during the two-year UPWP cycle at the discretion of District Four based on identified need.

- MPO Planning Support activities
- Alternative Fuel Corridor Planning
- GIS Application Development and System Maintenance
- Travel Demand Model Development and maintenance activities in partnership with other FDOT District(s) and/or MPO agencies**
- Systems Planning and Reviews
- Interchange Reviews
- Strategic Intermodal System (SIS) Planning
- ETDM/Community Impact Assessment
- Transportation Statistics Development
- Federal Functional Classification
- Administer Traffic Counts Program
- Modal Development Technical Support
- Transportation Alternatives Program Development
- Commuter Services
- State Highway System Corridor Studies
- Complete Streets Studies
- Growth Management Impact Reviews
- Regional Transit and Express Bus Planning
- Multi-modal Operations Analysis
- Concept of Operations Development
- Transit/Roadway ITS Planning
- Access Management
- Freight Planning and Reviews
- Florida Transportation Plan Updates
- Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian
- Congestion Management and Managed Lanes Planning
- Consistency Review (Coastal Zone Management & Policy)
- Context Classification
- Corridor Network Connectivity Planning
- Corridor Preservation
- Mobility Planning
- Multimodal Level of Service (LOS) Planning
- Park & Ride Planning
- Transit Oriented Development
- TSM&O Planning Support
- Transportation Disadvantaged (access to mobility)
- Transportation Resilience/Sustainability
- Data Driven and Sketch Planning Model Development
- Multi-modal Corridor Studies
- Data collection and Analysis to support Multi-modal Planning
- Community Outreach and Support Planning
- Travel Forecasting

**A detailed summary of the transfer and receipt of funds supporting regional modeling activities are specific to each Planning Organization and is provided in more detail in Task 7 of this UPWP.




The representative list of Planning Activities provided above may be undertaken by District Four consistent with support of the following directives:

- The Seven goals of the current Florida Transportation Plan (FTP), as may be amended during this UPWP cycle:
 - Safety & Security
 - Infrastructure
 - Mobility
 - Transportation Choices
 - Economic Competitiveness
 - Quality Places
 - Environment & Energy
- The FDOT secretary's "vital few":
 - Safety
 - Mobility
 - Innovation
 - Fostering Talent
- The UPWP emphasis areas published from Office of Policy Planning
 - Safety
 - System Connectivity
 - Resilience
 - ACES (Automated/Connected/Electric/Shared-use) Vehicles

This list of District Four Planning Activities includes both highways and other modes (e.g. airports, seaports, rail, freight/passenger terminals, urban fixed guideway, etc.).



Appendix E - Comments and Responses

 Federal Highway Administration Florida Division Office 3500 Financial Plaza, Suite 400 Tallahassee, Florida 32312 (850) 553-2201 www.fhwa.dot.gov/fldiv				Federal Transit Administration Region 4 Office 230 Peachtree St, NW, Suite 1400 Atlanta, Georgia 30303 (404) 865-5600			
Planning Comments							
Document Name: Draft 20/21-21/22 UPWP				MPO: Palm Beach TPA			
Date of Document:		Date Received: 3/15/2020		Date Reviewed: 4/13-14/2020		District: 4	
Reviewed by: Stacie Blizzard and Rob Sachnin							

COMMENTS:

Page #	Comment Type	Comment Description	TPA Response
General	Critical	For the Final UPWP Reminder: All Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.	All statements will be signed and dated in the final UPWP
General	Critical	The tasks do not provide enough information in sufficient detail to determine costs of nor eligibility of the activities. More attention is provided in the previous work sections than in the required activities for the new UPWP time period. Please relook at the tasks and expand this information. Additionally, the task tables should provide a more general	The activities in each task have been expanded to provide additional detail. The TPA executes consultant work orders for specific activities, allowing for clear identification of activity costs.



