

Unified Planning Work Program (UPWP) Revision Form

MPO Requesting UPWP Revision:

UPWP Revision Occurring in: UPWP Revision #

Type of UPWP Revision: [See here for explanation of Revisions](#)

Reason for UPWP Revision: To revise the FY 2017 "Other Direct Expenses" under Task 1.3 MPO Program Support Services. The FY 2017 PL allocation under Rent will be increased by \$7,742 and the FTA Section 5305 allocation will be reduced by the same amount. The funds will be swapped with the Equipment line detail. The total budget remains the same. Also, decreasing \$83,333 in PL funds and corresponding local match from Task 6.3 "SERPM Development" to be transferred to District Four for consultant payment.

UPWP Task Information

Fiscal Year **2016/17**

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

	Task(s) Number & Name	Funding Source	Task Amounts	
			Prior to Revision	After Revision
(1)	<input type="text" value="1.3 MPO Program Support Services"/>	<input type="text" value="PL Funds"/>	\$ <input type="text" value="276,378"/>	\$ <input type="text" value="276,378"/>
(2)	<input type="text" value="6.3 SERPM Development"/>	<input type="text" value="PL Funds"/>	\$ <input type="text" value="88,485"/>	\$ <input type="text" value="5,152"/>
(3)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(4)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(5)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(6)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(7)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total <u>PL</u> Balance for Fiscal Year 2016/17			\$ <input type="text" value="3,470,829"/>	\$ <input type="text" value="3,387,496"/>
Total <u>UPWP</u> Balance for Fiscal Year 2016/17			\$ <input type="text" value="12,743,866"/>	\$ <input type="text" value="12,642,154"/>

Unified Planning Work Program (UPWP) Revision Form

Fiscal Year 2017/18

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

	Task(s) Number & Name	Funding Source	Task Amounts	
			Prior to Revision	After Revision
(1)	6.3 SERPM Development	PL Funds	\$ 88,485	\$ 5,152
(2)			\$	\$
(3)			\$	\$
(4)			\$	\$
(5)			\$	\$
(6)			\$	\$
(7)			\$	\$
Total <u>PL</u> Balance for Fiscal Year 2017/18			\$ 2,897,128	\$ 2,813,795
Total <u>UPWP</u> Balance for Fiscal Year 2017/18			\$ 10,104,991	\$ 10,003,279

This Section is Only Applicable to Amendments

Amendment Due to: (Check all that apply)

- Change in FHWA Approved Budget
- Change in Scope of FHWA Funded Work Task(s)
- Addition or Deletion of Work Task(s)
- Change in FTA Grant Funding (5305(d))

Amendment Part of De-Obligation:

Date UPWP Amendment Approved by MPO Board :
(mm/dd/yyyy)

Date MPO Submitted UPWP Amendment for FDOT Review:
(mm/dd/yyyy)

Date FDOT Submitted UPWP Amendment for FHWA/FTA Review:



Unified Planning Work Program (UPWP) Revision Form

Required Attachments to be Included with Form Submission:

- Revised UPWP Summary Budget Table(s) (Original & Proposed)
- Revised UPWP Task Sheet(s) (Original & Proposed)
- MPO Resolution and/or MPO Meeting Minutes Approving UPWP Amendment (Applicable only to Amendments)

Please Use this Field to Indicate Whether Additional Forms were Required for this UPWP Revision Submittal

Form Of

Response to Request: for FDOT, FHWA, and/or FTA use ONLY

FDOT Action on Request: **FDOT sign Amendments ONLY**

Signature Field Digitally signed by pl630CT
Date: 2017.02.03 13:38:13 -05'00' Date:

FDOT Comment:

FHWA Action on Request: **FHWA sign Amendments ONLY**

Signature Field Date:

FHWA Comment:

FTA Action on Request: **FTA sign Amendments for Transit projects ONLY**

Signature Field Date:

FTA Comment:

FYs 2017 and 2018 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

TASK NUMBER AND TITLE:

1.3 MPO PROGRAM SUPPORT SERVICES

PURPOSE:

Support the MPO operations. This task involves the direct and indirect overhead costs for the MPO. Charges include, but are not limited to, program accounting fees, single audit report on grants, copy machines, usage of pool cars, postage, telephones, rental of MPO office space, travel, registration fees, express mail, training, reproduction of supporting materials, furniture, purchase of office supplies, computer equipment and peripherals, software, and continued technological update of the existing Internet applications.



