

FDOT/MPO FINANCIAL WORKSHOP & TRAINING

Day 1

December 18, 2023



WELCOME AND INTRODUCTIONS

FDOT Office of Policy Planning





Why We Are Here Today

- Learn about the management and eligible use of federal and state transportation funds
- Provide training on MPO invoicing procedures
- Share resources available to MPOs to assist with financial management





Agenda – Day 1

Time	Topic	Speaker
9:00 a.m. – 9:15 a.m.	Welcome and Introductions	OPP
9:15 a.m. – 10:15 a.m.	FDOT Finance Overview	OWPB
10:15 a.m. – 10:45 a.m.	UPWP Development and Revisions	OPP
10:45 a.m. – 11:00 a.m.	<i>BREAK</i>	
11:00 a.m. – 12:00 p.m.	Eligibility of Expenditures, Invoicing, and Progress Reports	OPP
12:00 p.m. – 1:30 p.m.	<i>LUNCH</i>	
1:30 p.m. – 2:30 p.m.	FDOT Funding for MPOs	OWPB
2:30 p.m. – 2:50 p.m.	Commodities & Goods, Contractual Services, and Professional Services	OPP
2:50 p.m. – 3:10 p.m.	<i>BREAK</i>	
3:10 p.m. – 3:30 p.m.	UPWP De-obligation and Closeout	OPP
3:30 p.m. – 3:50 p.m.	DBE Compliance	OPP
3:50 p.m. – 4:00 p.m.	Day 1 Wrap Up	OPP

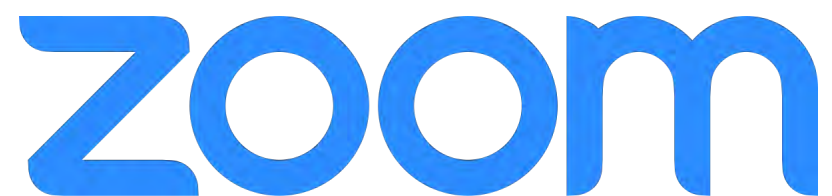
Agenda – Day 2

Time	Topic	Speaker
9:00 a.m. – 9:10 a.m.	Welcome and Introductions	OPP
9:10 a.m. – 10:00 a.m.	MPO Daily Financial Operation	FDOT District 4
10:00 a.m. – 10:50 a.m.	Unified Planning Work Program (UPWP)	FDOT District 4
10:50 a.m. – 11:20 a.m.	<i>BREAK</i>	
11:20 a.m. – 11:50 a.m.	MPO Timelines	FDOT District 4
11:50 a.m. – 12:00 p.m.	Wrap-Up and Closing Remarks	FDOT District 4
12:00 p.m. – 1:30 p.m.	<i>LUNCH</i>	
1:30 p.m. – 3:50 p.m.	Palm Beach TPA and FDOT Roundtable Discussion	Everyone
3:50 p.m. – 4:00 p.m.	Conclusion	FDOT District 4



For Virtual Participants

This presentation is in **Listen Only Mode**
Use the **chat box** for questions



zoom



FDOT Finance Overview

Dan Cashin





Florida Department of
TRANSPORTATION

Florida Department of Transportation Finance Overview

2023 FDOT/MPO Finance Workshop
December 18, 2023

Introduction

- **Funding sources**

- State

- Transportation revenues
 - Revenue Estimating Conference process

- Federal

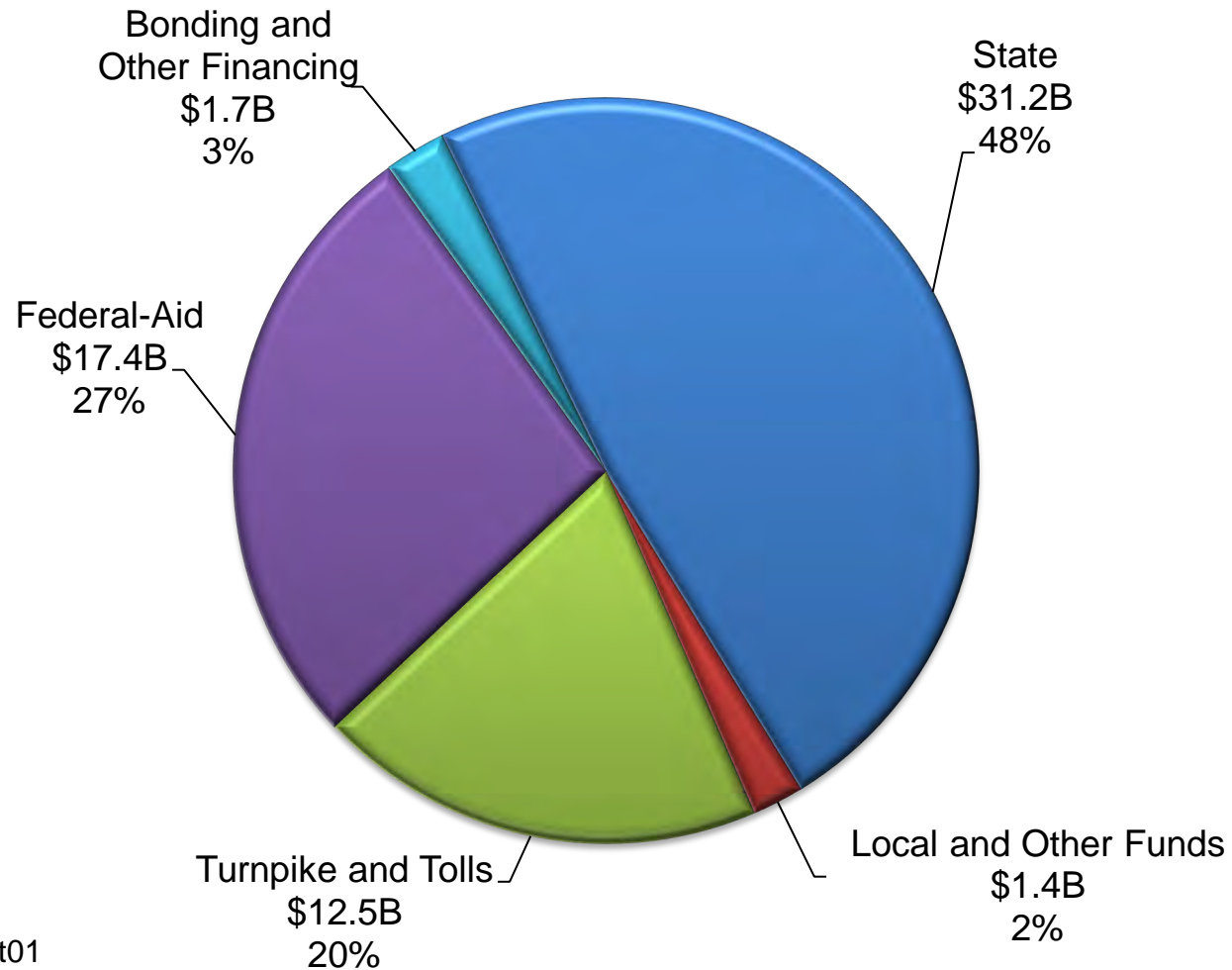
- Infrastructure Investment and Jobs Act (IIJA) Apportionments
 - Obligation Authority (OA)/Constraint
 - Redistribution of OA
 - Advance Construction

- Turnpike/Tolls

- **Allocation process**

5-Year Adopted Work Program: \$64.3B

Total Funding by Source: FY 2024 - 2028



Source: 24Adopt01

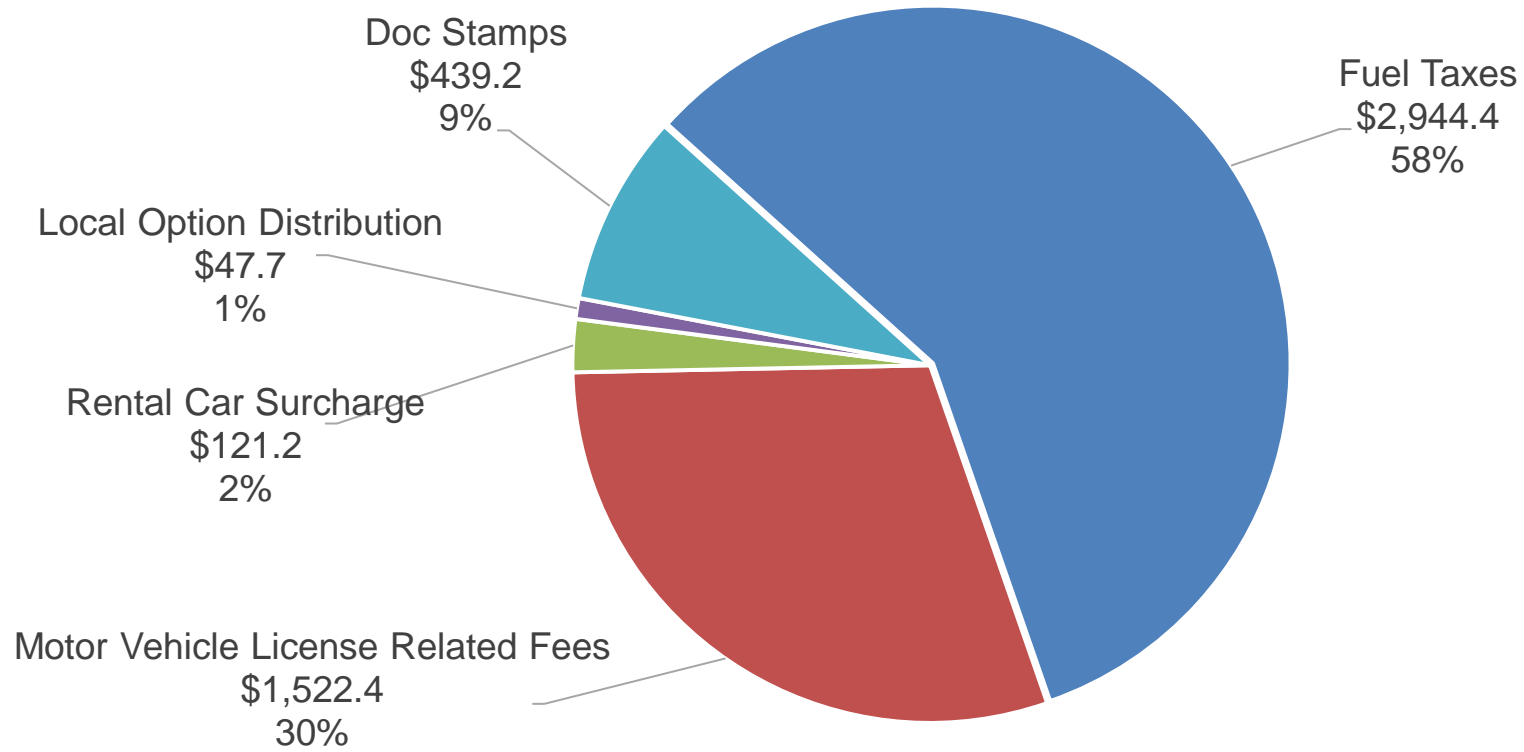


State Transportation Revenue Sources

FY 2024 Projected Revenue from State Taxes and Fees

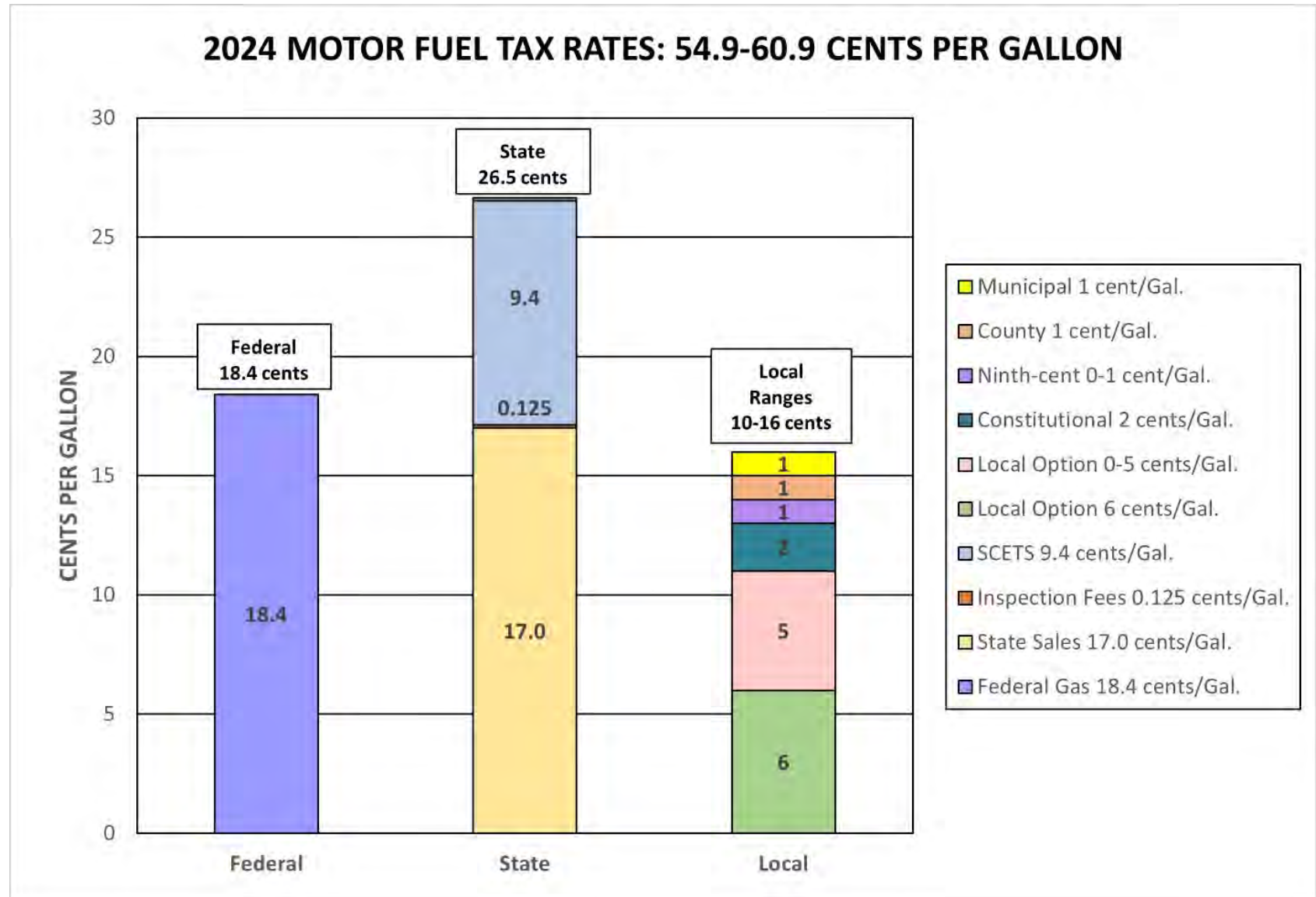
The State Transportation Trust Fund Has Diverse State Tax Revenues

FY 2024
(\$5.1 Billion Total - Amount in Millions)



Comparison of 2024 Motor Fuel Tax Rates

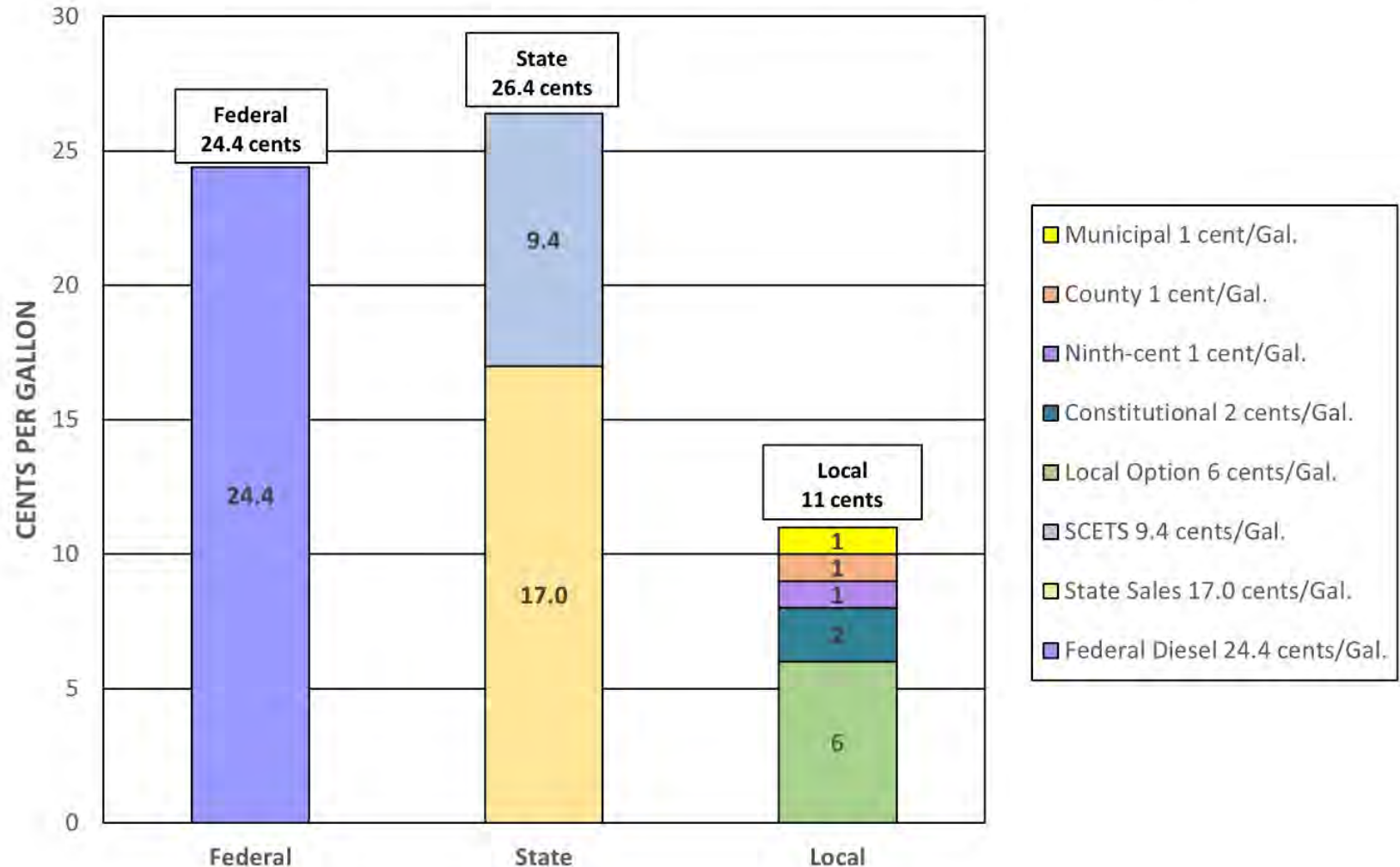
- Motor Fuel Taxes are collected based on consumption
- Federal Fuel Taxes are transmitted to the Federal Highway Trust Fund
- State Fuel Taxes are primarily deposited into the State Transportation Trust Fund
- Local Fuel Taxes are provided back to local governments



