



Miami-Dade Transportation  
Planning Organization

# Municipal Grant Program Virtual Workshop

*Tuesday, November 9, 2021*

# Agenda

- Welcome and Introductions
- Unified Planning Work Program (UPWP)
- Program Overview
- Application
- Review Process
- Questions & Answers

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**Have you applied to the Municipal  
Grant Program/SMART Moves  
Program before?**

 Start presenting to display the poll results on this slide.

# Unified Planning Work Program (UPWP)



# What is a Unified Planning Work Program (UPWP)?



- Document that identifies the transportation tasks and studies to be performed by TPO staff or a member agency
- Developed every two years and approved in March

# What is included in a UPWP?

- Planning tasks and studies that will be conducted over a two-year period
- All federally funded transportation studies as well as all relevant state and local planning activities conducted without federal funds
- Funding sources identified for each project
- A schedule of activities
- The participants responsible for each task or study

# Highlights of the Municipal Grant Program Section of UPWP

- Applications from municipalities: Municipal participation (*20% minimum*)

## FYs 2000 – 2021

- 98 Awarded Projects to 25 Municipalities
- 91 Studies Completed
- Over \$4.4M awarded during this timeframe

# Municipal Grant Program (MGP) Overview



# Partner & Assist Local Agencies

- Send solicitation to all municipalities
- Requires 20% local match minimum
- Recommend studies included in draft Unified Planning Work Program (UPWP)
- TPO Board adoption of UPWP in *March 2022*
- Awarded municipalities notified in *June 2022*

# Competitive Program Awards Funds for Transportation Planning Studies

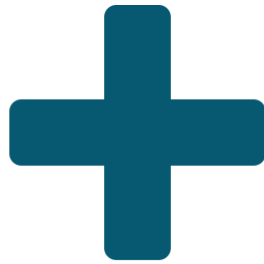
- Complete streets
- First/last mile connections
- Connected and autonomous vehicles
- Transit supportive projects
- Priority projects that enhance connectivity, accessibility, and integration of the entire transportation network

# Application



# Requirements

- Contact Information
- Study Name
- Study Need
- Study Type
- Study Location
- Goals & Objectives
- Justification
- Schedule
- Budget & Cost
- Additional Details



- Condition of Award Form

# Exhibit "B": Project Schedule

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Public Involvement	Ongoing											
2. Data Collection	■	■	■	■								
3. Needs Assessment				■	■	■						
4. Development of Potential Projects							■	■				
5. Analysis									■			
6. Implementation Plan									■	■		
7. Final Report											■	■

SAMPLE

# Exhibit "C": Project Cost

<u>Project Task</u>	<u>Item Name</u>	<u>TPO Request</u>	<u>Village Match</u>	<u>Total Expense</u>
1	Public Involvement & Coordination	\$12,000	\$3,000	\$15,000
2	Existing Conditions & Data Collection	\$24,000	\$6,000	\$30,000
3	Conceptual Design	\$24,000	\$6,000	\$30,000
4	Recommendations	\$12,000	\$3,000	\$15,000
5	Documentation	\$8,000	\$2,000	\$10,000
<b>TOTALS:</b>		<b>\$80,000</b>	<b>\$20,000</b>	<b>\$100,000</b>

**Condition of Award Form**

FY 2023 SMART Moves Municipal Program

Municipality Name:	
Name of Transportation Planning Study:	

As a condition to the awarding of funds, the above recipient city will abide by the following schedule in addition to the Interlocal Agreement language:

1. Prepare and forward to TPO Exhibits A, B, C and D, Scope of Services, Project Schedule, Project Cost and E-Verify Certification, respectively, within one month after receipt of Award Notification letter.
2. Execute Interlocal Agreement within 3 months of Award Notification letter.

I \_\_\_\_\_ (City representative's name) will hereby abide by the above stated rules and timelines as stipulated. Failure to make any deadline, may result in the forfeiture of funds.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Condition of Award Form



# Program Process & Monitoring

- Awarded Municipalities
  - Execute Interlocal Agreement within 3 months of Award Notification Letter to include:
    - Exhibit "A" Scope of Services
    - Exhibit "B" Project Schedule
    - Exhibit "C" Project Cost by Task to include Local Match
    - Exhibit "D" E-Verify Certification
  - Must abide by scheduled milestones as per provided scope of services
  - Provide Monthly Invoices
  - Provide Title VI Quarterly Progress Reports
  - Provide electronic copy as final report



# Online Application (Survey Monkey)



*SCAN ME*

[https://www.surveymonkey.com/r/  
Miami-Dade Municipal Grant App](https://www.surveymonkey.com/r/Miami-Dade_Municipal_Grant_App)

# Questions & Answers

- Open Q&A window, which allows you to ask questions.
- Raise your Hand if you have a question and would like to speak out loud.



# Thank You!

## Contact Information

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