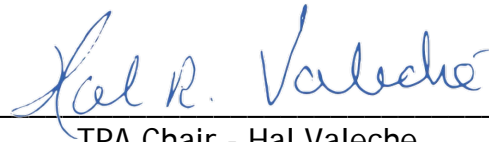


# PALM BEACH Transportation Planning Agency

## UNIFIED PLANNING WORK PROGRAM FY 2019 & FY 2020

Adopted May 17, 2018



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TPA Chair - Hal Valeche

REVISION	TYPE	DATE
#1	Amendment	10/18/2018
#2	Amendment	09/11/2019
#3	Amendment	05/21/2019
#4	Modification	07/28/2020

### CFDA Numbers

20.205 - Highway Planning and Construction

20.505 - Federal Transit Technical Studies Grant  
(Metropolitan Planning)

FAP No. 0097(056)

FM (FPN) No. 439325-2-14-01

FM (FPN) No. 413735-2-14-01

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: Malissa Booth at 561-684-4143 or email [MBooth@PalmBeachTPA.org](mailto:MBooth@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

**Cost Analysis Certification**

**Palm Beach TPA**

**Unified Planning Work Program - FY 2019/2020**

Modified 7/28/2020

Revision Number: Revision 4

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.

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Name: Marsha Taylor

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Planning Specialist, District 4  
Title and District

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Signature

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7/28/2020





## Executive Summary

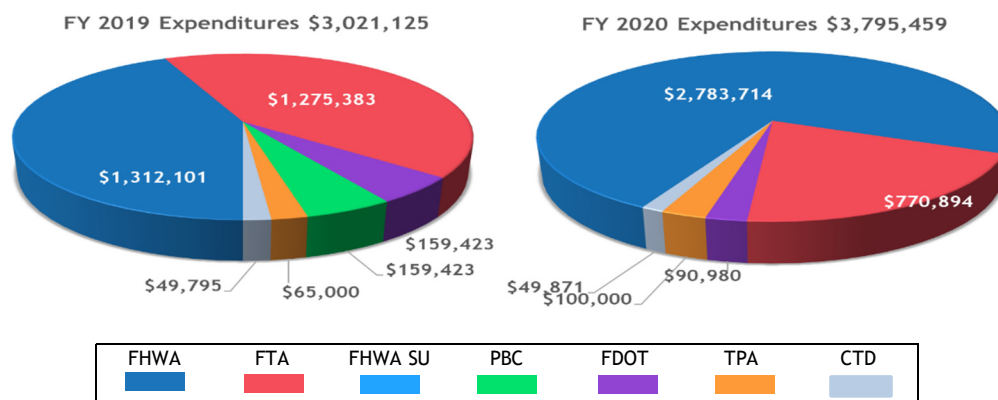
The Palm Beach Metropolitan Planning Organization doing business as the Palm Beach Transportation Planning Agency (TPA) is responsible for coordinating the transportation planning activities in Palm Beach County for both the incorporated and unincorporated areas. The TPA is part of a larger South Florida urbanized area referred to as the Miami FL Urbanized Area (UZA) that 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 LRTP on October 16, 2014 and the FY 2018-2022 TIP on June 15, 2017.

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 plan is guided by the vision set forth in the LRTP as well as federal and state Planning Emphasis Areas (PEAs). The UPWP includes a description of the planning work and resulting products, responsible agencies, schedules, cost and sources of funds for the two-year period. Throughout the document, FY 19 refers to the period from July 1, 2018 to June 30, 2019 and FY 20 refers to the period from July 1, 2019 to June 30, 2020.

The TPA receives a majority of planning funds through grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA funds are for surface transportation planning activities and require an 18.07% non-cash match, which is provided by the Florida Department of Transportation (FDOT) in the form of toll revenue expenditures. The funds are used to supplement TPA planning activities through FDOT planning activities. FTA funds are designated for transit planning activities and require a 20% match, of which FDOT will contribute a 10% cash match. In FY 19, Palm Beach County will contribute the remaining 10% cash match and in FY 2020, the 10% match will be an in-kind (soft) match from TPA Governing Board and committee activities. The Florida Commission for Transportation Disadvantaged (CTD) provides funding for the TPA to plan transit service for the transportation disadvantaged. FHWA and FTA planning grant funds not expended in prior fiscal years are carried forward into the current fiscal year. The TPA also has local funds for non-reimbursable activities and expenses.

The projected expenditures by funding source for FY 2019 and FY 2020 are shown below. Note that the TPA receives approximately \$1.8M in recurring grant funds but that funds carried forward from previous fiscal years allow for higher expenditure amounts.



1. FDOT funds shown do not include 18.07% non-cash (soft) match to FHWA funds
2. Funds shown in FY 2020 do not include required 10% 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, 2018 through June 30, 2020, using the state of Florida's fiscal year (FY) timeframes. The UPWP is guided by the vision set forth in the adopted TPA's Long Range Transportation Plan (LRTP) and includes a description of planning work and resulting products, responsible agencies, schedules, cost and sources of funds. 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 purpose of the TPA is to provide for a Continuing, Comprehensive, and Cooperative (3-C) transportation planning process. Planning tasks are conducted in compliance with Title 23, Sections 134 (Metropolitan Transportation Planning) and Section 135 (Statewide Transportation Planning) and Title 49 Chapter 53 (Public Transportation). 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.

The Florida Department of Transportation (FDOT) provides a non-cash (soft) match for the Federal Highway Administration (FHWA) funds. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$538,831 through the use of toll revenue expenditures. The planning activities performed by FDOT with the soft match funds are shown in Appendix D.

The Federal Transit Administration (FTA) grant provides funding for transit related planning activities at 80% and are matched by FDOT and Palm Beach County (PBC) at 10% each in FY 2019. In FY 2020, the 10% PBC match will be replaced with an in-kind (soft) match from the TPA Governing Board and committee activities. The TPA also receives funding from the Florida Commission on Transportation Disadvantaged (CTD) to implement transportation disadvantaged planning activities.

## Continuing

TPA planning activities are ongoing and continuous from previous efforts. The status of on-going planning activities is highlighted below.

- The TPA performs continuing public engagement activities;
- The current LRTP was adopted by the TPA in October of 2014. The TPA monitors and updates the LRTP in coordination with participating agencies, FDOT, Broward Metropolitan Planning Organization (MPO) and Miami-Dade Transportation Planning Organization (TPO) and the South Florida Regional Transportation Authority (SFRTA);
- The TPA assists local governments in planning transit services and establishing appropriate service levels for projected populations;
- The TPA coordinates with Palm Tran and SFRTA for updates to their Transit Development Plans (TDP) in order to select projects for inclusion in the Transportation Improvement Program (TIP);
- The TPA continuously monitors congestion levels on the transportation system and identifies potential projects and strategies for reducing congestion at bottleneck locations;
- 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 uses the Efficient Transportation Decision Making (ETDM), Electronic Review Comments (ERC) and Multimodal Checklist processes developed by FDOT to review projects on state facilities and provides comments.

## Comprehensive

The planning activities of the TPA are comprehensive in addressing all modes of transportation and work tasks have been identified to plan roadways, reduce congestion, optimize public transit, increase non-motorized transportation options and provide for efficient freight movement.

## Cooperative

The TPA cooperates with many participating agencies within Palm Beach County and on a regional and statewide level to assure seamless transportation within PBC, the region and interregional travel. The following are a list of agencies that the TPA interacts with throughout the year:

Broward Metropolitan Planning Organization  
Federal Highway Administration  
Federal Transit Administration  
Florida Commission on Transportation Disadvantaged  
Florida Department of Environmental Protection  
Florida Department of Transportation  
Florida Metropolitan Planning Organization Advisory Council  
Indian River County Metropolitan Planning Organization  
Martin County Metropolitan Planning Organization  
Miami-Dade Transportation Planning Organization  
Palm Beach County Department of Airports  
Palm Beach County Department of Environmental Resource Management  
Palm Beach County Engineering Department  
Palm Beach County Health Department  
Palm Beach County Municipalities  
Palm Beach County Parks and Recreation Department  
Palm Beach County Planning Division  
Palm Tran  
Port of Palm Beach District  
Treasure Coast Regional Planning Council  
School District of Palm Beach County  
South Florida Regional Planning Council  
South Florida Regional Transportation Authority  
Southeast Florida Transportation Council  
St. Lucie Transportation Planning Organization