Comparison of 2024 Diesel Fuel Tax Rates

- Diesel Fuel Taxes are collected based on consumption
- Federal Fuel Taxes are transmitted to the Federal Highway Trust Fund
- State Fuel Taxes are primarily deposited into the State Transportation Trust Fund
- Local Fuel Taxes are provided back to local governments

2024 DIESEL FUEL TAX RATES: 61.8 CENTS PER GALLON



State Fuel Taxes

Represents 58% of State Transportation Revenue

- Highway Fuel Sales Tax: 17.0 cents/gallon
 - Indexed to CPI
 - Motor fuel and diesel
- State Comprehensive Enhanced Transportation System Tax (SCETS): 9.4 cents/gallon
 - Indexed to CPI
 - Motor fuel and diesel
 - Proceeds must be used in the district, and to maximum extent feasible, in the county where collected
- Off-Highway Fuel Sales Tax: 6% of retail price
- Aviation Fuel Tax: 4.27 cents/gallon

Motor Vehicle License-Related Fees

Represents 30% of State Transportation Revenue

- Motor Vehicle Licenses
 - Annual registration fee
 - Based on type of vehicle, size and weight
- Initial Registration Fee
 - One time fee when vehicle is initially registered
- Title Fees
 - Fee for each original certificate of title
- Motor Vehicle Compliance Penalties
 - Overweight penalties and safety violations

Other State Transportation-Related Revenues

Represents 12% of State Transportation Revenue

- Rental Car Surcharge – *2% of State Transportation Revenue*
 - \$2/day for first 30 days
 - 80% goes to the STTF
- Local Option Distribution – *1% of State Transportation Revenue*
 - Small County Outreach Program
 - County Incentive Grant Program
- Documentary Stamp Taxes – *9% of State Transportation Revenue*
 - STTF receives the lesser of 20.5453% of the amount remaining or \$466.75 million

State Consensus Estimating Conferences

Consensus forecasting requires the State of Florida conference principals to agree on the forecasts

- Typically, 3 conference series annually
- Consensus estimating conferences that impact STTF
 - National Economic Estimating Conference
 - Florida Economic Estimating Conference
 - Economic estimating conference results must be used by all other consensus estimating conferences in developing official estimates
 - Highway Safety Revenues
 - Transportation Revenues
 - General Revenue

FDOT Balances Project Commitments to Projected Revenues

- The department balances the work program projects based on projected revenue and cash needs to pay executed commitments.
- As revenues change, fund allocations are adjusted to ensure sufficient cash is available to pay for executed commitments.
- This may ultimately impact how projects are programmed in the future.



Florida Department of
TRANSPORTATION

Federal Transportation Resources

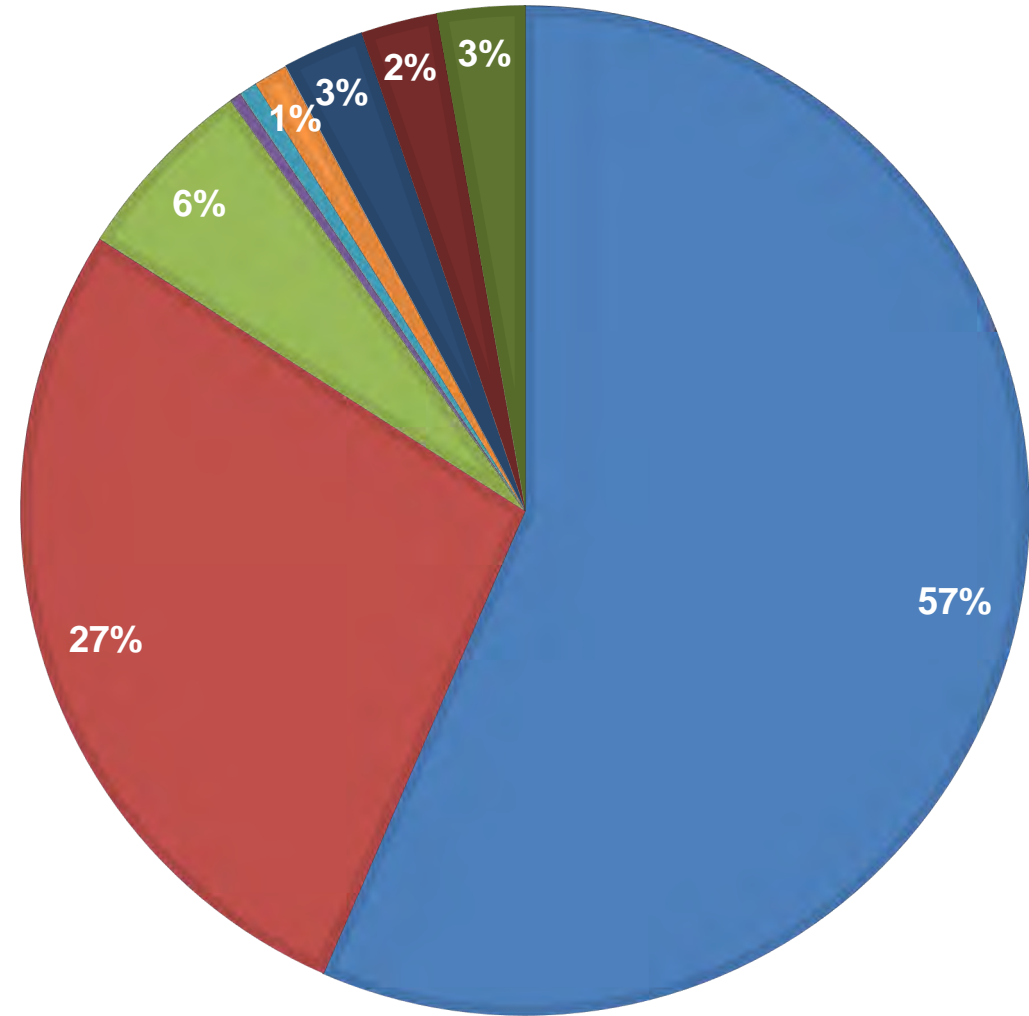
Federal Sources

Represents 27% of the total funding in FDOT's Adopted Work Program

- Infrastructure Investment and Jobs Act (IIJA)
- Allocated via complex formula requirements in Federal Transportation Act
- Motor Fuel Tax – Primary source of funding for both highway and transit
 - 18.4 cents/gallon motor fuel
 - 24.4 cents/gallon diesel fuel
 - Federal fuel tax is NOT indexed
- Other Miscellaneous Sources – Federal heavy truck use taxes and Federal aviation taxes, etc.
- General Fund transfers

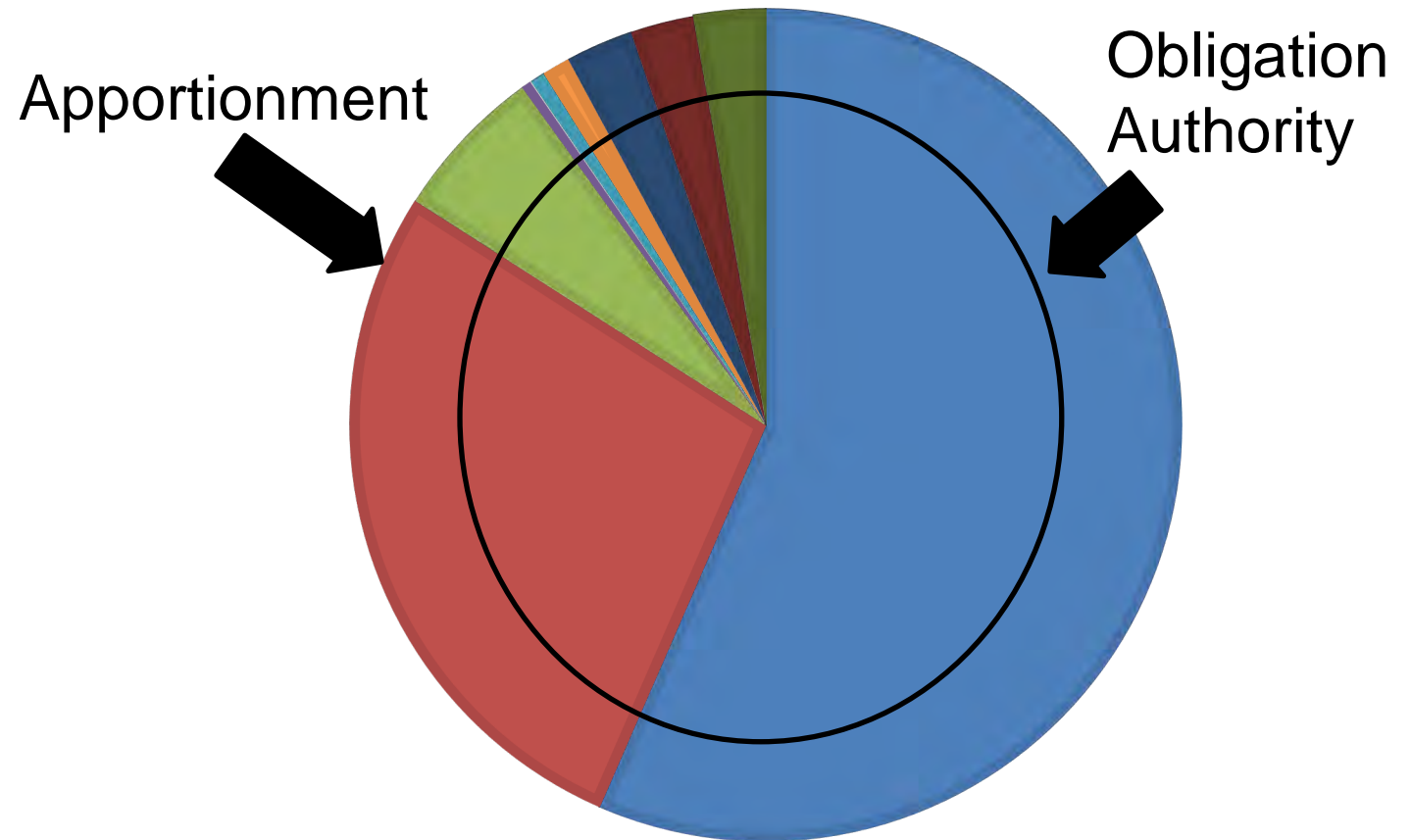
Federal Funding: Apportionments

- National Highway Performance Program
- Surface Transportation Block Grant Program
- Highway Safety Improvement Program
- Rail Highway Crossings Program
- Congestion Mitigation and Air Quality Program
- Metropolitan Planning
- National Highway Freight Program
- Carbon Reduction Program
- PROTECT (Resilience)



Federal Funding: Apportionment vs. Obligation Authority

- **Apportionment** represents the maximum funds provided by Congress. Generally are available for four years.
- **Obligation Authority** represents annual spending authority. It is flexible and must be used by the end of each federal fiscal year, or it lapses.

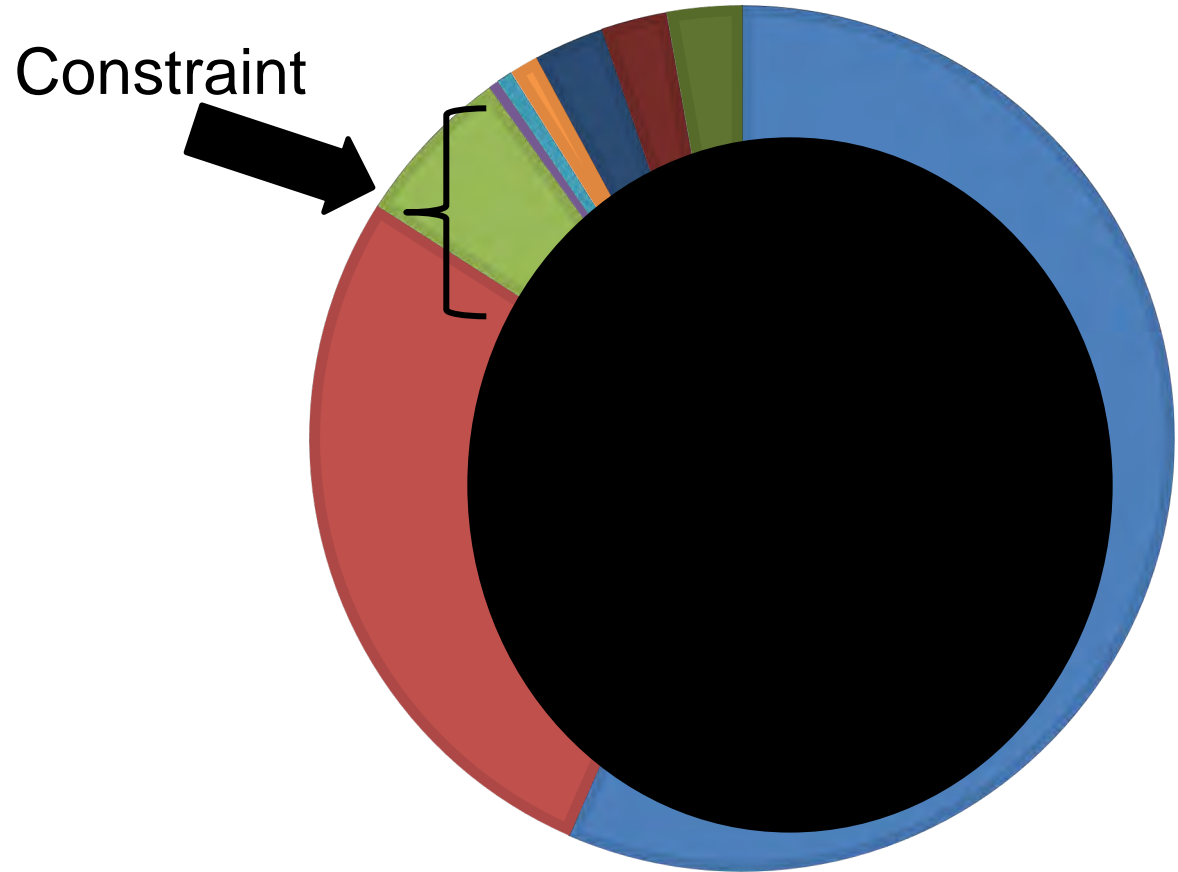


■ National Highway Performance Program
■ Highway Safety Improvement Program
■ Congestion Mitigation and Air Quality Program
■ National Highway Freight Program
■ PROTECT (Resilience)

■ Surface Transportation Block Grant Program
■ Rail Highway Crossings Program
■ Metropolitan Planning
■ Carbon Reduction Program

Federal Funding: Constraint

- **Constraint** is the difference between apportionments and obligation authority. It is the amount of apportionment that cannot be spent on projects.



- National Highway Performance Program
- Highway Safety Improvement Program
- Congestion Mitigation and Air Quality Program
- National Highway Freight Program
- PROTECT (Resilience)

- Surface Transportation Block Grant Program
- Rail Highway Crossings Program
- Metropolitan Planning
- Carbon Reduction Program

Have Feasible Projects Ready to Obligate

It is important to have a list of feasible projects prepared to consume OA when the need arises

- Obligation Authority (OA) is flexible between federal programs
- Constraint is increased for programs that do not efficiently consume OA
- Florida consumes all its Obligation Authority annually
 - There may be obligation authority available from programs or areas which were not able to consume their obligation authority

Advance Construction (AC)

Advance Construction – Federal Tool that Maximize Project Delivery

- Advance Construction (AC) allows the Federal Highway Administration (FHWA) to authorize a project without using obligation authority.
- Advance Construction is one of several tools designed to
 - Provide greater **flexibility** and
 - **Accelerate** transportation projects using non-federal funds while maintaining eligibility to be **reimbursed** with federal funds at a later date.

