



Miami-Dade Transportation  
Planning Organization

# UNIFIED PLANNING WORK PROGRAM

for Transportation Planning Activities  
**FISCAL YEARS 2025 AND 2026**

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## **Miami-Dade Transportation Planning Organization**

### **Unified Planning Work Program for Transportation Planning Activities**

Fiscal Years 2025 and 2026

Period of July 1, 2024 to June 30, 2026

Approved by the Miami-Dade Transportation Planning Organization on  
April 18, 2024

Miami-Dade PO Governing Board Chairman

Prepared by:

Miami-Dade Transportation Planning Organization

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Miami-Dade Transportation  
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# INTRODUCTION

The Miami-Dade Transportation Planning Organization (TPO), in its role as the Miami-Dade Metropolitan Planning Organization (MPO), was mandated by the Federal Highway Act of 1962 as a condition to receive adequate funding for transportation-related initiatives for urbanized areas. An Urbanized Area (UZA) is determined by the U.S. Census as a contiguous area with a population exceeding 50,000. An UZA with a population over 200,000 is further defined as a Transportation Management Area (TMA). In the 2020 Census, the estimated population within the Miami UZA/TMA was over 6.0 million, encompassing parts of Miami-Dade, Broward, and Palm Beach Counties, and a small area of Martin County. Due to the size and complexity of the Miami UZA/TMA, three (3) Metropolitan Planning Organizations (MPOs) were designated for the Southeast Florida region: the Miami-Dade TPO, the Broward Metropolitan Planning Organization (MPO), and the Palm Beach Transportation Planning Agency (TPA).

The Miami-Dade TPO is responsible for the Metropolitan Planning Area (MPA), generally defined by the Miami-Dade County boundaries. The combined MPAs of the Miami-Dade TPO, Broward MPO, and Palm Beach TPA encompass the entire Miami UZA, plus the contiguous area expected to become urbanized within a 20-year forecast period.

**Figure 1** provides a map of the Southeast Florida region, the Miami UZA/TMA, and the respective planning area (MPA) for the Miami-Dade TPO.

The Florida Department of Transportation (FDOT) and Miami-Dade TPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the TPO, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), to annually consolidate Florida's FHWA Planning (PL) and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the TPO by FDOT utilizing formulas approved by the TPO, FDOT, FHWA and FTA in accordance with [23 CFR 420.109](#) and [49, U.S.C. Chapter 53](#). The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by [23 CFR 120\(i\)](#) and [FTA C 8100.1D](#)."

Miami-Dade County provides local revenue funds to the Miami-Dade TPO. These are monetary sources for the approved budget in this UPWP. Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$2,529,383. The Miami-Dade TPO pays a county service fee, which is a de minimis rate of 10% of staff salaries only (not including fringes).

As per federal requirements, a priority of the Miami-Dade TPO is to carry on a continuing, cooperative, and comprehensive metropolitan transportation planning process, for the provision of efficient transportation facilities while providing effective community participation. Per federal and state requirements, the Miami-Dade TPO is required to create a 20-year Long Range Transportation Plan (LRTP), a 5-year Transportation Improvement Program (TIP), a 2-year



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

Unified Planning Work Program (UPWP), and a Public Participation Plan (PPP), which includes the TPO Annual Report. Together, these documents list priorities and funding for all transportation-related initiatives throughout Miami-Dade TPO's MPA. To direct and facilitate transportation planning decision-making, the Miami-Dade TPO includes a Governing Board comprised of twenty-five (25) voting members.

The TPO Governing Board approved a policy to set as “highest priority” the advancement of rapid transit corridors and transit supportive projects for the county in February 2016 and then officially adopted and endorsed in April 2016. The Strategic Miami Area Rapid Transit (SMART) Plan is also known as the SMART Program to acknowledge the implementation phase. Since then, costs and potential sources of funding for different phases of implementation have occurred. Additionally, In February 2023, the TPO Governing Board adopted the TPO Task Force SMART Street Transportation Enhancement Projects (STEP) as a formal program to advance Miami-Dade County Complete Streets and Pedestrian/Bicycle First/Last Mile Network.

The UPWP is a two-year statement of work identifying the planning priorities and activities. The goal of the Miami-Dade TPO's UPWP is to identify, prioritize, and program projects and studies to be conducted that will support the gathering of data, development of concepts, and vision to identify transportation needs.

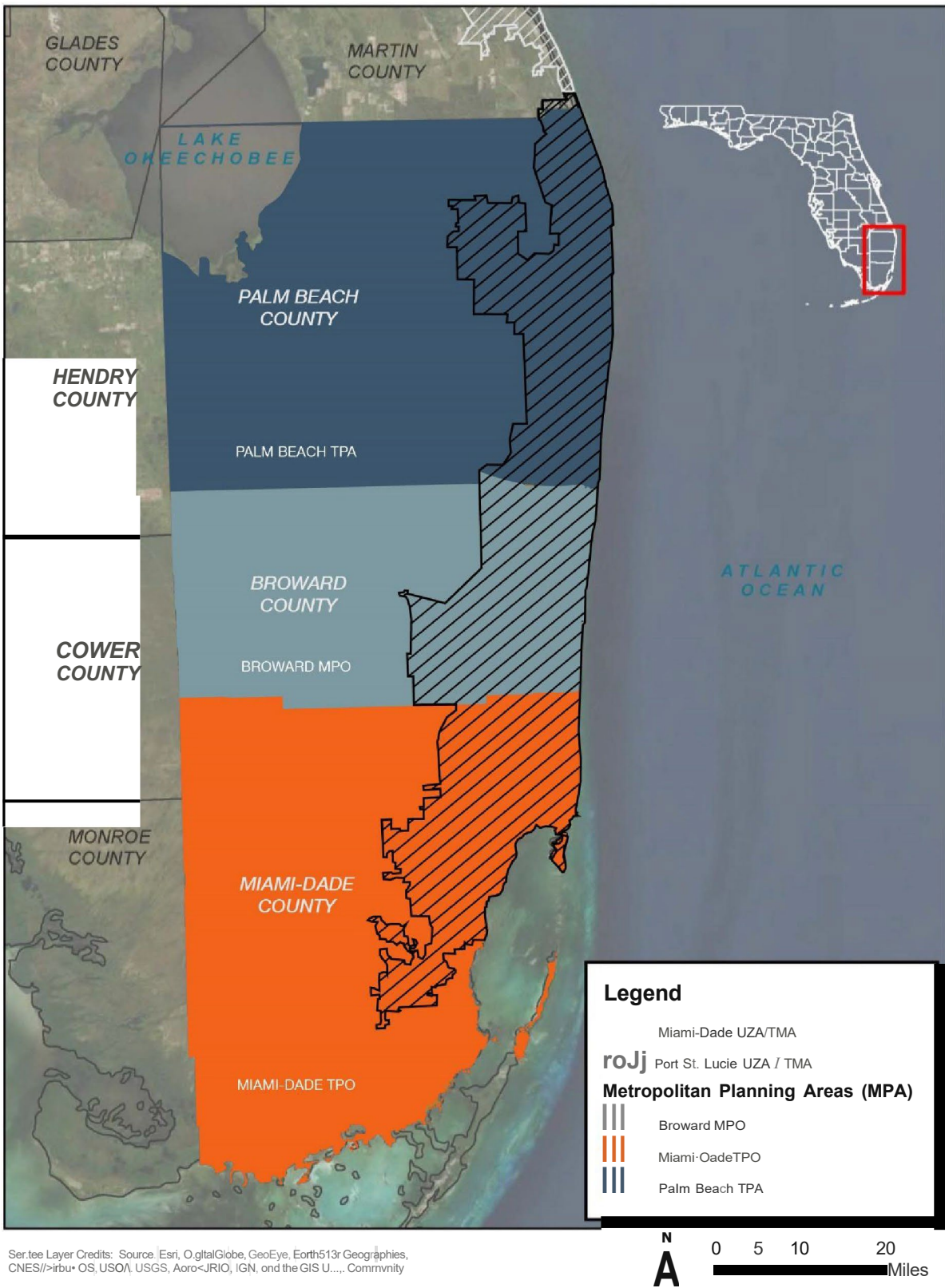
This document is guided by the policies and projects established in the TPO's TIP and development for the 2050 LRTP, federal and state Planning Emphasis Areas (PEA), activities of relevant partners, and citizen coordination. The Miami-Dade TPO has organized the planning activities into five (5) tasks: I) Short Range Federal & State Planning Requirements; II) Long Range Transportation Plan; III) Technical Programs, IV) Shared Regional Tasks; and, V) TPO Administration. Tasks I through V assure that the UPWP addresses all requirements and needs established at the federal, state, and local levels. Activities listed in the UPWP are performed during a two-year timeframe, beginning July 1, 2024, and ending on June 30, 2026. To ensure best practices and quality control, all activities listed have been guided by the policies of the FHWA, FTA, FDOT, and TPO Governing Board. Additionally, all activities are in full compliance with Title 23 and Title 49 of the United States Code (U.S.C), 23 C.F.R 450.308; and F.T.A Circular 8100.1, which standardize the metropolitan transportation planning process, establish funding sources, and provide a framework for the UPWP. All planning activities will be performed using funds under Title 23, U.S.C., and 49 U.S.C. 53, except for Task V. Funding details are provided in each task.

The UPWP is developed based on public and stakeholder input. The draft UPWP was reviewed at the Citizens' Transportation Advisory Committee (CTAC) on February 21, 2024, and the Transportation Planning Council (TPC) on March 4, 2024. Draft and adopted versions of the UPWP are posted on the Miami-Dade TPO's website and included in the committee and Governing Board agenda packets. Notice of meetings involving the review and adoption of the UPWP were available online, including on the Miami-Dade TPO's website. The public is open to comment at all TPO Governing Board meetings. The resolution dated April 18, 2024, signed by Miami-Dade TPO Governing Board is available in [Appendix B](#).



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Unified Planning Work Program FY 2025 and 2026

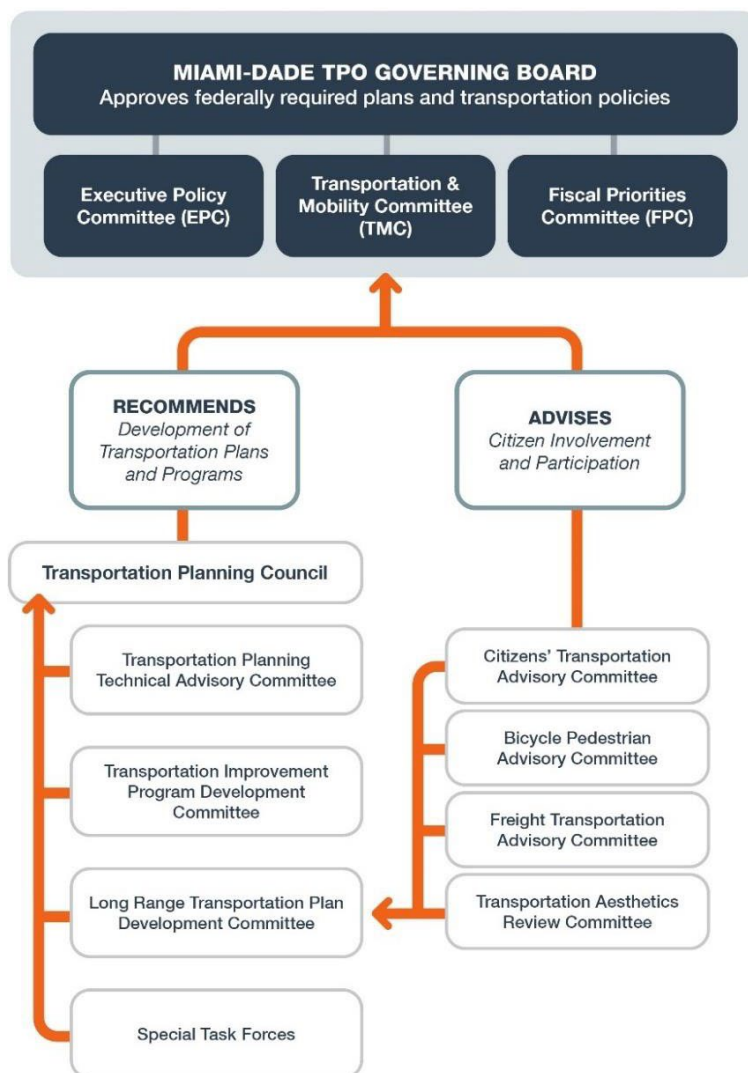


**Figure 1. Miami UZA/TMA & Miami-Dade TPO MPA**



## Organization and Management

As per federal requirements, the organizational structure of the TPO is designed for the administration, coordination, and monitoring of a cooperative process by participating agencies. These agencies perform interdependent functions supporting the development of an integrated transportation plan and implementable programs. At the top of the TPO's organizational structure is the TPO Governing Board, which approves federally required plans and transportation policies, and includes three committees: an Executive Policy Committee (EPC); a Transportation & Mobility Committee (TMC); and Fiscal Priorities Committee (FPC). In addition, the TPO Governing Board may appoint special committees and task forces composed of public and/or official representatives to seek advice and recommendations, as necessary. The work of the TPO is carried out within the structure and process outlined below in **Figure 2**. The Miami-Dade TPO Transportation Planning team is responsible for developing the UPWP and budget.