## 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.

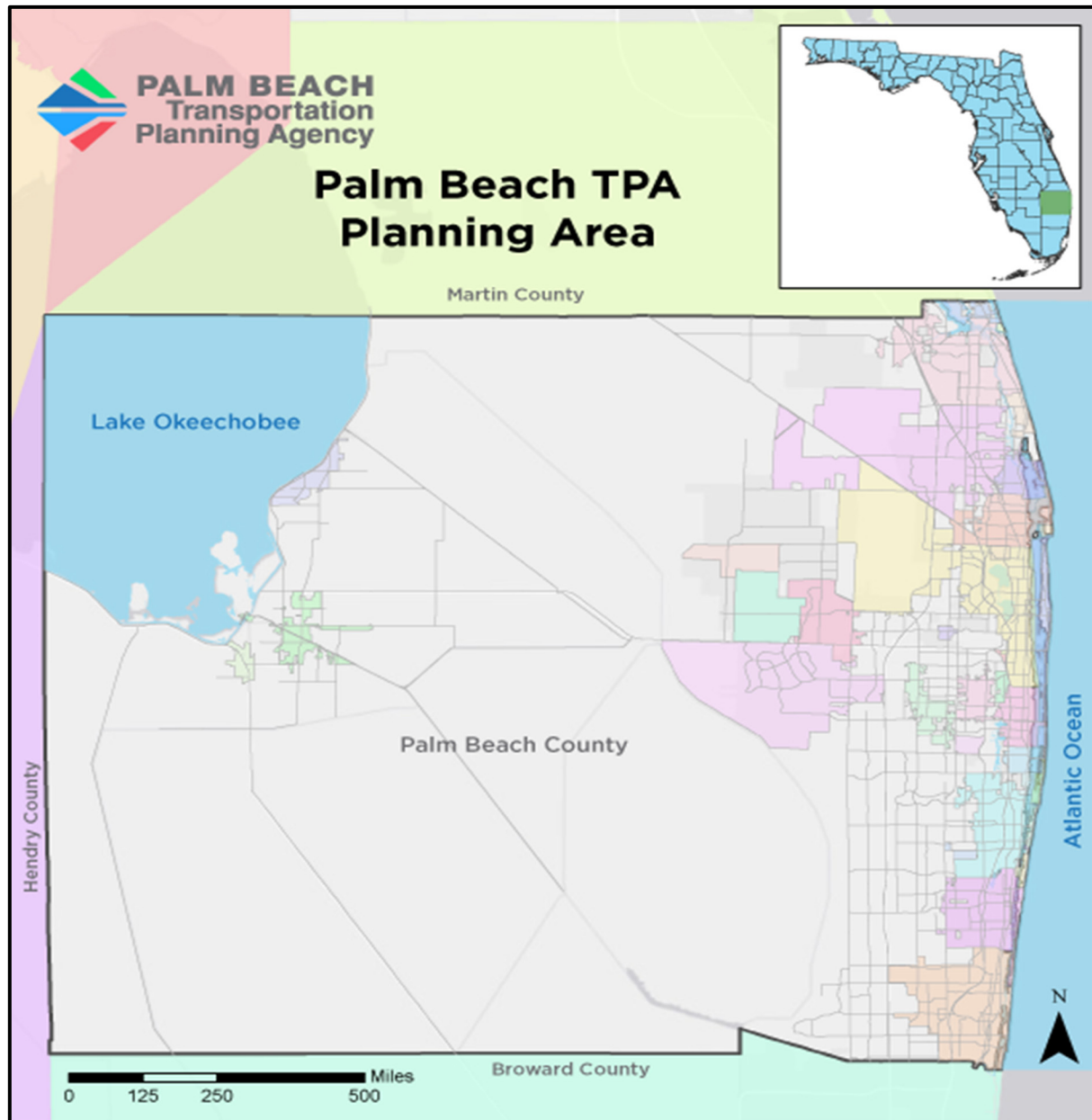


Figure 1 - Palm Beach TPA Planning Area



## 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 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 develop performance measures to guide transportation decision making and evaluate transportation system performance outcomes;
- 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 to help guide the various transportation planning participants to ensure that an integrated transportation analysis is accomplished.

To facilitate this end, the TPA has identified the following planning goals:

- Prioritize a safe and convenient non-motorized transportation network
- Provide an efficient and reliable motorized vehicle system
- Prioritize an efficient and interconnected transit system
- Maximize the efficient movement of freight through the region
- Preserve and enhance social and environmental resources

In addition, FDOT and the federal government have issued Planning Emphasis Areas (PEAs). Figure 2 provides a matrix of how the PEAs are reflected in the TPA's UPWP work activities. The PEAs include:

### FDOT Planning Emphasis Areas:

- Rural Transportation Planning - MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations for the first time. Florida Statutes include several provisions that require coordination with local governments including those in rural areas. Some rural communities in Florida face significant development pressures and need transportation investments to handle growing populations and economic activities. Others simply struggle to maintain their existing transportation system and with providing services to a spread-out community. MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.
- Transportation Performance Measures - FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and the TPAs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms.
- 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.”

UPWP Work Task	Rural Planning	Performance Measures	AV/CV/Electric/ Shared Vehicles
1. Engage the Public	●	●	●
2. Plan the System	●	●	●
3. Prioritize Funding	●	●	●
4. Implement Projects	●	●	●
5. Collaborate with Partners	●	●	●
6. Administer the Agency	●	●	●
7. Local Fund Expenditures			
8. Transfers to Other Agencies			

Figure 2 - State Planning Emphasis Areas Matrix

### Federal Planning Factors:

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

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 for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.



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

UPWP Work Task	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. Local Fund Expenditures										
8. 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 many public meetings and provides additional information on the TPA website ([www.PalmBeachTPA.org](http://www.PalmBeachTPA.org)).

The TPA conducted a major update of its Public Participation Plan (PPP) in 2017. The 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 input from the public during the ongoing 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 [By-Laws](#) facilitate efficient conduct by the Palm Beach TPA Governing Board as it leads in the planning, prioritizing and funding 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; law enforcement; and bicycle advocacy groups selected from a variety of disciplines in order to address the comprehensive effort in implementing bicycle, greenway and pedestrian infrastructure and initiatives.

The TPA Governing Board is the Designated Official Planning Agency for the PBC Transportation Disadvantaged program. The Local Coordinating Board is an advisory body to the Florida CTD and identifies local service needs, and 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 required agreements to facilitate the transportation planning process. A list and execution status of these agreements follows.

- MPO Interlocal Agreement - October 13, 2015 (creates the TPA to reflect membership apportionment)
- MPO Staff Services Agreement as amended - March 12, 2013 (provides staff for carrying out TPA activities)
- MPO Agreement - July 1, 2016 through June 30, 2018 (provides FHWA funding)
- Public Transportation Joint Participation Agreement (JPA) - October 1, 2015 (provides for FTA Section 5305d funding).
- Transportation Disadvantaged (TD) Planning Grant - July 22, 2017 (provides state planning funds to coordinate the Transportation Disadvantaged Service)



- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement - April 21, 2008 (coordination of multimodal transportation planning and comprehensive plans)
- SEFTC Interlocal Agreement as amended - January 9, 2006 (for regional transportation planning and coordination in South Florida)

## Required Certifications Statements and Assurances

In response to relevant laws and regulations governing the use of federal and state grants, the TPA has included a statement concerning the use of these funds for lobbying purposes. No federal or state funds are used for lobbying.

It is a requirement for the TPA to include an assurance that 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.

It is a requirement for MPOs to include a policy that they will provide an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.

The TPA is required to adopt and maintain a Title VI - Nondiscrimination Policy and program to assure 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The statements and assurances are included in Appendix C.





# Work Program

The Work Program consists of tasks required to carry out the 3-C (continuing, comprehensive and coordinated) transportation planning process. This plan was developed utilizing the following as a framework.

## *Mission*

*To collaboratively plan, prioritize, and fund the transportation system for Palm Beach County*

## *Vision*

*A safe, efficient, and connected multimodal transportation system*

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.

