



MPO: Miami-Dade TPO

Revision #: 6

Reason:

To incorporate close-out PL funds from UPWP FY21-22, Contract # G1073 in the amount of \$110,718 into the current FY24 of the UPWP FY23-24, Contract # G2894. In addition, we are incorporating \$27,680 of local funds in this action. This total sums to \$138,398 being added. Close-out funds will be added under Task V: TPO Administration into direct expenses and salaries/fringes/county service fee as detailed below.

Fiscal Year: 2024

Contract #: G2894

Fund: FHWA - PL

Form: 1

of: 2

FUNDING CHANGES

Part of a De-Ob: No

Revision Type: Financial Amendment

Table with 5 columns: Task #, Task Name, Original \$, Proposed \$, Difference. Includes rows for various tasks and a total funding change summary.

OTHER UPWP CHANGES (NON-FINANCIAL)

Table with 3 columns: Task #, Task Name, Amendment Type. Currently empty.

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

- Checkboxes for Task Pages, Agency Participation Budget Table, Signed Cost Certification, and Fund Summary Budget Table.

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

- Checked checkboxes for Task Pages, Agency Participation Budget Table, Fund Summary Budget Table, and unchecked checkboxes for Signed Cost Certification, MPO Meeting Agenda, TIP Modification, and Amended Agreement.

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

- Unchecked checkbox for Task Pages (if a change occurs) - Current & Proposed.

Reviewing Action

Table for reviewing action with columns for Reviewer (FDOT, FHWA, FTA) and Comments. Includes fields for Action.



UPWP REVISION FORM

FLORIDA DEPARTMENT OF TRANSPORTATION

Last updated: 09/09/2022

MPO: Miami-Dade TPO

Revision #: 6

Reason:

To incorporate close-out SU funds from UPWP FY21-22, Contract # G1073 in the amount of \$952,297 into the current FY24 of the UPWP FY23-24, Contract # G2894. Close-out funds will be added under Task III: Technical Programs into salaries/fringes/county service, SMART Plan & Programs letter A, Activity 14, and Transportation Planning Support letter D, Activity 43 as detailed below. Also, an additional \$10,000 from SERPM Maintenance from Task IV: Shared Regional Tasks under SU Funds are being added to Task III: Technical Programs into letter D, Activity 43.

Fiscal Year: 2024

Contract #: G2894

Fund: FHWA - SU

Form: 2

of: 2

FUNDING CHANGES

Part of a De-Ob: No

Revision Type: Financial Amendment

Table with 5 columns: Task #, Task Name, Original \$, Proposed \$, Difference. Rows include various technical program tasks and a total funding change of \$952,297.00.

OTHER UPWP CHANGES (NON-FINANCIAL)

Table with 3 columns: Task #, Task Name, Amendment Type. Currently empty.

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
Signed Cost Certification
Fund Summary Budget Table-Current & Proposed

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
MPO Meeting Agenda
TIP Modification
Amended Agreement

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

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

Reviewing Action

Table for reviewing action with columns for Reviewer, Action, and Comments. Rows are provided for FDOT, FHWA, and FTA.

TPO RESOLUTION #36-2023

RESOLUTION APPROVING AN AMENDMENT TO THE FISCAL YEARS 2023 AND 2024 UNIFIED PLANNING WORK PROGRAM TO INCLUDE ADDITIONAL FEDERAL, STATE, AND LOCAL FUNDS

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the Miami-Dade Transportation Planning Organization (TPO), in its role as the MPO, provides a structure to evaluate the adequacy of the transportation planning and programming process; and

WHEREAS, the Transportation Planning Council (TPC) has been established as the technical advisory council to the TPO Governing Board; and

WHEREAS, the Unified Planning Work Program (UPWP) is a federally mandated two-year document; and

WHEREAS, the proposed amendment will preserve the continuity of the TPO work program and the required transportation planning activities to be managed by the TPO; and

WHEREAS, the TPC has reviewed the amendment to the Fiscal Years 2023 and 2024 Unified Planning Work Program (UPWP), made a part hereof, and finds it consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE TRANSPORTATION PLANNING ORGANIZATION IN ITS ROLE AS THE MPO FOR THE MIAMI URBANIZED AREA, that the attached amendment to the Fiscal Years 2023 and 2024 Unified Planning Work Program to include additional federal, state, and local funds, is hereby approved.

The adoption of the foregoing resolution was moved Board Member Eileen Higgins. The motion was seconded by Board Member Juan Carlos Bermudez, and upon being put to a vote, the vote was as follows:

Chairman Esteban Bovo, Jr. - Aye
Vice Chairman Oliver G. Gilbert III - Aye

- Board Member Roberto J. Alonso - Aye
Board Member Marleine Bastien - Aye
Board Member Juan Carlos Bermudez - Aye
Board Member Danielle Cohen Higgins - Absent
Board Member Alix Desulme - Aye
Board Member Eric Diaz-Padron - Aye
Board Member Christi Fraga - Aye
Board Member René Garcia - Absent
Board Member Roberto Gonzalez - Aye
Board Member Keon Hardemon - Absent
Board Member Rodney Harris - Absent
Board Member Eileen Higgins - Aye
Board Member Steven D. Losner - Absent
Board Member Kevin Marino Cabrera - Absent
Board Member Kionne L. McGhee - Absent
Board Member Rodolfo Pages - Aye
Board Member Raquel A. Regalado - Aye
Board Member David Richardson - Aye
Board Member Anthony Rodriguez - Absent
Board Member Micky Steinberg - Aye
Board Member Francis Suarez - Absent

The Chairperson thereupon declared the resolution duly passed and approved this 28th day of September 2023.

TRANSPORTATION PLANNING ORGANIZATION

By [Signature]
Tawana Parker, Clerk
Miami-Dade TPO



Table 1. Funding Analysis – Total Funds Available FY 2023 (in 000's)

Source	Federal	State	Local Funds	Total	Soft Match*
FHWA PL	\$6,084.6	--	\$1,390	\$7,474.6	\$1,341
Deob	\$1,000	--	\$250	\$1,250	--
FHWA SU	\$2,000	--	--	\$2,000	--
FTA 5305(d) Carryover***	\$1,646.9	--	\$183.4	\$1,830.3	--
CTD	--	\$77	--	\$77	--
DS (Carryover)		\$500		\$500	
Total	\$10,731.5	\$577	\$1,823.4	\$13,131.9	\$1,341

* The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of program funds for a total of \$1,341,982.52. This amount is not included in the total UPWP budget.

*** Carryover of \$1,830,381 of FTA 5305(d) funds from FY 2021 and 2022 UPWP.

Table 2. Funding Analysis – Total Funds Available FY 2024 (in 000's)

Source	Federal	State	Local Funds	Total	Soft Match*
FHWA PL	\$5,404.6 \$5,515.3	--	\$1,309.5 \$1,337.2	\$6,624.6 \$6,852.5	\$1,192
FHWA SU	\$2,000 \$2,952.3	--	--	\$2,000 \$2,952.3	--
CTD	--	\$77 \$80.3	--	\$77 \$80.3	--
Total	\$7,404.6 \$8,467.6	\$77 \$80.3	\$1,309.5 \$1,337.2	\$8,701.6 \$9,885.1	\$1,192

*The "soft match" amount being utilized to match the FHWA PL funding in the UPWP is 18.07% of program funds for a total of \$1,192,018.68. This amount is not included in the total UPWP budget.

Table 3. Funding Analysis – Total Funds Available FYs 2023 & 2024 (in 000's)

Source	Federal	State	Local Funds	Total	Soft Match***
FHWA PL	\$11,489.2 \$11,599.9	--	\$2,699.5 \$2,727.2	\$14,099.2 \$14,327.1	\$2,533
Deob	\$1,000	--	\$250	\$1,250	--
FHWA SU	\$4,000 \$4,952.3	--	--	\$4,000 \$4,952.3	--
FTA 5305(d) Carryover***	\$1,646.9	--	\$183.4	\$1,830.3	--
CTD	--	\$154 \$157.3	--	\$154 \$157.3	--
DS (Carryover)		\$500		\$500	
Total	\$17,136.1 \$19,199.1	\$654 \$657.3	\$3,132.9 \$3,160.6	\$20,833.5 \$23,017.0	\$2,533



TASK I

SHORT RANGE FEDERAL & STATE PLANNING REQUIREMENTS

- A. Transportation Improvement Program (TIP)
- B. Unified Planning Work Program (UPWP)
- C. Public Participation Plan (PPP)
- D. Performance Management (PM)

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Department of Transportation (FDOT) and Florida’s Turnpike Enterprise (FTE); Florida Department of Environmental Protection (FDEP); Miami-Dade County Departments of Transportation and Public Works (DTPW) Regulatory & Economic Resources (RER), Aviation, and Seaport (PortMiami); Homestead Air Reserve Base (previously known as Homestead Air Force Base); South Florida Regional Transportation Authority (SFRTA); Miami-Dade Expressway Authority (MDX); Miami-Dade County School Board; Southeast Florida Transportation Council (SEFTC); South Florida Regional Planning Council (SFRPC); Local Municipalities; and the Miccosukee Tribe of Indians of Florida

Purpose

This section defines the Miami-Dade TPO’s core responsibilities and the metropolitan transportation planning process where the public is engaged as well as the identification of needs and goals. The TPO meets the requirement by developing and updating a Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and Public Participation Plan (PPP). Required activities for all documents include continuous improvements, complying with statutory and local requirements and performance measures, coordinating with regional partners, and maintaining ongoing tasks. Public engagement is carried out throughout the activities of this task. The UPWP budgets the core program activities and performance management (PM) activities on a two-year planning horizon, based on FY 2023 and FY 2024. **Figure 1** shows planning horizons for the Miami-Dade TPO core requirements.

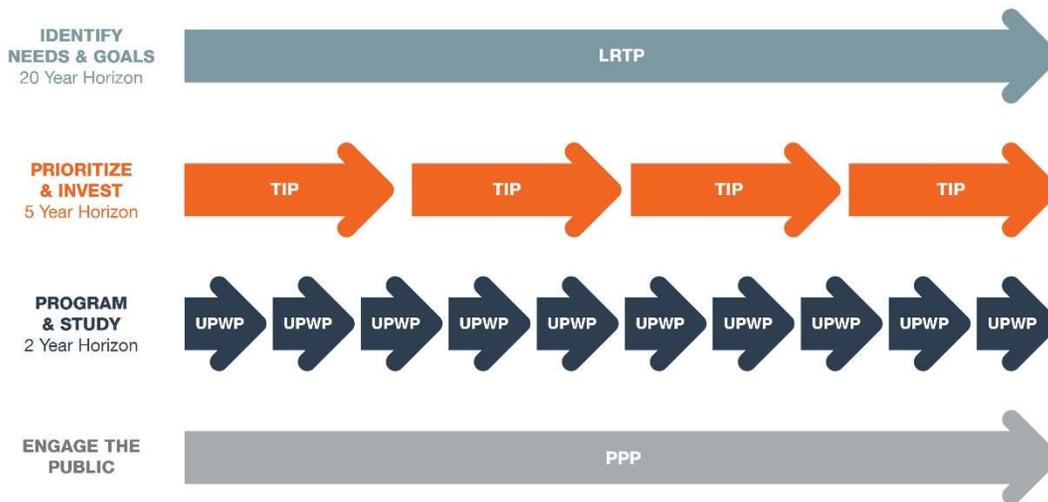


Figure 1. Planning Horizons for TPO Core Requirements

Previous Work

In FYs 2021 and 2022, the TPO completed the following.