**Figure 2. Organizational Chart**



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The TPO's Governing Board is composed of twenty-four (24) voting members. The TPO Governing Board is vested with the responsibility for exercising the powers of the TPO, including the final decision on all policy matters, adoption or endorsement of transportation plans and programs, adoption of budgets, approval of agreements or contracts, adoption of rules, and establishing or changing its internal operating structure.

Agreements are executed to perform tasks shown in this document. Standard Interlocal Agreements are used to contract with public agencies. These agreements are typically with municipalities and the South Florida Regional Planning Council (SFRPC). Public Transportation Grant Agreements (PTGA) are used to facilitate FTA funds and the TPO Agreement for FHWA funds. PTGA is also used for intergovernmental coordination and the allocation of federal and state funds. Miami-Dade TPO agreements currently in effect to perform the tasks included in the FY 2025 & 2026 UPWP can be found at <http://www.miamidadetpo.org/unified-planning-work-program.asp>, and are listed below:

- **Interlocal Agreement Creating Miami-Dade TPO:** To create and establish a Metropolitan Planning Organization and to confer upon it the power, authority, and responsibility necessary to organize and structure itself in a manner most suitable for conducting a continuing, cooperative, and comprehensive transportation planning process in cooperation with the Florida Department of Transportation. *Executed on March 2, 1977.*
- **Urban Transportation Planning Agreement:** Contract between FDOT and the Miami-Dade TPO to participate cooperatively in the performance of a coordinated, comprehensive transportation planning and programming process. *Executed on March 2, 1977.*
- **Intergovernmental Coordination and Review (ICAR):** An agreement between FDOT, Miami-Dade TPO, SFRPC, Miami-Dade County, South Florida Regional Transportation Authority, and Expressway Authority to have a clearly defined, continuing, cooperative, and comprehensive metropolitan transportation planning process. *Executed on February 22, 2012.*
- **Management Agreement Services Memorandum of Understanding (MOU):** Agreement between Miami-Dade TPO and Miami-Dade County to utilize county personnel to perform a substantial portion of each task necessary to carry out the transportation planning and programming process mandated by Federal regulations. *Executed on July 1, 2013.*
- **Southeast Florida Transportation Council (SEFTC) Interlocal Agreement:** Creates the Southeast Florida Transportation Council (SEFTC) to carry out regional transportation planning and coordination in the Southeast Florida region. *Executed on January 9, 2006.*
- **Southeast Florida Regional Planning Model (SERPM) MOU:** An agreement between the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and FDOT Districts Four and Six, for the purpose of assigning roles and responsibilities and creating a decision-making framework for future travel demand modeling tasks related to the Southeast Florida Regional Planning Model (SERPM), including Miami-Dade TPO development of the SERPM 9 Model for the Southeast region. *Executed on October 19, 2019 and amended August 2023.*



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- **By-Laws of the Transportation Planning Organization:** The composition of the Governing Board of the TPO shall be in accordance with Florida Statutes Section 339.175 and 339.176. Defines its role as the Metropolitan Planning Organization for the Miami Urbanized Area. *Updated in 2022.*
- **Miami-Dade TPO Continuity of Operations Plan (COOP):** *Defines the internal efforts that ensure the capability exists for the Miami-Dade TPO to continue its essential functions in response to a broad spectrum of disasters or operational interruptions. Executed on May 1, 2023. In collaboration with Department of Emergency Management.*

The Miami-Dade TPO has set a policy that assures that no person shall on basis of race, color, national origin, sex, age, disability, family, or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. It is the policy of the Miami-Dade TPO to comply with all of the requirements of the Americans with Disabilities Act (ADA). To request this document in an accessible format, please call 305-375-1881.

**Table 1** and **Table 2** are summaries of the funding analysis for FYs 2025 and 2026, respectively. **Table 3** is a summary of the FYs 2025 and 2026 funding analysis.

**Table 1. Funding Analysis – Total Funds Available FY 2025**

| Source       | Federal            | State           | Local              | Total               | Soft Match*        |
|--------------|--------------------|-----------------|--------------------|---------------------|--------------------|
| FHWA PL      | \$5,545,665        |                 | \$1,400,000        | <b>\$6,945,665</b>  | \$1,255,082        |
| Deob         | \$958,800          |                 | \$142,200          | <b>\$1,101,000</b>  |                    |
| FHWA SU      | \$3,100,000**      |                 |                    | <b>\$3,100,000</b>  |                    |
| CTD          |                    | \$83,455        |                    | <b>\$83,455</b>     |                    |
| <b>Total</b> | <b>\$9,604,465</b> | <b>\$83,455</b> | <b>\$1,542,200</b> | <b>\$11,230,120</b> | <b>\$1,255,082</b> |

\*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 \$1,223,119.33. This amount is not included in the total UPWP budget.

\*\* \$100,000 FHWA SU Funds will be programmed upon new Fiscal Year change July 1, 2024.



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

**Table 2. Funding Analysis – Total Funds Available FY 2026**

| Source       | Federal            | State           | Local              | Total               | Soft Match*        |
|--------------|--------------------|-----------------|--------------------|---------------------|--------------------|
| FHWA PL      | \$5,632,028        |                 | \$1,422,000        | <b>\$7,054,028</b>  | \$1,274,301        |
| FHWA SU      | \$3,000,000        |                 |                    | <b>\$3,000,000</b>  |                    |
| CTD**        |                    | \$83,455        |                    | <b>\$83,455</b>     |                    |
| <b>Total</b> | <b>\$8,632,028</b> | <b>\$83,455</b> | <b>\$1,422,000</b> | <b>\$10,137,483</b> | <b>\$1,274,301</b> |

\*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 \$1,242,167.04. This amount is not included in the total UPWP budget.

\*\*The total funds available identified for CTD is an estimate and once Applications are submitted (expected is May 2025) and the CTD approves it, the funds will be adjusted (July 2025).

**Table 3. Funding Analysis – Total Funds Available FYs 2025 & 2026**

| Source       | Federal             | State            | Local              | Total               | Soft Match*        |
|--------------|---------------------|------------------|--------------------|---------------------|--------------------|
| FHWA PL      | \$11,177,693        |                  | \$2,822,000        | <b>\$13,999,693</b> | \$2,529,383        |
| Deob         | \$958,800           |                  | \$142,200          | <b>\$1,101,000</b>  |                    |
| FHWA SU      | \$6,100,000         |                  |                    | <b>\$6,100,000</b>  |                    |
| CTD**        |                     | \$166,910        |                    | <b>\$166,910</b>    |                    |
| <b>Total</b> | <b>\$18,236,493</b> | <b>\$166,910</b> | <b>\$2,964,200</b> | <b>\$21,367,603</b> | <b>\$2,529,383</b> |

\*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 \$2,798,286. This amount is not included in the total UPWP budget.

\*\*The total funds available identified for CTD is an estimate for FY 2026 and once Applications are submitted (expected is May 2025) and the CTD approves it, the funds will be adjusted (July 2025).



## UPWP Work Elements

The five (5) tasks ensure that the Miami-Dade TPO UPWP addresses all requirements and needs established at the federal, state, and local levels and are accompanied by a budget table identifying the proposed funding sources and budgeted funds. Each of the work elements includes a description of activities, deliverables, and anticipated completion dates.

- Task I: Short Range Federal & State Planning Requirements
- Task II: Long Range Transportation Plan
- Task III: Technical Programs
- Task IV: Shared Regional Tasks
- Task V: TPO Administration

## Planning Priorities

### Local Priorities

The highest priorities of the TPO Governing Board are transit and transit supportive projects. These priorities are supported by the SMART Program. The SMART Program is a bold infrastructure program of rapid transit corridors and a network of Bus Express Rapid Transit (BERT). The TPO is committed to innovation to improve transportation and enhance communities. The implementation and future expansion of the SMART Program will provide reliable transportation and mobility choices while supporting sustainable, equitable, and livable communities is the Vision for Miami-Dade County.

### Federal Priorities

**Table 4** displays a matrix of federal planning factors and UPWP tasks.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
7. Promote efficient system management and operations;



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

8. Emphasize the preservation of the existing transportation systems;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

**Table 4. Matrix of Required Federal Planning Factors**

| UPWP Task   |   | Federal Planning Factors |   |   |   |   |   |   |   |    |  |
|---|---|--------------------------|---|---|---|---|---|---|---|----|--|
| Name  | 1 | 2                        | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Task I: Short Range Federal & State Planning Requirements | ✓ | ✓                        | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  |  |
| Task II: Long Range Transportation Plan                   | ✓ | ✓                        | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  |  |
| Task III: Technical Programs                              | ✓ | ✓                        | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  |  |
| Task IV: Shared Regional Tasks                            | ✓ | ✓                        | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  |  |
| Task V: TPO Administration                                | ✓ | ✓                        | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  |  |



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FHWA and FTA Offices of Planning jointly issued the updated Planning Emphasis Areas (PEAs). **Table 5** shows a matrix of 2021 Federal PEAs and UPWP tasks.

**Table 5. Matrix of Required Federal Planning Emphasis Areas 2021**

| UPWP Task   | Federal Planning Emphasis Areas 2021 |                    |                  |                    |          |                   |     |                                 |
|---|--------------------------------------|--------------------|------------------|--------------------|----------|-------------------|-----|---------------------------------|
| Name  | Climate Crisis                       | Equity & Justice40 | Complete Streets | Public Involvement | STRAHNET | FLMA Coordination | PEL | Data in Transportation Planning |
| Task I: Short Range Federal & State Planning Requirements | ✓                                    | ✓                  | ✓                | ✓                  | ✓        | ✓                 | ✓   | ✓                               |
| Task II: Long Range Transportation Plan                   | ✓                                    | ✓                  | ✓                | ✓                  | ✓        | ✓                 | ✓   | ✓                               |
| Task III: Technical Programs                              | ✓                                    | ✓                  | ✓                | ✓                  | ✓        | ✓                 | ✓   | ✓                               |
| Task IV: Shared Regional Tasks                            | ✓                                    | ✓                  | ✓                | ✓                  | ✓        | ✓                 | ✓   | ✓                               |
| Task V: TPO Administration                                | ✓                                    | ✓                  | ✓                | ✓                  | ✓        | ✓                 | ✓   | ✓                               |

### Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and TPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change.

### Equity and Justice40 in Transportation Planning

Ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that:

1. Improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities;
2. Plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management;



3. Reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors;
4. Offer reduced public transportation fares as appropriate;
5. Target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and
6. Consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

### Complete Streets

Effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration's (NHTSA) 2021 data, there were 7,388 pedestrians killed in traffic crashes in the United States. That is 20 pedestrians a day and 142 pedestrians a week. On average, a pedestrian was killed every 71 minutes in a traffic crash. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor.

### Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

### Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage TPAs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies.

### Federal Land Management Agency (FLMA) Coordination

Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, TPAs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and TPA long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

### Planning and Environmental Linkages (PEL)

Implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

### Data in Transportation Planning

Encourage State DOTs, TPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision making at the State, TPO, regional, and local levels for all parties.



### State Priorities

FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) on a two-year cycle in coordination with the development of TPOs UPWPs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas that TPOs are encouraged to address as they develop their planning programs. Implementation of the seven (7) goals of the Florida Transportation Plan (FTP) requires embracing innovation, extensive collaboration across jurisdictions, modes, and disciplines, an emphasis on customer service, data and performance feedback, and strategic investments for the efficient and effective allocation of resources. Florida TPOs should consider emphasizing safety, equity, resilience, and emerging technologies including Automated/Connected/Electric/Shared-Use Vehicles (ACES), micromobility, and other options planning topics when updating their UPWPs. **Table 6** shows a matrix of 2021 Florida PEAs and UPWP tasks.