Advance Construction (AC): How it Works

- Project authorized by FHWA
 - Project costs from this point forward are eligible for federal reimbursement provided federal funds and obligation authority are available
- Work begins and the department incurs costs
- Convert from AC to regular federal funds
 - Conversion uses associated OA
- FDOT requests reimbursement from FHWA

Advance Construction (AC)

Strategic Positioning: Having sufficient projects to meet federal fund allocations and AC targets

- Program areas with insufficient production to meet obligation authority will get constrained
- Program areas with production may have constraint reduced



Florida Department of
TRANSPORTATION

Turnpike and Toll Transportation Resources

Turnpike and Toll Revenues

Represents 20% of the total funding in FDOT's Adopted Work Program

- State owned and operated toll facilities
 - Self Sufficient
- Various local expressway and bridge authorities
- County toll roads and bridges
- Revenues support the toll facility
 - Operations and maintenance
 - Improvement projects



Allocation Process

Statewide Mission & Prevailing Principles

- **Mission:**

- Provide a safe statewide transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities

- Prevailing Principles to be considered in developing an integrated, balanced statewide transportation system:

- Preserve existing transportation infrastructure
- Enhance Florida's economic competitiveness
- Improve travel choices to ensure mobility

Statewide Funding Priorities

- Safety (all programs)
- Preserve investments – Need Based
 - Bridge, Resurfacing, and Maintenance
- Statutory requirements
 - 15% Public Transportation
 - Up to \$25M annually for Small County Road Assistance Program, etc.
- Transportation System Capacity
 - 75% Strategic Intermodal System (SIS);
 - 25% Arterials

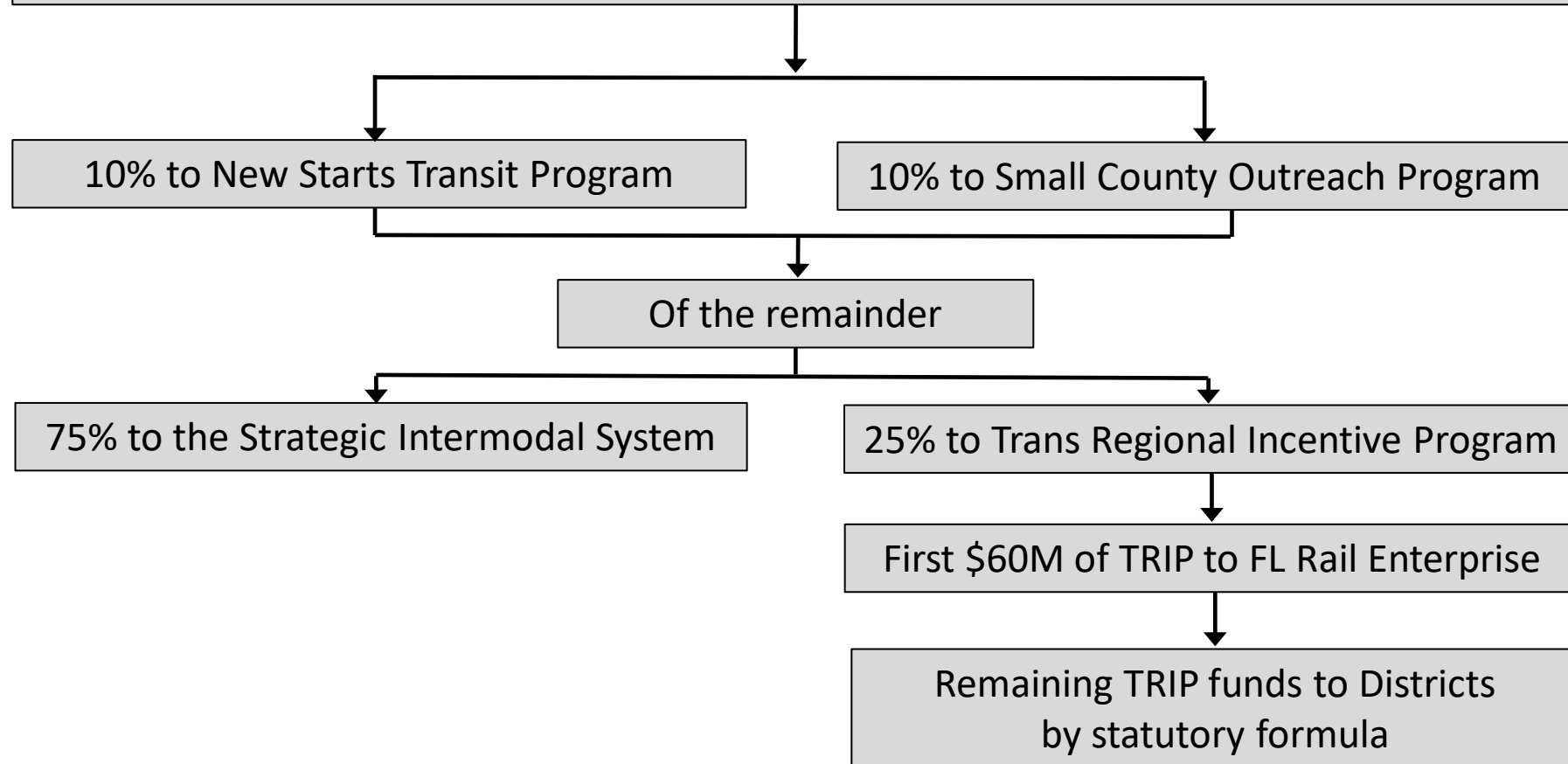
Fund Codes

Fund Codes are a control mechanism used to match funding source with required uses

- Ensures FDOT allocates and programs resources in accordance with state and federal law
- Approximately 275 Active Fund Codes (DS, DI, DDR...)
- Guidelines for each fund code
 - Projects must meet criteria of the fund
 - Flexibility is within the fund

Documentary Stamp Tax Revenue

Revenue Estimating Conference forecasts documentary stamp tax revenue and follows section 201.15, F.S. in allocating to various trust funds. Amount to State Transportation Trust Fund (STTF) is capped at the lesser of 20.5453% or \$466.75M per year.



Initial Registration Fees Revenue

Revenue Estimating Conference forecasts the revenue on the additional fee imposed on certain motor vehicle registrations and follows section 320.072, F.S. in allocating to various trust funds. Amount to STTF is 85.7% per year.

\$50M Nonmotorized Trail Network (TLWR)

3.4% New Starts Transit Program (NSWR)

5% Small County Outreach Program (SCWR)

20.6% Strategic Intermodal System (SIWR)

6.9% to Transportation Regional Incentive Program (TRWR)

Statutorily Required Allocations (August 2023 RECs)

Statute	Program	Fund Code	FY25 Required Allocation	
215.211(4)	County Incentive Grant Program	CIGP	39.6	
320.20	Florida Seaport Transportation and Economic Development Program	PORT	50.0	
339.0801(1)	Seaport Investment Program	POED	10.0	
339.66 - 339.68	Arterial Highways Program	ART	124.7	
339.68	Arterial Widening Program	ARTW	20.0	
201.15(4)(a)	New Starts Transit Program	NSTP	46.3	
320.072(4)	New Starts Transit Program	NSWR	9.0	
206.46(3)	Public Transportation	DPTO	362.9	
320.072(4)	Shared Use Nonmotorized Trail Network	TLWR	50.0	
201.15(4)(a)	Small County Outreach Program	GRSC	37.3	
320.072(4)	Small County Outreach Program	SCWR	13.2	
339.0801(4)	Small County Outreach Program	SCED	10.0	
215.211(4)	Small County Outreach Program	SCOP	9.9	
201.15(4)(a) & Proviso	Small County Outreach Program - Rural Communities	SCRC	9.0	
339.2816	Small County Road Assistance Program	SCRA	25.0	
339.0801(5)	Strategic Economic Corridors	STED	170.0	
201.15(4)(a)	Strategic Intermodal System	GMR	278.0	
320.072(4)	Strategic Intermodal System	SIWR	54.3	
339.61(1)	Strategic Intermodal System	DIS	60.0	
339.0801(3)	Transportation Disadvantaged	TDED	10.0	
201.15(4)(a)	Transportation Regional Incentive Program	TRIP	92.7	
320.072(4)	Transportation Regional Incentive Program	TRWR	18.2	
	Sub-Total		1,500.1	28.5%
Other Requirements				
212.0606(3)(b)	District Discretion - Rental Car Surcharge - Must be used in District where collected	DS	122.2	
206.608	SCETS Tax - Must be used in District where collected	DDR	1,100.3	
	Sub-Total		1,222.5	23.2%
Total Statutorily Required State Fund Allocations			2,722.6	51.7%
Total STTF State Revenue Projections (Aug. 2022 REC Transportation and Doc Stamps)			5,265.5	

Other Allocation Requirements

Allocations for Certain Federal Programs are by Population

- Federal Transportation Management Area funds for areas with population of 200,000 or greater
- Federal urban funds for areas with a population greater than or equal to 50,000 and less than 200,000
- Federal funds for areas with a population greater than or equal to 5,000 and less than 50,000
- Federal rural funds for areas with less than 5,000 population

Allocation Process Key Takeaways

- Many laws that that guide the allocation process
- Allocations provide the funding framework to ensure the program is developed consistent with state & federal laws
- Importance of preserving existing statewide transportation system



Questions?

UPWP Development and Revisions

OPP





UPWP DEVELOPMENT



UPWP Development Question

Question: The UPWP covers how long of a timeframe?





UPWP Development Question

Question: The UPWP covers how long of a timeframe?

Answer: 2 years



Unified Planning Work Program (UPWP)

- MPO's **biennial** planning work program
- Includes tasks for 2 years
- Identifies MPO's:

Future activities



Deliverables



Budget and funding sources



Schedule



EVERY **2**
YEARS

Unified Planning Work Program (UPWP) Development Schedule

SEPT-FEB
(Year 2)

- Draft PL Allocations submitted to MPOs
- MPO develops draft UPWP

MARCH
15

- MPO submits draft UPWP for review

APRIL
15

- Comments provided

MAY
15

- MPO addresses all comments
- MPO adopts UPWP

Unified Planning Work Program (UPWP) Development Schedule

Within 10 working days

- District Liaison reviews MPO adopted UPWP using [UPWP Review Checklist](#)

JUNE 1

- District recommends approval

JUNE

- District requests PL fund authorization

JUNE 30

- MPO & District Liaison resolve outstanding issues
- **FHWA & FTA approve/reject Final UPWP**

Note: If funds are not included in Final approved UPWP by July 1, an amendment to add those funds in the new UPWP is required.



UPWP Content

Introduction

Organization and Management

Tasks

Budget Tables

Appendix

UPWP Required Information

23 CFR 450.308(c)

- Who will perform the work
- Schedule for completing the work
- End products
- Proposed funding by activity/task
- Summary of total amounts/sources of Federal and matching funds



Task Description Example

End Product: TSM&O Master Plan

Purpose: Provide comprehensive inventory of existing TSM&O related infrastructure, policies, and programs

Key Tasks: Agency and public participation, Visioning, goal, objective setting, Documenting existing conditions and assets, Identifying TSM&O needs and projects

Schedule: July 2024 – June 2026

Est. Cost: \$200,000

Responsible Org: Consultant

Fund Source: SU





Sample Task Budget Table

Task 1.1. Administration Year 1

Fund Source	FHWA		FTA 5305(d)			Trans Disad.	FY 22-23 Total
	PL	SU	Federal	State	Local		
Source Level	GXXXX		GXXXB			XX	
Contract Number	GXXXX		GXXXB			XX	
Personnel (salary and benefits)	\$108,360	-	\$22,738	\$4,700	\$4,700	-	\$140,498
Consultant	-	-	-	-	-	-	-
Travel Expenses	\$7,200	-	\$1,440	-	-	-	\$8,640
Direct Expenses	\$20,000	-	\$5,000	-	-	-	\$25,000
Supplies	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Total:	\$135,560	-	\$29,178	\$4,700	\$4,700	\$0	\$174,138

Year 2

Fund Source	FHWA		FTA 5305(d)			Trans Disad.	FY 23-24 Total
	PL	SU	Federal	State	Local		
Source Level	GXXXX		GXXXB			XX	
Contract Number	GXXXX		GXXXB			XX	
Personnel (salary and benefits)	\$108,360	-	\$22,738	\$4,700	\$4,700	-	\$140,498
Consultant	-	-	-	-	-	-	-
Travel Expenses	\$7,200	-	\$1,440	-	-	-	\$8,640
Direct Expenses	\$20,000	-	\$5,000	-	-	-	\$25,000
Supplies	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Total:	\$135,560	-	\$29,178	\$4,700	\$4,700	\$0	\$174,138

Summary Budget Table Example

Funding Source Contract Fiscal Year Total Budget	CTD XX		FHWA GXXXX		FTA 5305(d) GXXXB	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
	\$ 39,224	\$ 39,224	\$ 590,500	\$ 590,500	\$ 97,784	\$ 97,784
Task 1 Administration and Management						
Personnel (salary and benefits)	\$ -	\$ -	\$ 101,500	\$ 101,500	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ 11,500	\$ 11,500	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ 128,000	\$ 128,000	\$ -	\$ -
Task 2 Data Development and Management						
Consultant	\$ -	\$ -	\$ 138,500	\$ 138,500	\$ 12,000	\$ 12,000
Task 3 Short Range Planning						
Consultant	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 6,000	\$ 6,000
Task 4 Long Range Planning						
Consultant	\$ -	\$ -	\$ 28,500	\$ 28,500	\$ -	\$ -
Task 5 Special Studies						
Consultant	\$ 39,224	\$ 39,224	\$ 208,500	\$ 208,500	\$ 79,784	\$ 79,784
Task 6 Public Outreach						
Personnel (salary and benefits)	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -
7 MPO Regional Activities						
Personnel (salary and benefits)	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ -	\$ -
Total	\$ 39,224	\$ 39,224	\$ 590,500	\$ 590,500	\$ 97,784	\$ 97,784



Funding Source Table Example

Contract	Funding Source	Source Level	Year 1	Year 2	Year 1 Funding Source				Year 2 Funding Source			
					Soft Match ^a	Federal	State	Local	Soft Match	Federal	State	Local
XX	CTD	State	\$ 39,224	\$ 39,224	\$ -	\$ -	\$ 39,224	\$ -	\$ -	\$ -	\$ 39,224	\$ -
		CTD Total	\$ 39,224	\$ 39,224	\$ -	\$ -	\$ 39,224	\$ -	\$ -	\$ -	\$ 39,224	\$ -
GXXX	FHWA	PL	\$ 487,500	\$ 487,500	\$ 107,520.14	\$ 487,500.00	\$ -	\$ -	\$ 107,520.14	\$ 487,500.00	\$ -	\$ -
		SU	\$ 103,000	\$ 103,000	\$ 22,717.08	\$ 103,000.00	\$ -	\$ -	\$ 22,717.08	\$ 103,000.00	\$ -	\$ -
		FHWA Total	\$ 590,500	\$ 590,500	\$ 130,237	\$ 590,500	\$ -	\$ -	\$ 130,237	\$ 590,500	\$ -	\$ -
GXXB	FTA 5305(d)	Federal	\$ 81,487	\$ 81,487	\$ -	\$ 81,487.00	\$ -	\$ -	\$ -	\$ 81,487.00	\$ -	\$ -
		Local	\$ 8,149	\$ 8,149	\$ -	\$ -	\$ -	\$ 8,148.70	\$ -	\$ -	\$ -	\$ 8,148.70
		State	\$ 8,149	\$ 8,149	\$ -	\$ -	\$ 8,148.70	\$ -	\$ -	\$ -	\$ 8,148.70	\$ -
		FTA 5305(d) Total	\$ 97,784	\$ 97,784	\$ -	\$ 81,487	\$ 8,149	\$ 8,149	\$ -	\$ 81,487	\$ 8,149	\$ 8,149
Total			\$ 727,508	\$ 727,508	\$ 130,237	\$ 671,987	\$ 47,373	\$ 8,149	\$ 130,237	\$ 671,987	\$ 47,373	\$ 8,149

^a FDOT noncash match.



UPWP Development Question

Question: FHWA and FTA approve the Final UPWP by what date?





UPWP Development Question

Question: FHWA and FTA approve the Final UPWP before what date?

Answer: June 30th





UPWP Development Question

Question: What information is required to be in the UPWP per 23 CFR?





UPWP Development Question

Question: What information is required to be in the UPWP per 23 CFR?

Answer:

- Who will perform the work
- Schedule for completing the work
- End products
- Proposed funding by activity/task
- Summary of total amounts/sources of Federal and matching funds



REVISIONS



UPWP Revisions Question

Question: Do you need to amend the UPWP if you are increasing the total budget?





UPWP Revisions Question

Question: Do you need to amend the UPWP if you are increasing the total budget?