- Fiscal Years 2022-2026 Cycle of the InteracTIP & Project Tracking System
- Miami-Dade TPO 2020 Annual Report
- Social Media Support to the Public Participation Plan for FY 2021
- Data Collection and System Assessment Performance Report

A. Transportation Improvement Program (TIP)

The TIP is a five-year document consistent with the LRTP and all federally mandated statutory requirements and updated annually. It lists funded surface transportation projects within the next five years related to the improvement of intermodal transportation including transit, highway, aviation, seaport, non-motorized, freight, and privatized transportation systems. The TIP’s required activities include creating proposals for capital expenditures, prioritizing, and funding transportation projects, and coordinating with regional partners.

Activities	Scope	Deliverable(s)	Completion
1	Review LRTP Priority II projects and develop a list of prioritized projects that identifies transit, roadway, intermodal, and non-motorized priorities, and PortMiami Tunnel repayment.	TPO Program Transportation Priorities	Annually by June
2	Coordinate with agencies and partners to compile and publish a listing of projects for which federal funds have been obligated in the preceding fiscal year.	Annual Obligation Listing	Annually by December
3	Coordinate and develop the TIP. Coordination includes a Standing Committee for TIP development and review meetings, and with regional partners through the SEFTC and SFRPC. Review to ensure consistency with the LRTP.	Adopted TIP	Annually by July
		Citizens’ TIP	Annually by July
3	Technical review and local analysis of Miami-Dade surface transportation improvements, update of the capital plan, and Quality Assurance/Quality Control (QA/QC) of data to include adding projects into the InteracTIP and performing an annual assessment of the tool. <i>DTPW Supported Effort:</i> <ul style="list-style-type: none"> • \$10,000 FY 2023 • \$10,000 FY 2024 	List of local transportation projects	Annually by July
4	Assist with the development of the TIP, including assembly of the final document and ancillary materials, maintaining and updating the	InteracTIP Tool and website	Annually by July

Activities	Scope	Deliverable(s)	Completion
	InteractTIP Tool, and maintenance and tracking of amendments. Maintain and update InteractTIP database and website, (including project updates, Shapefiles, ARCGIS, and website enhancements). Provide reporting functionality and project mapping. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> \$100,000 FY 2023 \$100,000 FY 2024 		
	Maintain ongoing activities to monitor and report on progress and status of programmed projects, including TIP amendments and modifications.	TIP amendments and modifications	As needed by partner agencies/ June 2024
	Administer the federally required 45-day public review period for the TIP prior to its adoption by the Miami-Dade TPO Governing Board. During the 45-day public review period, significant public outreach will be held, which will include virtual/in-person community outreach events.	45-Day review of the TIP	Annually prior to adoption
5	Coordinate and prepare 5-year proposals for capital expenditures for all transportation modes. Coordinate input from all participating agencies, such as the Miami-Dade County Office for Management and Budget (OMB), to ensure conformity with the TIP and the Capital Improvements Element (CIE) of the Comprehensive Development Master Plan (CDMP).	5-Year proposals for capital expenditures	Annually with the TIP development cycle

B. Unified Planning Work Program (UPWP)

The TPO’s UPWP provides budgeting for transportation planning studies and provides an outline for potential projects that will contribute to the comprehensive, programmed, long-range transportation initiatives throughout the UZA. The UPWP includes administrative and ongoing activities for the TPO.

Activities Cont.	Scope	Deliverable(s)	Completion
6	Administer, monitor, and maintain the modification and amendment work, monitor expenses, &, etc. adopted FYs 2023 & 2024	UPWP amendments and modifications	As needed

Activities Cont.	Scope	Deliverable(s)	Completion
	UPWP as well as monitor the need for de-obligation funds for specified activities.	Quarterly Progress Reports	Quarterly
		Invoices	Quarterly
7	Develop, coordinate, and adopt the next two-year UPWP for FYs 2024/2025 and FYs 2025/2026. Solicit comments from key private and civic organizations, the TPO citizen advisory committees and technical committees, and present draft to FDOT District Six and Central Office, FHWA, FTA, the Florida Commission for the Transportation Disadvantaged (CTD), and the Florida Department of Economic Opportunity (DEO) for review, comment, and approval. Lead coordination-related activities; prepare presentations; develop an executive summary, financial tables, and work program task sheets; and perform a technical review to ensure consistency with all requirements of 23 C.F.R. 450 and 23 C.F.R. 420 and the FDOT MPO Program Management Handbook. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> \$70,000 FY 2024 	UPWP FYs 2025 & 2026	June 2024
8	Apply for, administer, and monitor federal and state grants to secure funds to achieve the implementation of the transportation planning work program.	Work / scopes / budgets	Annually
9	Provide contract support including third-party agreements, execute work orders, and all procurement of goods and services.	Execute agreements and purchase orders / professional service agreements / interlocal agreements	Annually

C. Public Participation Plan (PPP)

As per the adopted PPP, the Miami-Dade TPO’s public involvement program enables continual involvement of the Miami-Dade County general public in the TPO’s transportation planning process. This subsection highlights the public involvement process as it relates to administrative procedures, ongoing tasks, and related citizen advisory committee responsibilities for the Citizens’ Transportation Advisory Committee (CTAC), Bicycle Pedestrian Advisory Committee (BPAC), Freight Transportation Advisory Committee (FTAC), and Transportation Aesthetics Review Committee (TARC).

Activities Cont.	Scope	Deliverable(s)	Completion
10	Provide staff support to the CTAC, BPAC, FTAC, and TARC including: identifying transportation issues for committee review; preparing follow-up reports to committee requests; forwarding resolutions and minutes to the TPO Governing Board; disseminating meeting announcements to gain the broadest possible input including under-represented groups; and performing administrative functions related to committee structure, rules, member appointments, attendance, vacancies, etc.	Agendas / minutes / resolutions / supporting presentations and materials	June 2024
11	Update the TPO's PPP, when needed, to ensure new legislative modifications are incorporated to address any changes in public involvement strategies.	PPP	Upon release of new federal legislation
12	Produce an Annual Report, which features yearly activities and accomplishments by the TPO and transportation partners. Work entails the collaboration with partners and internal TPO staff in the development of the theme, articles, and visual content as well as printing and mailing of the final document. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$80,000 FY 2023 • \$80,000 FY 2024 	TPO Annual Report	Annually by March
13	Organize, host, and attend virtual/in-person community outreach events, peer exchanges, meetings, summits, special events, and conferences related to the transportation planning process. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$40,000 FY 2023 • \$40,000 FY 2024 	Virtual/in-person	June 2024
14	Host TPO Governing Board Summits, General Assembly, &, etc. Organize, plan, and administer these in-person events that will inform of Miami-Dade TPO's priorities.	TPO Governing Board Summits / General	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
	<p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$130,000 FY 2023 	Assembly / & etc.	
15	<p>Development of the Equitable Transportation Assessment Planner (ETAP), which includes a suite of online interactive tools to assist in planning and identifying sociocultural demographics to develop an equitable transportation system for Miami-Dade County. The Miami-Dade TPO Executive Director may enter into an Interlocal Agreement with Florida International University (FIU) for the continued development of the ETAP.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$120,000 in FY 2023 for a 2-year Interlocal Agreement period 	ETAP	June 2024
16	<p>Manage the full spectrum of social media services that communicate the TPO’s mission through creative content development. This effort will continue to educate the public about how they can become involved in the TPO’s transportation planning process. Postings of all TPO related meetings, studies, programs, and involvement in all speaking engagements and outreach opportunities. This includes photography in the field, graphics development, and reporting.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$50,000 FY 2023 • \$50,000 FY 2024 	TPO social media content	June 2024
17	<p>Manage the TPO website. Theme development, posting of transportation planning process content, updating the document library, maintaining, and coordinating the hyperlinked transportation planning tools, and providing general maintenance.</p>	TPO Website	June 2024
18	<p>Develop educational videos to disseminate information regarding the TPO’s transportation planning process, including the advancement of the SMART Plan.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$50,000 FY 2023 • \$50,000 FY 2024 	Educational videos	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
19	Attend applicable public involvement, ethics, Title VI, Americans with Disabilities Act (ADA), equity, and Environmental Justice (EJ) training to ensure the TPO remains in compliance with these mandates.	PPP compliance training	June 2024
20	Advertise Public Hearings in local periodicals, as required.	Public Hearing advertisements	June 2024

D. Performance Management (PM)

Established by federal and state transportation agencies, Performance Management (PM) standards have been engrained into the metropolitan transportation planning process to ensure all safety, mobility, environmental and financial goals are achieved within their allocated timeframe. This section outlines the efforts that ensure all TPO documents and activities are maintained at all PM standards. The following are PM initiatives incorporated into the process:

- Transit Performance Measures;
- Highway Performance Measures;
- Transportation Performance Management System Performance Report, and;
- TPO Performance Management Dashboard.

Activities Cont.	Scope	Deliverable(s)	Completion
21	Coordinate with transportation stakeholders throughout LRTP and TIP development to meet federal requirements on performance management, including PM1 – Highway Safety (consistent with FDOT Vision Zero targets); PM2 – Bridge and Pavement; PM3 – System Performance & Freight Movement; State of Good Repair (SGR) and Transportation Asset	Partner agency meeting summaries: Document established project prioritization process vis-à-	Annually as required by Federal guidelines: PM1, PM2, PM3, SGR, TAM, PTASP target

Activities Cont.	Scope	Deliverable(s)	Completion
	Management (TAM); and Public Transportation Agency Safety Plan (PTASP), Produce document data sources and project prioritization processes. Coordination on the project prioritization and update on key performance indicators and targets on an annual basis. Continuation of the annual update of the State of the System report.	vis performance categories	updates on a staggered schedule
22	Continue the maintenance of the Geographic Information System (GIS) shapefiles/geodatabases that support the interactive tool on the TPO website. Utilize tools to track PM requirements by explicitly associating projects' correlation to performance management categories and respective targets in the TPO's InteractTIP, and TPO's dashboard. Maintenance of geodatabase and online GIS tools, review, and update of performance targets consistent with target setting process. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$50,000 FY 2023 • \$50,000 FY 2024 	Updated geodatabase with available data / InteractTIP Tool and TPO Dashboard / Updated performance targets	Annually

Carry Forward Activities

There are no carry forward activities from the previous UPWP funding cycle.