**Table 6. Matrix of Required State Planning Emphasis Areas 2021**

| UPWP Task   |        | Florida Planning Emphasis Areas 2021 |            |                   |  |
|---|--------|--------------------------------------|------------|-------------------|--|
| Name  | Safety | Equity                               | Resilience | Emerging Mobility |  |
| Task I: Short Range Federal & State Planning Requirements | ✓      | ✓                                    | ✓          | ✓                 |  |
| Task II: Long Range Transportation Plan                   | ✓      | ✓                                    | ✓          | ✓                 |  |
| Task III: Technical Programs                              | ✓      | ✓                                    | ✓          | ✓                 |  |
| Task IV: Shared Regional Tasks                            | ✓      | ✓                                    | ✓          | ✓                 |  |
| Task V: TPO Administration                                | ✓      | ✓                                    | ✓          | ✓                 |  |

### Safety

The FTP and the State's Strategic Highway Safety Plan (SHSP) place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the TPOs must show how our LRTP and priority projects in our TIP support progress toward those targets. The UPWP considers enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.

Task I (Short Range Federal & State Planning Requirements) and Task II (Long Range Transportation Plan) include dedicated activities to address and ensure all federal requirements for safety are incorporated into the metropolitan transportation planning process. Additionally, the Miami-Dade TPO:

- Annually adopts the establishing of FDOTs "Vision Zero" safety performance measure targets for traffic fatalities and injuries by February 27<sup>th</sup> of each year. The Calendar Year targets for 2024 were adopted by resolution on January 25, 2024.



## Overview of Planning Studies

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- Prioritizes and programs planning studies through the SMART Plan, SMART Demonstration Program, and SMART Street Transportation Enhancements Program (STEP).

### Equity

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the “Justice40 Initiative” that aims to deliver 40 percent (40%) of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy, and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The FTP seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The TPO will identify and implement improvements based on data-driven project prioritization that considers not only the impacts of transportation projects on a community but also the benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

Task I (Short Range Federal & State Planning Requirements) include the continued development and enhancement of the Equitable Transportation Assessment Planner (ETAP). Miami-Dade TPO maintains an interactive suite of online tools under the ETAP central landing page, including the Equitable Assessment (EA) Tool, Public Outreach Planner, Congestion Management Dashboard (CMD), Sea Level Rise (SLR) Tool, Bicycle Route Planner, Walk to School Route Planner, Transit Oriented Communities Tool, and the Modeling Travel Demand Forecasting Tool. This one-stop-shop allows transportation professionals to access multiple tools to assist them with identifying and addressing any identifiable equity issues, including for the SMART Program corridors.

### Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: *“Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.”* Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

The Miami-Dade TPO will address resilience within Miami-Dade TPO’s planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of TPO LRTPs and TIPs, addresses resilience in every planning document with a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, the TPO will undertake tasks to determine and consider the additional costs associated with reducing the vulnerability of the existing transportation infrastructure. Proactive resiliency planning will ensure that the TPO produces developed planning documents that are ultimately more realistic and cost-effective.



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

The Miami-Dade TPO participates and provides technical support for studies that identify sustainability strategies including Resilient 305, Miami-Dade Greenprint, and other local and/or regional efforts. The Miami-Dade TPO closely collaborates with the Chief Resilience Officer for Miami-Dade County to strengthen resilience in Miami-Dade County.

Furthermore, FDOT kicked off development of a Statewide Resilience Improvement Plan (RIP), which will build on prior analysis completed during the development of the statewide Resilience Action Plan (RAP). The RIP is an optional component of the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) grant program which can provide additional Federal funding for projects identified in the plan. Pursuant to 23 U.S.C. 176, the RIP will outline a comprehensive strategy to enhance the resilience of critical transportation infrastructure throughout Florida with a focus on evaluating asset risk and criticality.

### Emerging Mobility

The SMART Program, which was adopted by the TPO Governing Board in 2016, intends to advance six (6) rapid transit corridors, along with a network system of BERT service, in order to implement mass transit projects in Miami-Dade County. The implementation of the SMART Program benefits from advances in communication and automation technology which results in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to future emerging technology. These changes may be disruptive and transformational, with impacts on safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the FTP can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility. The UPWP recognizes the important influence of emerging mobility on the multi-modal transportation system and includes related planning studies, collaboration efforts, research, or other activities.



### Overview of Planning Studies

A complete list of completed planning studies can be found at: <http://www.miamidadetpo.org/studies-completed.asp>. The metropolitan transportation planning is an ongoing process, reflecting a continuous cycle of studies and plans that may begin in one UPWP cycle and conclude in a future cycle.

**Table 7** summarizes the ongoing (carry forward) studies/activities that began under the FYs 2023 & 2024 UPWP to be completed in this current UPWP.

**Table 7. Carry Forward Activities & Studies**

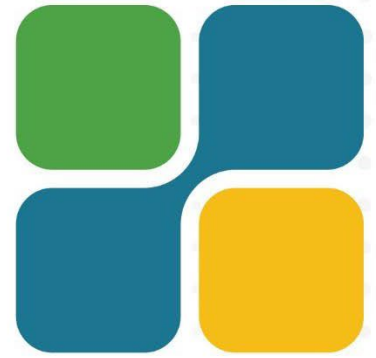
| Task                                    | Study   | De-obligated Amount | Task/Activity in New UPWP | Source     | Completion |
|---|---|---------------------|---------------------------|------------|------------|
| II. Long Range Transportation Plan      | 2050 LRTP Task 3, 4 and 5: Congestion Management, Needs & Scenario Planning   | \$ 32,000           | Task II Activity 1        | PL FY 2023 | 6/30/2024  |
| II. Long Range Transportation Plan      | 2050 LRTP Task 6 and 9: Efficient Transportation Decision Making (ETDM) Screening, Policy Recommendations and LRTP Documentation and Adoption | \$68,000            | Task II Activity 1        | PL FY 2023 | 6/30/2024  |
| III. Technical Program                  | South Dade Trail Corridor Connections Feasibility Study   | \$ 35,200           | Task III Activity 40      | PL FY 2023 | 6/30/2024  |
| III. Technical Program                  | Miami Downtown Transportation Master Plan Update  | \$ 24,000           | Task III Activity 40      | PL FY 2024 | 6/30/2024  |
| III. Technical Program                  | Feasibility Implementing Waterborne Transportation Network  | \$ 52,800           | Task III Activity 40      | PL FY 2024 | 6/30/2024  |
| III. Technical Program                  | SMART STEP Assessment along NW 67th Avenue/W 12th Ave between W 74th St. & NW 169th St.   | \$ 76,800           | Task III Activity 40      | PL FY 2024 | 6/30/2024  |
| III. Technical Program                  | Street Transportation Enhancement Program (STEP)  | \$80,000            | Task III Activity 40      | PL FY 2024 | 6/30/2024  |
| III. Technical Program                  | Feasibility of Implementing Direct Transit Service Connecting Miami International Airport with PortMiami                                      | \$88,000            | Task III Activity 14      | PL FY 2024 | 6/30/2024  |
| III. Technical Program                  | Development of Financial Scenarios for the SMART Program 2024   | \$112,000           | Task III Activity 1       | PL FY 2024 | 6/30/2024  |
| <b>Total PL Funds FM 439334-4-14-01</b> |   | <b>\$ 568,800</b>   |                           |            |            |



## Overview of Planning Studies

Unified Planning Work Program FY 2025 and 2026

| Task                                    | Study  | De-obligated Amount | Task/Activity in New UPWP | Source     | Completion |
|---|--|---------------------|---------------------------|------------|------------|
| II. Long Range Transportation Plan      | 2050 LRTP Task 1: Public Involvement   | \$ 55,000           | Task II Activity 1        | SU FY 2024 | 6/30/2024  |
| II. Long Range Transportation Plan      | 2050 LRTP Task 7 and 8: Revenue and Financial Resources and Cost Feasible Plan Development | \$ 40,000           | Task II Activity 1        | SU FY 2024 | 6/30/2024  |
| III. Technical Program                  | Municipal Grant Program (MGP)  | \$ 40,000           | Task III Activity 40      | SU FY 2023 | 6/30/2024  |
| III. Technical Program                  | Municipal Grant Program (MGP): Palmetto Bay Multi-Modal Transportation Master Plan         | \$ 20,000           | Task III Activity 59      | SU FY 2023 | 6/30/2024  |
| III. Technical Program                  | SMART Program 2023 STOPS Model Calibration and Testing                                     | \$ 235,000          | Task III Activity 12      | SU FY 2024 | 6/30/2024  |
| <b>Total SU Funds FM 439334-4-14-02</b> |  | <b>\$ 390,000</b>   |                           |            |            |



# 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)





## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

# TASK I: SHORT RANGE FEDERAL & STATE PLANNING REQUIREMENTS

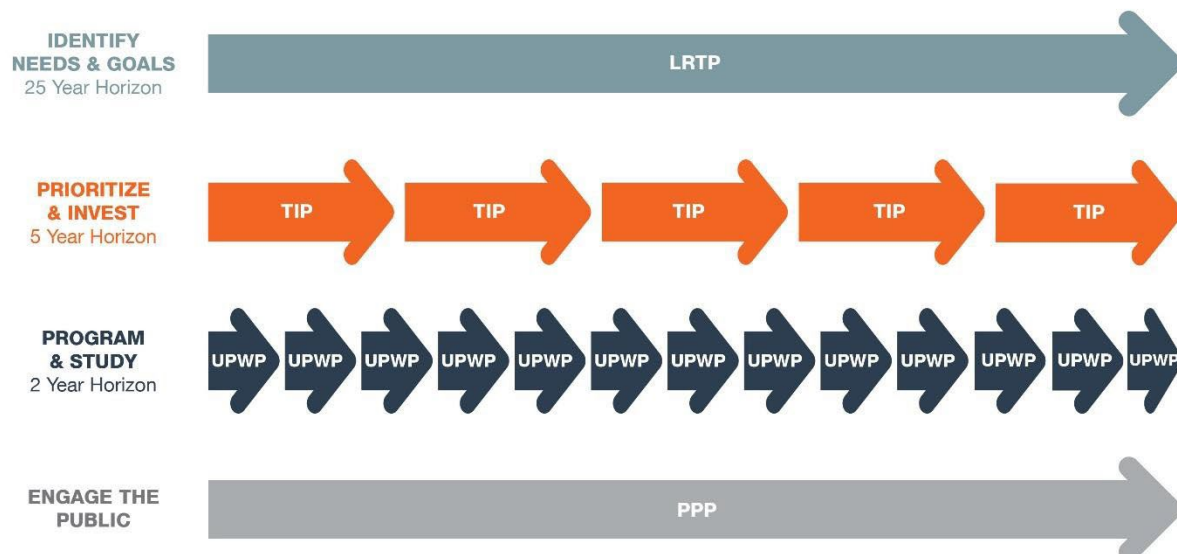
**Responsible Agency:** Miami-Dade TPO

**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; South Florida Regional Transportation Authority (SFRTA); Expressway Authority; 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 2025 and FY 2026.

**Figure 3** shows the planning horizons for the Miami-Dade TPO core requirements.



**Figure 3. Planning Horizons for TPO Core Requirements**



## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

### Previous Work

In FYs 2023 and 2024, the TPO completed the following.