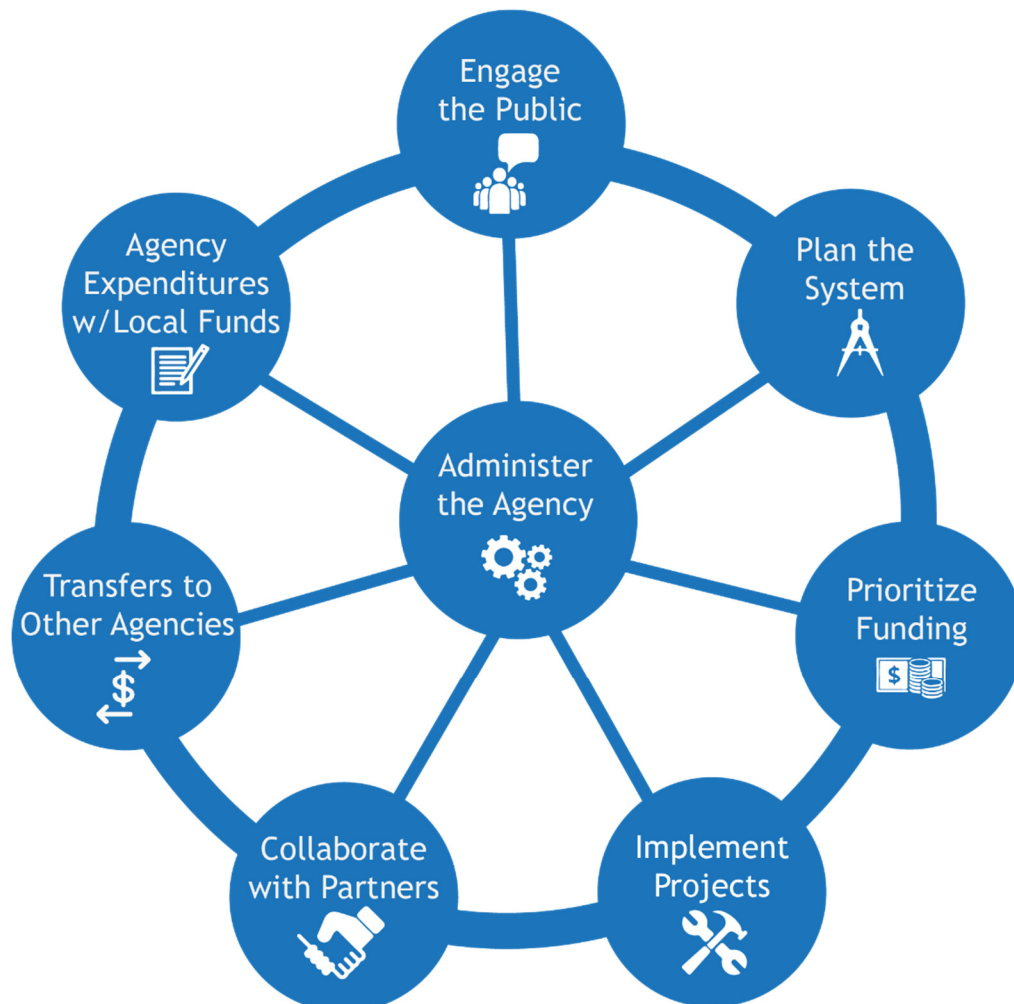


Figure 4 - Work Program Tasks



## Task 1 - Engage the Public

### Purpose

The TPA's goal for public participation is to enable and encourage public awareness and input into the transportation planning and project prioritization process.

### Previous Work

TPA staff conducted a tour of the new Brightline train station in West Palm Beach for TPA Governing Board members and others to see firsthand what the new commuter train service would be like. Staff participated in the "Bike Valet" at the SunFest event in West Palm Beach to distribute safety information and receive input on TPA planning activities.

Public Participation Plan (PPP) - Staff conducted a major update of the PPP that is user-friendly, visually appealing and up-to-date with the latest regulations. It includes measurable targets for monitoring the effectiveness of strategies in meeting program objectives. Included were updates to the Limited English Proficiency (LEP) Plan and the Title VI/ADA Non-Discrimination Plan.

Bicycle and Pedestrian Safety Campaign - As a continuation of the Pedestrian and Bicycle Safety Study, the TPA partnered with local agencies to conduct a Safety Outreach Campaign at the intersection of Military Trail and Forest Hill Boulevard. This intersection is the highest crash location for pedestrians and cyclists. A team of volunteers from the TPA, FDOT, Village of Palm Springs Police Department, School District and Department of Health talked to local citizens, encouraged them to use crosswalks, use bike lights, and collected comments on possible intersection improvements.

On-going activities included email distribution of news and documents, printing and distribution of informational materials, website and social media maintenance and updates, disadvantaged business enterprise (DBE) and Title VI monitoring.

## Task 1 Activities for Fiscal Years 2019 and 2020



Activity		Deliverable(s)	Completion Date
A	Encourage public participation at TPA Board and advisory committee meetings	Public Involvement Activity Report	Monthly
B	Present information and seek input from local governments, chambers of commerce, civic organizations, neighborhood associations, etc.	List of presentations	Quarterly
C	Distribute concise and relevant TPA information electronically	Emails	Twice monthly
D	Expand the social media outreach to solicit input into TPA plans	At least five postings	Weekly
E	Track performance measures and targets for public outreach	Annual Report Card	July 2018 & July 2019
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 training / educational events	Training event	As needed
H	Create electronic surveys and interactive electronic data collection tool for public input	Surveys and data collection tool	July 2019
I	Monitor and update the website with current events, meeting agendas, reports, etc.	Updated website	Ongoing
J	Monitor DBE participation and report payments	Monitoring report	As required
K	Prepare outreach materials for various planning initiatives (i.e. videos, print material, etc.), including alternate formats upon request	Targeted outreach materials	As needed
L	Participate and coordinate with SEFTC and partner agencies for regional public participation	Meeting attendance	As needed
M	Monitor countywide statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the TPA programs and activities	Data summaries	Annually
N	Attend Title VI, ADA and public involvement training	Completed training	Annually
O	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



## Budget for Fiscal Years 2019 and 2020

### Task 1 Engage the Public

FY 2019							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	Total less Soft Matches
Personnel & Benefits	101,220	22,324		33,074	4,134	4,134	142,562
Consultant Services	26,671	5,882					26,671
TOTAL EXPENDITURE	\$ 127,891	\$ 28,206		\$ 33,074	\$ 4,134	\$ 4,134	\$ 169,233

FY 2020							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	Total less Soft Matches
Personnel & Benefits	139,732	30,818		54,914	6,864	6,864	201,510
Consultant Services	11,680	2,576					11,680
TOTAL EXPENDITURE	\$ 151,412	\$ 33,394		\$ 54,914	\$ 6,864	\$ 6,864	\$ 213,190





## 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

**US-1 Multimodal Corridor Study & Health Impact Assessment** - The TPA conducted a 42-mile multimodal corridor study that includes a Health Impact Assessment. The US-1 corridor crosses 14 communities in Palm Beach County and aims to create a unified vision and implementable plans for continuous sidewalks, bicycle lanes and enhanced transit service.

**Pedestrian and Bicycle Safety Study** - The TPA developed a study that analyzes five years of pedestrian and bicyclist crash data in Palm Beach County. Crash heat maps for each mode helped define the 10 most dangerous intersections and corridors. Other deliverables of this effort include safety targets including ongoing educational and enforcement opportunities, and performance measures to track progress. Consistent with adopted Complete Streets policy, the overall vision is zero deaths and fatalities.

**Community Profile Maps** - The TPA has developed a series of maps for each municipality with representation on the TPA Governing Board that offers a snapshot of the existing transportation network within each city limit. The map series contains a demographic overview, roadway ownership, sidewalk inventory, bicycle suitability of on-road facilities, Palm Tran average monthly stop activity and stop amenities, roadway lanes, and TIP projects.

The TPA provided support in the development of version 8.0 of the Southeast Regional Planning Model (SERPM). The TPA participated in SEFTC Transportation System Management and Operations (TSM&O) Subcommittee activities.

## Task 2 Activities for Fiscal Years 2019 and 2020



Activity		Deliverable(s)	Completion Date
A	Update the LRTP for the year 2045.	Adopted LRTP	October 2019
	Process amendments to the adopted LRTP as needed.	Amendments	As needed
B	Plan the fixed route transit system, including TDP updates for Palm Tran and SFRTA, Tri-Rail service expansions, transit amenities and security, evaluation of access to transit, analysis of rail crossing safety and quiet zone eligibility	TDP Minor Update	Annually
		Quiet Zones	TBD



Activity		Deliverable(s)	Completion Date
C	Plan the Transportation Disadvantaged (TD) Paratransit system, including TD System Plan updates, CTC evaluations, LCB meeting coordination	TDSP update CTC Evaluation LCB Meetings	Annually Annually Quarterly
D	Plan the non-motorized transportation system, including: updates to the bike master plan, protected bicycle network plan, bikeshare plan, bicycle/pedestrian count program	Bike plans Bike/ped. count program	June 2019 June 2019
E	Create Vision Zero Action plan	Completed Plan	February 2019
F	Assist local governments with preparation of Complete streets community plans and studies	Community plans	As requested
G	Conduct corridor studies to evaluate safety and identify complete street infrastructure investment opportunities and health impact assessments	Corridor studies	As needed
H	Update the freight system plan, including the regional plan, participate on committees, coordinate with stakeholders	Freight Plan GIS datasets	As needed Ongoing
I	Collect and analyze population and employment data, vehicular traffic, non-motorized activity, transit ridership data and intermodal freight statistics, maintain GIS datasets, subscribe to ESRI software	Data collected and updated GIS datasets	Ongoing
J	Investigate automation of data collection processes related to traffic volumes, speeds, travel time and origin-destination pairs	Automated data collection process	July 2019
K	Plan for and coordinate with the Glades communities on freight, bike/pedestrian and commuter movements	Coordination	Ongoing