		breakdown on the activities/products (e.g. freight plan activities, data collection activities, maintain travel demand models). It is difficult to tell how much each of the efforts costs and since everything is so broad, how does the TPA evaluate level of effort vs costs for these activities?	The TPA has found that allocating staff costs at the task level allows staff to spend more time completing activities and less time documenting hours expended by activity.
General	Critical	Each task must link activities and end products as well as to identify <u>milestones</u> and end product due dates. If an activity is ongoing – please identify is it monthly, quarterly, annually and which years. Some of these are provided but many are not. If an end product will not be completed during this UPWP, then it must be identified when it will be completed as well. Please review all tasks for this requirement.	All tasks and activities have been reviewed. Completion of interim milestones are documented through monthly progress reports. Ongoing tasks by their nature do not lend themselves to establishment of periodic schedules.
General	Critical	Please note that any equipment/capital asset (this includes software) purchases with unit costs 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.	Noted.
General	Critical	As written it is very difficult to determine consultant participation and does not provide enough detail – such as the scope of work, work to be accomplished, anticipated completion dates, products produced and scope or work costs. As written every scope or work and work order will be required to be submitted for review and prior approval since this information is not provided in the UPWP. If it is provided in the final UPWP with sufficient detail, then the scopes will not need to be sent separately for review and approval to FDOT and FHWA Consultant Services. This includes the General Planning Consultant contracts mentioned in the Organization and Management M PO Administration section of the UPWP.	Noted.
General	Critical	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP	Additional 5307 funding used by Palm Tran for transportation planning has been added to Task 2.
General	Critical	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	The TPA is processing a simultaneous FY 19-20 UPWP amendment to deobligate \$500K of FWHA PL funds and has proposed to include these funds in FY 21 of this UPWP.



			Per FDOT District 4 preference, the TPA is not permitted to deobligate the FHWA SU funds in FY 20 in order to include them in FY 21.
General	Critical	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Noted. The UPWP uses the FY 20 values as estimates for 5305(d) funds in FY 21 and FY 22.
General	Critical	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	Noted. Task 3.F addresses performance measures and target setting.
General	Critical	Activities using FTA 5305d and 5307 Planning for transit related activities needs to be included in the UPWP. Please set up a separate task for transit related activities.	Thank you for this suggestion. Tasks 2.B and 2.C focus specifically on transit planning.
General	Critical	Please include activities under the appropriate task to review and update the MPO's COOP to consider pandemic scenarios. Additionally, it is suggested that the MPO review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.	Thank you for this suggestion. The updating of the COOP and TPA operating procedures is included in Task 6.H
General	Critical	Please include in the appropriate Task an activity to capture the MPO's activities to monitor and prepare for the release of 2020 U.S. Census results.	Thank you for this suggestion. Task 6.I has been added to address this.
General	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.	Noted.
General	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	The comments and responses are included as Appendix E.
General	Critical	If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products (or the MPO is receiving federal funds from other MPOs or entities for the same or any purpose), those funds	The TPA is contributing FHWA SU funds to the Miami Dade TPO for travel demand model development and to FDOT District 4 for travel demand model maintenance and