- Miami-Dade TPO 2022 Annual Report and Miami-Dade TPO 2023 Annual Report
- SMART Plan/Program Progress Video
- Social Media Support to the Public Participation Plan (PPP) 2023
- Virtual Public Participation Events Support
- Transportation Improvement Program (TIP) Annual Development

### 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.   | 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     |
|            | 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.<br><i>DTPW Supported Effort:</i> <ul style="list-style-type: none"> <li>• \$10,000 FY 2025</li> <li>• \$10,000 FY 2026</li> </ul> | 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 maintenance and tracking of amendments. Maintain, update and enhance InteracTIP database and website, (including project updates, Shapefiles,   | InteracTIP Tool and website           | Annually by July     |



## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope  | Deliverable(s)                   | Completion                               |
|------------|--|----------------------------------|--|
|            | ArcGIS, and website enhancements). Provide reporting functionality and project mapping.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$120,000 FY 2025</li> <li>\$100,000 FY 2026</li> </ul>  |                                  |  |
|            | Maintain ongoing activities to monitor and report on progress and status of programmed projects, including TIP amendments and modifications. Coordinate with Miami-Dade County to optimize the InteracTIP Tool with current mapping software and data storage options.                   | TIP amendments and modifications | As needed by partner agencies/ June 2026 |
|            | 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               |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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 |
|------------------|---|-----------------------------------|------------|
| 5                | Administer, monitor, and maintain the modification and amendment work, monitor expenses, &, etc. adopted FYs 2025 & 2026 UPWP as well as monitor the need for de-obligation funds for specified activities.   | UPWP amendments and modifications | As needed  |
|                  |   | Quarterly Progress Reports        | Quarterly  |
|                  |   | Invoices                          | Quarterly  |
| 6*               | Develop, coordinate, and adopt the next two-year UPWP for FYs 2026/2027 and FYs 2027/2028. 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 | UPWP FYs 2027 & 2028              | June 2026  |



## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

| Activities Cont. | Scope  | Deliverable(s)   | Completion |
|------------------|--|--|------------|
|                  | and the FDOT MPO Program Management Handbook.<br><i>Consultant Supported Effort:</i><br>• \$80,000 FY 2026   |  |            |
| 7                | 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   |
| 8                | 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   |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## C. Public Participation Plan (PPP)

As per the adopted PPP, Miami-Dade TPO's public involvement program enables continual involvement of the Miami-Dade County community 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                              |
|------------------|--|--|---|
| 9                | 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 2026                               |
| 10               | 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 |
| 11*              | 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.  | TPO Annual Report  | Annually by March                       |



## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

| Activities Cont. | Scope  | Deliverable(s)  | Completion |
|------------------|--|---|------------|
|                  | <i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$80,000 FY 2025</li> <li>\$80,000 FY 2026</li> </ul>   |   |            |
| 12*              | Organize, host, and attend virtual/in-person community outreach events, peer exchanges, meetings, summits, special events, and conferences related to the transportation planning process.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$40,000 FY 2025</li> <li>\$40,000 FY 2026</li> </ul>   | Virtual/in-person                                       | June 2026  |
| 13*              | Host TPO Governing Board Summits, General Assembly, etc. Organize, plan, and administer these in-person events that will inform Miami-Dade TPO's priorities.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$120,000 FY 2025</li> <li>\$120,000 FY 2026</li> </ul>   | TPO Governing Board Summits / General Assembly / & etc. | June 2026  |
| 14*              | Continued development and enhancement 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.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$120,000 in FY 2025 for a 2-year Interlocal Agreement period</li> </ul> | ETAP  | June 2026  |
| 15*              | 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.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$50,000 FY 2025</li> <li>\$50,000 FY 2026</li> </ul>        | TPO social media content                                | June 2026  |
| 16*              | 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.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$25,000 FY 2025</li> </ul>  | TPO Website   | June 2026  |



## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

| Activities Cont. | Scope  | Deliverable(s)  | Completion |
|------------------|--|---|------------|
|                  | <ul style="list-style-type: none"> <li>\$25,000 FY 2026</li> </ul>   |   |            |
| 17*              | Develop educational videos to disseminate information regarding the TPO's transportation planning process, including the advancement of the SMART Program.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$50,000 FY 2025</li> <li>\$50,000 FY 2026</li> </ul>   | Educational videos  | June 2026  |
| 18               | 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 2026  |
| 19*              | Public involvement technical support for the development of necessary creative content to assist in the communication of all TPO efforts including materials for TPO sponsored events, conference presentations, student educational outreach materials, related study/project fact sheets, etc.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$50,000 FY 2025</li> <li>\$50,000 FY 2026</li> </ul> | Creative content including maps, graphics, fact sheets, student educational materials, etc. | June 2026  |
| 20*              | Americans with Disabilities Act (ADA) compliance, including sign language interpreters, assistive listening devices, and/or materials in accessible format for various meetings/documents as requested.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$5,000 FY 2025</li> <li>\$5,000 FY 2026</li> </ul>  | ADA assistance  | June 2026  |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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.



## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

| 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 Management (TAM); and Public Transportation Agency Safety Plan (PTASP), Produce document data sources and project prioritization processes and Greenhouse Gas (GHG) target. Coordination on the project prioritization and update on key performance indicators and targets on an annual basis. | Partner agency meeting summaries: Document established project prioritization process vis-à-vis performance categories | Annually as required by Federal guidelines: PM1, SGR, TAM, GHG, and PTASP. PM2 and PM3 targets are set on a staggered 2- and 4-year 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 InteracTIP, and TPO's dashboard. Maintenance of geodatabase and online GIS tools, review, and update of performance targets consistent with target setting process.   | Updated geodatabase with available data / InteracTIP Tool and TPO Dashboard / Updated performance targets              | Annually   |
| 23               | Biennial update of the TPO Transportation Performance Trends to provide a data-driven snapshot that assists in the TPO's planning efforts. Report to contain the most recent and available baseline transportation and land use data about Miami-Dade County and its multimodal transportation system   | Updated performance trends report  | December 2024  |

## Carry Forward Activities

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



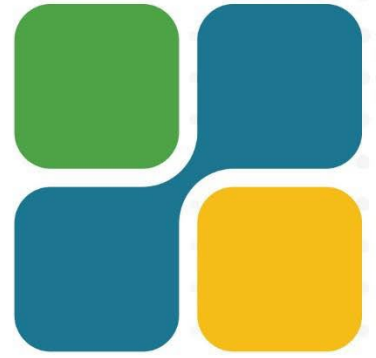
## Task I: Short Range Federal & State Planning Requirements

Unified Planning Work Program FY 2025 and 2026

**Table 8. Budget Summary – Task I: Short Range Federal & State Planning Requirements**

| Year 1: FY 2025                 |                 |           |                             |               |
|---------------------------------|-----------------|-----------|-----------------------------|---------------|
| Budget Category                 | FHWA            |           | Local                       | FY 2025 Total |
|                                 | PL <sup>1</sup> | SU        | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits) |                 |           |                             |               |
| Salary                          | \$378,000       |           | \$94,500                    | \$472,500     |
| Fringe                          | \$124,200       |           | \$31,050                    | \$155,250     |
| County Service Fee              | \$37,800        |           | \$9,450                     | \$47,250      |
| Consultants                     |                 |           |                             |               |
| A.TIP                           | \$96,000        |           | \$24,000                    | \$120,000     |
| C. PPP                          | \$240,000       | \$240,000 | \$60,000                    | \$540,000     |
| Other Departments               |                 |           |                             |               |
| A. TIP (DTPW)                   |                 | \$10,000  |                             | \$10,000      |
| FY 2025 Total                   | \$876,000       | \$250,000 | \$219,000                   | \$1,345,000   |
| Year 2: FY 2026                 |                 |           |                             |               |
| Budget Category                 | FHWA            |           | Local                       | FY 2026 Total |
|                                 | PL <sup>1</sup> | SU        | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits) |                 |           |                             |               |
| Salary                          | \$403,200       |           | \$100,800                   | \$504,000     |
| Fringe                          | \$132,480       |           | \$33,120                    | \$165,600     |
| County Service Fee              | \$40,320        |           | \$10,080                    | \$50,400      |
| Consultants                     |                 |           |                             |               |
| A. TIP                          | \$56,000        | \$30,000  | \$14,000                    | \$100,000     |
| B. UPWP                         | \$40,000        | \$30,000  | \$10,000                    | \$80,000      |
| C. PPP                          | \$168,000       | \$210,000 | \$42,000                    | \$420,000     |
| Other Departments               |                 |           |                             |               |
| A. TIP (DTPW)                   |                 | \$10,000  |                             | \$10,000      |
| FY 2026 Total                   | \$840,000       | \$280,000 | \$210,000                   | \$1,330,000   |

<sup>1</sup> 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); Expressway Authority; 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. [Figure 3](#) shows planning horizons for the Miami-Dade TPO core requirements.

### **Previous Work**

In FYs 2023 and 2024, the TPO began the development of the 2050 LRTP.

### **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.



## Task II: Long Range Transportation Plan

Unified Planning Work Program FY 2025 and 2026

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, SMART M.A.P. (Mobility. Accessibility. Prosperity) 2050, is currently conducted in coordination with the development of the 2050 Regional Transportation Plan (RTP). Note the Miami-Dade TPO is the lead agency in developing the 2050 RTP. The LRTP addresses all federal, state, and local requirements.

Website: <https://miamidadetpolrtp2050.com/>

| Activities | Scope   | Deliverable(s)  | Completion                                |
|------------|---|---|---|
| 1*         | Continue the development of the 2050 LRTP such as coordinate with Standing Committees for local agencies 2050 LRTP. Coordinate with the 2050 Regional Transportation Plan (RTP).  | 2050 LRTP   | On-going/As requested by partner agencies |
|            | Review, evaluate and process 2050 LRTP amendments and/or modifications, as needed. Evaluate impacts of amendments and/or modifications to the 2050 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 / Technical memorandums, presentations / fact sheets              |   |
|            | Maintenance of the 2050 LRTP is necessary to provide an up-to-date version of the document at all times. Assist with the maintenance of the 2050 LRTP as it is amended or modified. Prepare updates to the 2050 LRTP according to the TPO Board approved amendments and modifications, maintain the current 2050 LRTP current website, and assist in evaluating amendments for compliance, as needed. | Updated 2050 LRTP / website maintenance // technical memorandums as needed / performance tracking | June 2026                                 |
|            | Address LRTP issues as needed and provide information for decision making, including strategies to maintain the CMP.  |   |   |
|            | Continue to conduct the performance tracking for the goals and objectives.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$255,000 FY 2025</li> <li>\$60,000 FY 2026</li> </ul>   |   |   |
| 2          | Continue utilizing the ETDM planning screen to assess potential impacts on the LRTP.  | Technical memorandums   | As required by partner agencies           |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



## Carry Forward Activities

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

- Continue and finalize the development of the 2050 LRTP, Task 1: Public Involvement, Task 3, 4 and 5: Congestion Management, Needs & Scenario Planning, Task 6 and 9: Efficient Transportation Decision Making (ETDM) Screening, Policy Recommendations and LRTP Documentation and Adoption, and Task 7 and 8: Revenue and Financial Resources and Cost Feasible Plan Development



## Task II: Long Range Transportation Plan

Unified Planning Work Program FY 2025 and 2026

**Table 9. Budget Summary – Task II: Long Range Transportation Plan**

| Year 1: FY 2025                 |                 |           |                             |               |
|---------------------------------|-----------------|-----------|-----------------------------|---------------|
| Budget Category                 | FHWA            |           | Local                       | FY 2025 Total |
|                                 | PL <sup>1</sup> | SU        | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits) |                 |           |                             |               |
| Salary                          | \$201,600       |           | \$50,400                    | \$252,000     |
| Fringe                          | \$66,240        |           | \$16,560                    | \$82,800      |
| County Service Fee              | \$20,160        |           | \$5,040                     | \$25,200      |
| Consultants                     |                 |           |                             |               |
| A. LRTP                         | \$48,000        | \$195,000 | \$12,000                    | \$255,000     |
| FY 2025 Total                   | \$336,000       | \$195,000 | \$84,000                    | \$615,000     |
| Year 2: FY 2026                 |                 |           |                             |               |
| Budget Category                 | FHWA            |           | Local                       | FY 2026 Total |
|                                 | PL <sup>1</sup> | SU        | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits) |                 |           |                             |               |
| Salary                          | \$215,040       |           | \$53,760                    | \$268,800     |
| Fringe                          | \$70,656        |           | \$17,664                    | \$88,320      |
| County Service Fee              | \$21,504        |           | \$5,376                     | \$26,880      |
| Consultants                     |                 |           |                             |               |
| A. LRTP                         | \$48,000        |           | \$12,000                    | \$60,000      |
| FY 2026 Total                   | \$355,200       |           | \$88,800                    | \$444,000     |

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



# Task III

## TECHNICAL PROGRAMS

- A. SMART Program Plus
- 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. Emerging Technologies
- G. Municipal Grant Program





## Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

# 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 Association (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 Program 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 Program; 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 emerging technologies; 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 2023 and 2024, the TPO completed the following.

- Palmetto Bay Multi-Use Trail and SMART Program Connectivity Study
- Golden Glades Multimodal Transportation Facility Bike & Pedestrian Connectivity Study
- US-1 Multimodal and Roadway from Dadeland South to SW 344th Street Analysis
- Miami-Dade County COVID-19 Freight Impact Analysis
- US-1 Multimodal and Roadway between SW 27th Avenue and SW 72nd Street Analysis



### **Task III: Technical Programs**

Unified Planning Work Program FY 2025 and 2026

- Connected Autonomous Vehicles Strategic Plan
- Climate Resiliency Study
- NW 215th Street Mobility Hub Study
- Safe Routes to School Infrastructure Plans
- Emerging Technologies Corridors Evaluation Study
- East-West Traffic Movements Analysis within the West Dade Planning Area
- 2023 Miami-Dade County Freight Plan
- First Last Mile Connectivity Services to Feed into the South Dade TransitWay
- US-1 Bicycle and Pedestrian Bridge Feasibility Study
- 2050 Bicycle-Pedestrian Master Plan
- Enhancing Safe Routes to School Program along the South Dade Trail Study
- SMART STEP Tri-Rail Bicycle and Pedestrian Needs Study
- Miami-Dade County Future Transit Corridors Evaluation
- 2050 Socioeconomic Data Development
- STOPS 2023 – Calibration - On Board Origin-Destination Survey

## **A.SMART Program Plus**

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

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 Program. The SMART Demonstration Projects support the advancement of SMART Program elements including first/last mile demonstration solutions, design and construction of new SMART Program 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 improvement projects that increase connectivity and enhance safety. The TPO is developing the 2050 LRTP, SMART M.A.P., where the expansion of mobility options is currently under development for the rollout of SMART Program Plus over the next 20 years.