Answer: Yes



UPWP Revisions: Modification v. Amendment

Technical
Memorandum 22-01 REV-1
Office of Policy Planning



FROM: Office of Policy Planning
DATE: July 21, 2023
SUBJECT: Unified Planning Work Program (UPWP) Revision Thresholds

Purpose

The Office of Policy Planning has prepared Technical Memorandum 22-01 to foster a discussion of UPWP revisions with our federal planning partners – the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The 27 Florida metropolitan planning organizations (MPOs) are seeking relief from the number of *significant* UPWP revisions needed each year as they “report deviations from budget or project scope or objective.” Since the UPWPs list the transportation planning activities and products that will be implemented over a two-year period, several revisions may be needed each year. This technical memorandum provides directions to the MPOs and the Metropolitan Planning Organization Advisory Council (MPOAC) in the processing of both modifications and amendments to the UPWP.

Revising the UPWP

There may be instances during the two-year UPWP cycle that will require the MPO to revise the UPWP. The type of UPWP revision would depend on whether the revision exceeds the UPWP Amendment threshold as defined in [2 CFR 200.308](#) and [49 CFR 18.30](#). Revisions may be budgetary, programmatic, or both; and may be major or minor in scale. Minor UPWP revisions would be processed by the MPO as a Modification, whereas more significant or major UPWP revisions would be processed by the MPO as an Amendment. A *significant change is defined as a change to the UPWP that alters the original intent of the project or the intended project outcome.*

The following section further clarifies the actions necessitating UPWP Amendments, which are thereby defined as significant changes.

1. Amendments

UPWP Amendments are required for the following actions per [2 CFR 200.308](#) and [49 CFR 18.30](#):

- Technical Memorandum 22-01 REV-1
- UPWP Revision Thresholds
 - Amendments
 - Financial
 - Non-Financial
 - Modifications

UPWP Revision Form and Guidance

FDOT **UPWP REVISION FORM**

MPO: _____ Revision #: _____
Reason: _____

Fiscal Year: _____ Contract #: _____ Fund: _____ Page: _____ of _____

FUNDING CHANGES

Task #	Task Name	Part of a De-Ob.	Revision Type:	Original \$	Proposed \$	Difference
TOTAL FUNDING CHANGE						
Total Budget Amount for FY _____						

OTHER UPWP CHANGES (NON FINANCIAL)

Task #	Task Name	Amendment Type

Modification Required Documentation (to be appended with UPWP Revision Signature Form)

- Task Pages (Including task budget tables) Current & Proposed
- Agency Participation Budget Table Current & Proposed
- Fund Summary Budget Table Current & Proposed
- Signed Cost Certification

Amendment Required Documentation (to be appended with UPWP Revision Signature Form)

- Task Pages (Including task budget tables) Current & Proposed
- Agency Participation Budget Table Current & Proposed
- Fund Summary Budget Table Current & Proposed
- Signed Cost Certification
- NPO Meeting Agenda
- 101 Modification
- Amended Agreement




Non-Financial Amendment Required Documentation (to be appended with UPWP Revision Signature Form)



- Task Pages (if a change occurs) - Current & Proposed

Revising Action

Reviewer:	Comments:
FDOT	
Action:	
THINK	
Action:	
ETS	
Reviewer:	Comments:
Action:	

Unified Planning Work Program
UPWP Revision Form | **USER'S GUIDE**

USER'S GUIDE  

This guide is for the one-page fillable PDF.

Available on [Partner Site](#)



Unified Planning Work Program (UPWP) Amendments (Financial)

- Increases to the approved budget
- Transfer between tasks \geq \$100,000 or 10%
- Reducing task $>$ 50%
- Changes to scope of work
- Add/delete tasks
- Addition of costs requiring prior approval



**Amendments require an update
to the FDOT/MPO Agreement**



Unified Planning Work Program (UPWP) Amendment (Non-Financial)

Does not change the financial amount

Examples include:



Changes in the
scope of the
program/task

Change in
Executive Director

Extension of
performance
period

Sub awarding,
transferring, or
contracting out
UPWP activities

Disengagement
from projects



Unified Planning Work Program (UPWP) Amendments

*UPWP
Amendment
requires:*

- ✓ UPWP Revision form & supporting documentation
- ✓ MPO board adoption
- ✓ District MPO Liaison recommends approval
- ✓ FHWA / FTA approval



Unified Planning Work Program (UPWP) Modifications

Do Not..



Change approved budget



Change scope of work task(s)



Add or delete work task(s)



Unified Planning Work Program (UPWP) Modifications

UPWP Modification Requirements:

- ✓ UPWP Revision form & supporting documentation
- ✓ Notification of FHWA / FTA
- ✓ Notification of District MPO Liaison



UPWP Revisions Question

Question: What dollar value or percentage of the total budget triggers an amendment for a transfer between tasks/subtasks if exceed?





UPWP Revisions Question

Question: What dollar value or percentage of the total budget triggers an amendment for a transfer between tasks/subtasks if exceed?

Answer: \$100,000 or 10%



A decorative graphic in the top-left corner consisting of several overlapping, curved lines in shades of green, blue, and grey. Small circular icons are placed along these lines: a gear, a bar chart, and a group of people.

UPWP Revisions Question

Question: What supporting documentation is required with a UPWP amendment?





UPWP Revisions Question

Question: What supporting documentation is required with a UPWP amendment?

Answer:

- Original and Proposed Task Pages (including task budget tables)
- Fund Summary Budget Table
- Agency Participation Budget Table
- Signed Cost Certification
- MPO Meeting Agenda
- TIP modification





FDOT/MPO AGREEMENT



FDOT/MPO Agreement Question

- **Question:** How often does the FDOT/MPO Agreement need to be executed?





FDOT/MPO Agreement Question

- **Question:** How often does the FDOT/MPO Agreement need to be executed?
- **Answer:** Every 2 years (in conjunction with the UPWP)





FDOT Agreements

- Interlocal Agreement for the Creation of the MPO
- **FDOT/MPO Agreement**
- Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement (ICAR)
- Third party agreements



Can be found on [Procedural Document Library](#)





FDOT/MPO Agreement

The Agreement accomplishes three things:

1

Federal financial assistance to MPOs Transportation-related planning activities

2

Terms and conditions for accepting Federal assistance

3

Establishes cooperative relationship between MPO and FDOT

Signed *every 2 years*

Amending FDOT/MPO Agreement

- A UPWP amendment that increases/decreases total FHWA funds amount results in an FDOT/MPO Agreement Amendment
- MPO and District jointly execute

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE
 METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02
 POLICY PLANNING
 OGC – 05/23
 Page 1 of 2

Financial Project No.: [] (item-segment-phase-sequence)	Fund: [] Function: [] Federal Award Project No.: [] MPO SAM No.: []	FLAIR Approp.: [] FLAIR Obj.: [] Org. Code: [] Vendor No.: []
Contract No.: [] CFDA Number & Title: []		

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this [enter date] day of [enter month] [enter year], by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, [enter address] and the [enter name of Metropolitan Planning Organization] (MPO), whose address is [enter address], and whose System for Award Management (SAM) Number is: [enter SAM No.] (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on [enter date] entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 5 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$[]. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT
[]	[]

Exhibit A (Scope of Work) of the Agreement is amended as follows: [] This amendment is more fully described in the attached UPWP Revision Form # [].

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

FDOT/MPO Agreement Amendments



FDOT/MPO Agreement amendment required for increases/decreases in budget

- Must record in CFM



UPWP changes that don't increase/decrease the budget do not require an FDOT/MPO Agreement amendment

- No action in CFM



FDOT/MPO Agreement Question

Question: A UPWP amendment transfers FHWA funds from one task to another. Is an amendment to the FDOT/MPO Agreement needed?





FDOT/MPO Agreement Question

Question: A UPWP amendment transfers FHWA funds from one task to another. Is an amendment to the FDOT/MPO Agreement needed?

Answer: No





FDOT/MPO Agreement Question

Question: If an FDOT/MPO Agreement is amended to add additional PL funds, what must be reflected in CFM?





FDOT/MPO Agreement Question

Question: If an FDOT/MPO Agreement is amended to add additional PL funds, what must be reflected in CFM?

Answer: The increase in the total budgetary ceiling



BREAK

10:45 am – 11:00 am



Eligibility of Expenditures, Invoicing, and Progress Reports

OPP





ELIGIBILITY OF EXPENDITURES

A decorative graphic in the top-left corner consisting of several overlapping, curved lines in shades of blue and green. Small circular icons are placed along these lines: a gear, a bar chart, and a group of people.

Eligible Use of Funds Question

Question: Is alcohol an allowable cost if purchased using federal funds?





Eligible Use of Funds Question

Question: Is alcohol an allowable cost if purchased using federal funds?

Answer: No





Federal Funds for MPO Planning in the UPWP

FHWA

- PL
- STBG
- Other sources such as CMAQ, TA

FTA

- 5305(d)
- 5307



Operations v. Projects



Pay for the operation of the MPO

- PL
- 5305(d)



Pay for MPO projects

- STBG
- TA

Some MPOs use SU (STBG) funds to pay for staff and planning projects



Operations

Operating Expenses

Operating Expenses includes:



Utilities



Phones



Office Supplies



Operations

Capital Expenses



Capital expenditures are used to purchase, maintain, or improve assets used for an organization operations

Examples of eligible expenditures:

- a) Movable equipment
i.e., furniture and copiers
- b) Fixed equipment
i.e., building fixtures
- c) Intellectual property
i.e., logos, publications, articles, work processes, etc.
- d) Computer software
- e) Computer hardware, computer equipment, and other electronic accessories



MPO Planning Projects

- LRTP
- TIP
- UPWP
- Safety Action Plans
- Bicycle/Pedestrian Plans



Allowable vs. Unallowable

Allowable vs. Unallowable Determination

- 2 CFR 200
 - Subpart E Cost Principles
- Reference Guide for State Expenditures
- Tech Memo 20-01
 - Purchasing Thresholds for UPWPs





2 Code of Federal Regulations (CFR) 200

- Subpart E Cost Principles
- Federal cost principles for determining allowable costs
- Direct v. Indirect Costs



FEDERAL REGISTER

Vol. 78 Thursday,
No. 248 December 26, 2013

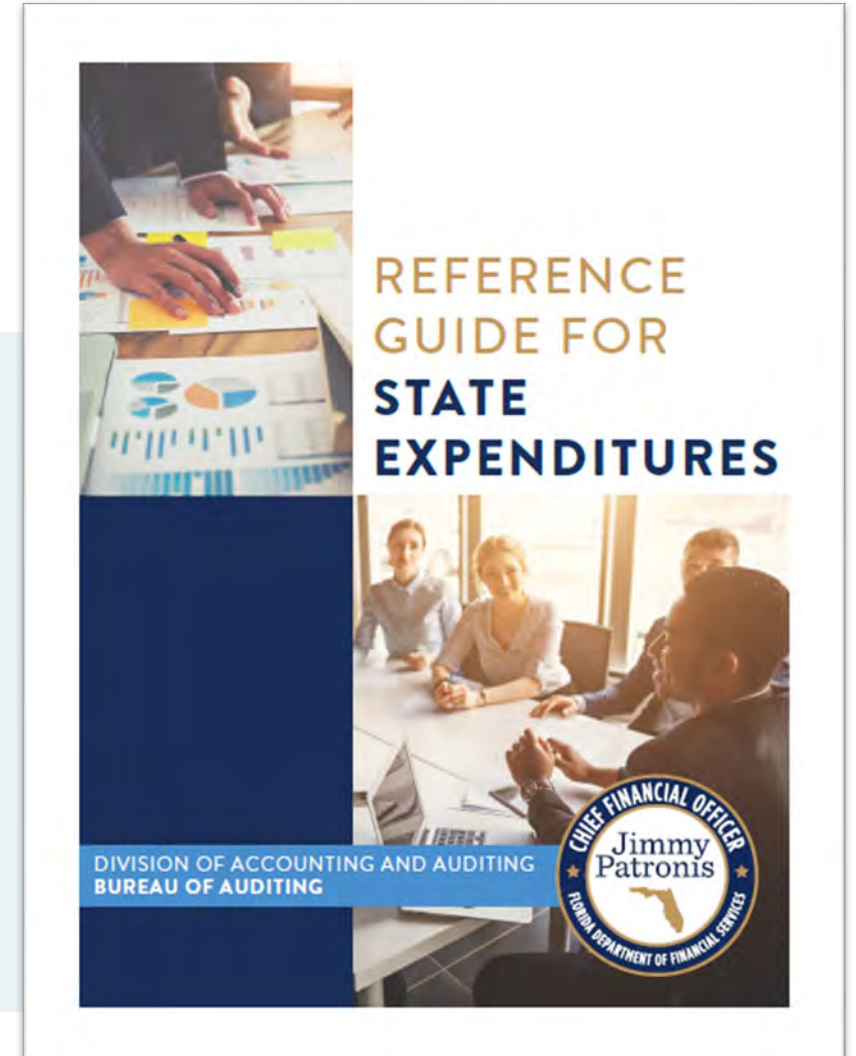
Part III

Office of Management and Budget

2 CFR Chapter I, Chapter II, Part 200, et al.
Uniform Administrative Requirements, Cost Principles, and Audit
Requirements for Federal Awards: Final Rule

Reference Guide for State Expenditures

- Requirements applicable to disbursement of funds from State Treasury
- **Federal v. State Guidelines – stricter shall prevail**
 - Ex) Federal funds allowed for purchase of refreshments for meeting, but State treasury prohibits
 - **So, MPOs cannot use PL funds on refreshments**





What activities can be Funded by Federal Funds?



The proposed activity must be eligible for the requested funding (Title 23)

- Eligible if consistent with statutory and regulatory guidance



The proposed cost must be allowable under OMB cost principles

- Allowable is deemed necessary and reasonable for project objectives



Cost Principles for Determining Allowability

Proposed costs must be:

- Necessary and reasonable
- Incurred within the performance period
- Documented





Is _____ an Allowable Cost?



Unallowable



Allowable

(if necessary and reasonable)



Is _____ an Allowable Cost?

Unallowable



- Alcohol
- Lobbying
- Entertainment costs
- Loss from other awards or contracts
- Costs incurred prior to grant approval

Allowable

(if necessary and reasonable)



- Conference costs
- Travel
- Training and education
- Rent
- Legal costs
- Consultants
- Severance pay



New USDOT Guidance

Provides guidance on what goods/services federal funds can be used for at a public meeting



Hiring Community-Based Organizations

- Allowed, can contract as consultants



Food – **NOT ALLOWED BY FLORIDA STATUTES**

- Only light refreshments and must be documented as necessary, reasonable, and allowable



Childcare

- Must be documented as necessary, reasonable, and allowable



Financial Incentives or Reimbursement for Participation

- Must be necessary and reasonable, only if:
 - Participation/representation would be inadequate if not for incentive



Tech Memo 20-01 REV-1



TECHNICAL MEMORANDUM 20-01REV-1 Office of Policy Planning

FROM: Office of Policy Planning
DATE: September 30, 2022
SUBJECT: Capital Expenditures, Purchasing Thresholds, State Purchasing Contracts, and Asset Liquidation & Disposal

Technical Memorandum 20-01 defines capital expenditures, identifies federally eligible expenditures and purchases, delineates federal and state purchasing thresholds, and provides guidance related to obtaining purchase authorizations.

1. Capital Expenditures

A capital expenditure is the money an organization spends to purchase, maintain, or improve tangible and intangible fixed assets used for an organization's operations. Capital expenditures typically have a useful life greater than one year.

Capital expenditures contrast with operating expenses which are ongoing expenses necessary for the operation of the asset. Operating expenses include items like utilities, phones, or office supplies.

2. Federally Eligible Expenditures & Purchases

Examples of eligible expenditures and purchases include:

- a. Movable equipment, such as furniture and copiers;
- b. Fixed equipment, such as building fixtures;
- c. Buildings and their components;
- d. Building improvements, such as renovations, additions, improvements, modifications, replacements, rearrangements, reinstallations, or alterations that materially increase the asset's value or useful life (not ordinary repairs and maintenance);
- e. Land (not depreciated) & land improvements;
- f. Intellectual property (logos, publications, articles, work processes, etc.);
- g. Computer software;
- h. Computer hardware, peripheral equipment, and other electronic accessories;

Tech-Memo 20-01: Capital Expenditures, Purchasing Thresholds, State Contracts, & Asset Disposal (Revised 9.30.22)

Florida Department of Transportation, Office of Policy Planning

- Capital expenditures
- Federally eligible expenditures and purchases
- Federal and state purchasing thresholds
 - Florida simplified acquisition threshold
 - Federal micro-purchase threshold
- Small purchase procedures
- State purchasing contracts and agreements



Federal Purchasing Threshold

- Per unit cost of **\$5,000 or more**
- Not typical/normal for operations **below \$5,000** and **budgeted in UPWP**
 - Should be accompanied with a justification or technical specifications in the UPWP
- MPO should coordinate costly/non-typical expenditures/purchases with MPO Liaison and Federal Grant Manager (FHWA and/or FTA Liaison) **prior** to acquisition





Federal Purchasing Threshold (continued)

- Purchase below \$5,000 threshold, and the item is typical – justification of the purchase is not required
 - Ex) Purchases of this type would include a new laptop computer, standing desk, or office chair.
- Purchase is equal to or greater than \$5,000 threshold, budgeted in UPWP, and it has a statement justifying the purchase – MPO may proceed with the purchase





Federal Purchasing Threshold (continued)

- Purchase not included in UPWP – MPO must amend UPWP to add the purchase and/or the unbudgeted funds
- MPO makes purchase without appropriate federal and state authorizations – federal funds may not be used for the purchase
 - If the MPO makes the purchase without appropriate authorization(s) – Responsible for **100%** of purchase cost





Florida Simplified Acquisition Threshold & Federal Micro-purchase Threshold

- Florida simplified acquisition threshold – **\$35,000**
- Federal micro-purchase threshold – **\$50,000**
- State requirement supersedes federal requirement
 - Value allowed by state is lower
 - Any micro-purchase made with federal funds must be **no more than \$35,000**





Small Purchase Procedures

- Small purchases – no more than \$35,000
 - Procurement of services
 - Purchase of office supplies
- Price/rate quotations required
 - Recommended minimum of 3
- MPO hosted by local government should follow local government's procurement procedures
- Liaison should contact OPP if any questions





Typical v Atypical Travel

Typical Travel

- Training in the US that helps you do your job
 - FMPP
 - MPOAC
 - AMPO
 - NARC
 - TRB
 - Model or other training

Atypical Travel

- Training outside of the US, or travel in the US that includes peer exchange and facility or system tours





MPO Travel

- MPO who have adopted a travel policy other than the FDOT travel policy
 - Must include the policy as an appendix to the UPWP
- Section 112.061, Florida Statutes – Per diem and travel expenses of public officers, employees, and authorized persons





If in Doubt, Ask for Assistance!