		and activities must be reflected in the all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOUs) for these types of activities.	support. These transfers are included in Task 7.A and 7.B. The TPA will provide an executed copy of the travel demand model MOU under separate cover.
Cover Page	Critical	Federal Aid Project Number (FAP) will be 0098-058	This has been updated.
Executive Summary	Editorial	Excellent overall discussion on the planning process and priorities for the Metropolitan Planning area. The Revenue graphics was particularly appreciated for the readers quick reference to the funding source discussion.	Thank you for this comment.
Executive Summary/ Introduction	Critical	Soft Match Definition – Please ensure you identify the soft match ratio for PL Funds of 80:20 and please check to ensure all the match amounts in the Executive Summary, Introduction and all the Task and Summary Budget Tables are identified correctly using this ratio. SU funds still use the sliding scale and need to be calculated using that ratio of 81.93:18.07 The SU match should also be discussed in the Executive Summary and Introduction and the amount identified. A column for the SU soft match amount Also needs to be included in the Task and Summary Budget Tables as well. (Please note – showing the soft match is optional in the individual task tables if you would like to remove it for the PL and SU funds - but it is required in the Executive Summary, Introduction and Summary Budget Tables)	Thank you for this clarification. The appropriate soft match amounts have been shown in the introduction and summary budget tables. As the executive summary is a TPA-created element in the UPWP that focuses on cash funds available to the TPA to administer the planning process, soft match funds are not included in the summary.
Introduction	Critical	First Paragraph – the UPWP is effective July 1, 2020 through June 30, 2022	This has been updated.
Introduction	Editorial	Continuing – Were the public involved and other stakeholders in the development of the 2045 LRTP?	Yes.
Introduction	Editorial	Good discussion on the State Planning Emphasis Areas	Thank you for this comment.
Organization and Management	Critical	<ul style="list-style-type: none"> • Agreements – The new MPO agreement should be listed here – not the prior (2018/19-2019/20) UPWP Agreement. • Please include the activities needed to update those agreements that will be expiring during this UPWP time period in the appropriate tasks 	<p>This has been updated.</p> <p>The execution of new agreements is included in Task 6.H</p>



Task 1	Editorial	Monitor DBE participation and report payments – how is this being accomplished? Does the TPA have its own system? How often is this being performed?	The TPA monitors DBE participation on each of its consultant contracts using an internal tracking system. The TPA reports this information to FDOT annually.
Task 2	Critical	Is the software licensing new – or is this an ongoing annual cost since previous UPWPs? Information about this cost should be included in the task activity list	The reference to software licenses has been removed because individual license costs do not exceed \$5,000.
Task 3	Critical	Please identify the funds and amount set aside for the competitive funding programs and please identify what are the activities involved for this.	The TPA conducts an annual call for projects to be designed and constructed with its apportioned amount of FHWA TA and SU funding. Additionally, the TPA conducts an annual call for projects on state highways to be constructed with state gas tax revenues. Additional details are available at www.palmbeachtpa.org/funding
Task 5	Critical	Are any of these activities and end products associated with the shared regional projects in Task 7? What is their relationship? Please clarify this. Perhaps the first item A should be moved to Task 7.	Task 5 represents all activities to be performed by TPA staff and consultants. Task 5.A represents the TPA's supporting work to develop the regional products and participate in meetings, etc. Task 7 represents the TPA's financial contribution to other agencies as those other agencies incur expenses to lead the development of the regional products.
Task 7	Editorial	This is very helpful information and it is appreciated that this is shown in this manner – see note above for Task 5 and general note about shared regional tasks	Thank you for this comment.
Summary Budget Tables	Critical	Do not include the transfer funds in the total fud budget requested for the UPWP. It is suggested the Task 7 lines be shifted UNDER the total expenditures line so it is not included OR add a line under the total expenditure line and note the subtraction of these funds and add a new total UPWP Expenditure line. Any funds transferred to another entity for shared regional tasks must be reported in the UPWP but are not part of the UPWP expenditures since these funds are taken out of the TPA's "bank account" before being obligated in the UPWP for the TPAs spending.	Thank you for this suggestion. Task 7 has been relocated under the total expenditures line.
Summary Budget Tables	Critical	<ul style="list-style-type: none"> Please ensure that the match for PL funds is calculated correctly it is an 80/20 ratio and not the sliding scale for PL funds 	1. FDOT soft match funds for both PL (at 20%) and SU (at 18.07%) funds



		<ul style="list-style-type: none">• Please include a column for the SU Match – which does use the sliding scale ratio• There are no TPA Local Funds shown in the Summary Budget Tables. How are the legislative and other non-eligible activities being paid for? Please include these funds in the individual Task Tables and the Summary Budget Tables.• As of today, the PL funds are over programmed in year 1 and in year 2 PL funds are over programmed from what is available in the allocation Please ensure all funds identified are currently available for the MPO to use in this UPWP. Please verify funding levels available to the MPO 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.	<p>are included in the summary budget table.</p> <ol style="list-style-type: none">2. TPA local funds are included in Task 8 which provides funding for legislative and other non-eligible activities.3. PL funds match the FDOT work program allocation amounts for FY 21 and FY 22. SU funds for planning are less than the FDOT work program allocation amounts for FY 21 and FY 22. Additionally, the TPA is de-obligating \$500K of PL funds from FY 20 and adding them to the available PL funds in FY 21.
Business Plan	Editorial	Multi-Year Business Plan - Inclusion of a five-year forecasting of funding in the UPWP remains a best practice.	Thank you for this comment.