PREVIOUS WORK:

Ensured the administrative operations of the office to include all overhead costs were properly processed.

REQUIRED ACTIVITIES:

- Payment of office and meeting room rental space fees.
- Prepare cost allocation time-sheets to charge employee time to grants.
- Process payments for telephone fees, database charges, copier lease and maintenance, printing, records storage, travel expenses, training, accounting fees, Information Technology (IT) fees, Internal Services (IS) data processing services, postage, messenger services, paper, ink cartridges and the like to support office operations.
- Purchase office supplies from IS and outside vendors.
- Purchase office furniture.
- Upgrade Random Access Memory (RAM) on personal computers.
- Annual payment for online survey application software.
- New fileserver to support MPO share center services.
- Annual online cloud backup service.
- Purchase four new widescreen monitors.
- Replace projector.
- Reconfiguration of reception area to limit access/increase security.
- Lease high speed color copier/printer.
- Lease high speed black and white copier/printer.
- Staff travel to transportation related workshops, training, seminars and conferences.
- Provide requested information to auditors performing the single audit.
- Compile the MPO's Annual Budget.
- Respond and prepare solicited documentation to address Annual Audit.
- Prepare the Continuing of Operations Plan (COOP)

FYs 2017 and 2018 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

- Ensure the basic continuity of operations of the MPO under emergencies such as acts of nature, technological emergencies, civil disturbances and terrorist incidents.
- Support federal, state and local requirements intended to ensure the continuation of essential functions during times of emergencies.
- The indirect cost rate is based on the latest Miami-Dade County Cost Allocation Plan, which is accessible via this link (Schedule F.001 Page 18): <http://www.miamidade.gov/finance/cost-allocation.asp>. The cost allocation plan describes the accounting procedures used by the County to identify, measure and allocate costs to each benefiting department of the County. All administrative costs are accorded consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances, and conform to the accounting principles and standards prescribed in Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (2 CFR Part 225). The central services departments that support the MPO efforts are the County Attorney's Office, Budget Office, County Commission, County Executive, ADA Coordination, Human Resources, Enterprise Technology, Fair Employment, Finance, Government Information, Inspector General and Procurement. The budgets shown under Other Direct Expenses for similar central services departments are for additional necessities beyond the basic needs charged under the indirect cost rate.

END PRODUCTS:

MPO Operating Budget Folder (April 2018 and April 2019)
COOP (May 2017 and May 2018)
Office furniture (as needed)
PCs and peripherals* (June 2018)

PROJECT MANAGER:

Oscar Camejo

PARTICIPATING AGENCIES:

Miami-Dade Metropolitan Planning Organization (Primary agency)
Internal Services Department
Finance Department
Office of Emergency Management
Information Technology Department

WORK SCHEDULE: This is a continuing activity.

- Start Date: July 2016
- End Date: September 2018

FYs 2017 and 2018 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

FUNDING:

Year 1 - FY 2016/17

Budget Category	FHWA (PL)	Local FHWA Match	FTA Sec. 5305	State FTA Match	Local FTA Match	CTD	Totals
Salaries and Fringes:							
MPO	\$71,890	\$15,856	\$56,055	\$7,007	\$7,007		\$157,814
County Indirect Costs:							
MPO	\$5,851	\$1,291	\$4,563	\$570	\$570		\$12,845
Travel:							
MPO	\$36,869	\$8,132					\$45,000
Other Direct Expenses:							
MPO							
Audit	\$2,376	\$524					\$2,900
Copy Machine			\$9,696	\$1,212	\$1,212		\$12,120
Data Services	\$4,015	\$885					\$4,900
Rent	\$20,202	\$4,456	\$94,304	\$11,788	\$11,788		\$142,538
	\$26,545	\$5,855	\$88,110	\$11,014	\$11,014		
ISD Services	\$9,557	\$2,108					\$11,665
Pool Car	\$4,178	\$922					\$5,100
Telephone	\$8,917	\$1,967					\$10,884
Subscriptions	\$635	\$140					\$775
Parking	\$3,720	\$820					\$4,540
Mail	\$2,642	\$583					\$3,225
Registration	\$2,458	\$542					\$3,000
HR Services	\$574	\$126					\$700
Office Supplies	\$9,094	\$2,006					\$11,100
Equipment	\$11,470	\$2,530	\$0	\$0	\$0		
	\$5,127	\$1,131	\$6,194	\$774	\$774		\$14,000
Other Departments:							
Finance	\$35,230	\$7,770					\$43,000
Information Technology	\$35,230	\$7,770					\$43,000
Communications	\$11,470	\$2,530					\$14,000
	\$276,378	\$60,956	\$164,618	\$20,577	\$20,577	\$0	\$543,106