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope   | Deliverable(s)  | Completion |
|------------|---|---|------------|
| 1*         | <p>Provide technical support on the SMART Plan/Program activities/programs. Review documents and any other written/digital material, providing comments and technical support as needed.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"><li>• \$480,000 FY 2025</li><li>• \$340,000 FY 2026.</li></ul>  | Spreadsheet depicting the activity completed as applicable  | June 2026  |
| 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"><li>• \$150,000 FY 2025</li><li>• \$150,000 FY 2026</li></ul> | Technical memorandums / TOD/TOC design guidelines / conceptual plans and presentations / Transit Corridor Plans | June 2026  |
| 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>   | Transit corridor progress / status reports  | June 2026  |
| 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><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"><li>• \$150,000 FY 2025</li><li>• \$150,000 FY 2026</li></ul>   | Technical memorandums, recommendations / presentations  | June 2026  |
| 5          | <p>Evaluate roles and responsibilities for the implementation of rapid transit corridors and develop a Project Management Plan (PMP). Review and provide input on the plan outlining requirements and all functional areas of PMP to</p>  | PMP for each SMART Plan/Program corridor as needed  | June 2026  |



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope   | Deliverable(s)  | Completion |
|------------|---|---|------------|
|            | identify the roles and responsibilities for management, administration, staffing needs, planning, and scheduling activities for the implementation of the rapid transit corridors.  |   |            |
| 6*         | <p>Assess existing land use and develop future land use planning 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"> <li>• \$150,000 FY 2025</li> <li>• \$150,000 FY 2026</li> </ul> | Technical Memorandums including Strategies Evaluation / Scenarios Development and Testing / Land Use Policy Regulations Recommendations / Visioning Plans | June 2026  |
| 7*         | <p>Develop first and last mile (FLM) connectivity analysis for the SMART Program corridors and others as needed to understand the impact of the recent changes, including several new approved developments, the launch of the Better Bus Network, expansion of the MetroConnect on-demand services, and updated operating plans. Also, assess economic, equity, and social impacts/benefits, public support and coordination, land uses, and policies—including commercial — and funding, to provide analysis of regional strengths, weaknesses, opportunities, and implementation strategies. Evaluate the interrelationship between each corridor in the SMART Program, assessing short, medium, and long-term opportunities to enhance SMART Program connections to a more fully integrated system. Perform analysis associated with the interrelationship of each corridor selected Locally Preferred Alternative (LPA) mode and supporting land use. Evaluate short, medium, and long-term improvements to be advanced for the implementation of the SMART Program. Develop a systemwide economic model using appropriate and</p>   | Technical Memorandums / Reports / Comprehensive Economic Development Plan / Presentations   | June 2026  |



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope   | Deliverable(s)  | Completion |
|------------|---|---|------------|
|            | <p>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. Coordination with DTPW, FDOT &amp; RER.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> <li>• \$150,000 FY 2025</li> <li>• \$150,000 FY 2026</li> </ul>  |   |            |
| 8*         | <p>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 Program. Updates/additions to the information/data metrics/performance measures on the tool, as needed.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> <li>• \$100,000 FY 2025</li> <li>• \$100,000 FY 2026</li> </ul>   | Maintenance SMART CMD   | June 2026  |
| 9*         | <p>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.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> <li>• \$25,000 FY 2025</li> <li>• \$25,000 FY 2026</li> </ul>  | Web based tools / GIS / presentations, illustrations / digital newsletters and fact sheets / animations of pre/post conditions / renderings / videos / posters /other advanced techniques | June 2026  |
| 10         | <p>Prepare system-wide capital, construction, operation, and maintenance costs. Develop and update as needed capital, construction, operation, and maintenance cost for system-wide/corridor alternatives using the latest cost database/spreadsheets/tools from federal/state/county agencies, as appropriate.</p>   | Cost estimates, spreadsheets / tables   | June 2026  |
| 11*        | <p>Prioritize and manage funds and revenues to support the implementation, operation, and maintenance of the rapid transit corridors, to continue the growth of the transit network as a sustainable system. Provide financial and fiscal analysis to support the rapid transit corridors efforts. Coordinate and assist with interagency financial working groups to implement individual corridor implementation plans.</p> <p>Develop financial strategies and mechanisms for the implementation of the rapid transit corridors and provide a road map for the advancement of financially sustainable rapid transit corridors. Recommendations for financial strategies, financial</p> | Financial/Capital Plan / Technical memorandums / presentations  | June 2026  |
|            |   | Strategic Implementation Plan / Financial Models  | June 2026  |



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope  | Deliverable(s)  | Completion         |
|------------|--|---|--------------------|
|            | analyses, financial implementation plan, presentations, and technical memorandums.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$100,000 FY 2025</li> <li>\$100,000 FY 2026</li> </ul>   |   |                    |
| 12*        | Develop, update, 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, update and calibrate a Miami-Dade STOPS model to support the SMART Program Corridors ridership forecasts 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 Program Corridors ridership forecasts as needed. Provide TPO with in house capabilities to be able to conduct analysis in-house for future SMART Program- corridor planning efforts.<br><i>Consultant Supported Effort:</i> <ul style="list-style-type: none"> <li>\$335,000 FY 2025</li> </ul> | Corridor/ Scenario Ridership Forecast / Completed calibrated Current Year STOPS Model                               | June 2026          |
| 13         | 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.  | Virtual / Public charrettes / workshops / reports   | June 2026          |
|            |  | PIP   | June 2026          |
|            |  | Written / digital outreach materials  | June 2026          |
| 14*        | Develop, coordinate, and 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 | Technical reports / coordination / presentations / public involvement / renderings / project application / delivery | Annually/June 2026 |



## Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope  | Deliverable(s)                        | Completion  |
|------------|--|---------------------------------------|---|
|            | renderings and presentations to showcase innovative concepts, preparation of analysis and documents to support grant applications, and any initiatives identified by the TPO Task Forces.<br><i>Consultant/DTPW Supported Effort:</i> <ul style="list-style-type: none"> <li>\$260,000 FY 2025</li> <li>\$150,000 FY 2026</li> </ul> |                                       |   |
| 15         | 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 |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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.

| Activities Cont. | Scope  | Deliverable(s)                           | Completion |
|------------------|--|--|------------|
| 16               | 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 | Transportation Alternatives Program LOPP | Annually   |



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities Cont. | Scope  | Deliverable(s)  | Completion                                  |
|------------------|--|---|---|
|                  | 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).   |   |   |
| 17*              | <p>Work with the Miami-Dade County Public Schools Community Traffic Safety Team (CTST) on related activities to identify, prioritize, and develop and support applications for Safe Routes to School (SRTS) infrastructure improvements or other available federal, state and local program and/or initiative. Coordinate with DTPW, School Board or any other agency as needed to identify projects. 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"> <li>• \$120,000 FY 2025</li> <li>• \$120,000 FY 2026</li> </ul> | Prioritization / Funding Applications / Infrastructure Plans / Construction Support | Annually                                    |
| 18*              | <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"> <li>• \$33,000 FY 2025</li> <li>• \$33,000 FY 2026</li> </ul>   | Cost estimates, Prioritized Work Orders / Construction Support /Final Inspections   | Quarterly                                   |
| 19               | 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 2026 |
| 20               | 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            |
| 21               | TPO's role is to provide coordination, input, and recommendations on the freight efforts through   | Technical support / coordination /  | June 2026                                   |



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| Activities Cont. | Scope   | Deliverable(s)   | Completion  |
|------------------|---|--|---|
|                  | FTAC. Coordinate with FDOT District Coordinator on FDOT District 6 initiatives (Sub-Area Freight efforts, various federal grant applications), MPOAC Freight Priorities Program, etc. to be reviewed by FTAC.   | supporting documents and recommendations / technical reports   |   |
| 22               | 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 2026   |
| 23               | Perform mobility studies to determine multimodal transportation needs including but not limited to bicycle, pedestrian, transit, micromobility, complete streets, protected intersections, first/last mile initiatives, trail master plans, emerging technologies, and other mobility initiatives to support the metropolitan planning process.   | Various mobility and transportation studies  | As requested by TPO and/or partner agencies/June 2026 |
| 24               | 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 2026   |
| 25               | 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 2025 (Palm Beach TPA) and 2026 (Broward MPO).  | 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 2026   |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.



## 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 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 2050 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. The 2050 RTP is consistent with Miami-Dade TPO's adopted 2050 Long Range Transportation Plan (LRTP) as well as Broward and Palm Beach's Long Range Plans, respectively. 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. The Model Task Force formed four committees. Model Task Force Committees are: Communicating the Value of



### Task III: Technical Programs

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Forecasting Tools, Communicating through Visualization, Short-Term Predictive Analyses, and New Data. Each committee will complete specific tasks in the next 8 to 10 months and complete them by next year's MTF meeting.

The Miami-Dade TPO participates in ongoing coordination with MTF by being a member of the committees mentioned above addressing Federal and State planning requirements as they relate to transit planning.

| Activities Cont. | Scope   | Deliverable(s)   | Completion             |
|------------------|---|--|------------------------|
| 26               | Coordinate to expand use of forecasting tools and improve visualization and analysis within transit modeling within Florida, to address Federal and State planning requirements as they relate to transit planning. | Meetings, supporting materials                                   | Quarterly              |
| 27               | Coordinate, participate, and work cooperatively on regional transportation plans and issues with the SFRTA.   | Meetings, supporting materials                                   | Quarterly through PTAC |
| 28               | 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 |
| 29               | Coordinate, review, and recommend Transportation Regional Incentive Program (TRIP) priorities for adoption by the SEFTC and transmittal to FDOT.  | Updated TRIP Priority List                                       | Annually through SEFTC |
| 30               | Participate and coordinate with transportation partners through statewide and national committees and organizations.  | Meetings, presentations, and supporting materials                | June 2026              |
| 31*              | SFRPC to provide technical support and/or perform various technical analyses and/or studies to support regional planning efforts.<br><i>SFRPC Supported Effort:</i><br>• \$50,000 FY 2025                           | Studies, technical reports, presentations, technical memorandums | June 2026              |
| 32               | Provide administrative and technical support for activities associated with SEFTC, its technical advisory committee, and subcommittees.   | Meetings, supporting materials                                   | Quarterly              |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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



### Task III: Technical Programs

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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  |
|------------------|--|---|---|
| 33               | 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 2026  |
| 34               | 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 2026 |
| 35*              | 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.<br><i>Consultant Supported Effort</i><br>• \$150,000 FY 2026            | Socioeconomic dataset   | As requested by TPO or partner agencies                 |
| 36               | 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                                     |
| 37               | Update data collection methodology for non-motorized traffic counts to match latest available technologies and international/nationwide best practices. This task includes assessing the feasibility of 75 previous traffic count locations used in 2018, as well as evaluating 25 new potential traffic count locations countywide.             | Bicycle/Pedestrian data and reports   | As needed by TPO since last count took place in 2018    |
| 38*              | Collect non-motorized and micromobility traffic count data through 100 traffic monitoring stations throughout Miami-Dade County. This task includes coordinating with municipal, county, and state agencies, as well as regional transit agencies to evaluate multimodal connectivity countywide..   | Bicycle/Pedestrian data and reports   | As requested by partner agencies and/or TPO, by CY      |
|                  | Collect vehicular traffic counts at 591 stations sites for the calendar year 2025, and 400 for the calendar year 2026, and partial 2027. Convert raw data to Average Weekday Daily Traffic (AWDT). Prepare and maintain a database containing historical traffic counts stations. Coordinate with RER and DTPW stations to be counted each year. | AWDT for the stations counted, Traffic Count trends and historical database | Annually, by calendar year (CY)                         |