Table 1. Budget Summary – Task I: Short Range Federal & State Planning Requirements

Year 1: FY 2023						
Budget Category	FHWA		FFY 21 FTA 5305(d)		Local	FY 2023 Total
	PL ¹	SU	Federal	Local	Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$64,000		\$180,000	\$20,000	\$16,000	\$280,000
Fringe	\$33,600		\$45,000	\$5,000	\$8,400	\$92,000
County Service Fee	\$6,400		\$18,000	\$2,000	\$1,600	\$28,000
Consultants						
A. TIP	\$56,000	\$30,000			\$14,000	\$100,000
C. PPP	\$186,667	\$236,666			\$46,667	\$470,000
D. PM	\$24,000	\$20,000			\$6,000	\$50,000
Other Departments						
A. TIP (DTPW)		\$10,000				\$10,000
FY 2023 Total	\$370,667	\$296,666	\$243,000	\$27,000	\$92,667	\$1,030,000
Year 2: FY 2024						
Budget Category	FHWA				Local	FY 2024 Total
	PL ¹	SU			Local/Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$160,000	\$80,000			\$40,000	\$280,000
Fringe	\$48,000	\$32,000			\$12,000	\$92,000
County Service Fee	\$16,000	\$8,000			\$4,000	\$28,000
Consultants						
A. TIP	\$64,000	\$20,000			\$16,000	\$100,000
B. UPWP	\$40,000	\$20,000			\$10,000	\$70,000
C. PPP	\$85,934	\$112,582			\$21,484	\$220,000
D. PM	\$33,533	\$8,084			\$8,383	\$50,000
Other Departments						
A. TIP (DTPW)		\$10,000				\$10,000
FY 2024 Total	\$447,467	\$290,666			\$111,867	\$850,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds

TASK II

LONG RANGE TRANSPORTATION PLAN

A. Long Range Transportation Plan (LRTP)



TASK II: LONG RANGE TRANSPORTATION PLAN

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Department of Transportation (FDOT) and Florida's Turnpike Enterprise (FTE); Miami-Dade County Departments of Transportation and Public Works (DTPW), Regulatory & Economic Resources (RER), Aviation, and Seaport (PortMiami); South Florida Regional Transportation Authority (SFRTA); Miami-Dade Expressway Authority (MDX); Miami-Dade County School Board; Southeast Florida Transportation Council (SEFTC); South Florida Regional Planning Council (SFRPC); Local Municipalities; and the Miccosukee Tribe of Indians of Florida

Purpose

This section defines the Miami-Dade TPO's core responsibilities and the metropolitan transportation planning process where the public is engaged and its needs and goals are identified. The LRTP is formally updated every five (5) years to maintain a minimum 20-year horizon at all times, there are ongoing administrative, development, and maintenance activities including performance monitoring, regional coordination, modeling, and data analysis. The LRTP is a federally required document. Required activities for all documents include continuous improvements, complying with statutory requirements and performance measures, coordinating with regional partners, and maintaining ongoing tasks. In addition, these core documents are coordinated with FDOT's Efficient Transportation Decision Making (ETDM) process, such as when sociocultural effects are determined for applicable transportation projects via the TPO PPP's Equitable Transportation Assessment Planner (ETAP). Public engagement is carried out throughout the activities of this task. Error! Reference source not found. (Page 20) shows planning horizons for the Miami-Dade TPO core requirements.

A. Long Range Transportation Plan (LRTP)

The LRTP is an essential part of an agency's transportation planning process. This document serves as the foundation for the development of the Transportation Improvement Programs (TIP). The LRTP prioritizes transportation needs and investments across all travel modes and facilities. Integrated into the LRTP update process is the Miami-Dade TPO's Congestion Management Process (CMP). The CMP is an ongoing effort to apply strategies to improve transportation system performance and reliability by reducing the adverse impacts of congestion on the movement of people and goods.

The LRTP includes a financial plan that demonstrates how the adopted transportation plan can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommends any additional financing strategies for needed projects and programs.

The currently adopted 2045 LRTP shapes the transportation systems and alternatives, technological advancements, economic vitality, and environmental factors in Miami-Dade County through funded and prioritized transportation projects over 20+ years. The development of the 2050 LRTP will need to be conducted in coordination with the development of the 2050 Regional Transportation Plan (RTP). The Miami-Dade TPO will be the lead agency in developing the 2050 RTP. The LRTP addresses all federal, state, and local requirements.

Activities	Scope	Deliverable(s)	Completion
1	Review, evaluate and process 2045 LRTP amendments and/or modifications, as needed. Evaluate impacts of amendments and/or modifications to the 2045 LRTP, including financial feasibility and system performance elements, as needed. This activity ensures these amendments or modifications are compliant with federal, state, and local requirements.	LRTP amendments / modifications	On-going/As requested by partner agencies
	Maintenance of the 2045 LRTP is necessary to provide an up-to-date version of the document at all times. Assist with the maintenance of the 2045 LRTP as it is amended or modified. Prepare updates to the 2045 LRTP according to the TPO Board approved amendments and modifications, maintain the current 2045 LRTP current website, and assist in evaluating amendments for compliance, as needed. Research the Surface Transportation Bill. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> \$70,000 FY 2023 	Updated 2045 LRTP / website maintenance / technical memorandums as needed	June 2024
2	Address LRTP issues as needed, including surface transportation act topics, and provide information for decision making, including strategies to maintain the CMP.	Technical memorandums, presentations / fact sheets	As required by federal guidelines and/or planning documents
3	Continue utilizing the ETDM planning screen to assess potential impacts to the LRTP.	Technical memorandums	As required by partner agencies
4	Development of the 2050 LRTP including the below activities:	2050 Goals and Objectives /	September 2024

Activities	Scope	Deliverable(s)	Completion
	<ul style="list-style-type: none"> • Work with TPO staff to define 2050 LRTP Plan Goals and objectives • Coordinate Public Involvement Program activities • Initiate the Review and Projections of Existing funding sources (pending release of information by FDOT Central Office) • Initiate Performance Management Process (following the release of PM targets) and development of Performance Measures • Initiate the Needs Plan Assessment • Coordinate, as results of the 2020 and 2050 socioeconomic datasets become available, any run tests with Regional Activity Based Model • Evaluate if any air quality conformity determination report is needed, in response to a possible re-designation of air quality status from attainment to non-attainment. • Update to the 2018 Miami-Dade Freight Plan Update. The updated County Freight Plan will become the freight element of the 2050 Long Range Transportation Plan (LRTP). The updated Miami-Dade County Freight Plan will also become the Miami-Dade County input to the 2050 Regional Freight Plan. • Incorporate projects from recently completed TPO studies such as the Arterial Grid Analysis study, Freight Plan Update, Congestion Management Plan, Bicycle/Pedestrian Plan as a part of the Needs update • Initiate Efficient Transportation Decision Making (ETDM) Process • Develop Cost Feasible Plan • Coordinate with Standing Committees for local agencies 2050 LRTP. Coordinate with the 2050 Regional Transportation Plan (RTP). <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$750,000 FY 2023 • \$750,000 FY 2024 	2050 LRTP Needs Plan / 2050 LRTP Cost Feasible Plan / 2050 LRTP Documentation / SMART Implementation Plan Cost Feasible	(<i>within this UPWP, June 2024</i>)

Activities	Scope	Deliverable(s)	Completion
5	Develop 2050 sociodemographic data forecast to support 2050 LRTP. The forecast will consist of three parts: Population and Household Data, Employment data, and Hotel/Motel and School enrollment data. The effort includes evaluation of forecasting techniques from other Metro areas taking into consideration both qualitative and quantitative methods and developing local growth trends, evaluating development propensity, and developing detailed forecast data. This database will be refined and allocated to existing Traffic Analysis Zones (TAZ's) and Micro Analysis Zones (MAZ's). Forecasted 2050 data sets will include: <ul style="list-style-type: none"> • Group Quarter Types • Housing Unit Types • Age Groups • Household Income Categories • Ethnicity Groups • Worker Occupations • School Enrollment Categories • Employment Categories <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$170,000 FY 2023 	2050 Population and Employment Database delineated by TAZ and MAZ	June 2024

Carry Forward Activities

Carry forward activities from the previous UPWP cycle for the Long Range Transportation Plan activities include:

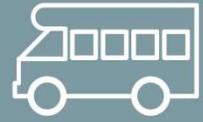
- Maintenance of the adopted 2045 Long Range Transportation Plan



Table 2. Budget Summary – Task II: Long Range Transportation Plan

Year 1: FY 2023						
Budget Category	FHWA		FFY 21 FTA 5305(d)		Local	FY 2023 Total
	PL ¹	SU	Federal	Local	Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$16,000	\$100,000	\$270,000	\$30,000	\$4,000	\$420,000
Fringe	\$40,000	\$28,000	\$54,000	\$6,000	\$10,000	\$138,000
County Service Fee	\$1,600	\$10,000	\$27,000	\$3,000	\$400	\$42,000
Consultants						
L RTP	\$712,000	\$100,000			\$178,000	\$990,000
FY 2023 Total	\$769,600	\$238,000	\$351,000	\$39,000	\$192,400	\$1,590,000
Year 2: FY 2024						
Budget Category	FHWA				Local	FY 2024 Total
	PL ¹	SU			Local/ Miami-Dade County	
Personnel (salary and benefits)						
Salary	\$320,000	\$20,000			\$80,000	\$420,000
Fringe	\$96,000	\$18,000			\$24,000	\$138,000
County Service Fee	\$32,000	\$2,000			\$8,000	\$42,000
Consultants						
L RTP	\$192,533	\$509,334			\$48,133	\$750,000
FY 2024 Total	\$640,533	\$549,334			\$160,133	\$1,350,000

¹ FDOT uses toll credits as the “soft match” against FHWA PL Funds and SU Funds.