FYs 2017 and 2018 UNIFIED PLANNING WORK PROGRAM

ELEMENT 1: ADMINISTRATION

Year 2 -FY 2017/18*

Budget Category	FHWA (PL)	Local FHWA Match	FTA Sec. 5305	State FTA Match	Local FTA Match	CTD	Totals
Salaries and Fringes:							
MPO	\$79,210	\$17,470	\$54,929	\$6,866	\$6,866		\$165,341
County Indirect Costs:							
MPO	\$6,447	\$1,422	\$4,471	\$559	\$559		\$13,458
Travel:							
MPO	\$36,869	\$8,132	\$0	\$0	\$0		\$45,000
Other Direct Expenses:							
MPO							
Audit	\$2,376	\$524	\$0	\$0	\$0		\$2,900
Copy Machine	\$0	\$0	\$9,856	\$1,232	\$1,232		\$12,320
Data Services	\$4,015	\$885	\$0	\$0	\$0		\$4,900
Rent	\$18,526	\$4,086	\$102,144	\$12,768	\$12,768		\$150,292
ISD Services	\$9,586	\$2,114	\$0	\$0	\$0		\$11,700
Pool Car	\$4,178	\$922	\$0	\$0	\$0		\$5,100
Telephone	\$8,930	\$1,970	\$0	\$0	\$0		\$10,900
Subscriptions	\$635	\$140	\$0	\$0	\$0		\$775
Parking	\$3,802	\$838	\$0	\$0	\$0		\$4,640
Mail	\$2,642	\$583	\$0	\$0	\$0		\$3,225
Registration	\$2,458	\$542	\$0	\$0	\$0		\$3,000
HR Services	\$574	\$126	\$0	\$0	\$0		\$700
Office Supplies	\$9,094	\$2,006	\$0	\$0	\$0		\$11,100
Equipment	\$11,470	\$2,530	\$0	\$0	\$0		\$14,000
Other Departments:							
Finance			\$34,400	\$4,300	\$4,300		\$43,000
Information Technology			\$34,400	\$4,300	\$4,300		\$43,000
Communications	\$11,470	\$2,530					\$14,000
	\$212,281	\$46,820	\$240,200	\$30,025	\$30,025	\$0	\$559,351

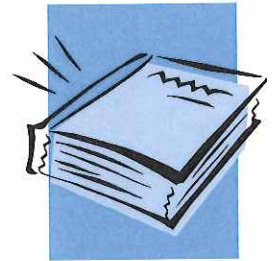
*The budget and PL funds are illustrative for year 2 until approved by the appropriate entities.

Items over \$5,000 will seek FDOT and FHWA approval prior to purchase.

ELEMENT 6: REGIONAL PLANNING

TASK NUMBER AND TITLE:

6.3 SERPM DEVELOPMENT



PURPOSE:

To develop and maintain a state-of-the-practice travel demand model for Miami-Dade, Broward and Palm Beach Counties (Miami Urbanized Area) which will support the 2045 Long Range Transportation Plan Updates, land use impacts, transit corridor and project planning studies within the region.

PREVIOUS WORK:

- Development of the Southeast Regional Planning Model (SERPM) Version 7.0.
- Development of various model networks for:
 - 2010 Base Year
 - 2040 Existing+Committed
 - 2040 Needs Plan
 - 2040 Cost-Feasible
- Training Workshops for the SERPM 7.0

REQUIRED ACTIVITIES:

The work tasks will be primarily performed by a consultant that will be administered by the Florida Department of Transportation District Four and overseen by the contributing partners through the Regional Transportation Technical Advisory Committee Modeling Subcommittee (RTTACMS), as per the SERPM Memorandum of Understanding.