**Responsible Agencies:** Palm Beach TPA

**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



## Budget for Fiscal Years 2019 and 2020

### Task 2 Plan the System

FY 2019								
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	Total less Soft Matches
Personnel & Benefits	119,134	26,275		38,928	4,866	4,866	49,795	217,589
Consultant Services	188,662	41,610		428,675	53,584	53,584		724,505
Direct Expenses - Software Licensing	8,600	1,897						8,600
<b>TOTAL EXPENDITURE</b>	<b>\$ 316,396</b>	<b>\$ 69,782</b>		<b>\$ 467,603</b>	<b>\$ 58,450</b>	<b>\$ 58,450</b>	<b>\$ 49,795</b>	<b>\$ 950,694</b>

FY 2020								
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	CTD	Total less Soft Matches
Personnel & Benefits	141,774	31,269		58,284	7,286	7,286	49,871	257,215
Consultant Services	306,752	67,655		99,561	12,445	12,445		418,758
Direct Expenses - Software Licensing	25,770	5,684						25,770
<b>TOTAL EXPENDITURE</b>	<b>\$ 474,296</b>	<b>\$ 104,608</b>		<b>\$ 157,845</b>	<b>\$ 19,731</b>	<b>\$ 19,731</b>	<b>\$ 49,871</b>	<b>\$ 701,743</b>





## 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. An interactive map of major projects was also developed for display on the website.

The TPA identified major projects from the LRTP to be advanced for funding in the TIP, 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.

Online TIP Mapping Tool - Staff created an online tool to assist the public in mapping TIP projects.

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

The TPA Governing Board created a steering committee focused on identifying new service and funding options for the Tri-Rail Extension to Northern Palm Beach County.

### Task 3 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Develop an annual List of Priority Projects identifying TPA Major Projects, LI projects, and TA and SUN Trail and Safety Projects for funding in the TIP	Priority Project List	Annually in September
B	Administer the LI and TA annual competitive grant programs, update scoring system, review applications and associated activities	LI and TA Programs administration	Annually in June
C	Review FDOT Draft Work Program for consistency with the LRTP and adopted priorities of the TPA Governing Board	Review Letter	Annually in December
D	Prepare the TIP, including a project map and interactive online database, and process required TIP amendments	TIP	Annually in June
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 in December



Activity		Deliverable(s)	Completion Date
F	Review and score FTA 5310 Program grant applications	Grant Application Review	Annually in March
G	Use performance measures to evaluate transportation system performance outcomes	System Performance Report Card	Annually in July
H	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

## Budget for Fiscal Years 2019 and 2020

### Task 3 Prioritize Funding

FY 2019							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	Total less Soft Matches
Personnel & Benefits	119,134	26,275		38,928	4,866	4,866	167,794
Direct Expenses							
<b>TOTAL EXPENDITURE</b>	<b>\$ 119,134</b>	<b>\$ 26,275</b>		<b>\$ 38,928</b>	<b>\$ 4,866</b>	<b>\$ 4,866</b>	<b>\$ 167,794</b>

FY 2020							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	Total less Soft Matches
Personnel & Benefits	147,990	32,640		58,868	7,358	7,358	214,216
Direct Expenses							
<b>TOTAL EXPENDITURE</b>	<b>\$ 147,990</b>	<b>\$ 32,640</b>		<b>\$ 58,868</b>	<b>\$ 7,358</b>	<b>\$ 7,358</b>	<b>\$ 214,216</b>



## Task 4 - Implement Projects

### Purpose

Staff renamed this item to "Implement Projects" to focus attention on the implementation of projects and project scope details that accomplish the goals and objectives of the TPA Governing Board.

### Previous Work

The TPA prepared a report card on the progress of the Congestion Management Process (CMP) that is being utilized as a feedback loop to improve the transportation system.

Complete Streets Design Guidelines - TPA staff and consultants worked with the Complete Streets Working Group to develop a set of guidelines tailored to assist in designing Complete Streets solutions on state and local roadways in Palm Beach County.

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 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Monitor implementation of LRTP projects including the LI and TA	LRTP Report Card	Annually
B	Develop a TIP project management, prioritization and mapping tool	Prioritization tool	June 2020
C	Develop performance measures in compliance with federal regulations	Adopted performance measures	October 2019
D	Update the CMP Report Card to evaluate LRTP goals and objectives and identify potential projects for funding in the TIP	Activity Report	Annually
E	Provide partner agencies input on TIP projects to ensure final design and construction plans are consistent with TPA priorities	Project reviews	As needed

**Responsible Agency:** Palm Beach TPA

**Participating Agencies:** FDOT, TCRPC, PBC, Local Municipalities



## Budget for Fiscal Years 2019 and 2020

### Task 4 Implement Projects

FY 2019							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	Total less Soft Matches
Personnel & Benefits	59,567	13,138		19,464	2,433	2,433	83,897
Consultant Services							
TOTAL EXPENDITURE	\$ 59,567	\$ 13,138		\$ 19,464	\$ 2,433	\$ 2,433	\$ 83,897

FY 2020							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	Total less Soft Matches
Personnel & Benefits	80,227	17,694		31,220	3,902	3,902	115,349
Consultant Services							
TOTAL EXPENDITURE	\$ 80,227	\$ 17,694		\$ 31,220	\$ 3,902	\$ 3,902	\$ 115,349



## 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

Regional Commuter Challenge - The TPA worked with FDOT and South Florida Commuter Services on a similar but regional effort that covered Miami-Dade, Broward and Palm Beach counties.

Tour of Brightline Train Station and Bicycle Tour of West Palm Beach - TPA Governing Board representatives attended a tour of the new downtown West Palm Beach train station. After the station tour, the group went on a bicycle tour of downtown.

Tactical Urbanism - TPA staff participated in a tactical urbanism workshop with the City of West Palm Beach to implement an intersection pop-up project. The TPA also joined City's Mayor and leadership staff to meet with the Miami Downtown Development Authority and learn about their Biscayne Green pop-up project to implement a similar pop-up project locally.

FHWA Road Diet Workshop - The TPA coordinated with FHWA, the Treasure Coast Regional Planning Council, and Palm Tran to organize a Road Diet Workshop for planning and engineering professionals in the region. The workshop was held in Tequesta and had over 30 participants.

Regional Safe Streets Summit - The Palm Beach TPA, Broward MPO and Miami-Dade TPO collectively hosted the 2017 Summit in Sunrise. Additionally, TPA staff worked together with agency partners to organize the 2018 Regional Safe Streets Summit in the City of West Palm Beach. The summit included local and national Complete Streets experts and engaged elected officials, transportation agencies, residents and stakeholders across south Florida.

Through SEFTC, the TPA approved the Southeast Florida Regional Transportation Plan and the Regional Freight Plan. The regional activities include identification of regional corridors; providing technical support for expanded Tri-Rail service; coordinating regionally to 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 statewide efforts including the FDOT Freight Mobility and Trade Investment Plan and major updates to the Florida Transportation Plan and Strategic Intermodal System Plan.