TASK III

TECHNICAL PROGRAMS

- A. SMART Plan & Programs
- B. Multimodal/Intermodal Planning: Transit, Freight, Bicycle & Pedestrian, Micromobility
- C. Federal, State, and Regional Planning and Coordination
- D. Transportation Planning Support
- E. Roadway/Highway Network
- F. Future Areas of Emphasis
- G. Municipal Grant Program

TASK III: TECHNICAL PROGRAMS

Responsible Agency: Miami-Dade TPO

Participating Agencies: Federal Transit Administration (FTA); Federal Highway Administration (FHWA); Association of Metropolitan Planning Organizations (AMPO); National Association of Regional Councils (NARC); American Planning Associate (APA); Florida Metropolitan Planning Organization Advisory Council (MPOAC); Florida Department of Transportation (FDOT); Florida's Turnpike Enterprise (FTE); Florida Department of Environmental Protection (FDEP); South Florida Regional Transportation Authority (SFRTA); Miami-Dade County Department of Transportation and Public Works (DTPW); Miami-Dade County Department of Regulatory and Economic Resources (RER); Broward Metropolitan Planning Organization (MPO); Palm Beach Transportation Planning Agency (TPA); South Florida Regional Planning Council (SFRPC); Treasure Coast Regional Planning Council (TCRPC); and Local Municipalities

Purpose

This task is organized to include all aspects of the Miami-Dade TPO's technical program and highlights activities associated with new and recurring planning studies and projects. These studies and projects include the SMART Plan implementation, multimodal and intermodal planning studies, data collection to support the development of the planning studies, and general planning consultant/on-demand services. Activities under the Technical Program task reflect the TPO's commitment to 1) implementing the SMART Plan; 2) incorporating all transportation modes—such as transit, vehicles, walking, bicycling, micromobility, freight, on-demand services, and water modes—as appropriate; 3) maintaining the existing and future roadway/highway network at acceptable levels of service and plan for the future of the roadway network to ensure system connectivity between all modes of transportation; 4) ensuring a comprehensive, cooperative, and continuing metropolitan transportation planning process; 5) exploring future planning areas of emphasis; and, 6) incorporating best practices for transportation/land use impact analysis techniques and procedures into the metropolitan transportation planning process to the fullest extent feasible.

This section outlines activities that support federal, state, local, and regional planning responsibilities that the Miami-Dade TPO coordinates and participates in to support the metropolitan transportation planning process.

Previous Work

In FYs 2021 and 2022, the TPO completed the following.

- Telecommute Study
- Intersection Safety Analysis
- Safe Routes to School FY 2021 Infrastructure Plans

- Miami-Dade TPO Virtual Meetings and Virtual Events Support
- TRB Poster Board

A. SMART Plan & Programs

The Strategic Miami Area Rapid Transit (SMART) Plan activities support the implementation of the mass transit projects identified in the People’s Transportation Plan (PTP). The SMART Plan corridors will support the economic development activities of the County, including major events.

Rapid Transit Corridors	Bus Express Rapid Transit (BERT) Regional Network
1) Beach Corridor	A) Flagler Corridor
2) East-West Corridor	B) South Miami-Dade Express
3) Kendall Corridor	C) Northwest Miami-Dade Express
4) North Corridor	D) Southwest Miami-Dade Express
5) Northeast Corridor	E) Florida’s Turnpike Express (North and South)
6) South Dade Transitway	F) Beach Express (North, Central, and South)

The SMART Demonstration Program projects are developed in partnership with FDOT, FTE, DTPW, SFRTA, and numerous local municipalities with the goals of increasing accessibility to transit, offering new congestion relief options to residents countywide, and beginning implementation of the vision of the SMART Plan. The SMART Plan Demonstration Program projects support the advancement of SMART Plan elements including first/last mile demonstration solutions, design and construction of new SMART Plan express routes, new trolley service routes, on-demand service area routes, and transit service stations. The SMART Street Transportation Enhancement Program (STEP) also supports and facilitates interagency coordination and innovation with the goal of accelerated implementation of pedestrian and bicycle improvements projects that increase connectivity and enhance safety.

Activities	Scope	Deliverable(s)	Completion
1	Provide technical support on the SMART Plan activities/programs. Review documents and any other written/digital material, providing comments and technical support as needed. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$190,000 FY 2023 • \$190,000 FY 2024 	Spreadsheet depicting the activity completed as applicable	June 2024

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities	Scope	Deliverable(s)	Completion
2	<p>Development of transit corridor plans and/or master plans with emphasis on multimodal first and last-mile connectivity, feeder networks and trails, transit hubs, parking demand, and transit infrastructure, amenity, and access improvements that support mobility, accessibility, and the creation of new urban centers.</p> <p>Identify potential locations for improvements and develop mobility strategies to be applied. Maximize station accessibility through the improvement of the infrastructure or services at and around the transit stations, and the potential for transit-oriented communities (TOC) around the station of residential and employment opportunities that best support transit users.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$100,000 FY 2023 • \$100,000 FY 2024 	<p>Technical memorandums / TOD/TOC design guidelines / conceptual plans and presentations / Transit Corridor Plans</p>	<p>June 2024</p>
3	<p>Compile and prepare status reports for all or any of the Rapid Transit Corridors and other corridors identified through long-range transportation planning. Develop progress report outlining activities carried out, tasks completed, and milestones reached every quarter, annually, and/or as needed.</p>	<p>Transit corridor progress / status reports</p>	<p>June 2024</p>
4	<p>Develop economic mobility and accessibility studies along potential new rapid transit corridors identified and/or system-wide. Including an inventory of existing conditions, accessibility gaps, a review of workforce economic mobility using corridor GIS coverages of employment centers, training centers, and demographic indicators of potential need.</p>	<p>Technical memorandums, recommendations / presentations</p>	<p>June 2024</p>

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities	Scope	Deliverable(s)	Completion
5	Evaluate roles and responsibilities for the implementation of rapid transit corridors and develop a Project Management Plan (PMP). Develop a plan outlining requirement and all functional areas of PMP to identify the roles and responsibilities for management, administration, staffing needs, planning, and scheduling activities for the implementation of the rapid transit corridors.	PMP for each SMART Plan corridor as needed	June 2024
6	<p>Assess existing land use and develop future land use scenarios, including Transit-Oriented Community opportunities (TOC/TOD) along potential new rapid transit corridors. Analyze the results of previous land use studies to support the future rapid transit system and recommend land use policy regulation, law, and ordinances modifications for the rapid transit corridors that address the overall community vision, goals, and objectives. Develop land use scenarios to support the vision of the respective communities and ridership demand for the proposed rapid transit investment along the corridor. Analyze scenarios to be consistent with the FTA's Capital Investment Grant Program. Evaluate FTA's model results and refine land use scenarios to support the LPA. Develop an overarching vision along the corridor utilizing and refining the results of the scenario planning efforts. Recommend land use policy and regulations changes for the corridor addressing the community's overall vision, goal, and objective.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$200,000 FY 2023 • \$200,000 FY 2024 	Technical Memorandums including Strategies Evaluation / Scenarios Development and Testing / Land Use Policy Regulations Recommendations / Visioning Plans	June 2024

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities	Scope	Deliverable(s)	Completion
7	Assess economic, equity, and social impacts/benefits, public support, land uses, and policies—including commercial—and funding, to provide analysis of regional strengths, weaknesses, opportunities, and implementation strategies. Develop a systemwide economic model using appropriate and available tools and analysis of potential economic impacts/benefits. Perform quantitative analysis of transit expansion impact on economic activity and evaluate potential economic development growth. Coordinate with DTPW & RER.	Technical Memorandums / Reports / Comprehensive Economic Development Plan	June 2024
8	Develop performance measures/monitoring tools to track metrics as needed along rapid transit corridors.	Monitoring Tool	June 2024
9	Maintenance of the SMART Congestion Management Dashboard (CMD) to track real-time mobility travel data tool to accelerate and support the decision-making process of the SMART Plan. Updates/additions to the information/data metrics/performance measures on the tool, as needed. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> \$100,000 FY 2023 	Maintenance SMART CMD	June 2024
10	Use visualization tools to enhance/support the implementation of rapid transit corridors. Prepare an assortment of visualization tools to communicate to the public and elected officials the planning and conceptual design work elements. Create unique visions, themes, or environments of sustainable, transit-supportive urban design framework. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> \$50,000 FY 2023 \$37,000 FY 2024 	Web based tools / GIS / presentations, illustrations / digital newsletters and fact sheets / animations of pre/post conditions / renderings / videos / posters /other advanced techniques	June 2024

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities	Scope	Deliverable(s)	Completion
13	<p>Evaluate the interrelationship between each corridor in the SMART Plan, assessing short, medium, and long-term opportunities to enhance SMART Plan connections to a more fully integrated system. Perform analysis associated with the interrelationship of each corridor selected LPA mode and supporting land use. Evaluate short, medium, and long-term improvements to be advanced for the implementation of the SMART Plan.</p>	<p>Technical memorandums / presentations</p>	<p>June 2023</p>
14	<p>Develop and review corridor/system-wide ridership forecasts to evaluate the integration and connectivity among the SMART Corridors as requested by the FTA using the FTA Simplified Trips on Project Software (STOPS) models. Develop and calibrate a Miami-Dade STOPS model to support the SMART Plan Corridors ridership forecasts. Conduct on-board transit surveys to obtain transit Origin-Destination data to be used to develop an incremental Miami-Dade STOPS model calibrated for current year model, in order to support SMART Plan projects funding applications for FTA’s New Starts program. Continue the completion of Phase 2 calibration of the current year Miami-Dade STOPS model to support the SMART Plan Corridors ridership forecasts as needed. Provide TPO with in house capabilities to be able to conduct analysis in-house for future SMART plan corridor planning efforts.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$1,589,104 FY 2023 • \$550,000 FY 2024 • \$0 FY 2024 	<p>Corridor/ Scenario Ridership Forecast / Completed calibrated Current Year STOPS Model</p>	<p>June 2024</p>

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities	Scope	Deliverable(s)	Completion
15	<p>Conduct public engagement and outreach activities to support rapid transit corridors. Develop and manage Public Involvement efforts including Public Information Plan (PIP) for the rapid transit corridors. Secure a suitable location(s)/platform to conduct public virtual meetings/workshop/charrette. Prepare kick-off presentation and provide opportunities for input by stakeholders. Conduct planning and design meetings/workshop/charrette in an appropriate format to reveal design issues and generate ideas with facilitators working with participants. Create, refine, and illustrate conceptual plans within the study area.</p>	<p>Virtual / Public charrettes / workshops / reports</p> <p>PIP</p> <p>Written / digital outreach materials</p>	June 2024
16	<p>Develop, coordinate, implement pilot projects that advance elements of rapid transit corridor plans and strategic transportation initiatives and support public engagement efforts with partner agencies for rapid transit corridor Plan Demonstration projects and SMART Street Transportation Enhancements Program (STEP) as part of the first/last mile network and complete streets concepts in Miami-Dade County. Including but not limited to the development of drawings/renderings for implementation of the pilot projects, from conceptual design through permit documents, evaluation, and analysis of SMART STEP initiatives through robust monitoring and evaluation effort for each project, including the use of innovative techniques, refinement of project scopes and cost estimates, preparation of renderings and presentations to showcase innovative concepts, preparation of analysis and documents to support grant</p>	<p>Technical reports / coordination / presentations / public involvement / renderings / project application / delivery</p>	Annually/June 2024