- Provide administrative and technical support for the RTTACMS.
- Validate and calibrate SERPM to a new base year of 2015 using current travel patterns and trip characteristics as reflected in the American Commuter Survey, National Household Travel Survey, Regional Travel Survey, traffic counts, speed data and other relevant information.
- Provide for model sensitivity to address emerging policies and technologies affecting travel behaviors.
- Optimize model usability and user-friendliness.
- Provide training, technical support, documentation and maintenance service.
- Development of various model networks to include, at a minimum:
 - 2015 Base Year
 - 2045 Existing+Committed
 - 2045 Needs Plan
 - 2045 Cost-Feasible
- Report a comprehensive set of performance measures on modeling modules
- Monitor and provide technical assistance of the SERPM Development to ensure accuracy for Miami-Dade County.

ELEMENT 6: REGIONAL PLANNING

END PRODUCTS: (Target dates to be determined by contract negotiation)

- Model Estimation and Design Report
- Model Calibration, Validation and Sensitivity Test Plan
- SERPM Calibration, Validation and Sensitivity Tests
- SERPM Model User Guide
- Training Workshops

PROJECT MANAGERS:

Wilson Fernandez, Miami-Dade MPO
Hui Zhao, FDOT District Four

PARTICIPATING AGENCIES:

Florida Department of Transportation District Four (Primary agency)
Miami-Dade Metropolitan Planning Organization (Contributing partner)
Broward Metropolitan Planning Organization (Contributing partner)
Palm Beach Metropolitan Planning Organization (Contributing partner)
Florida Department of Transportation District Six (Contributing partner)

WORK SCHEDULE:

Start Date: July 2016
End Date: June 2018

FYs 2017 and 2018 UNIFIED PLANNING WORK PROGRAM

ELEMENT 6: REGIONAL PLANNING

FUNDING: This is a regional effort, whereby the MPOs are contributing a combined \$500,000. The table below reflects Miami-Dade MPO contribution. FDOT Districts Six and Four are contributing \$500,000.

Year 1 - FY 2016/17

Budget Category	FHWA (PL)	Local FHWA Match	FTA Sec. 5305	State FTA Match	Local FTA Match	CTD	Totals
Salaries and Fringes:							
MPO	\$18,941 \$4,835	\$4,177 \$1,066	\$0	\$0	\$0		\$23,118 \$5,901
County Indirect Costs:							
MPO	\$1,542 \$317	\$340 \$70	\$0	\$0	\$0		\$1,882 \$387
Consultant:							
	\$68,002 \$0	\$14,998 \$0	\$0	\$0	\$0		\$83,000 \$0
	\$88,485 \$5,152	\$19,515 \$1,136	\$0	\$0	\$0	\$0	\$108,000 \$6,288

Year 2 -FY 2017/18*

Budget Category	FHWA (PL)	Local FHWA Match	FTA Sec. 5305	State FTA Match	Local FTA Match	CTD	Totals
Salaries and Fringes:							
MPO	\$18,941 \$4,835	\$4,177 \$1,066	\$0	\$0	\$0		\$23,118 \$5,901
County Indirect Costs:							
MPO	\$1,542 \$317	\$340 \$70	\$0	\$0	\$0		\$1,882 \$387
Consultant:							
	\$68,002 \$0	\$14,998 \$0	\$0	\$0	\$0		\$83,000 \$0
	\$88,485 \$5,152	\$19,515 \$1,136	\$0	\$0	\$0	\$0	\$108,000 \$6,288

*The budget and PL funds are illustrative for year 2 until approved by the appropriate entities.

UPWP Revision 3 – Changes indicated above is to reflect the reduction of \$83,333 in PL funds for transfer to District Four as Contractor for study. The corresponding local matches were reduced in a proportionate manner. Balance of funds is for MPO coordination of this effort.