Palm Beach TPA Draft UPWP Review
FDOT Comments

Page # / Topic	Comment Type	Department	Comment Description	TPA Response
General		PLEMO	<p>Generally, it is very difficult to see how the UPWP ties together core documents (LRTP, TIP, UPWP, LOPP) and the studies or collaborative efforts that will be used to support them. The tasks seem very disjointed and are not clearly tied together. It would be preferable that this UPWP be reorganized such that the Tasks relate to core functions of the MPO, and subsequently relate to the work products that support them, with linkages between the work products being denoted in the purpose.</p> <p>Regarding UPWP development, the TPA should expand what they are prepared to do when developing this core document (based on FHWA language): “Prepare a Unified Planning Work Program (UPWP) consistent with the MPO Agreement and listing the transportation studies and tasks to be performed by the MPO staff or consultants planned for completion within the two-year UPWP period (State Fiscal Years 2023/24 and 2024/25). The UPWP will include the following elements –</p> <ul style="list-style-type: none">• A schedule of planning activities resulting in the completion of core MPO deliverable and supporting studies,• A listing of all federally funded studies, as well as all relevant state and local planning activities conducted without federal funds and within the boundary of the MPO,• Agency administration,• Agency reporting and certification requirements,• Identification of the agency responsible for each task or study, and• The funding sources identified for each project.”	<p>The UPWP makes a clear connection between tasks and core documents, as outlined below:</p> <p>Engage the Public = Public Participation Plan Plan the system = LRTP and corridor studies Prioritize Funding = LOPP and TIP Implement Projects = project scoping, design comments, field reviews, etc. Collaborate with Partners = SERPM, TRIP priority list Administer the agency = UPWP</p> <p>All federally required elements are present in the final document (schedule of activities, deliverables, lead agency, funding sources, administration, certification, etc.).</p>



General	Critical	Program Management	Kindly ensure the UPWPs match the existing programming in the work program and not be exceeding it.	The FY 21 and 22 PL funding amounts match the values in the draft FY 21-25 work program for FM 439325.3. The FY 21 and 22 SU funding amounts are less than the values in the draft work program.
General	Critical	PLEMO	TPA's intentions to spend SU dollars in FY 21 requires clarification (maybe elsewhere in the UPWP) to reflect that they agree to comply with the 80/20 rule prior to accessing SU funds.	The "80/20 rule" exists in the FDOT Work Program Instructions, which are developed by FDOT staff to guide FDOT staff conducts. It is unclear why the TPA would agree to comply with this document.
General	Critical	PLEMO	Updated/new data and urbanized areas (UZAs) will become available through the 2020 U.S. Census. It may or may not take two years, as it did after the 2000 and 2010 censuses, for release of the UZAs delineated based on census results. If past practice holds, activity of interest to MPOs will precede release of the UZAs (e.g., promulgation of federal regulations governing criteria to be used in delineating UZAs). Suggest including a census-related activity, such as the following, in the UPWP: <ul style="list-style-type: none"> Monitor and prepare for the release of 2020 U.S. Census results, including in anticipation of participating in the post-census re-designation/re-affirmation process for metropolitan planning organizations conducted under state law (Section 339.175, Florida Statutes). 	Task 6.I was added to address this.
General	Enhancement	PLEMO	As there were no corrective actions arising from the recent State certification (in progress as of 04/15/2020), we recommend the enhancement of their stakeholder engagement activities. UPWP Task 8 includes a line item to "Improve Public Engagement: Promotional items, activities and sponsorships" which we can recommend be expanded to include enhanced effort toward stakeholder engagement. This should also be expanded on in Task 5 as a function of partner engagement.	Thank you for the suggestion on how to utilize local TPA member dues pursuant to task 8.B Task 5.D includes meetings with stakeholders to both educate them on the TPA planning process and to receive input from them in the development of core TPA documents. Additionally, all planning products developed in Task 2 and Task 3 include ample opportunities for stakeholder input.
General	Critical	PLEMO	Include "FDOT District 4 Planning Activities FY 20/21 to FY 21/22" to UPWP document.	Thank you for providing this document. It will be included as Appendix D