Activities	Scope	Deliverable(s)	Completion
	applications, and any initiatives identified by the TPO Task Forces. <i>Consultant/DTPW Supported Effort:</i> <ul style="list-style-type: none"> • \$197,718 FY 2023 • \$200,000 FY 2024 		
17	Monitor pilot projects and prepare technical memorandums or reports in coordination with partner agencies for SMART Demonstration projects.	Technical reports / technical support	As requested by partner agencies and/or TPO Board

B. Multimodal/Intermodal Planning: Transit, Freight, Bicycle & Pedestrian, Micromobility

Multimodal and intermodal planning activities support the planning and integration of all transportation modes within the Miami-Dade TPO planning area, including (as appropriate):

- *Transit* – Supporting transit-related initiatives, and Transit-Oriented Development planning studies, from local transit providers, municipalities, and other agency partners.
- *Non-motorized: Bicycle & Pedestrian* – Removing barriers to provide access to public facilities in compliance with the Americans with Disabilities Act (ADA), improving access to practical destinations for people who are walking or riding a bike, creating first and last-mile connections to existing and future transportation networks. Continue coordination with the Bicycle Pedestrian Advisory Committee (BPAC) as a forum to discuss non-motorized needs.
- *Non-motorized: Micromobility* – Shared-use fleets of small, fully, or partially human-powered vehicles such as bikes, e-bikes, and e-scooters. These vehicles are generally rented through a mobile app or kiosk, are picked up and dropped off in the public right-of-way, and are meant for short point-to-point trips.
- *Freight* – Identifying freight and goods transportation needs including improving current and future access to intermodal terminals and major economic centers, identifying inland cargo sites, characterizing truck traffic flow issues and proposed solutions, identifying and developing truck parking sites, supporting ongoing global economic competitiveness initiatives in freight and commerce, and continuous coordination with the Freight Transportation Advisory Committee (FTAC) as a forum to discuss freight needs.

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities Cont.	Scope	Deliverable(s)	Completion
19	<p>The Transportation Alternatives (TA) Program is a set-aside of the Surface Transportation Block Grant (STBG) Program. Projects that are eligible for funding through TA include bicycle and pedestrian facilities, vegetation management, environmental mitigation, and the rehabilitation of historic transportation facilities. Coordinate with FDOT to solicit proposals to be recommended for inclusion in the List of Program Priorities (LOPP).</p>	<p>Transportation Alternatives Program LOPP</p>	<p>Annually</p>
20	<p>Work with the Miami-Dade County Public Schools Community Traffic Safety Team (CTST) to identify, prioritize, and develop and support applications for Safe Routes to School (SRTS) infrastructure improvements. For the public schools (Elementary, Middle, and High) selected by CTST, obtain and summarize available data necessary to identify critical SRTS improvements. A site assessment of the selected schools is done to verify existing data, obtain other relevant data and identify preliminary safe routes to be finalized in coordination with the Department of Transportation and Public Works (DTPW) and CTST. Through data collection, site assessments, and consultation with school resources, identify safe routes to the selected schools and any deficiencies to the safe routes. Preparation of a prioritized list of recommended improvements with cost estimates. Needs that are operational and not eligible for SRTS funding will be identified, summarized by the school and responsible agencies, and documented in the final report. SRTS Infrastructure Improvement funding application for each of the selected schools is submitted to FDOT by December of each year.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$100,000 FY 2023 • \$100,000 FY 2024 	<p>Prioritization / Funding Applications / Infrastructure Plans / Construction Support</p>	<p>Annually</p>

Activities Cont.	Scope	Deliverable(s)	Completion
21	<p>Continue plans review for Americans with Disabilities Act (ADA) required infrastructure improvements.</p> <p><i>DTPW Supported Effort:</i></p> <ul style="list-style-type: none"> • \$33,000 FY 2023 • \$33,000 FY 2024 	Cost estimates, Prioritized Work Orders / Construction Support /Final Inspections	Quarterly
22	Support transit initiatives by reviewing major and/or annual updates to Transit Development Plans (TDPs), special transit studies, and transit ridership forecasts.	Review and provide comments / attend workshops	As requested by partner agencies/ June 2024
23	Support obtaining national or other strategic designations for intermodal facilities such as ports, transit hubs, and major roadways.	Letters of support / Technical support	As requested by partner agencies
24	TPO's role is to provide coordination, input, and recommendations on the freight efforts through FTAC. Coordinate with FDOT District Coordinator on FDOT initiatives (Sub-Area Freight efforts, Infrastructure For Rebuilding America (INFRA) Grant applications, MPOAC Freight Priorities Program) to be reviewed by FTAC. As part of the 2045 LRTP, there are freight specific projects to be funded with the Freight set-aside. Two of the sub-area studies (Hialeah and Homestead) are currently in progress. Continue working with FDOT District 6 on sub-area freight planning efforts.	Technical support / coordination / supporting documents and recommendations / technical reports	June 2024
25	Respond to public requests from public agencies, consultants, and the public for existing and future mobility options for the movement of freight and people.	Technical reports, Responses to Public Information Requests	June 2024
26	Perform mobility studies to determine multimodal transportation needs including but not limited to bicycle, pedestrian, transit, micromobility, complete streets, first/last mile initiatives, trail master plans, and other mobility initiatives to support the metropolitan planning process.	Various mobility and transportation studies	As requested by TPO and/or partner agencies/June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
27	Identify non-motorized transportation modes, including bicycle and pedestrian travel, and provide technical support for the BPAC including preparation of requested non-motorized transportation plans and studies to be consistent with the TIP and LRTP. Coordinating with FDOT and DTPW for monthly project updates to the BPAC. Discussion and review of various public and private non-motorized initiatives for the increase of safety for pedestrians and cyclists including Walk to School and Bike to Work Days. Annual participation in the review of the Transportation Alternatives (TA) program, Safe Routes to School, and Municipal Grant Program.	Supporting documents and recommendations, and technical reports	June 2024
28	This Safe Streets Summit (SSS) is a regional collaboration between the Miami-Dade Transportation Planning Organization, the Broward Metropolitan Planning Organization, and the Palm Beach Transportation Planning Agency, which educates public officials, technical staff, and other individuals on the importance of designing safe, equitable, and health-promoting transportation facilities for all modes of transportation and all users. Participate in the development and review of materials for the regional events in 2023 (Broward MPO) and 2024 (Palm Beach TPA).	Review of the materials for the SSS including conference press releases, venue contract, mobile workshop program, organization and management tools, and general management and organization	June 2024

C. Federal, State, and Regional Planning and Coordination

Federal and state planning and coordination activities are supported through the active participation of the Miami-Dade TPO at national and state coordination committees and organizations. The Miami-Dade TPO participates in the American Association of State Highway Transportation Officials (AASHTO), Association of Metropolitan Planning Organizations (AMPO), and National Association of Regional Councils (NARC), which serve as the national voice for regions by advocating for regional cooperation as the most effective way to address a variety of community planning and development opportunities and issues.

Federal, state, and regional planning and coordination activities support the evaluation of the regional network to ensure that it addresses key regional travel

movements in a multimodal manner and is consistent with updates to the FDOT Strategic Intermodal System (SIS). The FTP is the single overarching statewide plan guiding Florida's transportation future and is developed by—and provides direction to—all organizations that are involved in planning and managing Florida's transportation system. As part of a statewide initiative to improve growth management planning, the Transportation Regional Incentive Program (TRIP) provides state funds for local governments and the private sector throughout the State of Florida to improve regionally significant public transportation facilities.

The Miami-Dade TPO participates in the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and its standing committees, including the Staff Directors' Advisory Committee. MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature to augment the role of individual MPOs in the cooperative metropolitan transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation process by serving as a principal forum for collective policy discussion. The Miami-Dade TPO also provides professional planning support and coordination to the MPOAC various committees.

The Southeast Florida Transportation Council (SEFTC) is the formal partnership between the three (3) Metropolitan Planning Organizations within the Miami UZA through an Interlocal Agreement. SEFTC's primary purpose is to enhance coordination and communication between the Miami-Dade TPO, Broward MPO, and Palm Beach TPA for all regional planning efforts regarding transportation-related initiatives.

The Miami-Dade TPO participates in ongoing coordination with SEFTC through its technical advisory committee and subcommittees:

- Regional Transportation Technical Advisory Committee (RTTAC)
 - RTTAC Public Participation Subcommittee (PPS)
 - RTTAC Transportation System, Management, and Operations (TSM&O) Subcommittee
 - RTTAC Modeling Subcommittee (MS)

Regional planning activities are performed to support the adopted 2045 Regional Transportation Plan (RTP), which identifies the most significant transportation investments needed to meet growing travel demands throughout the Miami-Dade, Broward, and Palm Beach counties, and Miami-Dade TPO's adopted 2045 Long Range Transportation Plan (LRTP). To ensure a consistent planning effort with continuity across county boundary lines, regional planning activities also support a regional performance measures evaluation and are conducted through coordination with regional partners and organizations.

The Florida Model Task Force (MTF) establishes policy directions and procedural guidelines for transportation modeling in Florida using the Florida Standard Model, FSUTMS. Voting members of the MTF consist of representatives from twenty-seven MPOs and TPOs, FDOT districts, Florida's Turnpike Enterprise, and one representative

for each of the following: Florida transit agencies, six FSUTMS users groups, and the Federal Highway Administration.

The Miami-Dade TPO participates in ongoing coordination with MTF through its role as a voting member and the Transit Committee Chair which leads the Florida Model Task Force in improving transit modeling within Florida, and in addressing Federal and State planning requirements as they relate to transit planning.