## Task 5 Activities for Fiscal Years 2019 and 2020



Activity		Deliverable(s)	Completion Date
A	Update the 2045 Regional Transportation Plan and participate in all SEFTC/RTTAC activities	Regional Transportation Plan	January 2020
B	Adopt a prioritized Transportation Regional Incentive Program (TRIP) project list through SEFTC	TRIP Priority List	Annually





Activity		Deliverable(s)	Completion Date
C	Facilitate Ad Hoc Working Groups and establish documents to implement TPA priorities	Facilitated Working Groups	As needed
D	Coordinate with local economic boards and Chambers of Commerce to identify travel and tourism infrastructure needs	Meeting attendance	Ongoing
E	Serve on partner agency committees as appropriate (e.g. SFRTA, School District, etc.)	Meeting attendance	Ongoing
F	Conduct training to facilitate implementation of new rules, regulations, processes and procedures.	Training	As needed

**Responsible Agency:** Palm Beach TPA

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

## Budget for Fiscal Years 2019 and 2020

### Task 5 Collaborate with Partners

FY 2019							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	Total less Soft Matches
Personnel & Benefits	119,134	26,275		38,928	4,866	4,866	167,794
Consultant Services	20,000	4,411		28,000	3,500	3,500	55,000
<b>TOTAL EXPENDITURE</b>	<b>\$ 139,134</b>	<b>\$ 30,686</b>		<b>\$ 66,928</b>	<b>\$ 8,366</b>	<b>\$ 8,366</b>	<b>\$ 222,794</b>

FY 2020							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	Total less Soft Matches
Personnel & Benefits	133,438	29,430		59,082	7,385	7,385	199,905
Consultant Services	12,000	2,647					12,000
<b>TOTAL EXPENDITURE</b>	<b>\$ 145,438</b>	<b>\$ 32,077</b>		<b>\$ 59,082</b>	<b>\$ 7,385</b>	<b>\$ 7,385</b>	<b>\$ 211,905</b>



## Task 6 - Administer the Agency

### Purpose

Provide the staff and resources necessary to lead the planning process in order to implement the plans of the board, resulting in a funding program that realizes the vision of the community.

### 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.

TPA Governing Board Handbook - TPA Staff created an orientation handbook to assist new TPA Governing Board Representatives and Alternates on the mission and vision of the Palm Beach TPA and their roles and responsibilities as they serve on the Governing Board.

Changed the Agency Name and Rebranded the Agency - Through a series of meetings, the TPA Governing Board voted to change the name of the agency to the Palm Beach Transportation Planning Agency and adopted a new logo and tagline - "Connecting Communities"

Created a TPA Procurement Policy and Process - In preparation for independence, TPA staff developed a procurement procedures manual for use in all TPA procurements.

### Task 6 Activities for Fiscal Years 2019 and 2020

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 19-20, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT, and adopt the FY 21-22 UPWP	Progress Reports, Invoices FY 21-22 UPWP	At least quarterly May 2020
C	Monitor and annually update the Five-Year Strategic Plan	Strategic Plan	July 2019 & July 2020
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, County budget FDOT audit(s)	Annually in June Semi-Annually
F	Participate in joint FDOT/TPA annual certification reviews	Responses to certification questions	Annually



Activity		Deliverable(s)	Completion Date
G	Participate in the 2019 Federal Certification review	Responses to certification questions	2019
H	Procure services, supplies and equipment (RFPs, contracts, etc.)	Executed contracts	As needed
I	Facilitate office relocation: Office space lease, furniture, IT equipment, build out, utility agreements	New office space	December 2019
J	Set up operations for an independent agency: bank account, accounting system, personnel policy manual, insurance, retirement system, payroll system	Agency accounting system	July 2019
K	Modify/establish agreements, by-laws and COOP. Modify procedures to stay in compliance with state and federal rules/laws	Agreements	As needed
L	Microphone/Voting and Audio System (\$75,000)	Install in new office space	December 2019

**Responsible Agency:** Palm Beach TPA

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

## Budget for Fiscal Years 2019 and 2020

FY 2019							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	Total less Soft Matches
Personnel & Benefits	201,579	44,459		65,868	8,234	8,234	283,915
Travel/Training	61,200	13,498					61,200
Consultant Services	86,140	18,999					86,140
Direct Expenses							
Facilities	101,060	22,289		454,686	56,836	56,836	669,418
Professional Services				51,120	6,390	6,390	63,900
Administrative Services & Fees				24,768	3,096	3,096	30,960
Graphics & Legal Advertising				15,840	1,980	1,980	19,800
Operational Supplies & Equipment				22,704	2,838	2,838	28,380
Capital Equipment & Improvements				14,400	1,800	1,800	18,000
<b>TOTAL EXPENDITURE</b>	<b>\$ 449,979</b>	<b>\$ 99,245</b>		<b>\$ 649,386</b>	<b>\$ 81,174</b>	<b>\$ 81,174</b>	<b>\$ 1,261,713</b>



FY 2020							
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	Total less Soft Matches
Personnel & Benefits	291,003	64,182		127,317	15,915	15,915	434,235
Travel/Training	20,560	4,534					20,560
Consultant Services	44,174	9,743					44,174
Direct Expenses							
Facilities	1,009,257	222,596		287,573	35,947	35,947	1,332,777
Professional Services	6,200	1,367					6,200
Administrative Services & Fees	59,033	13,020					59,033
Graphics & Legal Advertising	12,286	2,710					12,286
Operational Supplies & Equipment	56,337	12,425		297	37	37	56,671
Capital Equipment & Improvements	185,500	40,913					185,500
<b>TOTAL EXPENDITURE</b>	<b>\$ 1,684,350</b>	<b>\$ 371,490</b>		<b>\$ 415,187</b>	<b>\$ 51,899</b>	<b>\$ 51,899</b>	<b>\$ 2,151,436</b>



## Task 7 - Agency Expenditures with Local Funds

### Purpose

This new task is for authorizing local fund expenditures for items that are not reimbursable from state and federal grant sources, or used as a local match.

- **Maximize Agency Effectiveness:** Seek to influence laws, policies and discretionary funding decisions at the state and national levels to help South Florida receive higher funding for transportation projects. Conduct peer exchanges with other MPOs around the country to inform better decision-making by Governing Board members and TPA staff. This task may include professional lobbyist assistance.
- **Improve Public Engagement:** Purchase and distribute promotional 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 and professional society memberships. Provide refreshments at meetings to maximize productivity.
- **Balance to TPA Reserve:** The balance of this account will be added to the TPA Reserve Account for purposes approved by the TPA Board including providing revolving agency funds.

### Task 7 Activities for Fiscal Years 2019 and 2020

Activity		FY 2019	FY 2020
A	Maximize Agency Effectiveness: Advocacy activities, Peer-to-Peer exchanges, Governing Board and TPA staff travel expenses, TPA staff time and consultant fees	\$10,000	\$45,000
B	Improve Public Engagement: Promotional items, activities and sponsorships	\$40,000	\$40,000
C	Enhance Staff Performance: Certification and Licensing dues, Professional Memberships, and meeting refreshments	\$15,000	\$15,000
D	Balance to TPA Reserve Fund	\$9,336	\$36,146
Total Expenditure of Local Funds		\$74,336	\$136,146



## Task 8 - Transfers to Other Agencies

### Purpose

This task is for transfer or receipt of PL (FHWA) funding to or from other agencies in support of planning activities.

### Task 8 Activities for Fiscal Years 2019 and 2020

Activity		Deliverable(s)	Completion Date
A	Financial contribution towards the update of the 2045 Regional Transportation Plan	Regional Transportation Plan	January 2020

### Budget for Fiscal Years 2019 and 2020

FY 2019								
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	Total less Soft Matches
To Broward MPO for Regional LRTP	100,000							100,000
TOTAL TRANSFERS	\$ 100,000							\$ 100,000

FY 2020								
BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA	CTD	Total less Soft Matches
To Broward MPO for Regional LRTP	100,000							100,000
TOTAL TRANSFERS	\$ 100,000							\$ 100,000





# Summary Budget Tables

The FY 2019 and 2020 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 2019 Agency Participation and Funding Sources by Task

BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	Local 10% Cash Match to FTA	CTD	TPA Local Funds	Total less Soft Matches
<b>TASK 1. ENGAGE THE PUBLIC</b>									
Personnel & Benefits	101,220	20,323		33,074	4,134	4,134			142,562
Consultant Services	26,671	5,355							26,671
<b>TASK TOTAL</b>	<b>\$ 127,891</b>	<b>\$ 25,678</b>		<b>\$ 33,074</b>	<b>\$ 4,134</b>	<b>\$ 4,134</b>			<b>\$ 169,233</b>
<b>TASK 2. PLAN THE SYSTEM</b>									
Personnel & Benefits	119,134	23,919		38,928	4,866	4,866	49,795		217,589
Consultant Services	188,662	37,879		428,675	53,584	53,584			724,505
Direct Expenses - Software Licensing	8,600	1,727							8,600
<b>TASK TOTAL</b>	<b>\$ 316,396</b>	<b>\$ 63,525</b>		<b>\$ 467,603</b>	<b>\$ 58,450</b>	<b>\$ 58,450</b>	<b>\$ 49,795</b>		<b>\$ 950,694</b>
<b>TASK 3. PRIORITIZE FUNDING</b>									
Personnel & Benefits	119,134	23,919		38,928	4,866	4,866			167,794
Consultant Services									
<b>TASK TOTAL</b>	<b>\$ 119,134</b>	<b>\$ 23,919</b>		<b>\$ 38,928</b>	<b>\$ 4,866</b>	<b>\$ 4,866</b>			<b>\$ 167,794</b>
<b>TASK 4. IMPLEMENT PROJECTS</b>									
Personnel & Benefits	59,567	11,960		19,464	2,433	2,433			83,897
Consultant Services									
<b>TASK TOTAL</b>	<b>\$ 59,567</b>	<b>\$ 11,960</b>		<b>\$ 19,464</b>	<b>\$ 2,433</b>	<b>\$ 2,433</b>			<b>\$ 83,897</b>
<b>TASK 5. COLLABORATE WITH PARTNERS</b>									
Personnel & Benefits	119,134	23,919		38,928	4,866	4,866			167,794
Consultant Services	20,000	4,016		28,000	3,500	3,500			55,000
<b>TASK TOTAL</b>	<b>\$ 139,134</b>	<b>\$ 27,935</b>		<b>\$ 66,928</b>	<b>\$ 8,366</b>	<b>\$ 8,366</b>			<b>\$ 222,794</b>
<b>TASK 6. ADMINISTER THE AGENCY</b>									
Personnel & Benefits	201,579	40,473		65,868	8,234	8,234			283,915
Travel/Training	61,200	12,288							61,200
Consultant Services	86,140	17,295							86,140
Direct Expenses									
Facilities	101,060	20,291		454,686	56,836	56,836			669,418
Professional Services				51,120	6,390	6,390			63,900
Administrative Services & Fees				24,768	3,096	3,096			30,960
Graphics & Legal Advertising				15,840	1,980	1,980			19,800
Operational Supplies & Equipment				22,704	2,838	2,838			28,380
Capital Equipment & Improvements				14,400	1,800	1,800			18,000
<b>TASK TOTAL</b>	<b>\$ 449,979</b>	<b>\$ 90,347</b>		<b>\$ 649,386</b>	<b>\$ 81,174</b>	<b>\$ 81,174</b>			<b>\$ 1,261,713</b>
<b>TASK 7. AGENCY EXPENDITURES WITH LOCAL FUNDS</b>									
Non-reimbursable Expenses								65,000	65,000
<b>TASK TOTAL</b>								<b>\$ 65,000</b>	<b>\$ 65,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,212,101</b>	<b>\$ 243,364</b>		<b>\$ 1,275,383</b>	<b>\$ 159,423</b>	<b>\$ 159,423</b>	<b>\$ 49,795</b>	<b>\$ 65,000</b>	<b>\$ 2,921,125</b>
<b>TASK 8. TRANSFERS TO OTHER AGENCIES</b>									
To Broward MPO for Regional LRTP	100,000								100,000
<b>TOTAL TRANSFERS</b>	<b>\$ 100,000</b>								<b>\$ 100,000</b>
<b>TOTAL PLANNING FUNDS USED</b>	<b>\$ 1,312,101</b>	<b>\$ 243,364</b>		<b>\$ 1,275,383</b>	<b>\$ 159,423</b>	<b>\$ 159,423</b>	<b>\$ 49,795</b>	<b>\$ 65,000</b>	<b>\$ 3,021,125</b>



## Fiscal Year 2020 Agency Participation and Funding Sources by Task

BUDGET CATEGORY	FHWA PL	FDOT 18.07% Soft Match to FHWA	FHWA SU Funds	FTA 5305d	FDOT 10% Cash Match to FTA	10% Soft Match to FTA <sup>1</sup>	CTD	TPA Local Funds	Total less Soft Matches
<b>TASK 1. ENGAGE THE PUBLIC</b>									
Personnel & Benefits	139,732	30,818		54,914	6,864	6,864			201,510
Consultant Services	11,680	2,576							11,680
<b>TASK TOTAL</b>	<b>\$ 151,412</b>	<b>\$ 33,394</b>		<b>\$ 54,914</b>	<b>\$ 6,864</b>	<b>\$ 6,864</b>			<b>\$ 213,190</b>
<b>TASK 2. PLAN THE SYSTEM</b>									
Personnel & Benefits	141,774	31,269		58,284	7,286	7,286	49,871		257,215
Consultant Services	306,752	67,655		99,561	12,445	12,445			418,758
Direct Expenses - Software Licensing	25,770	5,684							25,770
<b>TASK TOTAL</b>	<b>\$ 474,296</b>	<b>\$ 104,608</b>		<b>\$ 157,845</b>	<b>\$ 19,731</b>	<b>\$ 19,731</b>	<b>\$ 49,871</b>		<b>\$ 701,743</b>
<b>TASK 3. PRIORITIZE FUNDING</b>									
Personnel & Benefits	147,990	32,640		58,868	7,358	7,358			214,216
Consultant Services									
<b>TASK TOTAL</b>	<b>\$ 147,990</b>	<b>\$ 32,640</b>		<b>\$ 58,868</b>	<b>\$ 7,358</b>	<b>\$ 7,358</b>			<b>\$ 214,216</b>
<b>TASK 4. IMPLEMENT PROJECTS</b>									
Personnel & Benefits	80,227	17,694		31,220	3,902	3,902			115,349
Consultant Services									
<b>TASK TOTAL</b>	<b>\$ 80,227</b>	<b>\$ 17,694</b>		<b>\$ 31,220</b>	<b>\$ 3,902</b>	<b>\$ 3,902</b>			<b>\$ 115,349</b>
<b>TASK 5. COLLABORATE WITH PARTNERS</b>									
Personnel & Benefits	133,438	29,430		59,082	7,385	7,385			199,905
Consultant Services	12,000	2,647							12,000
<b>TASK TOTAL</b>	<b>\$ 145,438</b>	<b>\$ 32,077</b>		<b>\$ 59,082</b>	<b>\$ 7,385</b>	<b>\$ 7,385</b>			<b>\$ 211,905</b>
<b>TASK 6. ADMINISTER THE AGENCY</b>									
Personnel & Benefits	291,003	64,182		127,317	15,915	15,915			434,235
Travel/Training	20,560	4,534							20,560
Consultant Services	44,174	9,743							44,174
Direct Expenses									
Facilities	1,009,257	222,596		287,573	35,947	35,947			1,332,777
Professional Services	6,200	1,367							6,200
Administrative Services & Fees	59,033	13,020							59,033
Graphics & Legal Advertising	12,286	2,710							12,286
Operational Supplies & Equipment	56,337	12,425		297	37	37			56,671
Capital Equipment & Improvements	185,500	40,913							185,500
<b>TASK TOTAL</b>	<b>\$ 1,684,350</b>	<b>\$ 371,490</b>		<b>\$ 415,187</b>	<b>\$ 51,899</b>	<b>\$ 51,899</b>			<b>\$ 2,151,436</b>
<b>TASK 7. AGENCY EXPENDITURES WITH TPA LOCAL FUNDS</b>									
Non-reimbursable Expenses								100,000	100,000
<b>TASK TOTAL</b>								<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,683,713</b>	<b>\$ 591,904</b>		<b>\$ 777,116</b>	<b>\$ 97,139</b>	<b>\$ 97,139</b>	<b>\$ 49,871</b>	<b>\$ 100,000</b>	<b>\$ 3,707,839</b>
<b>TASK 8. TRANSFERS TO OTHER AGENCIES</b>									
To Broward MPO for Regional LRTP	100,000								100,000
<b>TOTAL TRANSFERS</b>	<b>\$ 100,000</b>								<b>\$ 100,000</b>
<b>TOTAL PLANNING FUNDS USED</b>	<b>\$ 2,783,713</b>	<b>\$ 591,904</b>		<b>\$ 777,116</b>	<b>\$ 97,139</b>	<b>\$ 97,139</b>	<b>\$ 49,871</b>	<b>\$ 100,000</b>	<b>\$ 3,807,839</b>

1. FTA Funds meet the required local match through a Soft (non-cash) contribution from local partners.



## Multi-Year Business Plan

The transportation planning process is a continuing process with a number of required certifications and reports occurring on a regular basis. The TPA is required to produce and adopt 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 an overview with a multi-year plan to show how funding availability to accomplish all required planning activities to meet federal and state requirements. These revenues and costs are approximate in outer years.