TABLE 4
FYs 2017 and 2018 UNIFIED PLANNING WORK PROGRAM

FUNDING SUMMARY

NEW FUNDS			
PL FUNDS*	FY 2017	FY 2018	FYs 2017 and 2018
FHWA PL Funds (81.93%)	\$3,130,000	\$2,897,128	6,027,127
Local Match (18.07%)	\$3,046,667	\$2,813,795	5,861,127
	\$690,334	\$638,973	1,329,308
	<u>\$671,955</u>	<u>\$620,594</u>	<u>1,292,696</u>
	\$3,820,334	\$3,536,104	7,356,435
	\$3,718,622	\$3,434,389	7,153,823
FTA SECTION 5305(d) FUNDS (Section 8)			
Section 5305(d) (80%)	\$1,706,218	\$1,265,000	\$2,971,218
State Match (10%)	\$213,277	\$158,125	\$371,402
Local Match (10%)	\$213,277	\$158,125	\$371,402
	\$2,132,772	\$1,581,250	\$3,714,022
CTD FUNDS			
Comm. Trans. Disad. (TD, 100% State)	\$74,760	\$75,000	\$149,760
Amendment 1 (Task 5.15 SMART Plan)			
FHWA URBAN FUNDS	\$3,020,134	\$3,692,506	\$6,712,640
UPWP Revision 2 - Modification	\$3,000,000	\$3,712,640	\$6,712,640
Municipalities	\$800,000		\$800,000
CITF	\$1,800,000	\$1,200,000	\$3,000,000
FYs 2017 and 2018 New Funds Total			
	<u>\$6,027,866</u>	<u>\$5,192,351</u>	<u>\$11,220,217</u>
Adding Urban Funds - Revision 1	\$11,648,000	\$10,084,857	\$21,732,857
UPWP Revision 2 - Modification	\$11,627,866	\$10,104,994	\$21,732,857
UPWP Revision 3 - Modification	\$11,526,154	\$10,003,279	\$21,529,433
PREVIOUS YEARS FUNDING CARRIED OVER			
FY 2016 Section 5305(d): Task 5.1 (80% Federal)	\$460,000		
State Match (10%)	\$57,500		
Local Match (10%)	\$57,500		
	\$575,000		
FYs 15 and 16 PL Deobligation (81.93% Federal)	\$340,829		
PL Local Match (18.07%)	\$75,171		
	\$416,000		
FY 2015 STP (Federal)	\$93,750		
FY 2015 STP (Local match)	\$31,250		
	\$125,000		
		Carryover Total	\$1,116,000

	FY 2017	FY 2018	
	\$7,143,866	\$5,192,351	
Adding Urban Funds - Revision 1	\$12,764,000	\$10,084,857	
UPWP Revision 2 - Modification	\$12,743,866	\$10,104,994	
UPWP Revision 3 - Modification	\$12,642,154	\$10,003,279	
FYs 2017 and FY 2018 GRAND TOTAL (New and carryover funding)			\$42,336,217
FYs 2017 and FY 2018 GRAND TOTAL (Including Amendment 1)			\$22,848,857
FYs 2017 and FY 2018 GRAND TOTAL (Amend 1 + Rev.s 2+3)			\$22,645,433

FUNDING SOURCE	SHARE	FY 2017	FY 2018	FYs 2017 and 2018
	Both Years			
Federal	80%	\$5,730,796	\$4,162,128	\$9,892,924
	72.7%	\$8,750,930	\$7,854,634	\$16,605,564
	72.7%	\$8,730,796	\$7,874,768	\$16,605,564
	72.6%	\$8,647,463	\$7,791,435	\$16,438,898
State	5%	\$345,537	\$233,125	\$578,662
	2.6%			
Local Match	15%	\$1,067,533	\$797,098	\$1,864,631
	8.1%	\$1,049,154	\$778,719	\$1,827,873
CITF	13.2%	\$1,800,000	\$1,200,000	\$3,000,000
Municipalities	3.5%	\$800,000		\$800,000
Total	100%	\$7,143,866	\$5,192,351	\$12,336,217
Adding Urban Funds - Revision 1		\$12,764,000	\$10,084,857	\$22,848,857
UPWP Revision 2 - Modification		\$12,743,866	\$10,104,994	
UPWP Revision 3 - Modification		\$12,642,154	\$10,003,279	\$22,645,433

* PL Funds Federal Amount \$ 3,387,496 \$ 2,813,795
 * PL Funds Local Match Amount \$ 747,127 \$ 620,594
 * Total PL Funds (Federal and Local) \$ 4,134,623 \$ 3,434,389
 * Including UPWP Revs. 1, 2 and 3