- Regulatory requirements for administering funds are complex
- If unsure about any aspect of fund administration, ask for help from FDOT, FHWA, or FTA





POST-PRESENTATION QUESTIONS



Question 1

AN MPO WOULD LIKE TO USE PL FUNDS TO PROVIDE COFFEE AND COOKIES AT A PUBLIC MEETING. IS THIS AN ELIGIBLE COST?



Question 1

AN MPO WOULD LIKE TO USE PL FUNDS TO PROVIDE COFFEE AND COOKIES AT A PUBLIC MEETING. IS THIS AN ELIGIBLE COST?

NO

Though allowed at the Federal level, the State does not allow funds to be used to provide food or beverages.



Question 2

WHEN A RECIPIENT HAS QUESTIONS ON ALLOWABLE COSTS,
WHO SHOULD THEY CALL FIRST FOR HELP?

- a. County Administrator
- b. FDOT
- c. FHWA/FTA
- d. The Federal
Regional/Division
Administrator



Question 2

WHEN A RECIPIENT HAS QUESTIONS ON ALLOWABLE COSTS, WHO SHOULD THEY CALL FIRST FOR HELP?

a. County Administrator

b. FDOT

c. FHWA/FTA

**d. The Federal
Regional/Division
Administrator**

MPOs should contact their FDOT District Liaison Office first. Their response will be based on whether the item is

1. In the Adopted UPWP
2. Allowable per Federal regulations and guidelines
3. Reasonable for the activity (task)



Question 3

WHICH OF THE FOLLOWING IS/ARE AN ALLOWABLE COST
(YOU MAY CHOOSE MORE THAN ONE ANSWER)?

- a. Transit Planning Study**
- b. Public Meeting Space**
- c. Valet Parking (when self-park is available)**
- d. Steak and Lobster dinner for staff**



Question 3

WHICH OF THE FOLLOWING IS/ARE AN ALLOWABLE COST
(MORE THAN ONE ANSWER)?

a. Transit Planning Study

b. Public Meeting Space

c. Valet Parking (when self-park is available)

d. Steak and Lobster dinner for staff



Question 4

CAN COUNTY ENGINEERING STAFF CHARGE THEIR TIME THAT IS SPENT PARTICIPATING ON MPO COMMITTEES (I.E., TECHNICAL ADVISORY COMMITTEE) & OTHER MPO MEETINGS TO THE MPO'S PL?



Question 4

CAN COUNTY ENGINEERING STAFF CHARGE THEIR TIME THAT IS SPENT PARTICIPATING ON MPO COMMITTEES (I.E., TECHNICAL ADVISORY COMMITTEE) & OTHER MPO MEETINGS TO THE MPO'S PL?

NO

The county engineer cannot charge their time to the MPO's PL funds, unless the MPO specifically listed this item in their Final Approved UPWP.

Allowable vs. Unallowable

Question 5

- Office supplies
- Normal operations
- Expense in current UPWP
- Costs of \$4,500

- Is justification of the purchase required?



Allowable vs. Unallowable

Question 5

- Office supplies
 - Normal operations
 - Expense in current UPWP
 - Costs of \$4,500
- Is justification of the purchase required?
No, justification is not required in the UPWP





Allowable vs. Unallowable

Question 6

- Bike helmets
- Expense not in current UPWP
- \$7,000
- What are the steps to getting this approved?



Allowable vs. Unallowable

Question 6

- Bike helmets
 - Expense not in current UPWP
 - \$7,000
 - What are the steps to getting this approved?
1. Amend UPWP and FDOT/MPO Agreement to add unbudgeted funds
 2. Provide justification for the purchase
 3. Get Federal approval before the purchase



INVOICING AND PROGRESS REPORTS

Invoicing and Progress Reports Question

Question: Do Progress Reports have a required format or template? (Yes or No)



Invoicing and Progress Reports Question

Question: Do Progress Reports have a required format or template? (Yes or No)

Answer: No, but the minimum requirements and performance must be displayed





Invoice Package

Invoices Packages with:

- Limited Supporting Documentation
- Complete Supporting Documentation

Bill To:
 Florida Department of Transportation
 District Seven
 11201 N. McKinley Dr.
 Tampa, FL 33612
 Tel: (727) 975-6002
 Email: D7MPOliaison@DOT.STATE.FL.US

INVOICE SUMMARY

Invoice No.: 1	Invoice Period: 7/1/2022-9/30/2022	Invoice Amounts by FPN
Contract No.: G2776	Revision No.: 1	439337-4-14-01 \$ 158,117.17
		Total Invoice Amount: \$ 158,117.17

FPNs	Previous Payments	Current Amount Due	TOTAL Expenditures	Total Current Authorization	Remaining Balance
439337-4-14-01	\$ -	\$ 158,117.17	\$ 158,117.17	\$ 431,644.00	\$ 273,526.83
TOTAL	\$ -	\$ 158,117.17	\$ 158,117.17	\$ 431,644.00	\$ 273,526.83

2018/2019 Unified Planning Work Program Task	FHWA (PL) Current Amount Due	FHWA (SU) Current Amount Due	Total FHWA Current Amount Due	Total FHWA Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 1.0 General Administration & Program Management	61,021.22		\$ 61,021.22	\$ -	121,644.00	\$ 60,622.78
Task 2.0 Outreach & Public Participation	47,848.90		\$ 47,848.90	\$ -	100,000.00	\$ 52,151.10
TASK 3.0 Systems Performance Analysis	31,233.06		\$ 31,233.06	\$ -	100,000.00	\$ 68,766.94
TASK 4.0 Transportation Improvement Program	18,013.98		\$ 18,013.98	\$ -	100,000.00	\$ 81,986.02
TASK 5.0 Systems Planning	-		\$ -	\$ -	10,000.00	\$ 10,000.00
Totals:	\$ 158,117.17	\$ -	\$ 158,117.17	\$ -	\$ 431,644.00	\$ 273,526.83

Request for Payment Certification as Required by 2 CFR 200.415:
 By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at: MPO District

Limited Supporting Documentation

MPO Invoice Package includes:

- Invoice Summary – must follow prescribed format
- Itemized Expenditure Detail Report
- Progress Report

No prescribed format, but must meet requirements

Heartland Regional TPO
 555 East Church St
 Bartow, FL 33851
 Tel: 863-534-7130
 Fax: 863-534-7130

Bill To: Florida Department of Transportation
 Office of Policy Planning
 505 Suwannee Street
 Tallahassee, FL 32399-0450
 Tel: (850) 414-4900 Fax: (850) 414-4876
 Email: Planning@dot.state.fl.us

Invoice No: FHWA-G2810-2
 Invoice Period: 10/01/2022 - 10/31/2022
 Contract No.: G2810
 Amendment No.:
 Modification No.:

Invoice Amounts by FFM
 83917-4-14-01 26,375.31
 Total Invoice Amount: \$ 26,375.31

2020/2021 Unaudited Planning Work Program Task	FHWA (PL) Current Amount	FHWA (SU) Current Amount Due	Total FHWA Current Amount Due	Total FHWA Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 1 - Administration	\$ 9,347.60	\$ -	\$ 9,347.60	\$ 27,621.05	\$ 81,337.00	\$ 44,368.35
Task 2 - Transit Planning	\$ -	\$ -	\$ -	\$ -	\$ 47,818.00	\$ 47,818.00
Task 3 - Transportation Disadvantage	\$ 2,105.01	\$ -	\$ 2,105.01	\$ 7,325.24	\$ 28,116.00	\$ 18,685.75
Task 4 - System Performance	\$ 4,150.92	\$ -	\$ 4,150.92	\$ 21,250.44	\$ 58,187.00	\$ 70,785.64
Task 5 - Long Range Planning	\$ 1,160.98	\$ -	\$ 1,160.98	\$ 14,978.97	\$ 68,788.00	\$ 72,648.05
Task 6 - Transportation Improvement Plan	\$ 716.85	\$ -	\$ 716.85	\$ 6,470.63	\$ 22,197.00	\$ 15,009.51
Task 7 - Regional Coordination	\$ 4,323.43	\$ -	\$ 4,323.43	\$ 8,747.49	\$ 37,995.00	\$ 26,118.08
Task 8 - Public Participation	\$ 3,964.51	\$ -	\$ 3,964.51	\$ 18,922.06	\$ 79,990.00	\$ 50,403.43
Totals:	\$ 26,375.31	\$ -	\$ 26,375.31	\$ 106,015.88	\$ 476,420.00	\$ 344,036.81

Request for Payment Certification as Required by 2 CFR 200.415:
 By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Supporting Documentation is on file at: MPO District
 (MPO) Authorized Official Signature: *[Signature]* Date: 1/3/23
 Printed Name: *Margaret H. Sotkiewicz*

Pasco Metropolitan Planning Organization
 Unified Planning Work Program - Fiscal Year 2023/24
 Contract #G2776
 83917-4-14-01
 Invoice # 1 revision: 1 Invoice Period: 3/1/2022-9/30/2022

EXPENDITURE CATEGORY AND DESCRIPTION	2023 Budget	2024 Budget	2023-24 CPG Budgeted Amount	2023-24 CPG Previous Payments	2023-24 CPG Current Cost	2023/2024 CPG Remaining Balance
A. Personnel (Salary and Benefits)						
Salaries, Fringe & Other (Holidays, Medical & Vacation)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 58,184.48	\$ 41,815.52
Sub Total:	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 58,184.48	\$ 41,815.52
B. Consultant:						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel:						
SPE & FHWA- Laurie Schaeffgen- Hotel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 1,509.43	\$ 3,490.57
SPE & FHWA- Laurie Schaeffgen- Mileage	\$ -	\$ -	\$ -	\$ -	\$ 292.68	\$ -
SPE & FHWA- Laurie Schaeffgen- Tolls	\$ -	\$ -	\$ -	\$ -	\$ 125.75	\$ -
SPE & FHWA- Carl Mikyska- Hotel	\$ -	\$ -	\$ -	\$ -	\$ 3.08	\$ -
SPE & FHWA- Carl Mikyska- Mileage	\$ -	\$ -	\$ -	\$ -	\$ 292.68	\$ -
SPE & FHWA- Tana Gorman- Hotel	\$ -	\$ -	\$ -	\$ -	\$ 107.88	\$ -
SPE & FHWA- Tana Gorman- Mileage	\$ -	\$ -	\$ -	\$ -	\$ 230.00	\$ -
SPE & FHWA- Scott Ferry- Hotel	\$ -	\$ -	\$ -	\$ -	\$ 760.68	\$ -
SPE & FHWA- John Koors- Hotel	\$ -	\$ -	\$ -	\$ -	\$ 260.68	\$ -
Sub Total:	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 1,509.43	\$ 3,490.57
D. Direct Expenses						
Advertising	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 159.04	\$ 40.96
Rent and Leases	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 159.04	\$ 40.96
County Attorney	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 442.27	\$ 557.73
Staff Services	\$ 1,011.00	\$ -	\$ 1,011.00	\$ -	\$ -	\$ 1,011.00
Software-GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Administrative Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MPO Board Recording	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 560.00	\$ 40.00
Postage	\$ 133.00	\$ -	\$ 133.00	\$ -	\$ 560.00	\$ 133.00
Registration	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Printing	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Sub Total:	\$ 7,644.00	\$ -	\$ 7,644.00	\$ -	\$ 1,321.31	\$ 6,316.69

Page 2 of 4

River to Sea TPO
 PL Progress Report – Invoice #3
 Contract #G2798

Project Title: FY 2021-2022 Unified Planning Work Program (UPWP)
 Section 112 PL Funds

FM: #439333-4-14-01 and #439333-4-14-02

Urban Area: Palm Coast-Daytona Beach-Port Orange and Deltona, Florida

Planning Agency: River to Sea Transportation Planning Organization (R2CTPO)

Period Covered: 1 August 2022 to 30 September 2022

1.01 – General Administration & Program Support

Charges for this task include:

- Various general administrative tasks including responding to general emails, phone calls, mail distribution, timesheet preparation, preparing and proofing/editing meeting minutes, develop and review meeting summary report, records management, compile weighted voting sheets, develop fillable form for ED Evaluation, supply inventory
- Various financial administrative tasks including general vendor correspondence, prepare weekly account payables, mail distribution, begin end of month procedures, prepare voucher entries, process payroll, post payroll general journal entries, prepare account payables, prepare and process bank deposits, process FRS and Pension contributions, credit card and bank reconciliation, prepare monthly treasurer's reports, reorganize GL codes in GMS accounting system, prepare PL Invoice #31, prepare progress reports for FTA 21 Invoices #8, #9, and #10
- Various Interim Executive Director administrative tasks including review and approval of employee timesheets and mileage reports, review and approve requests for expenditures, review and approve vendor invoices for payment, correspondence with TPO Board members, review and prepare progress reports for final PL Invoice #31 and finalize packages for submittal, review PL/SU contract close-out letter, coordination with IT consultant on setting up cyber security training for staff,
- Compile and distribute agendas for August TPO Board meeting and September Executive Committee, BPAC, CAC/TCC, and TPO Board meetings
- Administrative Staff set up and hosted MS Teams meetings for
 - o CAC/TCC Meeting (08/16/2022)
 - o TPO Board (08/24/2022)
 - o Executive Committee (09/07/2022)
 - o BPAC Meeting (09/14/2022)
 - o CAC/TCC Meeting (09/20/2022)
- Executive Director preparation and participation in Executive Committee meeting (09/07/2022) and

Complete Supporting Documentation

MPO Invoice Package includes:

- Invoice Summary – must follow prescribed format
- Itemized Expenditure Detail Report
- Progress Report
- **COMPLETE** supporting documentation

No prescribed format, but must meet requirements

ORACLE PIA County BCC Account Analysis Report

Report Date: 09/13/2023 01:38:58 PM
Page: 26 of 38

Source Payee	Category Purchase Invoice	CL Date	Event Class	Transaction Number	Line Description	Debit	Credit
Payables	Purchase Invoice	02/01/2023	Invoice	284472277	1 Line Description 23030000 KORNICA MINOLTA BUSINESS MPO Account - Invoice to 2000018 09/23/2022	236.41	
Payables	Purchase Invoice	02/01/2023	Invoice	290070703	20007090 AECOM TECHNICAL SERVICES Contract CSATPO-20-1009-02 MPO 21-A 100070 AECOM Technical Services, Inc. for consulting services for Vision Zero Plan to assist with the development of an initial report, per contract for services 01/20/2022	7,394.18	
Payables	Purchase Invoice	02/01/2023	Invoice	290070908	20007090 AECOM TECHNICAL SERVICES Contract CSATPO-20-1009-02 MPO 21-A 100070 AECOM Technical Services, Inc. for consulting services for Vision Zero Plan to assist with the development of an initial report, per contract for services 01/20/2022	29,144.69	
Payables	Purchase Invoice	02/01/2023	Invoice	23892207	Contract CSATPO-20-1009-02 MPO 21-A 100070 AECOM Technical Services, Inc. for consulting services for Vision Zero Plan to assist with the development of an initial report, per contract for services 01/20/2022	16,896.00	
Total for Period						40,591.28	0.00
Ending Balance for Period						125,247.79	8.40
Beginning Balance for Period						125,247.79	8.40
Source Payee	Category Purchase Invoice	CL Date	Event Class	Transaction Number	Line Description	Debit	Credit
		02/07/2023	Invoice	2412020	2412020 KIMBLE-HORN AND ASSOCIATES Contract CSATPO-20-1009-02 MPO 21-A 100220 Kimble Horn & Associates 2020 Preparation and Employment Forecast Preparation Notice to Proceed 07/25/2022 and 08/17/2022	15,736.50	

Heartland Regional TPO

Invoice # 0270 - Invoice 1

Category	2022 Budget	2023 Budget	2023 to Date Budget	2023 to Date Actual	2023 to Date Variance
A. Personnel (Salary and benefits)	300,000.00	300,000.00	300,000.00	300,000.00	0.00
B. Contract	300,000.00	300,000.00	300,000.00	300,000.00	0.00
Sub Total:	600,000.00	600,000.00	600,000.00	600,000.00	0.00

Heartland Regional TPO

Invoice No: 0904-4202-2
Invoice Period: 08/01/2022 - 08/31/2022
Contract No: 0202
Amendment No:
Modification No:

