

# Unified Planning Work Program (UPWP) Work Tasks

Fiscal Years 2025 - 2026



## Task 1. Engage the Public

- Gather, prepare and share information. Includes monitoring news media reports, gathering photos and videos, preparing flyers and brochures, and updating the TPA website
- Track public engagement and respond to comments through the TPA's website, social media and meetings/events
- Present information and seek input from the public and partner agencies. Includes surveys and language interpretive services as needed
- Issue Public Notices in accordance with federal regulations, state guidelines, and Public Participation Plan (PPP)
- Monitor ADA and Title VI compliance and process all complaints. Includes monitoring countywide statistical data (race, color, national origin, sex, age, disability)



## Task 2. Plan the System - Short Range

- Plan the fixed route transit system, including multimodal corridor studies, transit supportive land use analysis; Transit Development Plan (TDP) updates
- Plan the TD system, including Service Plan updates, CTC evaluations, LCB meetings and 5310 applications
- Plan the non-motorized transportation system, evaluate ped/bike priority networks, resurfacing projects and high crash locations for ped/bike infrastructure improvements, collect pedestrian and bicycle count safety data
- Plan the freight system including freight project prioritization and stakeholder coordination
- Implement and monitor actions identified in Vision Zero Action Plan
- Conduct and assist local governments with Complete Streets studies and mobility plans
- Collect, analyze and maintain transportation and GIS data



## Task 3. Plan the System - Long Range

- Process amendments to the adopted LRTP, including annual call for projects
- Develop transportation data related to the LRTP and travel demand model
- Develop the 2050 LRTP, including the below activities:
  - Update Goals, Objectives, and Performance Measures (PM) and performance-based planning activities
  - Coordinate review and inclusion of transportation projects from partner agencies
  - Public Engagement (Workshops/Meetings/Surveys/Public Outreach)
  - Coordination with TPA committees and partner agencies
- Perform Efficient Transportation Decision Making (EDTM) screening, environmental justice, and Title VI reviews for major projects



## Task 4. Prioritize Funding

- Administer annual call for projects for competitive funding programs, review applications, and associated activities
- Develop and update the Transportation Improvement Program (TIP), including:
  - List of Priority Projects (LOPP)
  - Review FDOT Draft Work Program for consistency with the LRTP and TPA priorities
  - TIP database, online map, and final TIP document
  - Process required TIP amendments and modifications as needed
  - List of Federal Obligated Projects

# Unified Planning Work Program (UPWP) Work Tasks

Fiscal Years 2025 - 2026



## Task 5. Implement Projects

- Monitor implementation of LRTP projects and projects in TPA funding programs
- Track progress and adopt new targets for performances measures (includes the Congestion Management Process)
- Provide review and input on existing and proposed transportation projects constructed by partner agencies



## Task 6. Collaborate with Partners

- Administer TPA Governing Board and advisory committee meetings, including communication with members
- Adopt a prioritized Transportation Regional Incentive Program (TRIP) project list through the Southeast Florida Transportation Council (SEFTC)
- Participate in coordination meetings and serve on partner agency committees and/or provide input into the development of transportation planning documents
- Conduct ad-hoc work groups, workshops, peer exchanges or other events
- Participate and coordinate with SEFTC and partner agencies



## Task 7. Administer the Agency

- Maintain eligibility of certified urban transportation planning process; including administration of the UPWP, progress reports for grant reimbursement, Strategic Plan, and joint federal and state certifications
- Perform financial tasks including grant reimbursements, certified annual financial report, federal single audit reports, accounting, timekeeping, payroll, supporting FDOT audit(s), grant reconciliations, inventory, contract management, invoice payments and monitoring Disadvantaged Business Enterprise (DBE) participation
- Travel and training for TPA staff, TPA Governing Board and committee members, including attendance at events, meetings conferences, and workshops
- Administration of TPA personnel, human resources, and operating procedures
- Legal services to support the TPA's administration of the federal planning process, defend the TPA against all claims, and provide Human Resources services support
- Supplies and software tools/services to support operations and fulfill planning processes
- IT services and Website Maintenance Services
- Purchasing and procurement of facilities, supplies, equipment and maintenance of services for ongoing operations
- Developing TPA meeting agendas, minutes, summary points, and tracking Board and Committee membership



## Task 8. Transfers to Other Agencies

- FDOT will lead the development and provide support for the Southeast Florida Regional Planning Model (SERPM) that provides travel demand patterns and markets for regional transit and highway projects.
- Miami-Dade will lead activity to analyze future trends utilizing the added features and capabilities of the SERPM. Perform an analysis of model convergence related to the distribution of work trips from major employment centers



## Task 9. Agency Expenditures with Local Funds

- Maximize Agency Effectiveness: Advocacy activities including TPA travel expenses, TPA staff time, consultant fees, peer exchanges, board member briefings, etc.
- Improve Public Engagement: Promotional items, activities and sponsorships
- Enhance Staff Performance: Certification and licensing dues and other staff enhancement expenses, professional organizational memberships, meeting refreshments
- Balance to TPA Reserve Fund