Activities	Scope	Deliverable(s)	Completion
29	Provide administrative and technical support for activities associated with MTF and lead in improving transit modeling within Florida, and in addressing Federal and State planning requirements as they relate to transit planning.	Meetings, supporting materials	Quarterly
30	Coordinate, participate, and work cooperatively on regional transportation plans and issues with the SFRTA.	Meetings, supporting materials	Quarterly through PTAC
31	Coordinate with other TIP documents from MPOs within the Miami UZA to recognize projects on the regional network.	Coordination for the Regional Transportation Plan	Annually through SEFTC
32	Coordinate, review, and recommend TRIP priorities for adoption by the SEFTC and transmittal to FDOT.	Updated TRIP Priority List	Annually through SEFTC
33	Participate and coordinate with transportation partners through statewide and national committees and organizations.	Meetings, presentations, and supporting materials	June 2024
34	SFRPC to provide technical support and/or perform various technical analyses and/or studies to support regional planning efforts. <i>SFRPC Supported Effort:</i> <ul style="list-style-type: none"> • \$50,000 FY 2023 	Studies, technical reports, presentations, technical memorandums	June 2024
35	Provide administrative and technical support for activities associated with SEFTC, its technical advisory committee, and subcommittees.	Meetings, supporting materials	Quarterly

D. Transportation Planning Support

The transportation planning activities support both the technical program support/data collection and the General Planning Consultant (GPC) efforts. This

includes the coordination of long and short-range land use and demographic data collection within the metropolitan transportation planning process, as well as monitoring levels of vehicle, pedestrian, and bicyclist traffic activity. The socioeconomic database is compiled and maintained using local land use files, property information, employment information, and U.S. Census materials such as American Community Survey (ACS), Longitudinal Employer-Household Dynamics (LEHD), and LEHD Origin-Destination Employment Statistics (LODES). The TPO has a rotation of nine (9) consulting firms which comprise the General Planning Consultant (GPC) pool to assist staff in conducting transportation planning-related activities. These consultants are selected for a three (3) year contract term, with two (1) year renewal option reaching a maximum five (5) year term through a competitive selection process adhering to the Internal Services Department of Miami-Dade County’s procurement process and Consultant’s Competitive Negotiation Act (CCNA). Tasks are assigned on an as-needed basis, based on experience and expertise. Scopes of Work (SOW) are developed to support the activities included in the adopted UPWP. Activities included in the UPWP may be assigned by TPO to staff and/or GPC/On-Demand Services. Activities not included in the UPWP, require the approval of the Miami-Dade TPO Governing Board.

Activities Cont.	Scope	Deliverable(s)	Completion
36	Develop transit corridor economic mobility growth scenarios and master plans with emphasis on multimodal first/last mile connectivity, transit hubs, parking demand, etc.	Transit Corridor Master Plans	As requested by partner agencies and/or TPO /June 2024
37	Assessment of Transit Oriented Development (TOD) analysis and Land Use scenarios for existing and future conditions to support the future rapid transit system.	Transit supportive land use studies	As requested by partner agencies and/or TPO / June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
38	Maintain a current and accurate socioeconomic database and evaluate proposed changes to the new base and forecasted year databases. Review local land use files, property information, employment information, and U.S. Census databases and update databases as needed.	Socioeconomic dataset	As requested by TPO or partner agencies
39	Review Traffic Analysis Zones (TAZ)/Micro Analysis Zones (MAZ) with the new forecasted year database, and update boundaries based on major land use changes that impact travel patterns at the TAZ level. Review TAZ boundaries in support of travel demand model and/or census update as needed.	Updated MAZ/TAZ Boundaries	As requested by RER
40	<p>Collect vehicle count data through traffic monitoring stations— non-motorized (bicycle and pedestrian) and micromobility count data, as needed— throughout Miami-Dade County. Coordinate with municipal and highway agencies non-motorized traffic count efforts.</p> <p>Collect traffic counts at 400 stations sites for the calendar years 2023 and 2024. Convert raw data to Average Weekday Daily Traffic. Prepare and maintain a database containing historical traffic counts stations. Coordinate with RER and DTPW stations to be counted each year.</p> <p><i>DTPW Supported Effort:</i></p> <ul style="list-style-type: none"> • \$60,000 FY 2023 • \$60,000 FY 2024 	<p>AWDT for the stations counted 3 Traffic Count trends and historical database</p> <p>Bicycle/Pedestrian data and reports</p>	<p>Annually, by calendar year (CY)</p> <p>As requested by partner agencies and/or TPO, by CY</p>
41	Data collection for traffic and transit information such as traffic counts, crashes, on-board surveys, passenger counts, vehicle delays, on-demand services, as needed	Raw Data Files	June 2024

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities Cont.	Scope	Deliverable(s)	Completion
42	<p>Support ongoing transportation planning initiatives by supporting the development of alternative land use scenarios, providing technical reports and data, and reviewing transportation-related projects/activities for consistency with metropolitan plans and policies.</p> <p><i>RER Supported Effort:</i></p> <ul style="list-style-type: none"> • \$40,000 FY 2023 • \$40,000 FY 2024 	Alternative Land Use scenarios / technical reports / data	As requested by partner agencies and/or the public
43	<p>Identify professional planning services, as needed, in support of the metropolitan planning process – including but not limited to area-wide transportation planning studies, multimodal studies, transportation feasibility studies, technology innovation, road safety audits, complete streets, fiscal services, mobility and livability strategies, evaluation of criteria and monitoring, mobility hubs study, first/last-mile connections, micromobility safety studies, materials for virtual/public meetings, charrettes, workshops, recorded transcripts of meetings, oral briefings, preparation of photographic or rendered graphics, printing of documents, videos, graphic displays, posters, training and development, technical reports, developing manuals, public-private partnership efforts, reversible lanes studies, mobility solutions, Transit Oriented Communities (TOC) evaluations, bicycle/pedestrian, compliance, connected and autonomous technologies, freight, master plans, and summit or major outreach/event efforts.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> • \$2,009,911 FY 2023 • \$1,254,485 FY 2024 • \$1,144,485 FY 2024 	TPO Board requests as a deliverable / Scopes of Work (SOW)	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
44	Preparation and maintenance of visualization tools such as Geographic Information Systems (GIS) maps, graphics, presentations, and reports. Certain maps will need to be updated at a set periodic time of annually or as determined in the scope of services. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> \$70,000 FY 2023 \$70,000 FY 2024 	GIS maps, graphics, presentations, reports, etc.	June 2024
45	Conduct safety studies at high crash locations included in the LOPP or as needed to determine the need and opportunity for safety and operational improvements and meet FDOT eligibility requirements under the Safety Program.	Data collection, crash analysis, operational analysis, cost estimate, project benefits, recommendations	June 2024
46	Any other miscellaneous activity deemed important and necessary to support the metropolitan transportation planning process and the activities identified in the Unified Planning Work Program.	Miscellaneous/as determined by SOW	June 2024

E. Roadway/Highway Network

The Miami-Dade TPO plays a role in ensuring the existing and future highway network is maintained and operating at acceptable levels of service, as well as ensuring that transit and highway impacts for future/planned developments are fully considered and coordinated with system-wide initiatives. Miami-Dade TPO activities also support the integration and connectivity of the transportation system across and between modes for people and freight.

Activities Cont.	Scope	Deliverable(s)	Completion
47	Support Miami-Dade County by assessing and/or verifying highway and transit impacts and providing comments throughout various stages of the planning development process as well as ensuring consistency of TPO plans with the Comprehensive Development Master Plan (CDMP).	Zoning/Development Application Comments	Annually/As requested by RER
48	Perform/update analyses of existing transportation data to determine transportation needs and impacts including but not limited to travel demand and air quality modeling, corridor planning, intersection impact, and future travel projections.	Various mobility and transportation analyses	As requested by TPO and/or partner agencies/June 2024
49	Perform/update analyses to support highway system connectivity across and between modes for people and freight in Miami-Dade County. Multimodal Level of service (MMLOS) conditions include State and County facilities, and intersection improvements.	Technical reports, presentations, technical memorandums	June 30, 2024

F. Future Areas of Emphasis

These planning activities address future planning emphasis areas set by state, federal, and local agencies. Planning emphasis areas set by the state also support the implementation of the Miami-Dade TPO’s LRTP by embracing innovation, requiring extensive collaboration across jurisdictions, modes, and disciplines, emphasizing customer service, data, and performance feedback, and strategic investments for the efficient and effective allocation of resources.

Task III: Technical Programs

Unified Planning Work Program FY 2023 and FY 2024

Activities Cont.	Scope	Deliverable(s)	Completion
50	Assist in implementing agencies that wish to deploy emerging technologies including Automated, Connected, Electric, and Shared-Use Vehicles (ACES) through coordination with transportation partners. Provide support through reviews and recommendations of technical studies and/or strategic plans that evaluate the implementation of emerging technologies and the impact they have on equity and sustainability. Coordinate with agencies to develop and plan increased automation, optimization, and connectivity through the Internet of Things (IoT) for people and goods.	Technical support / coordination / technical reports, multimodal studies / strategic plans / feasibility studies for the deployment of ACES Technologies	As requested by TPO and/or partner agencies/June 2024
51	Provide technical studies that evaluate ACES Vehicles' implementation through the implementation of the SMART Demonstration Program. This will include assessing the institutional, infrastructure, communications, and operations maintenance requirements to implement emerging technologies in Miami-Dade County. Provide a background of the literature and an evaluation of the current status of the TPO's SMART Demonstration Program. Assess transit gap areas and the implementation of proposed strategies assessing Shared Mobility Options, Automated and Connected Technologies. The effort will include coordination through input, review, and comment of a Study Advisory Group, and presentations to Technical and Citizen Advisory committees of the TPO.	Technical reports / presentations to TPO Governing Board and committees / final report. LOPP for implementation	June 2024
52	Participate and provide technical support for studies that identify sustainability strategies including Resilient 305, Miami-Dade Greenprint, and other local and/or regional efforts. Studies can include environmental, technology, economic, and/or social impacts in Miami-Dade County.	Technical reports / coordination / and presentations / public involvement / project application / and delivery	As requested by TPO Task Forces and/or partner agencies/June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
53	Provide technical support for planning activities to address future planning emphasis areas set by state, federal, and local agencies. Review areas of emphasis and current developments in technology and communications related to transportation as needed and implement/integrate emphasis areas in planning processes.	Technical reports, coordination / presentations / public involvement / project application / and delivery	As requested by TPO and/or partner agencies/June 2024

G. Municipal Grant Program

The Municipal Grant Program (MGP) is used by the TPO to prioritize and program planning studies in Miami-Dade County. The following list is a representation of proposed studies that may be considered for the MGP. The goal of this program is to support the delivery of projects including first/last mile connections, connected and autonomous vehicles, and other priority projects that enhance mobility, safety, accessibility, and integration of the entire transportation network. The MGP promotes the implementation of methods and solutions that lead to transit accessibility and congestion relief, as well as encourages Miami-Dade municipalities to participate in a competitive program for transportation planning studies and plans that assist with mobility, safety, and accessibility.