1	Critical & Editorial	PLEMO	<ol style="list-style-type: none"> 1. Replace "TBD" with "20.205" for Highway Planning and Construction. 2. Replace "TBD" with "20.505" for Federal Transit Technical Studies Grant (Metropolitan Planning). 3. Replace "TBD" with "0098-058-M". 	This information has been used in the final document.
3	Critical	PLEMO	<ol style="list-style-type: none"> 1. <i>Executive Summary, second sentence in third paragraph:</i> Since there are no federal PEAs for this UPWP cycle, would make this change: "The program is guided....and the federal planning factors and state Planning Emphasis Areas (PEAs)." 2. <i>Dollar amounts subject to change.</i> Amounts may need to be reconciled with programmed amounts (see Program Management. comment above). 	<ol style="list-style-type: none"> 1. The recommended change has been included in the final document. 2. This note seems unnecessary given that the UPWP serves as the TPA's application for federal funding and the amounts utilized in the document are consistent with the FDOT work program. Please notify the TPA if FDOT elects to change the work program amounts.
4,10,15,17,20,22,23,25,27, 28	Editorial	PLEMO	<p>"Work Program" section of the Table of Contents and "UPWP Work Task" Titles for the Tasks need to be revised/renamed to include (maybe as subtitles) the following:</p> <ol style="list-style-type: none"> i. Administration ii. Data Collection iii. Transportation improvement Program iv. Long Range Transportation Plan v. Special Project Planning vi. Public Involvement <p>As some of the activities in the different tasks appear to overlap/repeat, revising the Task to match the above listed topics may assist in organizing and centralizing the tasks.</p>	<p>Thank you for this suggestion. The TPA's UPWP task titles were established by the TPA Governing Board through a strategic planning process. The following crosswalk is provided to assist your review:</p> <p>Administration: Task 7 – Administer the Agency</p> <p>Data Collection: Included in Plan the System</p> <p>Transportation Improvement Program: Task 3 – Prioritize Funding</p> <p>Long Range Transportation Plan: Task 2 – Plan the System</p> <p>Special Project Planning: Included in Task 2 and Task 4</p> <p>Public Involvement: Task 1 – Engage the Public</p>
5, Introduction	Critical	PLEMO	<ol style="list-style-type: none"> 1. Clarify and define the purpose of the TPA. 2. In paragraph 4 update sentence "The soft match..." to include the following language per MPO Liaison Handbook Section 3.7.2.: <p>"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, (with the</p>	<ol style="list-style-type: none"> 1. The TPA's mission statement and references to relevant federal and state regulations have replaced the purpose statement. 2. The requested paragraph from section 3.7.2 of the MPO Liaison Handbook has been included in the final document. Also, all calculations have been updated