## Five-Year Business Plan

FUNDING SOURCE	FY 19	FY 20	FY 21	FY 22	FY 23
Federal Highway Administration (FHWA) PL Funds <sup>1</sup>	\$ 2,635,179	\$ 3,284,036	\$1,791,599	\$1,291,276	\$1,291,276
Federal Highway Administration (FHWA) SU Funds			\$1,342,678	\$1,911,675	\$1,982,864
Federal Transit Administration (FTA)	\$ 1,278,298	\$ 565,081	\$565,081	\$565,081	\$565,081
Federal Transit Administration (FDOT)	\$ 159,787	\$ 70,635	\$70,635	\$70,635	\$70,635
FTA Local Cash Match	\$ 143,809				
FL Commission for Transportation Disadvantaged (CTD)	\$ 49,795	\$ 49,871	\$49,871	\$49,871	\$49,871
TPA Member Dues	\$ 74,336	\$ 136,146	\$138,868	\$141,646	\$144,479
TPA Reserve Funds	\$ 428,892	\$ 472,023	\$542,039	\$614,778	\$690,295
<b>TOTAL FUNDING</b>	<b>\$ 4,770,095</b>	<b>\$ 4,577,791</b>	<b>\$4,500,771</b>	<b>\$4,644,962</b>	<b>\$4,794,500</b>

EXPENDITURES	FY 19	FY 20	FY 21	FY 22	FY 23
Personnel & Benefits	\$1,063,551	\$1,422,430	\$1,465,103	\$1,509,056	\$1,554,328
Travel/Training	\$61,200	\$20,560	\$66,188	\$68,173	\$70,219
Consultant Services - FHWA	\$321,473	\$374,606	\$450,000	\$450,000	\$450,000
Consultant Services - FTA	\$570,843	\$112,006	\$450,000	\$450,000	\$450,000
Total of All Direct Expenses Itemized Below	\$839,058	\$1,678,237	\$454,702	\$477,437	\$501,309
Facilities	\$669,418	\$1,332,777	\$267,844	\$281,236	\$295,298
Professional Services	\$63,900	\$6,200	\$6,510	\$6,836	\$7,177
Administrative Services & Fees	\$30,960	\$59,033	\$61,985	\$65,084	\$68,338
Graphics & Legal Advertising	\$19,800	\$12,286	\$12,900	\$13,545	\$14,223
Operational Supplies & Equipment	\$28,380	\$56,671	\$59,505	\$62,480	\$65,604
Other Direct Expenses in Task 2	\$8,600	\$25,770	\$27,059	\$28,411	\$29,832
Capital Equipment & Improvements	\$18,000	\$185,500	\$18,900	\$19,845	\$20,837
<b>TOTAL GRANT EXPENDITURES</b>	<b>\$2,856,125</b>	<b>\$3,607,839</b>	<b>\$3,785,993</b>	<b>\$3,854,667</b>	<b>\$3,925,856</b>
Transfer to Other MPOs for Regional Tasks (FHWA PL)	\$100,000	\$100,000			
<b>TOTAL GRANT EXPENDITURES AND TRANSFERS</b>	<b>\$2,956,125</b>	<b>\$3,707,839</b>	<b>\$3,785,993</b>	<b>\$3,854,667</b>	<b>\$3,925,856</b>

Non-Reimbursable Expenditures	\$65,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$3,021,125</b>	<b>\$3,807,839</b>	<b>\$3,885,993</b>	<b>\$3,954,667</b>	<b>\$4,025,856</b>

1. FHWA Funds meet the required local match of 18.07% through the use of Soft (non-cash) toll credits from FDOT.



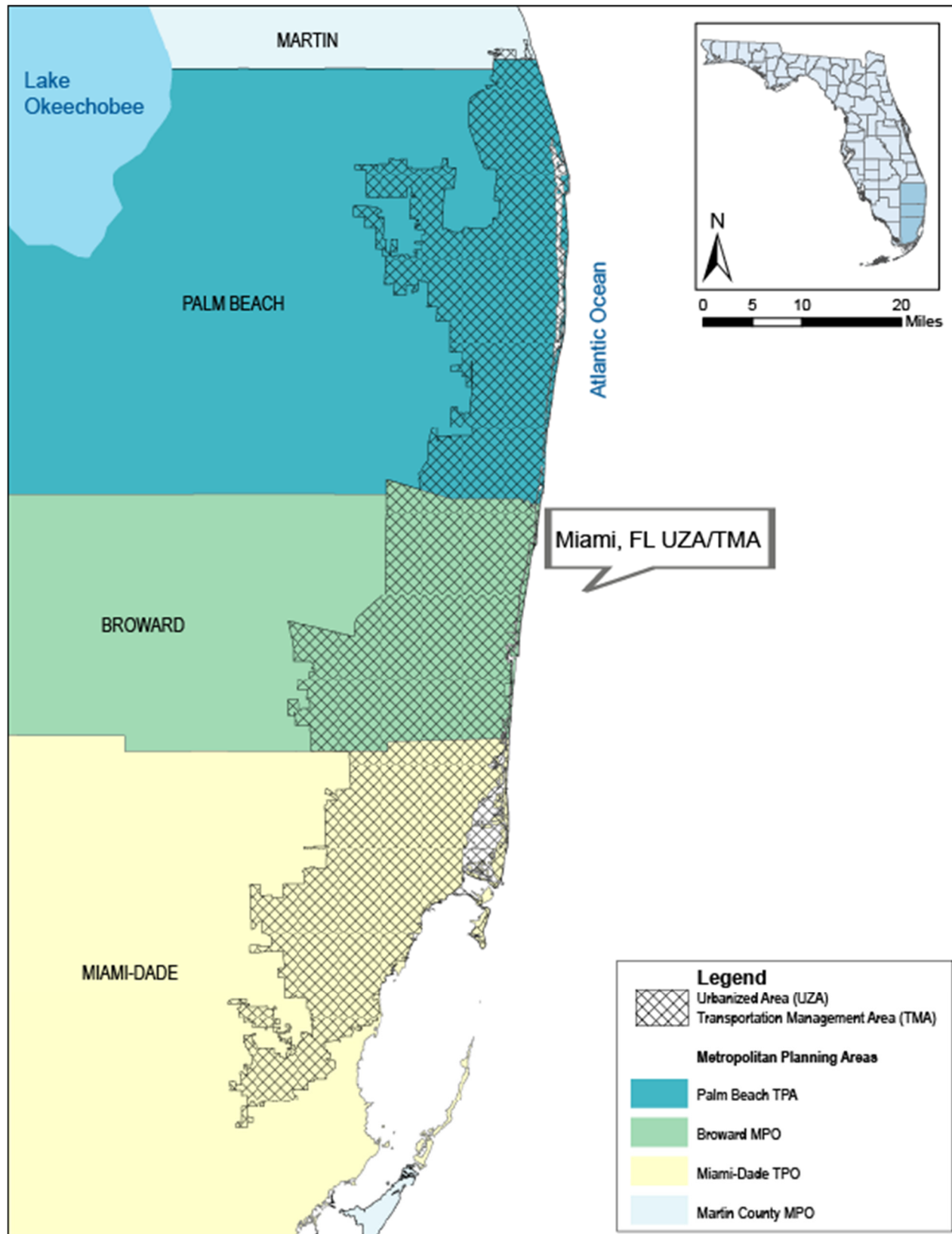
# Appendices

## 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 <sup>st</sup> 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

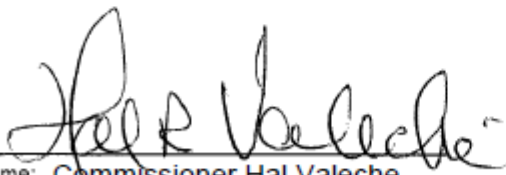
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**UNIFIED PLANNING WORK PROGRAM (UPWP)  
STATEMENTS AND ASSURANCES**

525-010-08  
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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: Commissioner Hal Valeche  
Title: Palm Beach TPA Chair

May 17, 2018  
Date





FLORIDA DEPARTMENT OF TRANSPORTATION  
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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: Commissioner Hal Valeche  
Title: Palm Beach TPA Chair

May 17, 2018

Date



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

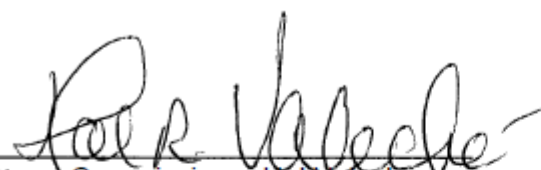
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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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 Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The 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: Commissioner Hal Valeche  
Title: Palm Beach TPA Chair

May 17, 2018  
Date



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

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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: Commissioner Hal Valeche  
Title: Palm Beach TPA Chair

May 17, 2018

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



## Appendix D - FDOT D-4 Planning Activities

### **Bicycle/Pedestrian Activities, Livable Communities and Context Sensitive Solutions**

- Support statewide safety campaign, education and outreach activities
- Prepare multi-modal scoping checklist for FDOT design projects
- Develop Bicycle/Pedestrian geographic information system (GIS) count database
- Coordinate with the Metropolitan Planning Organizations (MPO) and local governments to program funds for transit, bicycle and/or pedestrian modes
- Work with partners to facilitate greenways and trails planning, including assessment of greenway crossings, and guidance in programming SUN Trail funds
- Proactively identify and address high pedestrian/bicycle conflict/crash locations

**Bicycle & Pedestrian Data Framework** - Coordinate with the MPOs on the creation of a standardized database structure designed for the storage, delivery, and analysis used for archiving and accessing multimodal data.