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| Activities Cont. | Scope   | Deliverable(s)   | Completion   |
|------------------|---|--|--|
|                  | <p><i>DTPW Supported Effort:</i></p> <ul style="list-style-type: none"> <li>• \$103,725 FY 2025</li> <li>• \$103,725 FY 2026</li> </ul>   |  |  |
|                  | Conduct Road Safety Audits and review data on the locations/intersections with Miami-Dade County related to the Vision Zero initiatives.  | Road Safety Audit Reports                                  | June 2026  |
| 39*              | <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"> <li>• \$50,000 FY 2025</li> </ul>   | Alternative Land Use scenarios / technical reports / data  | As requested by partner agencies and/or the public |
| 40*              | <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, resiliency 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, emerging technologies, freight, master plans, and summit or major outreach/event efforts. Assistance in preparing FHWA Grant Programs application.</p> <p><i>Consultant Supported Effort:</i></p> <ul style="list-style-type: none"> <li>• \$1,477,155 FY 2025</li> <li>• \$1,400,110 FY 2026</li> </ul> | TPO Board requests as a deliverable / Scopes of Work (SOW) | June 2026  |
| 41               | 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 2026  |
| 42               | As part of the SMART STEP Program, assess bicycle and pedestrian needs at all Metrorail Stations and at all BRT Stations along the South Dade Transitway Corridor for the implementation of pedestrian and bicycle improvement projects. This effort includes documenting pedestrian and bicycle infrastructure needs to improve multimodal travel surrounding those transit hubs.  | Bicycle/Pedestrian data and reports                        | June 2026  |



### Task III: Technical Programs

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| Activities Cont. | Scope  | Deliverable(s)                              | Completion |
|------------------|--|---|------------|
| 43               | Assess the feasibility of bikesharing needs in the Cities of Miami Beach, Miami, and Aventura to evaluate potential expansion of services. This task includes linking regional points of interest with potential bikesharing stations to ensure adequate coverage of service.  | Feasibility of Bikesharing Expansion Report | June 2026  |
| 44               | Develop feasibility evaluations for the proposed SMART Trail routes as needed basis as a continuation of the SMART Trail Master Plan effort to advance these proposals in the development process.   | Bicycle/Pedestrian data and reports         | June 2026  |
| 45               | Continuing to support the Bicycle Friendly Miami-Dade Program, which is part of the League of American Bicyclists' Bicycle Friendly America (BFA) Program, providing recognition and guidance to various entities including states, communities, universities, and businesses on their efforts towards bicycle friendliness. This task includes hosting the Miami-Dade County Bicycle Friendly Summit to disseminate information for and discuss the process of applying for a Bicycle Friendly Designation. | Bicycle Friendly Summit                     | June 2026  |
| 46               | Performing a Senior Living Facilities Road Safety Audit to update findings resulting from the effort performed in 2019 as part of the Miami-Dade TPO's Aging Road Users Strategic Safety Plan published in 2017. This task also includes developing recommendations for safety improvements at several senior living facilities.   | Senior Living Facilities Road Safety Audit  | June 2026  |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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 |



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| Activities Cont. | Scope   | Deliverable(s)  | Completion  |
|------------------|---|---|---|
| 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 2026 |
| 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, 2026   |

## F. Emerging Technologies

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.

| Activities Cont. | Scope  | Deliverable(s)   | Completion  |
|------------------|--|--|---|
| 50*              | Develop conceptual planning studies related to Advanced Air Mobility (AAM) and or/ any other new and emerging tech related technologies to establish the framework of an AAM network in Miami-Dade County. AAM is a rapidly-emerging, new sector of the aerospace industry which aims to safely and efficiently integrate highly automated aircraft into the National Airspace System (NAS). Complete feasibility analysis for AAM operating locations within the County, associated infrastructure needs, and recommended next steps. Specific tasks may include an analysis of consumer demand, evaluation of potential vertiport locations and land use compatibility, stakeholder outreach, and development of a final report and executive summary.<br><i>Consultant Supported Effort:</i><br><ul style="list-style-type: none"> <li>\$150,000 FY 2025</li> </ul> | Technical support / coordination / technical reports, multimodal studies / strategic plans / feasibility studies for the deployment of emerging technologies | As requested by TPO and/or partner agencies/June 2026             |
| 51               | 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 2026 |



### Task III: Technical Programs

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| Activities Cont. | Scope   | Deliverable(s)  | Completion  |
|------------------|---|---|---|
| 52               | 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 2026 |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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 |
|------------------|---|--|------------|
| 53               | Program Administration for the Municipal Grant Program, including compiling contract documents for review and execution, tracking municipal progress, reviewing and processing invoices and coordinating final presentations to appropriate TPO citizen and technical committees.   | Technical Reports / Coordination / Presentations | June 2026  |
| 54               | <b>Mobility Plan for Uptown Aventura</b><br>The mobility plan will examine current and emerging technologies for “last mile” transportation, recommend specific street patterns, street cross-sections and off-street travel paths for intra-city alternative travel modes, provide cost estimates, implementation measures, all in coordination with anticipated zoning code changes. In addition, the mobility plan will identify the necessary multimodal improvements to support travel to/from rapid transit to facilitate | Technical Reports / Coordination / Presentations | June 2026  |



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| Activities Cont. | Scope  | Deliverable(s)                                   | Completion |
|------------------|--|--|------------|
|                  | multimodal connectivity, increase nonmotorized access, and identify infrastructure needs associated with achieving a walkable and livable community.   |  |            |
| 55               | <b>Rickenbacker Causeway/Crandon Blvd Traffic and Mobility Solutions Project</b><br>The Mobility Solutions Project will create effective SOPs for managing traffic during special events and high-traffic weekends as well as identify potential infrastructure requirements. Objectives include collecting real-time vehicle traffic and multi-modal information during peak times, analyzing historical data, and providing recommendations for traffic management strategies in collaboration with the multiple regional stakeholders of the Rickenbacker Causeway and Crandon Boulevard. | Technical Reports / Coordination / Presentations | June 2026  |
| 56               | <b>Miami Gardens Complete Streets Action Plan</b><br>Miami Gardens Action Plan will include pedestrian and bicycle counts on key corridors, complete streets projects evaluation and budgeting process which will culminate in a 5-year prioritized complete streets project list. Projects will be prioritized using a scoring system consistent with the City's concerns and implementation will be facilitated through a dashboard.   | Technical Reports / Coordination / Presentations | June 2026  |
| 57               | <b>Miami Lakes Comprehensive Transportation Master Plan</b><br>Miami Lakes Comprehensive Transportation Master Plan will ensure safety and mobility for all, enhance the quality of life for residents and visitors and establish an implementation for each selected project. The scope of work includes public involvement, data collection, needs assessment report with key findings, and project list development.  | Technical Reports / Coordination / Presentations | June 2026  |



### Task III: Technical Programs

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| Activities Cont. | Scope   | Deliverable(s)                                   | Completion |
|------------------|---|--|------------|
| 58               | <b>FIU North Campus/Biscayne - North Miami Beach TOD Master Plan</b><br>The TOD Master Plan will provide the basis for proper planning of the new station area in order to guide appropriate multimodal infrastructure investment as well as create new land development regulations conducive to creation of an appropriate transit-oriented development district. Scope will include public engagement, multimodal and safety analysis, and adoption.   | Technical Reports / Coordination / Presentations | June 2026  |
| 59               | <b>Palmetto Bay Multi-Modal Transportation Master Plan</b><br>The objective of the Multi-Modal Transportation Master Plan is to improve community connectivity, safety, and resilience. To achieve this, we have outlined key goals, including identifying short, medium, and long-term transportation needs, implementing Vision Zero strategies to reduce fatal and severe injury crashes, promoting higher average vehicle occupancy, encouraging the use of alternative transportation modes, leveraging technology for improved traffic operations, fortifying infrastructure resilience, and fostering partnerships for educational programs.   | Technical Reports / Coordination / Presentations | June 2026  |
| 60               | <b>South Miami Ludlam Trail Cyclist &amp; Pedestrian Connectivity Study</b><br>The goal of the Study is to create access to the Ludlam Trail for residents from the east of the Trail and access to points of interests/destinations within South Miami for future Ludlam Trail users. Scope will include existing conditions data collections, alternatives analysis, public involvement and develop a recommended alternative.  | Technical Reports / Coordination / Presentations | June 2026  |
| 61               | <b>West Miami's Complete Streets Bicycle &amp; Pedestrian Safety Plan</b><br>The goal of West Miami's Complete Streets Bicycle and Pedestrian Safety Plan is to provide the residents of West Miami, local stakeholders and our neighboring communities with a comprehensive complete street plan which will provide a plan to make improvements and increase connectivity to roadways for bicyclists and pedestrians. An additional goal is to enable safe access to the newly proposed Ludlam Trail, located on SW 72nd Avenue - just outside of West Miami and runs the entirety of the City. The objective of this study is to reduce reliance on | Technical Reports / Coordination / Presentations | June 2026  |



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Activities Cont. | Scope   | Deliverable(s) | Completion |
|------------------|---|----------------|------------|
|                  | single-occupant vehicles, improve connectivity, support future bus rapid transit, increase access to transit, reduce traffic congestion and improve safety and provide connectivity to schools, bike path, parks and other services needed for daily life activities using best practices and implementing digital technological enhancements for an innovative approach. |                |            |

**MGP Total Award Amount \$570,000 FY 2025**

## Carry Forward Activities

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

- South Dade Trail Corridor Connections Feasibility Study
- Miami Downtown Transportation Master Plan Update
- Feasibility Implementing Waterbone Transportation Network
- SMART STEP Assessment along NW 67th Avenue/W 12th Avenue between W 74th Street. & NW 169th Street
- Street Transportation Enhancement Program (STEP)
- Feasibility of Implementing Direct Transit Service Connecting Miami International Airport with PortMiami
- Development of Financial Scenarios for the SMART Program 2024
- SMART Program 2023 STOPS Model Calibration and Testing
- Municipal Grant Program (MGP)
- Municipal Grant Program (MGP): Palmetto Bay Multi-Modal Transportation Master Plan



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

**Table 10. Budget Summary – Task III: Technical Programs**

| Year 1: FY 2025  |                 |             |                             |               |
|--|-----------------|-------------|-----------------------------|---------------|
| Budget Category  | FHWA            |             | Local                       | FY 2025 Total |
|  | PL <sup>1</sup> | SU          | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits)                                      |                 |             |                             |               |
| Salary   | \$715,681       | \$497,000   | \$178,920                   | \$1,391,601   |
| Fringe   | \$235,152       | \$163,300   | \$58,788                    | \$457,240     |
| County Service Fee   | \$71,568        | \$49,700    | \$17,892                    | \$139,160     |
| Consultants  |                 |             |                             |               |
| A. SMART Plan & Programs <sup>2</sup>                                | \$640,000       | \$1,100,000 | \$160,000                   | \$1,900,000   |
| B. Multimodal/<br>Intermodal Planning                                |                 | \$120,000   |                             | \$120,000     |
| D. Transportation Planning<br>Support <sup>2</sup>                   | \$928,800       | \$316,155   | \$232,200                   | \$1,477,155   |
| F. Emerging Technologies   | \$6,304         | \$142,120   | \$1,576                     | \$150,000     |
| G. Municipal Grant Program <sup>2</sup>                              | \$160,000       | \$370,000   | \$40,000                    | \$570,000     |
| Other Departments  |                 |             |                             |               |
| B. Multimodal/Intermodal Planning<br>(DTPW)                          |                 | \$33,000    |                             | \$33,000      |
| C. Federal, State, and Regional<br>Planning and Coordination (SFRPC) |                 | \$50,000    |                             | \$50,000      |
| D. Transportation Planning Support<br>(DTPW)                         |                 | \$103,725   |                             | \$103,725     |
| D. Transportation Planning Support<br>(RER)                          |                 | \$50,000    |                             | \$50,000      |
| FY 2025 Total  | \$2,757,505     | \$2,995,000 | \$689,376                   | \$6,441,881   |



### Task III: Technical Programs

Unified Planning Work Program FY 2025 and 2026

| Year 2: FY 2026                                    |                 |             |                             |               |
|--|-----------------|-------------|-----------------------------|---------------|
| Budget Category                                    | FHWA            |             | Local                       | FY 2026 Total |
|  | PL <sup>1</sup> | SU          | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits)                    |                 |             |                             |               |
| Salary   | \$1,209,600     |             | \$302,400                   | \$1,512,000   |
| Fringe   | \$397,440       |             | \$99,360                    | \$496,800     |
| County Service Fee                                 | \$120,960       |             | \$30,240                    | \$151,200     |
| Consultants  |                 |             |                             |               |
| A. SMART Plan & Programs <sup>2</sup>              | \$128,800       | \$1,154,000 | \$32,200                    | \$1,315,000   |
| B. Multimodal/<br>Intermodal Planning              |                 | \$120,000   |                             | \$120,000     |
| D. Transportation Planning<br>Support <sup>2</sup> | \$312,668       | \$1,159,275 | \$78,167                    | \$1,550,110   |
| Other Departments                                  |                 |             |                             |               |
| B. Multimodal/Intermodal Planning<br>(DTPW)        |                 | \$33,000    |                             | \$33,000      |
| D. Transportation Planning Support<br>(DTPW)       |                 | \$103,725   |                             | \$103,725     |
| FY 2026 Total                                      | \$2,169,468     | \$2,570,000 | \$542,367                   | \$5,281,835   |

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

<sup>2</sup> These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning, [\[§ 11206\(b\)\]](#). The total amount of funds used by the TPO for Complete Streets Planning for FY 2025 is \$1,260,000 of \$5,545,665 PL, and for FY 2026 is \$441,468 of \$5,632,028 PL. 2.5% of the total PL allocation for FY 2025 is \$138,641 and FY 2026 is \$140,800.