Category	Original Amount	Current Amount	Total Intra Period	Total Intra Period	Total Intra Budget	Balance Available
Personnel	3,367.00	3,367.00	3,367.00	3,367.00	3,367.00	0.00
Contract	2,305.91	2,305.91	2,305.91	2,305.91	2,305.91	0.00
Travel	1,302.88	1,302.88	1,302.88	1,302.88	1,302.88	0.00
Printing	714.86	714.86	714.86	714.86	714.86	0.00
Information System	4,829.43	4,829.43	4,829.43	4,829.43	4,829.43	0.00
Sub Total:	13,549.08	13,549.08	13,549.08	13,549.08	13,549.08	0.00

Total Invoice Amount: \$ 26,976.31

Signature: *Murthy Sankaran* Date: 1/3/23

River to Sea TPO
PL Progress Report - Invoice #3
Contract #G2798

Project Title: FY 2021-2022 Unified Planning Work Program (UPWP)
Section 112 PL Funds

FM: #439333-4-14-01 and #439333-4-14-02

Urban Area: Palm Coast-Daytona Beach-Port Orange and Deltona, Florida

Planning Agency: River to Sea Transportation Planning Organization (RCTPO)

Period Covered: 1 August 2022 to 30 September 2022

1.01 - General Administration & Program Support

Charges for this task include:

- Various general administrative tasks including responding to general emails, phone calls, mail distribution, timesheet preparation, preparing and proofing/editing meeting minutes, develop and review meeting summary report, records management, compile weighted voting sheets, develop fillable form for ED Evaluation, supply inventory
- Various financial administrative tasks including general vendor correspondence, prepare weekly account payables, mail distribution, begin end of month procedures, prepare voucher entries, process payroll, post payroll general journal entries, prepare account payables, prepare and process bank deposits, process IRS and Pension contributions, credit card and bank reconciliation, prepare monthly treasurer's reports, reorganize GL codes in GMS accounting system, prepare PL Invoice #31, prepare progress reports for FTA 21 Invoices #8, #9, and #10
- Various Interim Executive Director administrative tasks including review and approval of employee timesheets and mileage reports, review and approve requests for expenditures, review and approve vendor invoices for payment, correspondence with TPO Board members, review PL/SP contract close-out letter, coordination with IT consultant on setting up cyber security training for staff,
- Compile and distribute agendas for August TPO Board meeting and September Executive Committee, BPA, CAC/TCC, and TPO Board meetings
- Administrative Staff set up and hosted MIS Teams meetings for
 - o CAC/TCC Meeting (08/16/2022)
 - o TPO Board (08/24/2022)
 - o Executive Committee (09/07/2022)
 - o BPA Meeting (09/14/2022)
 - o CAC/TCC Meeting (09/20/2022)
- Executive Director preparation and participation in Executive Committee meeting (09/07/2022) and



Invoice Summary

MPO MUST use prescribed format (located in Liaison Toolkit on the MPO Partner Site)

Heartland Regional TPO
555 East Church St
Bartow, FL 33831

Tel 863-534-7130
Fax 863-534-7138

Bill To: Florida Department of Transportation
Office of Policy Planning
605 Suwannee Street
Tallahassee, FL 32399-0450
Tel: (850) 414-4900 Fax: (850) 414-4876
Email: Planning@dot.state.fl.us

Invoice No.: FHWA-62810-2
Invoice Period: 10/01/2022 - 10/31/2022
Contract No.: G2810
Amendment No.:
Modification No.:

Invoice Amounts by FPN
439317-4-14-01 26,375.31
Total Invoice Amount: \$ 26,375.31

2020/2021 Unified Planning Work Program Task	FHWA (PL) Current Amount Due	FHWA (SU) Current Amount Due	Total FHWA Current Amount Due	Total FHWA Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 1 - Administration	\$ 9,347.60	-	\$ 9,347.60	\$ 27,621.05	\$ 81,337.00	\$ 44,368.35
Task 2 - Transit Planning	\$ -	-	\$ -	\$ -	\$ 47,818.00	\$ 47,818.00
Task 3 - Transportation Disadvantage	\$ 2,105.01	-	\$ 2,105.01	\$ 7,325.24	\$ 28,116.00	\$ 18,685.75
Task 4 - System Performance	\$ 4,150.92	-	\$ 4,150.92	\$ 21,250.44	\$ 96,187.00	\$ 70,785.64
Task 5 - Long Range Planning	\$ 1,160.98	-	\$ 1,160.98	\$ 14,978.97	\$ 88,788.00	\$ 72,648.05
Task 6 - Transportation Improvement Plan	\$ 716.86	-	\$ 716.86	\$ 6,470.63	\$ 22,197.00	\$ 15,009.51
Task 7 - Regional Coordination	\$ 4,929.43	-	\$ 4,929.43	\$ 8,747.49	\$ 37,995.00	\$ 24,318.08
Task 8 - Public Participation	\$ 3,964.51	-	\$ 3,964.51	\$ 19,622.06	\$ 73,990.00	\$ 50,403.43
Totals:	\$ 26,375.31	\$ -	\$ 26,375.31	\$ 106,015.88	\$ 476,428.00	\$ 344,036.81

Request for Payment Certification as Required by 2 CFR 200.415:
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Supporting Documentation is on file at: MPO District

(MPO) Authorized Official Signature: Marybeth Sodquist Date: 1/3/23

Printed Name: Marybeth Sodquist



Invoice Summary Page

Heartland Regional TPO

555 East Church St
Bartow, FL 33831

Tel 863-534-7130
Fax 863-534-7138

Bill To:

Florida Department of Transportation
Office of Policy Planning
605 Suwannee Street
Tallahassee, FL 32399-0450
Tel: (850) 414-4900 Fax: (850) 414-4876
Email: Planning@dot.state.fl.us

Invoice No.: FHWA-G2810-2

Invoice Period: 10/01/2022 - 10/31/2022

Contract No.: G2810

Amendment No.:

Modification No.:

Invoice Amounts by FPN

439317-4-14-01 26,375.31

Total Invoice Amount: \$ 26,375.31

2020/2021 Unified Planning Work Program Task	FHWA (PL) Current Amount Due	FHWA (SU) Current Amount Due	Total FHWA Current Amount Due	Total FHWA Previous Payments	Total FHWA Budget Amount	FHWA Remaining Balance
Task 1 - Administration	\$ 9,347.60	-	\$ 9,347.60	\$ 27,621.05	\$ 81,337.00	\$ 44,368.35
Task 2 - Transit Planning	\$ -	-	\$ -	\$ -	\$ -	\$ -
Task 3 - Transportation Disadvantage	\$ 2,105.01	-	\$ 2,105.01	\$ 7,325.24	\$ 28,116.00	\$ 18,685.75
Task 4 - System Performance	\$ 4,150.92	-	\$ 4,150.92	\$ 21,250.44	\$ 96,187.00	\$ 70,785.64
Task 5 - Long Range Planning	\$ 1,160.98	-	\$ 1,160.98	\$ 14,978.97	\$ 88,788.00	\$ 72,648.05
Task 6 - Transportation Improvement Plan	\$ 716.86	-	\$ 716.86	\$ 6,470.63	\$ 22,197.00	\$ 15,009.51
Task 7 - Regional Coordination	\$ 4,929.43	-	\$ 4,929.43	\$ 8,747.49	\$ 37,995.00	\$ 24,318.08
Task 8 - Public Participation	\$ 3,964.51	-	\$ 3,964.51	\$ 19,622.06	\$ 73,990.00	\$ 50,403.43
Totals:	\$ 26,375.31	\$ -	\$ 26,375.31	\$ 106,015.88	\$ 476,428.00	\$ 344,036.81

Itemized Expenditure Detail Report

No prescribed format, but must meet requirements

Contract# G2776
439337-4-14-01

Pasco Metropolitan Planning Organization
Unified Planning Work Program - Fiscal Year 2023/24

Invoice #: 1 revision: 1 Invoice Period: 7/1/2022-9/30/2022

Task 1.0 General Administration and Program Development

EXPENDITURE CATEGORY AND DESCRIPTION	2023 Budget	2024 Budget	2023-24 CPG Budgeted Amount	2023-24 CPG Previous Payments	2023-24 CPG Current Cost	2023/2024 CPG Remaining Balance
A. Personnel (Salary and Benefits)						
Salaries, Fringe & Other (Holidays, Medical & Vacation)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 58,184.48	\$ 41,815.52
Sub Total:	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 58,184.48	\$ 41,815.52
B. Consultant						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel						
SPE & FMPP- Laurie Schaediger- Hotel	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 1,509.43	\$ 3,490.57
SPE & FMPP- Laurie Schaediger- Mileage					\$ 260.68	
SPE & FMPP- Laurie Schaediger- Tolls					\$ 125.75	
SPE & FMPP- Carl Mikyska- Hotel					\$ 3.08	
SPE & FMPP- Carl Mikyska- Mileage					\$ 260.68	
SPE & FMPP- Carl Mikyska- Mileage					\$ 107.88	
SPE & FMPP-Tania Gorman - Hotel					\$ 230.00	
SPE & FMPP- Scott Ferry- Hotel					\$ 260.68	
SPE & FMPP- John Koors- Hotel					\$ 260.68	
Sub Total:	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 1,509.43	\$ 3,490.57
D. Direct Expenses						
Advertising	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 159.04	\$ 40.96
Ad# 000244153 - PPP 8/31/2022					\$ 159.04	
Rental and Leases	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 161.00	\$ 39.00
Konica Inv# 281579270 7/1/22-7/31/22					\$ 15.13	
Konica Inv# 282147340 8/1/22-8/31/22					\$ 145.87	
County Attorney	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 447.27	\$ 552.73
Goldstein July 2022					\$ 44.72	
Goldstein August 2022					\$ 357.80	
Goldstein September 2022					\$ 44.75	
Staff Services	\$ 1,011.00	\$ -	\$ 1,011.00	\$ -	\$ -	\$ 1,011.00
Software-GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Administrative Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MPO Board Recording	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 560.00	\$ 40.00
Invoice #5 8/11/22 recording DC					\$ 560.00	
Postage	\$ 133.00	\$ -	\$ 133.00	\$ -	\$ -	\$ 133.00
Bike Ped County Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Urban SDK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Registration	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Binding/Printing	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Sub Total:	\$ 7,644.00	\$ -	\$ 7,644.00	\$ -	\$ 1,327.31	\$ 6,316.69



Itemized Expenditure Detail Report

- No template required (but available if needed)
- Must be ITEMIZED by:
 - 1) Task
 - 2) FHWA funding source (PL, SU, etc.)
 - 3) Expenditure category (Personnel services, consultant services, travel, other direct expenses, indirect rate)
 - 4) Running budget totals
- **Must match to UPWP Budget Tables**
- Detailed enough to review for allowability of costs at time of reimbursement





Itemized Expenditure Detail Report

Pasco Metropolitan Planning Organization
 Unified Planning Work Program - Fiscal Year 2023/24

Contract# G2776
 439337-4-14-01

Invoice #: 1 revision: 1 Invoice Period: 7/1/2022-9/30/2022

General Administration and Program Development

EXPENDITURE CATEGORY AND DESCRIPTION	2023 Budget	2024 Budget	2023-24 CPG Budgeted Amount	2023-24 CPG Previous Payments	2023-24 CPG Current Cost	2023/2024 CPG Remaining Balance
A. Personnel (Salary and Benefits)						
Salaries, Fringe & Other (Holidays, Medical & Vacation)	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 58,184.48	\$ 41,815.52
Sub Total:	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 58,184.48	\$ 41,815.52
B. Consultant						
Contract/Consultant Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Travel						
	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 1,509.43	\$ 3,490.57
SPE & FMPP- Laurie Schaediger- Hotel					\$ 260.68	
SPE & FMPP- Laurie Schaediger- Mileage					\$ 125.75	
SPE & FMPP- Laurie Schaediger- Tolls					\$ 3.08	
SPE & FMPP- Carl Mikyska- Hotel					\$ 260.68	
SPE & FMPP- Carl Mikyska- Mileage					\$ 107.88	
SPE & FMPP- Tania Gorman- Hotel					\$ 230.00	
SPE & FMPP- Scott Ferry- Hotel					\$ 260.68	
SPE & FMPP- John Koors- Hotel					\$ 260.68	
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D. Direct Expenses						
Advertising	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 159.04	\$ 40.96
Ad# 0000244153 - PPP 8/31/2022					\$ 159.04	
Rental and Leases	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ 161.00	\$ 39.00
Konica Inv# 281579270 7/1/22-7/31/22					\$ 15.13	
Konica Inv# 282147340 8/1/22-8/31/22					\$ 145.87	
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Goldstein September 2022					\$ 44.75	
Staff Services	\$ 1,011.00	\$ -	\$ 1,011.00	\$ -	\$ -	\$ 1,011.00
Software-GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Administrative Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MPO Board Recording	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 560.00	\$ 40.00
Invoice #5 8/11/22 recording DC					\$ 560.00	
Postage	\$ 133.00	\$ -	\$ 133.00	\$ -	\$ -	\$ 133.00
Bike Ped County Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Urban SDK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Registration	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Binding/Printing	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
Sub Total:	\$ 7,644.00	\$ -	\$ 7,644.00	\$ -	\$ 1,327.31	\$ 6,316.69



Itemized Expenditure Detail Report

Support documentation **MUST** be maintained for each item being reimbursed

- **Direct Costs:** invoicing for actual costs incurred and detailed paid supporting documentation must be maintained and available for audit
- **Indirect Cost Rate:** Must be supported with an approved Indirect Cost Allocation Plan (ICAP)



Progress Reports

Progress Report for January 1-31, 2023

PL (Section 112) Funding Joint Participation Agreement
Federal Aid #: 0710(060) FM #: 439317-4-14-01 Contract #: G2810

TASK 1 ADMINISTRATION

- Managed the transportation planning process in the Heartland Regional TPO area; administered PL funds
- In January staff prepared invoice packages for December along with corresponding detailed progress reports and submitted them to FDOT District One for review and processing
- During this period, staff prepared agenda items, PowerPoint presentations and all related items, and conducted the January 18 HRTPO Board Meeting, the January 18 Multi-County LCB Meeting, and the January 25 Glades/Hendry LCB meeting and distributed final agenda package to members, media and publicly via www.heartlandregionaltpo.org and posted meeting documents to HRTPO website.
- HRTPO staff prepared the yearly MPO joint certification
- Rescheduled the January CUTS meeting to April and updated distribution list
- Reviewed meeting schedules and booked locations for Board and committee meetings throughout 2023
- Reviewed Florida 2020 Urban Area Boundary data

TASK 2 TRANSIT PLANNING

- Staff continued research into opportunities to best utilize 5307 funds for the urbanized area (Sebring /Avon Park)
- Attended FPTA Statewide Meeting on January 27
- Reviewed the FDOT TAM Targets for 2022 for MPOs and STIP

TASK 3 TRANSPORTATION DISADVANTAGED

- Prepared TD Invoicing for Multi County area
- Prepared TD Invoicing for Glades Hendry area
- HRTPO staff attended Multi County LCB Meeting January 18, 2023
- HRTPO staff attended Glades Hendry LCB Meeting January 25, 2023
- Collected information from public and CTC on demand challenges of current system
- Reviewed findings and recommendations from Triennial Review of the Multi-County Service area

TASK 4 SYSTEM PERFORMANCE

- Maintained and updated the HRTPO projects database and geodata (mapping) inventories that are utilized for the HRTPO TIP, Network Alternatives, Project Prioritization, Corridor Studies, and other transportation planning efforts
- Provided data and reviewed HRTPO Safety Targets to the HRTPO Board and adopted targets for 2023
- Reviewed communication received from Martin County on the CR-714 Realignment project
- Provided data and information to support the Supporting Active Transportation Mobility in LaBelle, Florida by the Western Transportation Institute project



Progress Report

- Must meet requirements outlined in 23 CFR Part 420
- Must align with UPWP tasks
- Confirms the minimum performance standards are met
- Conducted monthly or quarterly



Progress Report Examples

FLORIDA-ALABAMA TPO PL REPORT		JANUARY 2023
TASK 1 PROGRAM DEVELOPMENT		
<i>This task covers a wide range of duties to support the TPO's required functions, including producing and reviewing meeting material and records, attending conferences, trainings, workshops, and various meetings, and making necessary purchases.</i>		
Florida-Alabama		
Support to TPO board and advisory committees		
TPO and advisory committee meetings were held in January. The agendas, PowerPoint, and presentations were prepared as well as general staffing of the meetings. (MBW) The CEO reviewed the agenda with the TPO chair prior to the meeting. (AM) Follow-up items from the January meetings were documented and assigned to/addressed by staff. The rosters, email distribution lists for the TPO, advisory committees, and interested parties were all updated as needed. (GW).		
Joint FDOT-TPO Certification		
The CEO and staff received and answered the annual certification questions from FDOT. The CEO and staff met with the FDOT liaisons to discuss the certification questionnaire. (JLN)		
MPOAC Meetings		
Arrangements were made for the Finance Manager, Transportation Director, and Governing Board member, Commissioner Bender, to attend the MPOAC meetings at the end of the month. All attended and the CEO attended the meetings virtually. (GW) The Long Range Transportation Planner and the GIS Planner virtually attended the MPOAC Staff Directors and Policy Board Meetings to hear the Census and Air Quality discussions. (GK)		
Financial Records		
The financial staff and Transportation Director reviewed the general ledger and PL report for the previous month.		
Invoices and Travel Vouchers		
Travel vouchers were submitted and paid for staff travel to a new TPO member's orientation, for the TPO meetings, and for staff to attend the City of Pensacola's Active Transportation Plan meeting. Other travel within the region occurred in company or personal vehicles. (GW) Invoices were paid for facilities cost and maintenance, office supplies, RFQ and TMC ads, Bitwizards IT services, and copier usage. (JBS)		
Annual Audit		
The Finance staff worked on the audit RFQ for the ECRC/TPO's during the month of January and should finalize the		
UPWP Maintenance		
None in January 2023		
FDOT Meetings		
The Transportation Director and several staff members attended an Infrastructure Investment and Jobs Act (IIJA) workshop that was held in Destin and put on by FDOT's Central Office. (MBW)		
FHWA/FTA Certification		
Staff continued coordination with FHWA to present their findings to an upcoming TPO board meeting. (JLN)		
General Planning Consultant Selection		
The CEO and staff responded to general questions about the draft documents for the current GPC selection process. The TPO approved the advertisement for letters of interest and scope of services to be published on February 13, 2023. The TPO also selected CAC, TCC, and TPO members to serve on the Selection Committee. (JLN) Staff was requested to meet with some of the potential proposers to outline needs of the TPOs and the ECRC. (MBW/JN)		

MetroPlan Orlando

Monthly Status Report for May 2023



Subject:

FY 2022/23 Orlando Urban Area Unified Planning Work Program (UPWP)

Purpose:

This Monthly Progress Report is designed to report on the status of the Unified Comprehensive and Cooperative Planning Program currently in progress in the Orlando Urban Area. The Report contains information on the activities that occurred for the UPWP task items for which invoices were submitted during May 2023. The objective and anticipated product for each task item is included in the FY 2022/23 UPWP, which is on file with FHWA and FTA.