**Corridor and Mobility Planning** - Conduct corridor studies with partners to identify and evaluate alternative improvements. Examples of studies that are underway or are upcoming include:

- I-95 Palm Beach County Managed Lanes Masterplan
- Tri-Rail Coastal Link Project Development (Miami-Dade, Broward, and Palm Beach Counties)

**Community Planning - Local Government Comprehensive Plans** - Review local government comprehensive plans and plan amendments within FDOT's purview including developments of regional impact scale, subject to review under the state coordinated review process. Provide technical assistance to help local governments find creative solutions that foster vibrant, healthy communities while protecting the functions of transportation resources and facilities of state importance.

**Demand Forecast Model Development, Calibration, and Validation** - Maintain the current 2040 model and develop, calibrate and validate the 2015-based model in collaboration with MPOs for the 2045 Long Range Transportation Plans.

**District Park-and-Ride Lot Master Plan** - Develop a District Plan and a strategy for management of existing facilities.

**Efficient Transportation Decision Making (ETDM) Process** - The District ETDM coordinator will provide training and guidance to the MPOs on the ETDM process. The District community liaison coordinator will provide guidance and training to MPO staff on socio-cultural effects evaluations.

### **Extreme Weather/ Climate Resiliency**

- Collect, analyze and share related data, reports, guidance, and potential legislation
- Perform research regarding best practices and tools for identifying and addressing extreme weather/climate change impacts including the Florida Sea Level Scenario Sketch Planning Tool
- Participate in studies with local and regional partners
- Serve on the Broward County Climate Change Task Force and participate in activities of the Southeast Florida Regional Climate Change Compact

**Florida Transportation Plan** - Support and coordinate with local and regional agencies on Florida Transportation Plan implementation efforts. Contribute to periodic updates of the plan.

**Freight Data Collection** - Collect annual vehicle classification counts at approximately 350 key locations.





**Federal Functional Classifications** - Continuously update the functional classification system in coordination with local planning partners.

**Interchange Proposal Review and Coordination** - Conduct District Interchange Review Committee (DIRC) meetings and coordinate Interchange proposals following criteria set forth by the FHWA and FDOT's interchange review process.

**Lane Elimination Reviews** - Review local governments' requests to convert travel lanes on the State Highway System to other transportation usages as part of Complete Streets or other efforts.

**L RTPs and Regional L RTPs** - Provide technical assistance and policy direction to the MPOs in developing and implementing their L RTPs and regional L RTPs.

**MPO/Community/Government Liaison** - Provide policy direction, technical assistance, and administrative support to MPO boards and advisory committees, local governments, and communities. Assist MPOs in conducting metropolitan transportation planning programs that meet state and federal requirements and are coordinated with the statewide transportation planning program. Conduct annual state certification reviews of the Metropolitan Transportation Planning Process and participate in periodic FHWA/FTA certification reviews of the MPOs. Provide technical assistance on TIP and L RTP consistency issues for Project Development & Environmental (PD&E) and project level amendments.

#### **Multi-Modal Systems and Transportation Studies**

- Policy guidance, technical assistance, and research. Monitor and provide input regarding state and federal legislation. Review and analyze the availability of innovative financing methods and techniques
- Managed Lanes - Monitor operations of the I-95 Express Lane/High Occupancy Vehicle facilities on a biannual basis. Document current conditions and determine if improvements are warranted
- Fare Interoperability - Provide technical assistance and facilitate consensus to FDOT 4 County Transit systems to interface with the existing Miami-Dade Transit/SFRTA Easy Card and test new fare collection technologies, such as mobile ticketing

#### **Performance Management/Measurement**

- Provide technical support relating to implementation of performance-based planning and programming under the MAP-21 Act, as succeeded by the FAST Act.
- Participate in the FDOT Mobility Performance Measures Program addressing all modes as well as movement of people and freight and maintain a district-level mobility performance measures program.
- Perform research, share information, and support collaboration on the use of performance measures/ measurement systems at the local and regional levels that address access and multimodal mobility for people and freight and other areas.
- Share knowledge of Quality/Level of Service and other performance measures/measurement systems that currently are used or could be used by local governments in their comprehensive plans.

**Project Traffic Forecasts** - Develop project-specific traffic forecasts to specify traffic demands for the designs of transportation facilities.

**Quality/Level of Service** - Conduct a review of travel time reliability research including a summary of data and software requirements, relevant applications, types of outputs, and additional work needed to make travel time reliability "implementation ready."



**Railroad Crossing Delay Analysis** - Since 2006, District 4 has performed 5 data collection efforts to quantify the volume and intensity of traffic delay at key railroad crossings along the South Florida Rail Corridor and Florida East Coast Rail corridors. The 2016 study will build upon these efforts by updating the technology and techniques, performing the data collection effort, documenting the results that will be reviewed by the District 4 Rail Office for improvements and/or to conduct further study of specific intersections.

**Regional Transportation Planning and Coordination** - Participate in activities of the Southeast Florida Transportation Council (SEFTC) and SFRTA.

**Safety Reviews** - New process for upcoming PD&Es and address safety concerns identified by the Safety Reviews in the PD&E alternatives.

**Seaport/Airport** - Assist with the development of Seaport and Airport Master Plan updates, and Feasibility studies.

**System-wide Provisional Context Classification** - Maintain districtwide, system-wide provisional context classification maps for the State Highway System, reflecting surrounding land use, roadway connectivity and density, to facilitate identification of context classifications for projects on the State Highway System starting from a system-wide perspective.

**Strategic Intermodal System (SIS)** - Participate in implementation of the statewide long range cost feasible plan for the SIS, including through development of first and second five-year SIS funding plans and coordination with MPOs and modal partners. Address proposed SIS facility designation changes, review potential development and other impacts to the SIS, conduct studies, and undertake special projects relating to the SIS (e.g., ongoing I-95 Multimodal Corridor Mobility Planning Project covering eastern Broward and southeastern Palm Beach County).

**Truck Parking Supply and Demand Study** - District 4 has initiated the first Phase of a Districtwide Truck Parking Study. This Phase will analyze truck parking needs through stakeholder outreach, data collection and the development of supply and demand calculation methodologies to estimate unmet parking demand. A subsequent Phase will be developed to identify the need for additional truck parking, specific opportunities/priorities, and immediate next steps/actions necessary to meet the unmet truck parking demand.

**Transportation Systems Management and Operation (TSM&O)** - Transportation Systems Management and Operation (TSM&O) - Coordinate with the MPOs to incorporate TSM&O into their plans and programs and to structure TSM&O into their respective organizations. Work with the MPOs to reflect in their LRTPs and project priorities projects from the TSM&O Master Plan developed for arterials and freeways.

**Transportation Demand Management** - Utilize transportation demand management strategies to reduce congestion through the South Florida Commuter Services program. South Florida Commuter Services is a regional transportation demand management program that engages commuters in Miami-Dade, Broward, Palm Beach, Martin, and St. Lucie counties to promote regional access and mobility via 1-800-234-RIDE call center and the 1-800234RIDE.com website.

**Transit/Land Use** - Coordinate with local governments to educate, implement and promote acceptance of major transit investments and transit oriented development. Provide guidance documents, training, and technical assistance on transit oriented development as implemented in the Southeast Florida region.



**Transportation Data, Travel Characteristics, and Mapping/Database Development** - Traffic Data Exchange - Share data and exchange experience on use of the National Performance Management Research Data Set and HERE speed data as available on the Regional Integrated Transportation Information System site.

**Consultant Technical Support** - This section provides a list of District-wide resources available to FDOT 4.

- Area-wide corridor planning studies/ planning support
- Planning & Environmental Management transportation data management analysis and development
- Urban model development, Southeast Regional Planning Model
- Corridor planning & congestion management support
- Consultant for the Office of Modal Development & Planning & Environmental Management
- Consultant for the Office of Modal Development & Planning & Environmental Management for freight studies
- Data collection activities
- General consultant technical assistance & coordination
- Regional commuter service program
- Strategic Intermodal System program support
- Traffic data collection routine counts
- Traffic statistics data collection and analysis
- Transit corridor planning
- Transit planning general consultant services
- Transportation statistics data
- Urban model application support
- Multimodal modeling support
- Systems planning activities