Provide technical or coordination assistance for selected MGP studies, plans, and/or ideas, to municipal partners, as applicable, including the following studies:



Activities Cont.	Scope	Deliverable(s)	Completion
54	<p>Doral Transportation Master Plan Update Update the City of Doral Transportation Master Plan (TMP) and develop a project bank to be included in the city's 5-year Capital Improvement Plan. Tasks for the TMP include reviewing the city's Comprehensive Plan.</p>	Technical Reports / Coordination / Presentations	June 2024
55	<p>City of Hialeah First-Last Mile Multimodal Access Study Identify the necessary multimodal improvements to support travel to/from rapid transit. This will be achieved by providing a program of projects for short-and long-term implementation to improve connectivity, collaboration, implementation, safety, and efficiency.</p>	Technical Reports / Coordination / Presentations	June 2024
56	<p>City of Miami Trolley Fleet Vehicle Efficiency Plan Develop a plan to reduce vehicle downtime, improve efficiency, enhance connections to SMART corridors, and improve the overall quality of life for residents and visitors.</p>	Technical Reports / Coordination / Presentations	June 2024
57	<p>Miami Springs Parking Analysis Increase safety and accessibility of transportation facilities by ensuring that parking does not disrupt the flow of the transportation network from a multimodal standpoint. This includes studying inventory and occupancy of on and off-street public parking facilities, as well as determining future developments, to understand current and future parking demand. This will be a city-wide study primarily focused on the central business district and will also identify opportunities to enhance multi-modal transportation.</p>	Technical Reports / Coordination / Presentations	June 2024
58	<p>Miami Shores Village Transportation Smart Plan Increase ridership and enhance the user experience, coordinate with key stakeholders and regional transit, identify opportunities to enhance connections to public transportation and support multi-modal transportation, and develop a prioritized list of projects.</p> <p>The study will analyze the commercial corridor and economic generator along NE 2nd Avenue/West Dixie Highway. Additional major transit corridors included are North Miami Avenue, NE 8th Avenue, Biscayne Boulevard/US-1, and NW 103 Street.</p>	Technical Reports / Coordination / Presentations	June 2024

Activities Cont.	Scope	Deliverable(s)	Completion
59	Palmetto Bay ADA & Sidewalk Safety Improvements – Phase 1 Upgrade intersections to meet new ADA safety and pedestrian standards and identify sidewalk gaps.	Technical Reports / Coordination / Presentations	June 2024
60	EI Portal, NE 2nd Avenue Mobility Study Improve pedestrian accessibility, including mobility and parking opportunities for the commercial corridor along NE 2 nd Avenue between NE 86 th Street and NE 90 th Street. May include road diet to implement bicycle facilities pending community input.	Technical Reports / Coordination / Presentations	June 2024
61	Crandon Boulevard Safety and Mobility Study Conduct a transportation analysis to identify necessary mitigation to improve vehicular traffic flow while increasing pedestrian and bicycle safety, economic activity, and tourism. The study corridor will include Crandon Boulevard between Crandon Park and Bill Baggs State Park.	Technical Reports / Coordination / Presentations	June 2024
62	SW 82nd Avenue, Complete Streets Planning Project Secure input from residents and business owners on improvements for non-motorized activity on SW 82 nd Avenue between SW 120 th Street and SW 136 th Street.	Technical Reports / Coordination / Presentations	June 2024

MGP Total Award Amount \$500,000 FY 2023

Carry Forward Activities

Carry forward activities from the previous UPWP cycle for technical program activities include:

- SMART Plan GIS Mapping
- Northeast Corridor Visualization
- SMART STEP Public Information Plan
- STOPS
 - Metrorail and Metromover
 - Connected and Municipal Routes
 - NE and Coral Way Garage
 - Central Garage
- Connected Autonomous Vehicles Pilot Study
- Golden Glades Bike/Ped Bridge Public Outreach
- Climate Resiliency Study
- Freight Impact Analysis
- US1 from SW 27th Ave to SW 72nd Street Mobility Study
- North Corridor NW 215th Street Hub Study
- SMART STEP Post Implementation Analysis
- SMART STEP Program

Task III: Technical Programs
 Unified Planning Work Program FY 2023 and FY 2024



FY 2023 Total	\$3,001,582	\$887,334	\$1,000,000	\$895,438	\$99,953	620,817	\$250,000	\$6,755,214
Year 2: FY 2024								
Budget Category	FHWA					Local		FY 2024 Total
	PL ¹	SU						
Personnel (salary and benefits)								
Salary	\$400,000	\$200,000 \$411,608				\$100,000		\$700,000 \$911,608
Fringe	\$128,000	\$70,000 \$139,528				\$32,000		\$230,000 \$299,528
County Service Fee	\$40,000	\$20,000 \$41,161				\$10,000		\$70,000 \$91,161
Consultants								
A. SMART Plan & Programs	\$548,800	\$241,000 \$791,000				\$137,200		\$927,000 \$1,477,000
B. Multimodal/Intermodal Planning	\$80,000					\$20,000		\$100,000
D. Transportation Planning Support	\$739,588	\$290,000 \$400,000				\$184,897		\$1,214,485 \$1,324,485
Other Departments								
B. Multimodal/Intermodal Planning (DTPW)		\$33,000						\$33,000
D. Transportation Planning Support (DTPW)		\$60,000						\$60,000
D. Transportation Planning Support (RER)		\$40,000						\$40,000
FY 2024 Total	\$1,936,388	\$1,916,297				\$484,097		\$4,336,782



Task III: Technical Programs
Unified Planning Work Program FY 2023 and FY 2024

		\$954,000						\$3,374,485
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¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds



TASK IV

SHARED REGIONAL TASKS

- A. Southeast Regional Planning Model (SERPM)
Development and Maintenance



TASK IV: SHARED REGIONAL TASKS

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Department of Transportation (FDOT); Broward Metropolitan Planning Organization (MPO); and Palm Beach Transportation Planning Agency (TPA)

Purpose

This section outlines activities that support federal, state, regional and, local planning responsibilities that the Miami-Dade TPO will be leading the development of Southeast Regional Planning Model (SERPM) Version 9 and the 2050 Regional Transportation Plan (RTP) and coordinates and participates in to support the metropolitan transportation planning process.

A. Southeast Regional Planning Model (SERPM) Development and Maintenance & Regional Transportation Plan (RTP) Development

The SERPM is a modeling tool that uses scenario forecasting to prepare for new socioeconomic environments and potential planning challenges within Southeast Florida. SERPM is updated every five years to support the development of regional and local transportation plans, and other regional planning efforts.

Memorandums of Understanding (MOU) have been entered jointly by the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and FDOT Districts Four and Six, to develop an effective travel demand modeling tool and transportation data collection methods for transportation planning in the Tri-County Region. The MOUs cover the following activities: a) on-going travel demand modeling efforts related to SERPM 8 maintenance (Activity 1), b) future tasks to support the next generation of SERPM, also referred to as SERPM 9 (Activities 2 and 3), and c) 2050 Regional Transportation Plan (RTP) (Activity 4).

The Broward, Palm Beach, and Miami-Dade MPOs comprising the Miami Urbanized Area are collaborating on various fronts including the development of the 2050 RTP for Southeast Florida. The 2050 RTP identifies the most significant transportation investments needed to meet growing travel demands throughout the Southeast Florida region. The RTP is coordinated with the three MPOs through SEFTC and RTTAC. The Miami-Dade TPO is serving as the administering agency for the 2050 RTP.

The regional partners agree to fund and lead the activities as previously defined in the MOUs.

Activities	Scope	Deliverable(s)	Completion
1	FDOT will be leading this activity. Provide administrative and technical support, including training, documentation, and maintenance service for activities to maintain urban modeling and forecasting/SERPM, provide model support for other planning projects, and optimize model usability/user-friendliness. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$10,000 FY 2023 • \$0 FY 2024 • \$10,000 FY 2024 	Training Workshops	Annually/As requested by RTTAC-MS
		Comprehensive Performance Measures report on modeling modules	June 2024
		In-house computer equipment to perform SERPM simulations and analyses	June 2024
2	The Miami-Dade TPO will be leading this activity. Develop a 2020 based SERPM Version 9, covering the Miami Urbanized Area, which includes Palm Beach, Broward, and Miami-Dade Counties, which accurately reflects the travel demand patterns and markets for regional transit and highway projects, and make the model available to support the 2050 LRTP plan and 2050 RTP updates.	Model estimate and Design Report Data Collection / Compilation / Development Report	June 2024
		Model Calibration / Validation / Sensitivity Test Plan	June 2024
		SERPM networks / Model User Guide / Model training and support / SERPM along with all its scripts and program codes developed for the project.	June 2024
3	The Miami-Dade TPO will be leading this activity. 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 selected major employment centers.	Updated Traffic Analysis Districts (TADs) / Super-Districts	Annually/As requested by RTTAC-MS

Activities	Scope	Deliverable(s)	Completion
4	The Miami-Dade TPO will be leading this activity. Provide administrative and technical support to develop the 2050 RTP in coordination with Broward and Palm Beach Counties. Coordinate with regional partners on 2050 Goals and Objectives and help develop regional priority projects and financial forecasts. <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> • \$166,666 FY 2023 • \$166,666 FY 2024 	Updated 2050 RTP / technical memorandums, as needed	December 2024

Carry Forward Activities

Carry forward activities from the previous UPWP cycle for the shared regional tasks include:

- SERPM 9 Development, led by Miami-Dade TPO



Table 4. Budget Summary – Task IV: Shared Regional Tasks

Year 1: FY 2023				
Budget Category	FHWA		Local	FY 2023 Total
	PL	SU	Transfer from FDOT/Broward MPO/Palm Beach TPA	
Consultants				
2050 RTP	\$166,666		\$333,334	\$500,000
SERPM Maintenance		\$10,000		\$10,000
SERPM 9 Development			\$500,000	\$500,000
FY 2023 Total	\$166,666	\$10,000	\$833,334	\$1,010,000
Year 2: FY 2024				
Budget Category	FHWA		Local	FY 2024 Total
	PL	SU	Transfer from Broward MPO/Palm Beach TPA	
Consultants				
2050 RTP	\$166,666		\$333,334	\$500,000
SERPM Maintenance		\$10,000 \$0		\$10,000 \$0
FY 2024 Total	\$166,666	\$10,000 \$0	\$333,334	\$510,000 \$500,000

Table 5. Funding Sources for Shared Regional Tasks with Partner Agencies

Year 1: FY 2023				
	FHWA		State	FY 2023 Total
	PL ¹	SU	DS	
Activity 1: SERPM Maintenance				
Lead Agency: FDOT District Four			\$12,500	\$12,500
<i>FDOT D6</i>			\$12,500	\$12,500
<i>Miami-Dade TPO</i>		\$10,000		\$10,000
<i>Broward MPO</i>	\$8,500			\$8,500
<i>Palm Beach TPA</i>		\$6,500		\$6,500
Activities 2 & 3: SERPM 9 Development				
Lead Agency: Miami-Dade TPO				
<i>FDOT D4</i>			\$250,000	\$250,000
<i>FDOT D6</i>			\$250,000	\$250,000
<i>Broward MPO</i>				
<i>Palm Beach TPA</i>				
Activity 4: 2050 RTP Development				
Lead Agency: Miami-Dade TPO	\$166,666			\$166,666
<i>Broward MPO</i>	\$166,668			\$166,668
<i>Palm Beach TPA</i>	\$166,666			\$166,666