# Task IV

## Shared Regional Tasks

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





## **Task IV: Shared Regional Tasks**

Unified Planning Work Program FY 2025 and 2026

# **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 the 2050 Regional Transportation Plan (RTP) and participate in to support the development of Southeast Regional Planning Model (SERPM) Version 10 and the metropolitan transportation planning process.

## **Previous Work**

In FYs 2023 and 2024, the TPO completed the following.

- On-going travel demand modeling efforts related to SERPM 8 maintenance

## **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 9 maintenance (Activity 1),
- b) Future tasks to support the next generation of SERPM, also referred to as SERPM 10 (Activities 2 and 3),

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.



## Task IV: Shared Regional Tasks

Unified Planning Work Program FY 2025 and 2026

| 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.   | Training Workshops   | Annually/As requested by RTTAC-MS |
|            |  | Comprehensive Performance Measures report on modeling modules  | June 2026                         |
|            |  | In-house computer equipment to perform SERPM simulations and analyses  | June 2026                         |
| 2*         | FDOT will be leading this activity. Develop an activity base model, SERPM Version 10, 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.<br><i>Consultant Supported Effort:</i><br><ul style="list-style-type: none"> <li>\$100,000 FY 2026</li> </ul> | Model estimate and Design Report<br>Data Collection / Compilation / Development Report   | June 2026                         |
|            |  | Model Calibration / Validation / Sensitivity Test Plan   | June 2026                         |
|            |  | SERPM networks / Model User Guide / Model training and support / SERPM along with all its scripts and program codes developed for the project. | June 2026                         |
| 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 |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## Carry Forward Activities

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



## Task IV: Shared Regional Tasks

Unified Planning Work Program FY 2025 and 2026

**Table 11. Budget Summary – Task IV: Shared Regional Tasks**

| Year 2: FY 2026      |                 |           |   |               |
|----------------------|-----------------|-----------|---|---------------|
| Budget Category      | FHWA            |           | Local   | FY 2026 Total |
|                      | PL <sup>1</sup> | SU        | Transfer from<br>FDOT/Broward<br>MPO/Palm Beach TPA |               |
| Consultants          |                 |           |   |               |
| SERPM 10 Development |                 | \$100,000 | \$400,000   | \$500,000     |
| FY 2026 Total        |                 | \$100,000 | \$400,000   | \$500,000     |

<sup>1</sup> FDOT uses toll credits as the “soft match” against FHWA PL Funds and SU Funds

**Table 12. Funding Sources for Shared Regional Tasks with Partner Agencies**

| Year 2: FY 2026                        |                 |           |           |               |
|--|-----------------|-----------|-----------|---------------|
| Budget Category                        | FHWA            |           | State     | FY 2026 Total |
|  | PL <sup>1</sup> | SU        | DS        |               |
| Activities 2 & 3: SERPM 10 Development |                 |           |           |               |
| Lead Agency: FDOT D4                   |                 |           | \$250,000 | \$250,000     |
| FDOT D6                                |                 |           |           |               |
| Miami-Dade TPO                         |                 | \$100,000 |           | \$100,000     |
| Broward MPO                            |                 | \$85,000  |           | \$85,000      |
| Palm Beach TPA                         |                 | \$65,000  |           | \$65,000      |
| FY 2026 Total                          |                 | \$250,000 | \$250,000 | \$500,000     |

<sup>1</sup> FDOT uses toll credits as the “soft match” against FHWA PL Funds and SU Fund



# Task V

## **TPO Administration**

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





## Task V: TPO Administration

Unified Planning Work Program FY 2025 and 2026

# 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.

## Previous Work

In FYs 2023 and 2024, the TPO completed the following.

- Daily administrative activities to support the TPO Program, TPO Board, and Transportation Disadvantaged (TD) Planning Grant Program.

## 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. The TPO will utilize the federal standard travel and per diem rates and processes for all activities herein.

| 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 Department of Emergency Management (DEM) 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 |



## Task V: TPO Administration

Unified Planning Work Program FY 2025 and 2026

| Activities | Scope  | Deliverable(s)  | Completion            |
|------------|--|---|-----------------------|
| 2          | Maintain the TPO program via administrative services and management activities such as purchasing office supplies and receiving services from Internal Services Department (ISD), Information Technology Department (ITD), and outside vendors/suppliers, online survey application software, copier/printer leasing, office furniture and equipment, process payments for telephone fees, database charges, maintenance, service tickets, storage, and board member/staff travel to transportation-related workshops/training/ conferences/ meetings/etc. | Office equipment / 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 2026 |
|            |  | State Joint Certification   | Annually by June      |
|            |  | Invoices and progress reports                                     | Quarterly             |
|            |  | TPO Agreements and reporting                                      | Annually              |
|            |  | FDOT Annual Audit and Single Audit                                | Annually              |
| 4          | Prepare an update of the Prospectus for Transportation Improvements and coordinate with Miami-Dade County as needed for support.   | Prospectus  | June 2026             |

## 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                              |
|------------------|---|--|---|
| 5                | Coordinate metropolitan planning process functions with TPO Governing Board members and provide support to the TPO Governing Board, standing committees, citizens advisory committees, subcommittees, and other task force/staff working groups. Explore efficient ways for automating agendas. | Meeting agendas, minutes, supporting presentations | Monthly                                 |
|                  |   | Resolutions  | Monthly                                 |
| 6                | Advertise Public Hearings in local periodicals, as required.  | Public Hearing advertisements                      | June 2026                               |
| 7*               | Secure special professional services as may be required based on TPO Governing Board Requests.<br><i>Consultant Supported Effort:</i>   | Documentation and Support                          | As requested by the TPO Governing Board |



## Task V: TPO Administration

Unified Planning Work Program FY 2025 and 2026

| Activities Cont. | Scope   | Deliverable(s)                             | Completion   |
|------------------|---|--|--|
|                  | <ul style="list-style-type: none"> <li>\$50,000 FY 2025</li> <li>\$50,000 FY 2026</li> </ul>                                    |  |  |
| 8                | 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 |

\*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.

## 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             |
|------------------|---|--|------------------------|
| 9                | 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 Board and Planning Agency Operating Guidelines. | Meeting agendas / minutes / supporting documents / presentations | Quarterly              |
|                  |   | Program Orientation / Training                                   | Annually               |
|                  |   | CTC Evaluation and Designation                                   | When dictated by grant |
|                  |   | By-laws and grievance procedures                                 | Annually               |
| 10               | Jointly develop and update the Transportation Disadvantaged Service Plan (TDSP) with the CTC and the LCB.   | TDSP   | Annually               |
| 11               | 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               |

## Carry Forward Activities

There are 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.



## Task V: TPO Administration

Unified Planning Work Program FY 2025 and 2026

**Table 13. Budget Summary – Task V: TPO Administration**

| Year 1: FY 2025                         |                 |          |          |                             |               |
|---|-----------------|----------|----------|-----------------------------|---------------|
| Budget Category                         | FHWA            |          | CTD      | Local                       | FY 2025 Total |
|   | PL <sup>1</sup> | SU       | State    | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits)         |                 |          |          |                             |               |
| Salary                                  | \$806,400       |          |          | \$201,600                   | \$1,008,000   |
| Fringe                                  | \$264,960       |          |          | \$66,240                    | \$331,200     |
| County Service Fee                      | \$80,640        |          |          | \$20,160                    | \$100,800     |
| Commission Transportation Disadvantaged |                 |          |          |                             |               |
| CTD Funding                             |                 |          | \$83,455 |                             | \$83,455      |
| Consultants                             |                 |          |          |                             |               |
| B. TPO Board Support                    |                 | \$50,000 |          |                             | \$50,000      |
| Traveling                               |                 |          |          |                             |               |
| Travel/Training/Registration            | \$56,000        |          |          | \$14,000                    | \$70,000      |
| Direct Expenses                         |                 |          |          |                             |               |
| County Liability Insurance              | \$88,000        |          |          | \$22,000                    | \$110,000     |
| Rent                                    | \$528,960       |          |          | \$132,240                   | \$661,200     |
| Copy Machines                           | \$20,000        |          |          | \$5,000                     | \$25,000      |
| Audit                                   | \$4,800         |          |          | \$1,200                     | \$6,000       |
| 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                               | \$12,000        |          |          | \$3,000                     | \$15,000      |
| Other Departments                       |                 |          |          |                             |               |
| To Communications (MDC)                 | \$18,400        |          |          | \$4,600                     | \$23,000      |
| To ITD (MDC)                            | \$76,800        |          |          | \$19,200                    | \$96,000      |
| To IT Funding Module (MDC)              | \$61,600        |          |          | \$15,400                    | \$77,000      |
| To ITD MOU (MDC)                        | \$93,600        |          |          | \$23,400                    | \$117,000     |
| FY 2025 Total                           | \$2,144,960     | \$50,000 | \$83,455 | \$536,240                   | \$2,814,665   |



## Task V: TPO Administration

Unified Planning Work Program FY 2025 and 2026

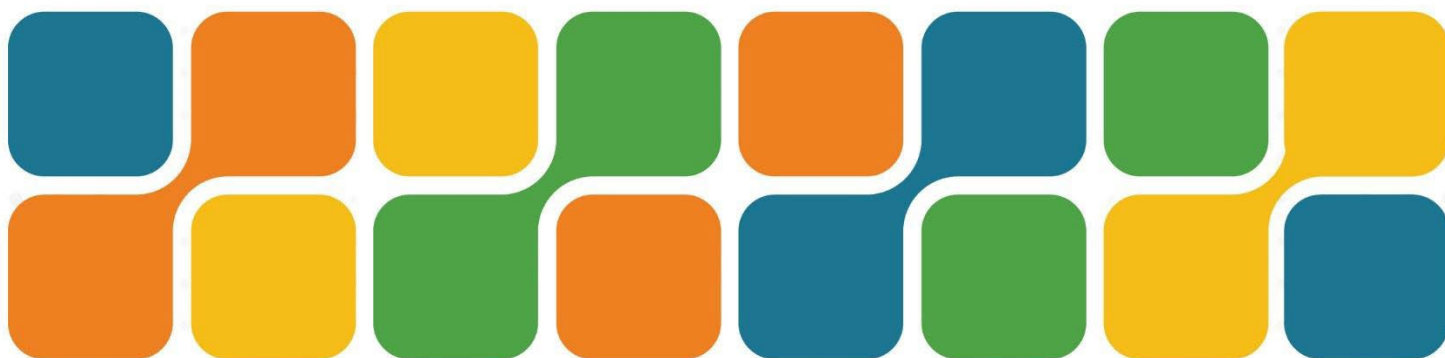
| Year 2: FY 2026                         |                 |          |          |                             |               |
|---|-----------------|----------|----------|-----------------------------|---------------|
| Budget Category                         | FHWA            |          | CTD      | Local                       | FY 2026 Total |
|   | PL <sup>1</sup> | State    |          | Local/<br>Miami-Dade County |               |
| Personnel (salary and benefits)         |                 |          |          |                             |               |
| Salary                                  | \$860,160       |          |          | \$215,040                   | \$1,075,200   |
| Fringe                                  | \$282,624       |          |          | \$70,656                    | \$353,280     |
| County Service Fee                      | \$86,016        |          |          | \$21,504                    | \$107,520     |
| Commission Transportation Disadvantaged |                 |          |          |                             |               |
| CTD Funding                             |                 |          | \$83,455 |                             | \$83,455      |
| Consultants                             |                 |          |          |                             |               |
| B. TPO Board Support                    |                 | \$50,000 |          |                             | \$50,000      |
| Traveling                               |                 |          |          |                             |               |
| Travel/Training/Registration            | \$64,000        |          |          | \$16,000                    | \$80,000      |
| Direct Expenses                         |                 |          |          |                             |               |
| County Liability Insurance              | \$88,000        |          |          | \$22,000                    | \$110,000     |
| Rent                                    | \$552,160       |          |          | \$138,040                   | \$690,200     |
| Copy Machines                           | \$20,000        |          |          | \$5,000                     | \$25,000      |
| Audit                                   | \$4,800         |          |          | \$1,200                     | \$6,000       |
| 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                               | \$12,000        |          |          | \$3,000                     | \$15,000      |
| Other Departments                       |                 |          |          |                             |               |
| To Communications (MDC)                 | \$20,800        |          |          | \$5,200                     | \$26,000      |
| To ITD (MDC)                            | \$80,000        |          |          | \$20,000                    | \$100,000     |
| To IT Funding Module (MDC)              | \$68,000        |          |          | \$17,000                    | \$85,000      |
| To ITD MOU (MDC)                        | \$96,000        |          |          | \$24,000                    | \$120,000     |
| FY 2026 Total                           | \$2,267,360     | \$50,000 | \$83,455 | \$566,840                   | \$2,967,655   |