Part I – Work Completed

FHWA-Funded Task Items – PL-0087-60-M

[FM# 439332-4-14-01 - 38023 \(PL\)](#)

Task 100 – MPO Administration & Management

During May 2023, staff continued to ensure that the metropolitan planning process is conducted in conformance with applicable federal (23 CFR 450) and state statutes and to ensure the maintenance of a continuing, cooperative, and comprehensive transportation planning process for the MetroPlan Orlando Planning Area. Work occurred on the following items pertaining to this task item:

- Attended weekly management team meetings
- Met with individual staff members on project related issues during the month
- Began proposals for the 2023-02 General Planning Consultant procurement process
- Preparation for and attendance at Board and Committee Meetings
 - MAC (5/4/23)
 - Board (5/10/23)
 - TSM&O (5/19/23)
 - TAC (5/19/23)
 - CAC (5/24/23)
 - CAC Tour of Brightline Maintenance Facility and Station (5/3/23)

Task 110 – Public Outreach

During May 2023, MetroPlan Orlando staff participated in the following outreach activities:

Outreach Events

#	Name of Event	Date	Event?	Prez?	Underserved?	Attendance	Staff
1	Community Advisory Committee Behind-the-Scenes Tour of Brightline Vehicle Maintenance Facility & Station	5/3/23	X			20	MH, LV, CL

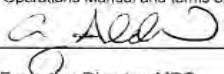
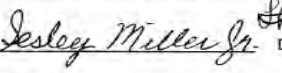
Travel Form

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONSULTANT TRAVEL FORM

303-000-01
COMPTROLLER

Consultant <u>Elizabeth Alden</u>		Company's Location <u>Tampa, FL</u>			CONTACT PERSON <u>Felicia Pulliam</u>	
Company <u>Metropolitan Planning Organization</u>		Contract No. <u>A5207</u>			TELEPHONE NO. <u>(813) 272-5940</u>	
Residence (City) <u>Tampa, FL</u>					E-Mail Address <u>pulliamf@plancom.org</u>	

DATE	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION	PURPOSE OR REASON FOR TRAVEL (Name of Conference or Convention)	Hour of Departure AND Return	Class A&B MEAL ALLOWANCE	Class C MEAL ALLOWANCE	PER DIEM/ ACTUAL LODGING	MAP MILEAGE	VICINITY MILEAGE	INCIDENTAL EXPENSES	
									AMOUNT	TYPE
12/8/2014	Tampa to Charlotte	2014 FHWA EDC Regional Summit	3:30 PM	\$19.00					\$80.00	Registration
									\$720.70	Airfare
									\$41.50	Car rental
									\$9.07	Fuel
12/9/2014	Charlotte to Tampa		10:00 PM							

SIGNATURES					
I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the agency, any meals or lodging included in a registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and conforms in every respect with the requirements of Section 112.061, Transportation Disbursement Operations Manual and terms of the contract.					
CONSULTANT:			DATE:		<u>March 31, 2015</u>
JOB TITLE:		<u>Executive Director, MPO</u>			
Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above:					
CONSULTANT'S SUPERVISOR:			DATE:		<u>March 31, 2015</u>
Typed or printed name:		<u>Lesley Miller, Jr.</u>			
TITLE:		<u>MPO Board Chairman</u>			


Column Total	Column Total	Column Total	Total Miles	Column Total	Summary Total
\$19.00			\$0.00	\$0.00	\$851.27 \$ 870.27

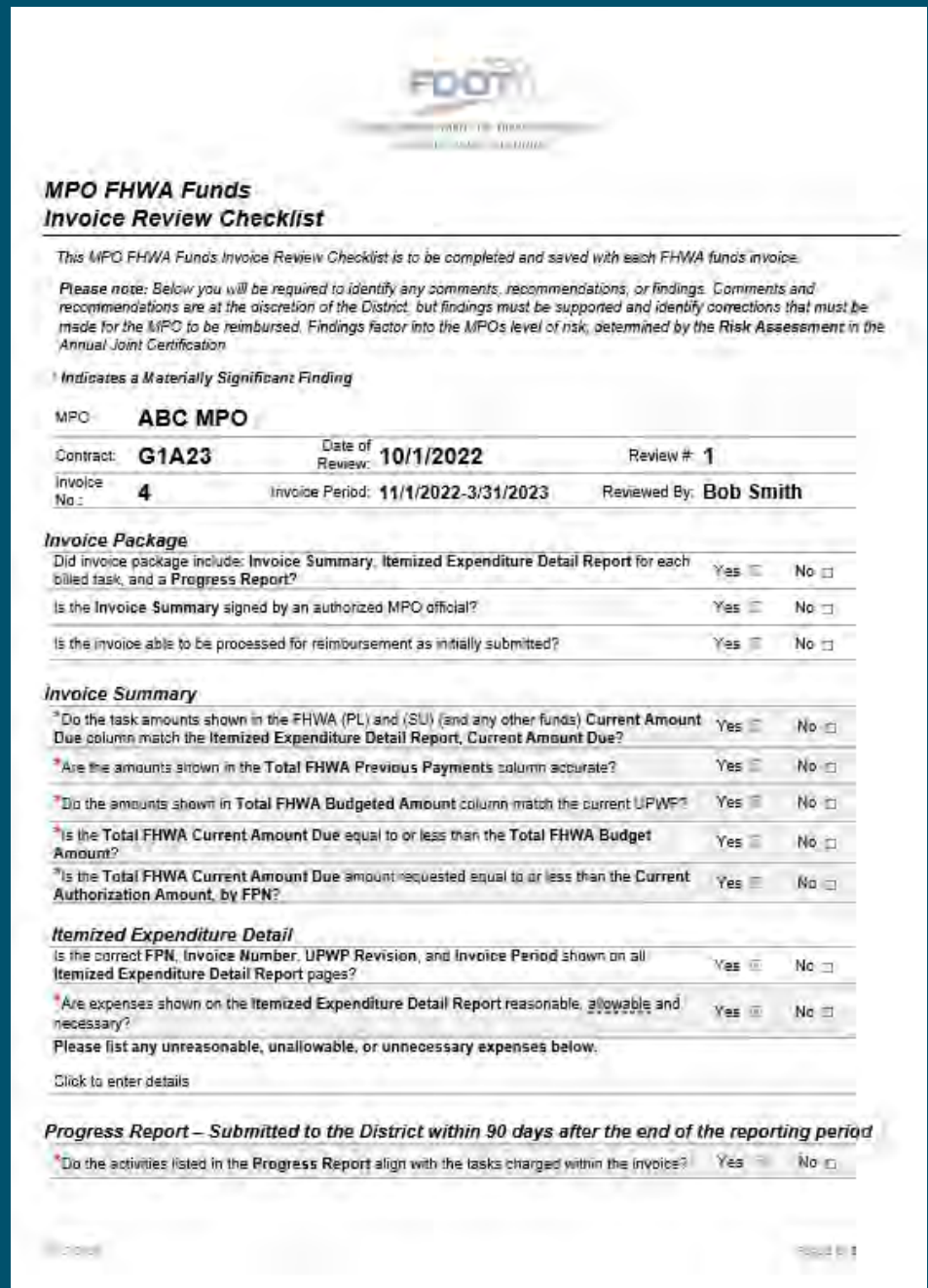
JUSTIFICATION/EXPLANATION

This summit was held for transportation leaders from federal, state and local agencies across the country to discuss, share best practices, and set the stage for deployment of EDC-3 innovations in 2015 and 2016.

Invoice Review Checklist

 Complete with every invoice

 Use updated version – includes information for Risk Assessment



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPO's level of risk, determined by the Risk Assessment in the Annual Joint Certification.

¹ Indicates a Materially Significant Finding

MPO: **ABC MPO**

Contract: **G1A23** Date of Review: **10/1/2022** Review #: **1**

Invoice No.: **4** Invoice Period: **11/1/2022-3/31/2023** Reviewed By: **Bob Smith**

Invoice Package

Did invoice package include: Invoice Summary, Itemized Expenditure Detail Report for each billed task, and a Progress Report? Yes No

Is the Invoice Summary signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

² Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) Current Amount Due column match the Itemized Expenditure Detail Report, Current Amount Due? Yes No

³ Are the amounts shown in the Total FHWA Previous Payments column accurate? Yes No

⁴ Do the amounts shown in Total FHWA Budgeted Amount column match the current UPWP? Yes No

⁵ Is the Total FHWA Current Amount Due equal to or less than the Total FHWA Budget Amount? Yes No

⁶ Is the Total FHWA Current Amount Due amount requested equal to or less than the Current Authorization Amount, by FPN? Yes No

Itemized Expenditure Detail

Is the correct FPN, Invoice Number, UPWP Revision, and Invoice Period shown on all Itemized Expenditure Detail Report pages? Yes No

⁷ Are expenses shown on the Itemized Expenditure Detail Report reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report – Submitted to the District within 90 days after the end of the reporting period


⁸ Do the activities listed in the Progress Report align with the tasks charged within the invoice? Yes No



Supporting Documentation Review Checklist

Completed when reviewing invoice supporting documentation

Frequency of review is determined by MPO Annual Risk Assessment



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Supporting Documentation Review Checklist

The MPO's Supporting Documentation Review is to be completed at the frequency required by the MPO's Risk Assessment, as a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPO's level of risk, determined by the Risk Assessment in the Annual Joint Certification.

^a Indicates a Materially Significant Finding

MPO: _____

Contract: [Click to enter](#) Date of Review: [Click to enter](#) Review #: [Click to enter](#)

Invoice No.: [Click to enter](#) Invoice Period: [Click to enter](#) Reviewed By: [Click to enter](#)

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the Invoice Period? Yes No

Employee's time sheet selected for review? [Click to enter staff name and title](#)

Does the payroll register fall within the dates match Invoice Period? Yes No

^aDo the hours shown on the payroll register match hours requested? Yes No

^aDoes the employee's timesheet match the expenses being requested for reimbursement? Yes No

^aAre amounts shown on payroll register and task charges accurately recorded on Itemized Expenditure Detail Report? Yes No

Are fringe charges equitably distributed to all grants? Yes No

Is the timesheet signed by an authorized MPO official? Yes No

Comments and Recommendations on Personnel Services Expenses

[Click to enter details](#)

Findings on Personnel Services Expenses

[Click to enter details](#)

Consultant Services

Select one consultant invoice and confirm details below.

Were consultant service expenses incurred within the Invoice Period? Yes No

10/17/2018 Page 1 of 4



Common Issues

- Submitting expenditures outside the invoice period
- Insufficient supporting documentation
- Referencing the wrong agreement
- Costs incurred outside contract dates
- Requesting reimbursement for unallowable costs
- Not submitting invoices timely





Invoicing and Progress Reports Question

Question: If an MPO is in the high-risk category on their Joint Certification, it must submit a complete invoice package four times a year. What four items **must** be included as part of the complete invoice package?





Invoicing and Progress Reports Question

Question: If an MPO is in the high-risk category on their Joint Certification, it must submit a complete invoice package four times a year. What four items **must** be included as part of the complete invoice package?

Answer:

1. Invoice Summary
2. Itemized Expenditure Detail Report
3. Progress Report
4. Complete Supporting Documentation





Invoicing and Progress Reports Question

Question: The expenditure line items reflected on the Itemized Expenditure Detail Report must match those provided in what?





Invoicing and Progress Reports Question

Question: The expenditure line items reflected on the Itemized Expenditure Detail Report must match those provided in what?

Answer: UPWP Budget Tables





Invoicing and Progress Reports Question

Question: A Progress Report should, at a minimum, contain what three items?





Invoicing and Progress Reports Question

Question: A Progress Report should, at a minimum, contain what three items?

Answer:

- 1) Each FHWA (PL funded) and FTA funded task separately
- 2) A comparison of actual performance with established goals
- 3) A description of progress in meeting schedules and milestones



LUNCH

12:00 pm – 1:30 pm



FDOT Funding for MPOs

Chris Bratton



Florida Department of Transportation FDOT Funding for MPOs

**2023 FDOT/MPO Finance Workshop
December 18, 2023**

Discussion Topics

- Key Terms Used in Presentation
- Using Metropolitan Planning (PL) Allocation in the UPWP
- 2nd Year of UPWP (Closeout Year)
- PL Available Balances
- 80/20 Rule + Examples
- Work Program Development Key Dates

Key Terms Used in Presentation

- METROPOLITAN PLANNING Funds (PL) – Funds programmed in UPWP to be used for planning related activities.
- ALLOCATION – the portion of yearly federal funds an MPO receives
 - Provided by the Office of Work Program and Budget (OWPB)
- AUTHORIZATION – request to FHWA to obligate funds
- DE-OBLIGATION – request to FHWA to remove authorization
 - Requires another Authorization Request through OWPB
 - Generally completed at the end of a contract after all expenditures have been paid out
- AVAILABLE BALANCE – any current or prior year funds not budgeted on the UPWP
 - Can be used at an MPO's request
 - If current year, budget MUST be available
- STBG FUNDS – Surface Transportation Block Grant (i.e., SU, SL, CM)

Using Metropolitan Planning (PL) Allocation in the UPWP

- MPOs should budget UPWPs based on the allocations provided by the Department
- Example: ABC MPO UPWP
 - PL Allocation: YR1 = \$1,000,000 & YR2 = \$1,000,000
 - FHWA approved the UPWP for \$2,000,000
 - Each allocation is posted in the respective year
 - Costs in each year should not exceed the approved allocation
 - Allocations cannot be moved between years

2nd Year of UPWP (Closeout Year)

- Final Invoice
 - MPOs have until September 30 to submit final invoice for UPWP
 - Anything not expended becomes subject to the closeout process
 - Funds should be un-encumbered and de-obligated (negative authorization)
 - PL funds subject to closeout become available balances and are made available in year two (FY26) of the new UPWP

PL Available Balances

- Available balances consist of De-obligated PL funds from previous UPWP cycles that are not budgeted in a UPWP
- Calculated as part of the 80/20 rule
 - Why is it calculated into 80/20 rule?
 - The funds still haven't been obligated and expended.
- UPWP amendments to use balances of de-obligated PL funds
 - Amendments must be submitted if funding was not a part of the initial UPWP approval
- MPOs are encouraged to program balanced associated with de-obligated funds in future UPWPs

80/20 Rule

- Limits the ability to authorize STBG funds in the UPWP for planning purposes when MPOs are not consuming PL allocations
- PL funds remaining on the contract when close-out is completed are calculated as part of the 20%
- FDOT Work Program Instructions (Chapter 22, Section A.3.c.1.)

80/20 Rule – #1 Example: ABC MPO

- Current PL available balance = \$0
- PL Allocations: YR1 = \$1,000,000
YR2 = \$1,000,000
(Total Allocation for UPWP cycle = \$2,000,000)
- At close-out, ABC MPO de-obligates \$500,000 of PL funds. Are STBG funds allowable for planning related activities in the UPWP?
PL Balance = $\$0 + \$500,000 = \$500,000$
Calculate % = $\$500,000 / \$2,000,000 = 25\%$

80/20 Rule – #2 Example: ABC MPO

- Current PL available balance = \$100,000
- PL Allocations: YR1 = \$1,000,000
YR2 = \$1,000,000
(Total Allocation for UPWP cycle = \$2,000,000)
- At close-out, ABC MPO de-obligates \$200,000 of PL funds. Are STBG funds allowable for planning related activities in the UPWP?
PL Balance = $\$100,000 + \$200,000 = \$300,000$
Calculate % = $\$300,000 / \$2,000,000 = 15\%$

Extra Approval Required Using SU Funds when Not Meeting the 80/20 Rule

- To authorize and spend SU when not meeting the 80/20 rule
 1. MPO submits a formal written request to their MPO Liaison.
 2. Liaison confirms expenditure level with Central Office PL Coordinator (minimum of 80%).
 3. Liaison confirms funding is approved in current UPWP, or an amendment has been processed to add the funds to the current UPWP.
 4. Liaison coordinates with District WP to program funds (if necessary) and submit an authorization request for STBG funds.