			<p>exception of 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 being utilized to match the FHWA <u>PL</u> funding in the UPWP is 20% of FHWA program funds for a total of \$_____. The "soft match" amount being utilized to match the FHWA <u>SU</u> funding in the UPWP is 18.07% of FHWA program funds for a total of \$_____."</p> <p>Please note: PL funds does not use the sliding scale; revise the percentage throughout the document to read 20%.</p> <p>3. Also include: "To receive FTA Section 5305(d) grants, FDOT and Palm Beach County provide a matching share for those funds. FDOT will provide cash and technical support services as the state's matching share of FTA Section 5305(d) funds. Support services will include guidance and technical assistance to the TPA staff and attendance at meetings. FY 2020/21 \$_____ FY 2021/22 \$_____"</p>	<p>to use 20% as the match ratio for PL funds.</p> <p>3. The requested paragraph has been included. The UPWP assumes that FDOT will continue to provide matching funds at 10% of the FTA program funds.</p>
12	Editorial	PLEMO	<p>1. Include the language "MPO Agreement expires and is replaced every two years. The next agreement is anticipated to be executed no later than June 30, 2020."</p> <p>2. There are agreements listed that will be expiring in 2020. Ensure there are activities included to the work on preparing and executing new agreements.</p>	<p>1. Added the language and similar language for the FTA agreement.</p> <p>2. The execution of new agreements is included in Task 6.H</p>
15-28, Tasks	Critical	PLEMO	<p>1. No Transit Tasks were identified. If there are Transit funds if needs to be defined.</p> <p>2. The TPA has only included completion dates; there are no mentions of milestones or benchmarks throughout the document. I suggest adding a</p>	<p>1. Task 2 contains a myriad of transit planning activities.</p> <p>2. The UPWP includes a schedule of planning activities <u>resulting in the</u></p>



			<p>column to the task lists indicating the probable/intended start date where applicable, and relevant milestones along the way, particularly for TPA core documents such as TIP, LRTP (even if no update is due), Annual LOPP, UPWP, etc.</p> <p>Also, individual planning studies should spell out the anticipated schedule for the project. This might be best if spelled-out on a quarterly basis. Overall, while this UPWP seemingly addresses the Task headings adequately, there seems to be too little detail in the individual tasks to outline a plan stating whom will perform the work, the schedule for completing the work, or clearly defined products resulting from the work performed.</p>	<p><u>completion</u> of core MPO deliverable and supporting studies. Completion of milestones and benchmarks are provided in monthly progress reports.</p> <p>3. Providing schedules for planning studies creates too much specificity for the UPWP and requires unnecessary amendments and/or modifications.</p>
15-25, Previous Work	Critical	PLEMO	The section on Previous Work should highlight any major milestones achieved should reflect the accomplishments completed under the prior UPWP, which should serve as a benchmark. For example: Percentage of meetings successfully completed, percentage of on-time adoptions of core documents are key metrics. Should reflect the completion or progression of prior UPWP required activities as a brief summary.	Thank you for this suggestion. The previous work section highlights those tasks and/or portions of tasks recently completed or continuing into the current UPWP.
15-16, Task 1 – Engage the Public	Enhancement	PLEMO	Suggest using the following text, based on FHWA language: Purpose: “To ensure that the MPO's public involvement process meets all federal and state regulations and actively engages a well-informed public, inclusive of individuals or organized groups residing in, having an interest in, doing business in, or interacting with the transportation network within the MPO area that is/are potentially affected by transportation decisions to contribute input into the transportation planning and decision-making processes.”	Thank you for this suggestion.