FY 2023 Total	\$508,500	\$16,500	\$525,000	\$1,050,000
Year 2: FY 2024				
	FHWA		State	FY 2024 Total
	PL¹	SU	DS	
Activities 1-3: SERPM Maintenance				
Lead Agency: FDOT District Four			\$12,500	\$12,500
<i>FDOT D6</i>			\$12,500	\$12,500
<i>Miami-Dade TPO</i>		\$10,000		\$10,000
<i>Broward MPO</i>	\$8,500			\$8,500
<i>Palm Beach TPA</i>		\$6,500		\$6,500
Activity 4: 2050 RTP Development				
Lead Agency: Miami-Dade TPO	\$166,666			\$166,666
<i>Broward MPO</i>	\$166,668			\$166,668
<i>Palm Beach TPA</i>	\$166,666			\$166,666
FY 2024 Total	\$508,500	\$16,500	\$25,000	\$550,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU Funds
 Highlighted cells denote transfers



TASK V

TPO ADMINISTRATION

- A. TPO Program Support
- B. TPO Board Support
- C. Transportation Disadvantaged (TD)
Planning Grant Program

TASK V: TPO ADMINISTRATION

Responsible Agency: Miami-Dade TPO

Participating Agencies: Florida Commission for the Transportation Disadvantaged (CTD); Florida Department of Transportation (FDOT); Florida Department of Environmental Protection (FDEP); Miami-Dade County (MDC); South Florida Regional Transportation Authority (SFRTA); and Local Municipalities

Purpose

The administration task provides for activities necessary to support the metropolitan transportation planning process continually including TPO Program Support, TPO Board Support, and the Transportation Disadvantaged (TD) Planning Grant Program. A County Service Fee of 10 percent (10%) is applied to all base salaries, not including fringes.

A. TPO Program Support

These activities provide financial support for both daily administrative activities and operational services. Daily administrative activities include office expenses, administrative documents, Continuity of Operations Plan (COOP) preparation, and pertinent software applications. Operational expenses include but are not limited to rent, Information Technology (IT), office supplies, office equipment, printing, pool cars, subscriptions, mail, and Human Resource (HR) services.

Activities	Scope	Deliverable(s)	Completion
1	Ensure the basic continuity of operations of the TPO under emergencies such as acts of nature, technological emergencies, health emergencies including all viral outbreaks, pandemic influenza, bioterrorism, chemical emergencies, and mass casualty incidents, and civil disturbances and terrorist incidents, and support federal, state, and local requirements intended to ensure the continuation of essential functions during times of any declared emergency. Work with the Office of Emergency Management (OEM) process and action items identifies the TPO Health Emergency Command Group and preventative measures and tips with important links and resources.	COOP	Annually by Calendar Year

Activities	Scope	Deliverable(s)	Completion
2	Maintain the TPO program via administrative services and management activities such as purchasing office supplies from ISD and outside vendors, online survey application software, copier/printer leasing, office furniture and equipment, process payments for telephone fees, database charges, copier maintenance, printing, records storage, and board member/staff travel to transportation-related workshops/ training/ conferences/ meetings/etc.	Office furniture / equipment and PCs / and peripherals necessary for operations	Annually
3	Maintain continued eligibility for federal and state transportation funding through the maintenance of a certified urban transportation planning process. Complete federal certification process and state joint certifications, as required. Update TPO Agreements, financial reports, progress reports, and DBE requirements, and prepare/respond to FDOT Annual Audit and Single Audit as required.	Federal Certification	Quadrennially by 2023
		State Joint Certification	Annually by June
		Invoices and progress reports	Quarterly
		TPO Agreements and reporting	Annually
		FDOT Annual Audit and Single Audit	Annually

B. TPO Board Support

These activities ensure the TPO Governing Board receives administrative support and that all elements of the transportation planning and decision-making process are communicated between the TPO staff and board members. Administrative tasks associated with TPO Governing Board meetings, identifying transportation planning issues, recordkeeping, and providing legal assistance are activities performed to support the TPO Governing Board's role in the transportation planning process.



Activities Cont.	Scope	Deliverable(s)	Completion
4	Coordinate metropolitan planning process functions with TPO Governing Board members and provide support to the TPO Governing Board, standing committees, subcommittees, Transportation Planning Council, and other task force/staff working groups.	Meeting agendas, minutes, supporting presentations	Monthly
		Resolutions	Monthly
5	Advertise Public Hearings in local periodicals, as required.	Public Hearing advertisements	June 2024
6	Provide written support for County and TPO Partners' federal grant applications.	Letters of support	As requested by partner agencies
7	Guide policy management in response to federal or state legislative changes that may affect the TPO in its roles or management.	Prospectus for Transportation Improvements	Upon release of new federal and/or state legislation

C. Transportation Disadvantaged (TD) Planning Grant Program

The TD Planning Grant Program is administered by the Florida Commission for the Transportation Disadvantaged (CTD). It guides designated official planning agencies when implementing local transportation disadvantaged planning services under the State’s Coordinated Transportation Disadvantaged Program pursuant to Section 427.0159, Florida Statutes. These grant funds allocated from the TD Trust Fund are for the specific purpose of accomplishing duties and responsibilities of the Designated Official Planning Agency (Miami-Dade TPO) as identified in Chapter 427, Florida Statute, Rule 41-2, Florida Administrative Code, and CTD Policies.

Activities Cont.	Scope	Deliverable(s)	Completion
8	Coordinate and hold the required Miami-Dade County Transportation Disadvantaged Local Coordinating Board (LCB) meetings. Provide staff support and related resources to the Miami-Dade County TD LCB. Conduct evaluations and designation of the Community Transportation Coordinator (CTC). Develop, update, and implement LCB by-laws and grievance procedures following the CTD's most recent Local Coordinating	Meeting agendas / minutes / supporting documents / presentations	Quarterly
		Program Orientation / Training	Annually
		CTC Evaluation and Designation	When dictated by grant

Activities Cont.	Scope	Deliverable(s)	Completion
	Board and Planning Agency Operating Guidelines.	By-laws and grievance procedures	Annually
9	Jointly develop and update the Transportation Disadvantaged Service Plan (TDSP) with the CTC and the LCB.	TDSP	Annually
10	Develop deliverables as outlined in the TD Planning Grant agreement and provide support for any other activities related to the TD program, including but not limited to consultant contracts, special studies, and outreach efforts.	Progress Reports	Quarterly
		Annual Operating Report (AOR)	Annually
		Actual Expenditures Report (AER)	Annually
		Planning Contract Deliverables	When dictated by grant

Carry Forward Activities

There is no carry forward activities from the previous UPWP funding cycle; however, TPO Administration activities are a continuous task in support of the metropolitan transportation planning process.



Table 6. Budget Summary – Task V: TPO Administration

Year 1: FY 2023							
Budget Category	FHWA		FFY 21 FTA 5305(d)		CTD	Local	FY 2023 Total
	PL ¹	SU	Federal	Local	State	Local/ Miami-Dade County	
Personnel (salary and benefits)							
Salary	\$616,800	\$400,000	\$143,100	\$15,900	\$70,000	\$154,200	\$1,400,000
Fringe	\$297,600	\$88,000				\$74,400	\$460,000
County Service Fee	\$61,680	\$40,000	\$14,310	\$1,590	\$7,000	\$15,420	\$140,000
Traveling							
Travel/Training/Registration	\$7,200	\$40,000				\$1,800	\$49,000
Direct Expenses							
County Liability Insurance	\$72,800					\$18,200	\$91,000
Rent	\$456,000					\$114,000	\$570,000
Copy Machines	\$20,000					\$5,000	\$25,000
Audit	\$8,000					\$2,000	\$10,000
Subscriptions	\$8,000					\$2,000	\$10,000
Parking	\$800					\$200	\$1,000
Mail	\$12,000					\$3,000	\$15,000
HR Service	\$4,000					\$1,000	\$5,000
Office Supplies	\$16,000					\$4,000	\$20,000
Equipment	\$16,000					\$4,000	\$20,000
Other Departments							
To Communications (MDC)	\$20,800					\$5,200	\$26,000
To ITD (MDC)	\$68,000					\$17,000	\$85,000
ITD MOU (MDC)	\$90,400					\$22,600	\$113,000
FY 2023 Total	\$1,776,080	\$568,000	\$157,410	\$17,490	\$77,000	\$444,020	\$3,040,000

Year 2: FY 2024							
Budget Category	FHWA				CTD	Local	FY 2024 Total
	PL ¹	SU			State	Local/ Miami-Dade County	
Personnel (salary and benefits)							
Salary	\$980,863 \$961,600	\$128,000			\$72,288 \$70,000	\$245,216 \$240,400	\$1,426,366 \$1,400,000
Fringe	\$330,169 \$323,840	\$55,200				\$82,542 \$80,960	\$467,911 \$460,000
County Service Fee	\$98,086 \$96,160	\$12,800			\$8,032 \$7,000	\$24,522 \$24,040	\$143,440 \$140,000
Traveling							
Travel/Training/Registration	\$48,000 \$39,200					\$12,000 \$9,800	\$60,000 \$49,000
Direct Expenses							
County Liability Insurance	\$72,800					\$18,200	\$91,000
Rent	\$472,000					\$118,000	\$590,000
Copy Machines	\$20,000					\$5,000	\$25,000
Audit	\$8,000					\$2,000	\$10,000
Subscriptions	\$8,000					\$2,000	\$10,000
Parking	\$800					\$200	\$1,000
Mail	\$8,000					\$2,000	\$10,000
HR Service	\$4,000					\$1,000	\$5,000
Office Supplies	\$12,000					\$3,000	\$15,000
Equipment	\$8,000					\$2,000	\$10,000
Other Departments							
To Communications (MDC)	\$20,800					\$5,200	\$26,000
To IT Funding Module	\$74,400 \$0					\$18,600 \$0	\$93,000 \$0

To ITD (MDC)	\$68,000					\$17,000	\$85,000
ITD MOU (MDC)	\$90,400					\$22,600	\$113,000
FY 2024 Total	\$2,324,318	\$196,000			\$80,320	\$581,080	\$3,181,718
	\$2,213,600				\$77,000	\$553,400	\$3,040,000

¹ FDOT uses toll credits as the "soft match" against FHWA PL Funds and SU