Certain Exclusions from 80/20 Rule

- STBG funds are being programmed for a model validation project
- STBG funds are being programmed for an MPO's LRTP – the LRTP must be included in the MPO's List of Priority Projects (LOPP)

Work Program Development Key Dates

- January 9, 2024: Legislature Convenes
- April 8, 2024: Snapshot for TIP (after estimate updates)
- May 2024: Begin initial de-obligation of PL funds (funds MPO would like to use in Year 1 (FY2025) of New UPWP)
- June 2024: 1st PL authorization [25%] for Year 1 of New UPWP (FY2025)
- July 1: Adopt Work Program (FY2025)
- September 30: Final Invoice Due (remaining PL funds subject to closeout process) – funds added to Year 2 (FY2026) of New UPWP



Commodities & Goods, Contractual Services, and Professional Services

OPP



A decorative graphic in the top-left corner consisting of several overlapping, curved lines in shades of grey, blue, and green. Small circular icons are placed along these lines: a gear, a bar chart, and a group of people.

Commodities & Goods, Contractual Services, and Professional Services Question

Question: What is an example of a commodity (or good)?





Commodities & Goods, Contractual Services, and Professional Services Question

Question: What is an example of a commodity (or good)?

Answer: Any of the following:

- Supplies
- Materials
- Merchandise
- Food
- Equipment
- Information technology
- Real property



What are Commodities or Goods?

- Supplies
- Materials
- Merchandise
- Food
- Equipment
- Information technology
- Real property
 - Office space
 - Storage unit
 - Vehicles



What are Contractual and Professional Services?



Contractual Services

- Defined in Section 287.012, Florida Statutes
- Services by a contractor based on **time and effort**



Professional Services

- Form of Contractual Services
- Specific to consulting expertise



Examples



Commodities & Goods

- Computer Equip., Software, & Services
- Office Furniture, Supplies & Files
- Printers, Copiers, & Faxes
- Electricity/utilities



Contractual Services

- Cleaning services
- Waste removal services
- Maintenance and repair services



Professional Services

- Planning Consulting Services
- IT Services





Competitive vs Non-Competitive under 287.057, F.S.

Competitive

- > \$35,000
- Not exempted from competitive solicitation

-or-

Defined as non-competitive by rule or statute



Noncompetitive/Exempt

- Exempt under any Florida Statute or Administrative Law
- Previously procured under active Agency or State Term Contract
- Contracts with other Governmental Agencies or State Universities



Commodities & Goods, Contractual Services, and Professional Services Question

Question: Contractual services are defined as the rendering by a vendor of its _____ and _____ rather than the furnishing of specific commodities.





Commodities & Goods, Contractual Services, and Professional Services Question

Question: Contractual services are defined as the rendering by a vendor of its _____ and _____ rather than the furnishing of specific commodities.

Answer: time and effort



A decorative graphic in the top-left corner consisting of several overlapping, curved lines in shades of blue and green. Small circular icons are placed along these lines: a gear, a bar chart, and a group of people.

Commodities & Goods, Contractual Services, and Professional Services Question

Question: For commodities and contractual services, solicitations above this amount must be **competitively** procured.





Commodities & Goods, Contractual Services, and Professional Services Question

Question: For commodities and contractual services, solicitations above this amount must be **competitively** procured.

Answer: \$35,000

Source: Florida Department of Management Services Purchasing Categories (Threshold Amounts)



BREAK

2:45 pm – 3:00 pm



UPWP De-Obligation and Closeout

OPP





UPWP De-Obligation and Closeout Question

Question: FDOT/MPO has until what date to submit the final invoice and close out the UPWP?





UPWP De-Obligation and Closeout Question

Question: FDOT/MPO has until what date to submit the final invoice and close out the UPWP?

Answer: September 30th





De-Obligation During Year 2 of the UPWP

**Before
May 1, 2024**

De-obligate before Close-Out.
Available in Year 1 of the new UPWP.

**After
July 2024**

De-obligate after Close-Out.
Available in Year 2 of the new UPWP.

Example – MPO chooses to de-obligate \$60,000 and reserve \$40,000

- \$60,000 is available after July 1, 2024 (Year 1)
- \$40,000 is available after July 1, 2025 (Year 2)



De-obligation Timeline – Before Closeout

April 15 

- Deadline for MPO to approve UPWP amendment to de-obligate funds

March 15 

- Process to begin first de-obligation starts
- MPO notifies District of the total amount of funds MPO plans to de-obligate
- MPO submits draft UPWP for review in GAP

May 1 

- Deadline for MPO to transmit UPWP amendment to de-obligate funds from the current UPWP to the District
- MPO submits UPWP amendment for review and approval in the MPO Document Portal



De-Obligation Process – Before Closeout

Before May 2024

Only included in draft UPWP
after amendment processed



UPWP Close-Out

- Funds in prior year UPWP must be closed out with **90 days**
- FDOT has until September 30th to have final invoice/close out
- Close-out occurs every other year
- Liaison initiates close-out





UPWP Close-Out Process

August 1

- District reminds MPO to send a final invoice
- District processes final invoice
- District prepares Close-Out letter and Close-Out form
- MPO signs Close-Out form
- District prepares Close-Out memo

September 29

- Complete the Close-Out process



What if MPO anticipates that final invoice will not be submitted until after September 30th?

- 1 MPO must notify District
- 2 District makes time extension request to FHWA
- 3 FHWA provides 30-day extension
 - After 30 days, another extension may be granted





Consultant Projects that Span Multiple UPWP Cycles

Potential options for this scenario:

- Single contract with billing by fiscal year using separate purchase orders
- Single contract with billing by fiscal year
- Separate task orders under an on-call contract for each UPWP cycle
- Separate consultant contract for each UPWP cycle

Make sure UPWP shows funds in the correct fiscal year

- MPO may need to de-obligate funds from a UPWP to add them to a new UPWP



A decorative graphic in the top-left corner consisting of several overlapping, curved lines in shades of blue and green. Small circular icons are placed along these lines: a gear, a bar chart, and a group of people.

UPWP De-Obligation and Closeout Question

Question: If an MPO chooses to de-obligate \$75,000 and reserve \$25,000, when do each set of these funds become available?





UPWP De-Obligation and Closeout Question

Question: If an MPO chooses to de-obligate \$75,000 and reserve \$25,000, when do each set of these funds become available?

Answer:

- \$75,000 becomes available after July 1st of Year 1 of the next UPWP
- \$25,000 becomes available after July 1st of Year 2 of the next UPWP





UPWP De-Obligation and Closeout Question

Question: What two steps must be taken if it is anticipated that the final invoice will not be submitted until after September 30th?





UPWP De-Obligation and Closeout Question

Question: What two steps must be taken if it is anticipated that the final invoice will not be submitted until after September 30th?

Answer:

1. MPO must notify the District
2. District must request, in writing, a time extension from FHWA



DBE Compliance

OPP





DBE Compliance Question

Question: What is a DBE?





DBE Compliance Question

Question: What is a DBE?

Answer: Disadvantaged Business Enterprise. The DBE Certification Program is a Federal Program designed for business owners deemed "socially and economically disadvantaged."





MPOs and DBE

MPOs must comply with DBE requirements

- MPO certification process
 - Metropolitan planning process carried out in accordance with DBE requirements

Funding Subject to DBE Process

FHWA


All funding through FDOT

FTA

More than \$250,000 in direct recipient funds



Disadvantaged Business Enterprise (DBE)

- 
- Federal certification program – 49 CFR 26
 - For business owners deemed
“socially and economically disadvantaged”



Race-Neutral Program



FDOT – Race-Neutral DBE Program since 2000

- Achieves DBE goals through competitive bid process



DBE Contract Checklist



Pre Award

The Request for Proposal (RFP) requires use of FDOT's Equal Opportunity Compliance (EOC) system for entry of DBE information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			
The RFP specifies use of FDOT Race Neutral goal and DBE Program in the procurement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			
The RFP contains a prompt payment/retainage clause for all bidders regardless of tier.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			
All bidders must provide the Bidder Opportunity List in the EOC system, not just the awarded bidder.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			
RFP does not reference any contracting program besides DBE (i.e. small, women, minority, veteran business programs, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			
Bidder evaluation does not include consideration of or points for using DBEs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			
RFP does not contain local contracting preference(s).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<hr/>			



DBE Contract Checklist

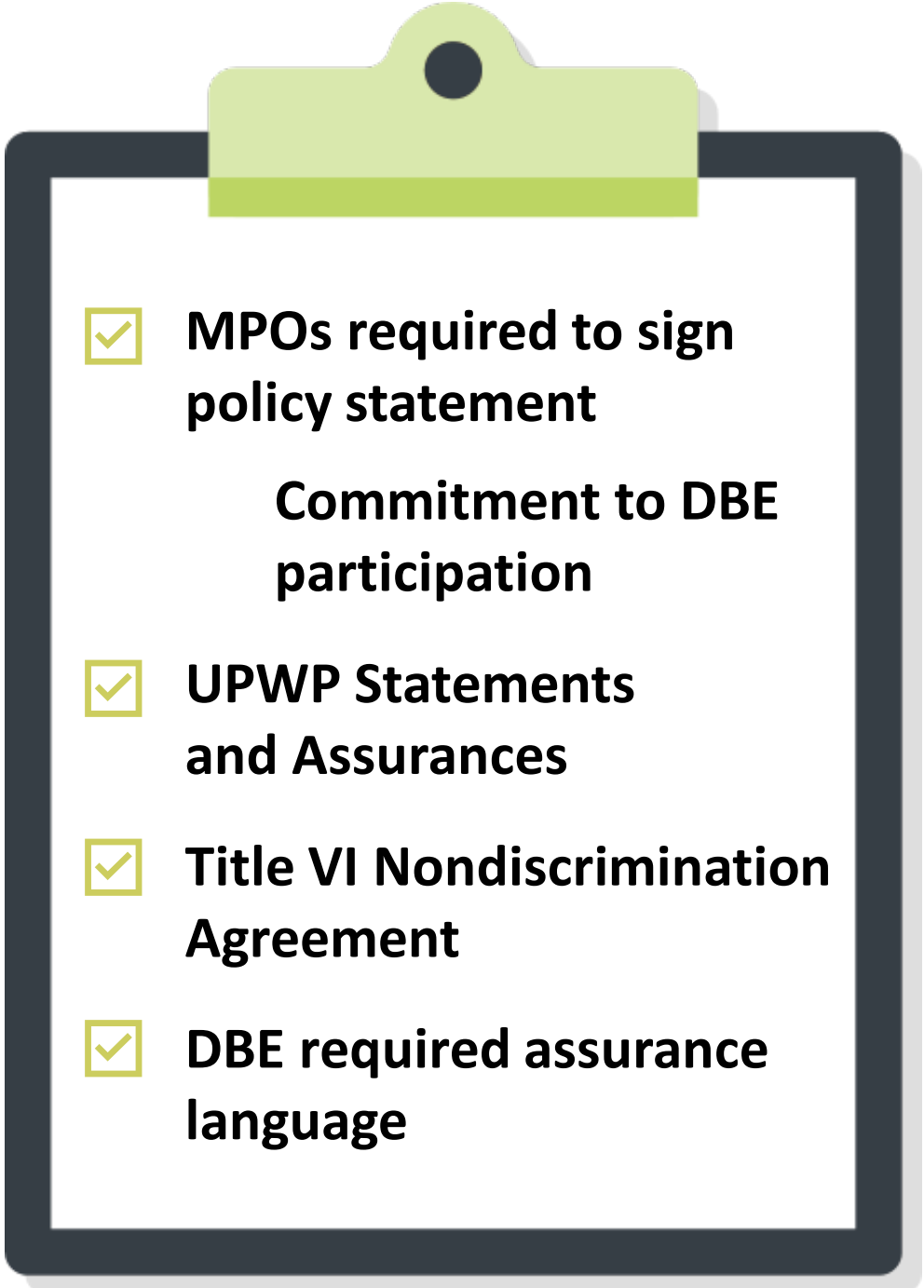
After Award/
Execution

After Award/Execution

The contract has the DBE listed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<input type="text"/>			
The DBE(s) listed are certified in the DBE Directory.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<input type="text"/>			
The consultant has gone into the EOC system to input the DBE commitment/payments for the contract.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<input type="text"/>			
The Metropolitan Planning Organization (MPO) has a Point of Contact (POC) for overseeing contract performance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other (Explain below) <input type="checkbox"/>
<input type="text"/>			



DBE Assurances

- 
- ✓ **MPOs required to sign policy statement**
Commitment to DBE participation
 - ✓ **UPWP Statements and Assurances**
 - ✓ **Title VI Nondiscrimination Agreement**
 - ✓ **DBE required assurance language**



Reporting DBEs: Short-Term

- 
- MPOs use Bidders Opportunity List (BOL) Form for procurement process
 - MPOs track commitments and payments

Bidders Opportunity List Form

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL SERVICES
37544625 PROCUREMENT DIVISION

Prime Contractor: _____
 Address/Phone Number: _____
 Procurement Number: _____

49 CFR Part 28.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	7. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	7. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	7. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	7. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR: **BID SHEET (Invitation to Bid – ITB)**
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)



MPOs

- Contract procurement processes
- DBE compliance records



Commitment and Payments Report



FDOT has provided a template for tracking commitments and payments

Already have a system in place for tracking commitments and payments?

- Can submit with progress reports

Commitments and payments report

- Submitted with the quarterly progress reports

Reporting DBEs: Long-Term (2024)

Vendors enter BOLs in EOC

MPOs enter advertisements in GAP

GAP/EOC systems sync



DBE Compliance Question

Question: Which agreement must be signed every two years with the other UPWP Statements and Assurances?





DBE Compliance Question

Question: Which agreement must be signed every two years with the other UPWP Statements and Assurances?

Answer: The Title VI Nondiscrimination Agreement





DBE Compliance Question

Question: What are the names of the two systems being updated for reporting DBEs?





DBE Compliance Question

Question: What are the names of the two systems being updated for reporting DBEs?

Answer: GAP (Grant Application Process) and EOC (Equal Opportunity Compliance) Systems



DAY 1 WRAP UP

OPP



*Thank you for
joining us!*



RESOURCES





UPWP Development and Revisions

- [MPO Handbook: Chapter 3](#)
- [Guide for UPWP Development](#)*
- [UPWP Checklist](#)*
- [UPWP Budget Table](#)*
- [UPWP Revision Form](#)*

*Available on the [MPO – Partner Site](#)





UPWP Development and Revisions

- [UPWP Revision Form Guidance*](#)
- [Tech Memo 19-03 REV: Documentation of Federal Funding in the UPWP, the TIP, and the STIP*](#)
- [Tech Memo 22-01 REV-1: UPWP Revision Thresholds*](#)
- [Tech Memo 22-02: UPWP Confirming Task Eligibility Guidance*](#)

*Available on the [MPO – Partner Site](#)





Eligibility of Expenditures, Invoicing, and Progress Reports

- [2 CFR 200](#)
- [FHWA Memo 2 DFR 200 Implementation Guidance](#)
- [Reference Guide to State Expenditures](#)
- [Tech Memo 20-1 REV-1: Capital Expenditures, Purchasing Thresholds, State Purchasing Contracts, and Asset Liquidation & Disposal*](#)
- [USDOT Guidance: Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#)

*Available on the [MPO – Partner Site](#)





Eligibility of Expenditures, Invoicing, and Progress Reports

- [Disbursement Handbook for Employees and Managers](#)
- [Section 112.061, Florida Statutes \(per diem and travel expenses\)](#)
- [Invoice Template](#)*
- [Expenditure Detail Report Template](#)*
- [Invoice Review Checklist](#)*
- [Invoice Supporting Documentation Review Checklist](#)*

*Available on the [MPO – Partner Site](#)





Commodities & Goods, Contractual Services, and Professional Services

- [Section 287.012, Florida Statutes](#)
- [Florida Department of Management Services \(DMS\) Purchasing Categories \(Threshold Amounts\)](#)
- [DMS: State Contracts and Agreements](#)





UPWP De-obligation and Close-out

- [FACTS Website](#)
- [FACTS Checklist](#)**
- [Desktop Procedure: Encumbering Funds](#)**
- [Desktop Procedure: Close-out of FHWA Funds](#)**
- [FHWA Funds Closeout Confirmation](#)
- [FDOT/MPO Agreement Amendment Form](#)

****** Available on the [Liaison Toolkit](#). Access to the Liaison Toolkit is only available to FDOT employees. Please reach out to your District MPO Liaison if you would like to see this information.





DBE Compliance

- [49 CFR 26](#)
- [FDOT EOO DBE Certification Website](#)
- [MPO Handbook: Chapter 10](#)
- [UCP DBE Directory](#)
- [UPWP Statements and Assurances Form](#)