17-19, Task 2 – Plan the System	Critical	OMD	<p>This task does not address regional connectivity in the Metropolitan Area. Regarding transit connectivity it should address:</p> <ol style="list-style-type: none"> The barrier to regional transit connectivity in Southeast Florida due to the lack of a universal fare and transfer policy, and plan. This effort is not mentioned in the UPWP and the three MPOs should have a policy effort for this matter. Any efforts with Palm Tran and FDOT on Express Bus Services from the Gatlin Blvd park-and-ride lot (St. Lucie County) to West Palm Beach intermodal center. 	Thank you for this suggestion. Task 5.F was added to address this.
18, Task 2 – Plan the System	Enhancement	PLEMO	<u>Activity H:</u> Given the evolving body of data and tools, suggest adding “and other” to the list of types of data to be collected and analyzed (e.g., to include data relating vulnerability/resilience of transportation and other (e.g., stormwater management) infrastructure).	Thank you for this suggestion, this text was added to Task 2.H
20-21, Task 3 – Prioritize Funding	Critical	PLEMO	<ol style="list-style-type: none"> Task 3 should be revised. This task is very disjointed, and in some cases seems like it does not address planning issues. The role of the MPO is to develop the core planning products, which includes prioritization of a projects and programs as part of a cost feasible long-range plan. The title of the Task, and the purpose, suggest otherwise; that the TPA is seeking to prioritize the funding applied to the projects and/or programs rather than prioritizing the projects and/or programs within the foreseeable revenues. This is an incorrect approach, as the TPA does not program funding (OWPB does to the greatest extent feasible each cycle). Likewise, Local Funding priorities are at the discretion of the local agencies that control those funds under statute or local ordinance. While it is a statutory requirement that all agency planning activities be listed in the UPWP, it is not a function of the UPWP to grant oversight of these funds to the MPO. 	<ol style="list-style-type: none"> Thank you for this comment. The TPA is required by state law to develop a priority project list which seeks to prioritize funding to the selected projects. Additionally, the TPA is required by federal law to adopt a transportation improvement program (TIP) which programs funding to the highest priority projects and programs from the TPA's adopted LRTP. The creation of these two core products amounts to prioritizing funding. Pursuant to s. 339.134(4)(d), F.S., FDOT must annually present the draft work program to the TPA “to determine the necessity of making any changes to projects included or to be included in the district work program and to hear requests for new projects to be added to, or existing projects to be deleted from, the district work program.” The review



			2. Activity C: What is the “Review Letter”? When exactly is this done? Is annually enough?	letter identifies any changes requested by the TPA following that presentation.
22, Task 4 – Implement Projects	Critical	PLEMO	<p>This task seems to invert the normal role of the TPA and its partners. For example, Activity E indicates that local partners should be aligning to the planning document. Rather, the planning document should be aligning to the local partner agencies as they address their identified needs using the revenues available to them.</p> <p>Also, the necessity of Activity A and Activity B require further explanation. Particularly Activity B, in which it is not readily apparent why an additional project-level tracking method is needed for the TIP, or what it is supposed to include (unless this is in support of building an interactive TIP accessible through the TPA website?).</p>	<p>Task 4.A monitors the implementation of the LRTP to ensure that each group of projects advances in a similar fashion.</p> <p>Task 4.B seeks to make the real-time status of projects accessible to the public, as the current FDOT project management system exists behind a firewall and cannot be shared with the public.</p> <p>Task 4.D encourages local agencies to build projects consistent with the TPA’s LRTP, which is adopted by representatives of these local agencies.</p>
23-24, Task 5 – Collaborate with Partners	Enhancement	PLEMO	<p>This task duplicates part of Task 7 and seems like it should be a self-evident component of every other Task in the UPWP that requires consistency with the PPP, which is not otherwise monitored or updated via the activities in this UPWP. It is suggested that the activities in this task be redistributed among the other tasks and tied to the activities they support.</p> <p>Another suggestion for this task is that the administration of FTA programs should be detailed here, and the interaction with transit service provider agencies be detailed here with activities structured to collaboratively support their planning activities. The “ongoing” nature of this activity should be refined to demonstrate monthly, quarterly, or otherwise regularly scheduled meetings occur, and should define the TPAs deliverable(s) that arise from participating in those agency committees.</p>	<p>Task 5 describes efforts by TPA staff and consultants to collaborate on regional tasks.</p> <p>Under Task 5.D, the TPA meets quarterly with SFRTA and bi-monthly with Palm Tran. These coordination meetings are captured in monthly progress reports.</p> <p>Task 7 transfers funding to and from other agencies. The use of funding received by the other agency must be described in the receiving agency’s UPWP.</p>
23-24, Task 5 – Collaborate with Partners	Enhancement	PLEMO	<p>Suggest adding activities on:</p> <p>(1) Development and implementation of and amendments to the 2045 Regional Transportation Plan (including a freight</p>	<p>1. Task 5.A was modified to address this.</p> <p>2. Task 5.C was modified to address this.</p> <p>3. Task 5.G was added to address this.</p>



			<p>element) in coordination with the Broward MPO and the Miami-Dade TPO;</p> <p>(2) TPA participation in the update of the Florida Transportation Plan (FTP) scheduled to conclude in December 2020 and FTP implementation, also planning and implementation efforts for the Strategic Intermodal System; and</p> <p>(3) Promotion of informed and well-coordinated acquisition and use of data by multiple partners.</p>	
25-26, Task 6 – Administer the Agency	Enhancement	PLEMO	<p>Suggest using the following text, based on FHWA language:</p> <p>Purpose: “To administer and manage the transportation planning process in the Palm Beach TPA component of the Miami FL Urbanized Area (UZA). The TPA must ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO is responsible to establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area.”</p> <p>Note: The intent of administering the agency is to facilitate the transportation planning process in a deliberative setting with input from partners, stakeholders, advisory committees, and the public. The way Task 6 is currently written implies that the TPA staff <i>leads</i> the process rather than <i>facilitates</i> the process. The characterization of this relationship should be clarified in the purpose. Likewise, the TPA’s purpose should not focus solely on implementing plans of the Board; it should face outward rather than inward.</p> <p>To help match the Boards plans with the vision of the community, emphasis on creating the fair & impartial setting should create a better focus on the TPAs true purpose. We may want to consider adding a</p>	The Task 6 purpose statement was modified based on the suggested text.



			component to this purpose that illustrates the need to build consensus between community partners.	
27, Task 7		PLEMO	No comment.	Noted.
28, Task 8	Critical	PLEMO	Estimated Expenditures amount for both Fiscal Years in activity table does not match the "TPA Local Funds" amount in Funding Table.	The totals have been modified to match.
30 & 31, Summary Budget Tables	Critical & Editorial	PLEMO	<ol style="list-style-type: none"> Summary Budget Tables to be separated for a total of four (4) tables: <ol style="list-style-type: none"> Two (2) "Table 1 – Agency Participation" for representing each fiscal year. Two (2) "Table 2 – Funding Source" for representing each fiscal year. Clarify the fiscal years to read FY 2020/2021 and FY 2021/2022. For our clarification, which budget category covers "equipment rentals and leases"? Document may need to include this wording to clarify. We suggest separating Supplies and Equipment from "Operational Supplies and Equipment". Task 7 amounts should not be included in the Total Expenditures amount. Suggestion is to revise the Total Expenditures amount and have a note added advising that Task 7 is not included; or have Task 7 moved to the end of the Table. There is no "Transfer to FDOT D4" amount for FY 21, is this correct? Verify. 	<ol style="list-style-type: none"> All of the information requested in the summary budget table examples from the MPO Program Management is included in the two tables provided. The lease payments for the TPA's copy machine are included in Task 6 as a direct expense in the Operational Supplies and Equipment subcategory. Noted. The row for Total Planning Funds Used has been moved above Task 7 and the Task 7 amounts are excluded from the totals in this row. Pursuant to the second MOU for SERPM related activities that was adopted by SEFTC on October 4, 2019, FDOT D4 does not receive model maintenance funding until FY 22.
32, Multi-Year Business Plan	Enhancement & Editorial Critical	PLEMO	<p>Including a five-year forecasting of funding in the UPWP remains a best practice.</p> <ol style="list-style-type: none"> For clarity, write fiscal year as "FY 2020/2021 and FY 2021/2022". Verify amounts for each fiscal year, e.g. PL Funds for FY 21 & 22 is higher than amount allocated. Check these and future fiscal years for accuracy/consistency. 	<ol style="list-style-type: none"> Thank you for the comment. The UPWP clearly states that it addresses a state fiscal year calendar with FY 2021 beginning on July 1, 2020 and ending on June 30, 2021. The PL funding amounts in each fiscal year do not exceed FDOT program amounts.