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



# Appendix A

## Planning Activities





## Florida Department of Transportation District 6<sup>1</sup>

| Location   | FM#      | Estimated Funding |
|--|----------|-------------------|
| South Florida Commuter Services in Miami-Dade County – TDM Outreach    | 420452-2 | \$100,000 (SU)    |
| South Florida Commuter Services in Miami-Dade I-95 Express Call Center | 420462-9 | \$276,058 (TOBD)  |
| South Florida Commuter Services in Miami-Dade County – Marketing       | 422242-2 | \$2,637,336 (SU)  |
| South Florida Commuter Services – South Florida Vanpool Marketing      | 422242-4 | \$150,000 (SU)    |
| NW 25 <sup>th</sup> Street Viaduct Trucking Impacts                    | 438823-1 | \$450,000 (DS)    |

## Miami-Dade County Department of Transportation and Public Works (DTPW)

| Location  | FM#            | Estimated Funding   |
|---|----------------|---|
| TOD Planning Grant for North Corridor                                   | 450732-1-14-01 | \$506,250; \$405,000 FTA (20005B Funds) and \$101,250 Local Funds               |
| TOD Master Plan for Northeast Corridor                                  | 452161-1-14-01 | \$1,050,000; \$840,000 FTA (20005B Funds) and \$210,000 Local Funds             |
| TOD Master Plan for the Little Haiti Commuter Rail Station              | 457025-1       | \$1,250,000; 100% Federal Funding (FTA Section 20005b), no local match required |
| North Corridor: Reconnecting Communities – Station Area Master Analysis | 454983-1       | \$600,000; \$500,000 Congressional Earmark and \$100,00 Local Funds (PTP)       |

<sup>1</sup> Please note that this is not an exhaustive list of all activities to be carried out by FDOT District 6, and it does not include projects in production phases of development (such as design and construction). For a complete list of all FDOT projects, in all phases of development, please refer to the TPO's TIP.



Northeast Corridor TOD-FTA Section 20005b

|   |       |            |      |                                  |      |        |         |         |   |     |          |                          |      |     |    |
|---|-------|------------|------|----------------------------------|------|--------|---------|---------|---|-----|----------|--------------------------|------|-----|----|
| WP04  |       | D_ Display |      | Item_Seg_def Phase_Est Phase_Sum |      |        |         |         |   |     |          |                          |      |     |    |
| FDOT- Work Program Administration   |       |            |      |                                  |      |        |         |         |   |     |          | 12-06-2022               |      |     |    |
| Item Segment Phase  |       |            |      |                                  |      |        |         |         |   |     |          | 10:41:38                 |      |     |    |
| Requested Version: G1 Include Candidates: N (Y/N)                         |       |            |      |                                  |      |        |         |         |   |     |          | MORE:                    |      |     |    |
| Item/Segment: 452161 1 Status: 005 ADOPTED, NOT BEGUN                     |       |            |      |                                  |      |        |         |         |   |     |          | old Item Nbr: _____      |      |     |    |
| Desc: DTPW - FTA 20005B TOD MASTER PLAN FOR NORTHEAST CORRIDOR SMART PLAN |       |            |      |                                  |      |        |         |         |   |     |          |                          |      |     |    |
| Trans System: 08 TRANSIT  |       |            |      |                                  |      |        |         |         |   |     |          | Man Dist: 06 Box Item: N |      |     |    |
| Begin Search At Phase: _ _ FP Seq: _ _ Project Total:                     |       |            |      |                                  |      |        |         |         |   |     |          | 1,050,000                |      |     |    |
| FP  |       | PDC        |      | Total                            |      | All    |         | Dstr    |   | Bud |          | Apr                      |      |     |    |
| Ver   | Phase | Seq        | Year | Fund                             | Pgm  | Amount |         | Amount  |   | Typ | Typ/Area |                          | Dist | Cat | St |
| AD  | 1     | 4          | 01   | 2023                             | FTA_ | 00     | 840,000 | 840,000 | 4 |     |          | 06                       |      |     | 2  |
|   |       |            | 2023 | LF_                              | 00   |        | 210,000 | 210,000 | 4 |     |          | 06                       |      |     | 2  |

```

                                FDOT - Work Program Administration      05-30-2025
                                Item/Segment Definition                 16:14:20
                                More:
Item: 454983 Segment: 1 Item Managing District: 06 Box Item: N (y/N)
Geo District: 06 County: 87 MIAMI-DADE Project Mgr: HUANG, SIMON
Trans System: 08 TRANSIT Contract Type: 4
Work Mix . . : 8165 PTO STUDIES Measure Type : E
Status . . . : 000 CANDIDATE LINE ITEM As of: 07-26-2024
Box Code . . : — EMRG: — Related Items: N Old Item Number: —
Description : (Version: Displayed - CA CANDIDATE Requested - G1 )
              NORTH CORRIDOR STATION AREA MASTER ANALYSIS
Work Length: Project Length: 0.000
              Item Segment Comments Type (1=xdesc, 2=misc)
CD24 - FEDERAL FISCAL YEAR 2024 CONGRESSIONAL EARMARK 2
CD24 FUNDS AVAILABLE FOR OBLIGATION THROUGH 9-30-2027 AND 2
MUST BE EXPENDED BY 9-30-2032. 2

```

```

                                FDOT- Work Program Administration      05-30-2025
                                Item Segment Phase                    16:14:50
                                MORE:
Requested Version: G1 Include Candidates: Y (Y/N)
Item/Segment: 454983 1 Status: 000 CANDIDATE LINE ITEM Old Item Nbr: —
Desc: NORTH CORRIDOR STATION AREA MASTER ANALYSIS
Trans System: 08 TRANSIT Man Dist: 06 Box Item: N
Begin Search At Phase: — FP Seq: — Project Total: 600,000
FP PDC Total All Dstr Bud Apr St
Ver Phase Seq Year Fund Pgm Amount Amount Typ Typ/Area Dist Cat
G1 1 8 01 2026 CD24 00 500,000 500,000 4 06 2
    2026 LF 00 100,000 100,000 4 06 2

```

```

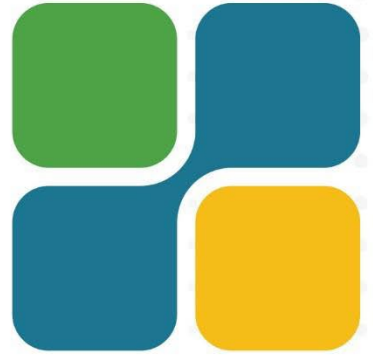
                                FDOT - Work Program Administration      05-30-2025
                                Item/Segment Definition                 16:04:57
                                More:
Item: 457025 Segment: 1 Item Managing District: 06 Box Item: N (y/N)
Geo District: 06 County: 87 MIAMI-DADE Project Mgr: HUANG, SIMON
Trans System: 08 TRANSIT Contract Type: 4
Work Mix . . : 8165 PTO STUDIES Measure Type : E
Status . . . : 005 ADOPTED, NOT BEGUN As of: 05-30-2025
Box Code . . : — EMRG: — Related Items: N Old Item Number: —
Description : (Version: Displayed - AD ADOPTED Requested - G1 )
              DTPW -FTA SECTION 20005B -PLANNING: LITTLE HAITI COMMUTER RAIL
Work Length: Project Length: 0.000
              Item Segment Comments Type (1=xdesc, 2=misc)
DTPW FTA GRANT FOR THE LITTLE RIVER STATION AREA PLAN/HAITI 2
COMMUTER RAIL FOR THE NORTHEAST CORRIDOR PROJECT. 2
100% FEDERAL, NO MATCH REQUIRED 2

```

```

                                FDOT- Work Program Administration      05-30-2025
                                Item Segment Phase                    16:12:12
                                MORE:
Requested Version: G1 Include Candidates: Y (Y/N)
Item/Segment: 457025 1 Status: 005 ADOPTED, NOT BEGUN Old Item Nbr: —
Desc: DTPW -FTA SECTION 20005B -PLANNING: LITTLE HAITI COMMUTER RAIL
Trans System: 08 TRANSIT Man Dist: 06 Box Item: N
Begin Search At Phase: — FP Seq: — Project Total: 1,250,000
FP PDC Total All Dstr Bud Apr St
Ver Phase Seq Year Fund Pgm Amount Amount Typ Typ/Area Dist Cat
AD 1 8 01 2026 FTA 00 1,250,000 1,250,000 4 06 2

```



# Appendix B

**TPO Resolution Adopting the FYs 2025 and 2026  
UPWP**



**TPO RESOLUTION #22-2024**

**RESOLUTION APPROVING AN AMENDMENT TO THE FISCAL YEARS (FYS) 2023 AND 2024 UNIFIED PLANNING WORK PROGRAM (UPWP) DE-OBLIGATING CERTAIN FUNDS AND APPROVAL OF THE FYS 2025 AND 2026 UPWP, INCORPORATING SAID 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, provide a structure to evaluate the adequacy of the transportation planning and programming process; and

**WHEREAS**, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

**WHEREAS**, the Unified Planning Work Program (UPWP) is a federally mandated two-year document currently authorized for State FYs 2023 and 2024. Federal Highway Administration (FHWA) funds currently programmed but not expended by June 30, 2024, require de-obligation for future re-obligation into the next two-year UPWP that begins July 1, 2024; and

**WHEREAS**, as required by the Florida Department of Transportation, the TPO requested de-obligation of required federal funds from FYs 2023 and 2024 UPWP so that said funds will be available in the next FYs 2025 and 2026 UPWP. This action is consistent with the multi-year implementation and funding of the Strategic Miami Area Rapid Transit (SMART) Program, and will also preserve the continuity of the TPO work program; and

**WHEREAS**, the draft FYs 2025 and 2026 UPWP includes a provision implementing the Federal Standard Travel and per diem rates and processes for all activities within the document; and

**WHEREAS**, the TPC has reviewed the proposed amendment to the FYs 2023 and 2024 UPWP and the FYs 2025 and 2026 UPWP, and finds them 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:**

**Section 1.** That this Board incorporates into this resolution the attached TPO Executive Director's memorandum and approves the amendment to the Fiscal Years (FYs) 2023 and 2024 Unified Planning Work Program (UPWP) to de-obligate certain federal funds.

**Section 2.** That the Fiscal Years 2025 and 2026 Unified Planning Work Program, incorporating the de-obligated funds referenced in Section 1, subject to approval by the Federal Highway Administration (FHWA), is approved and authorized for submittal to the Florida Department of Transportation and the appropriate Federal agencies.

**Section 3.** That the Executive Director is authorized to execute all appropriate Federal authorization and assurances to support the UPWP document; submit and execute grant applications, amendments and non-policy changes as requested by Federal and State Agencies; sign contract awards and other documents relating to the receipt of grant funding; issue work orders to perform the tasks to meet the goals contained within the document; advertisement of budgeted contractual/consulting services; and execute regular billings for costs incurred against the UPWP Task elements on behalf of the TPO.

The adoption of the foregoing resolution was moved by Board Member Alix Desulme. The motion was seconded by Board Member Danielle Cohen Higgins, and upon being put to a vote, the vote was as follows:

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

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

The Chairperson thereupon declared the resolution duly passed and approved this 18<sup>th</sup> day of April 2024.

**TRANSPORTATION & PLANNING ORGANIZATION**

By *Tawana Parker*  
**Tawana Parker, Clerk**  
**Miami-Dade TPO**





## ORDER

U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

DOT M 1500.6B

3-29-18

Subject: DOT TRAVEL ORDER AND MANUAL

---

1. PURPOSE. This Order and attached DOT Travel Manual establishes Departmental policy and guidance on all aspects of Federal travel and also identifies key roles and associated responsibilities for DOT personnel. The Order was developed in accordance with the Federal Travel Regulations (FTR), Title **41** of the Code of Federal Regulations (CFR), Chapters 300-304 and is intended as a supplement to provide DOT-specific guidance where applicable. The goal of this Order is to facilitate and standardize a safe and cost effective method for travelers to perform job-related travel in a matter that is financially advantageous to the Government and convenient for the traveler.
2. BACKGROUND. The General Services Administration's (GSA) FTR set the standards and procedures that govern travel for most all Federal agencies. While the FTR covers most all aspects of travel management, there are numerous areas in which individual agencies have discretion and flexibility with regard to how these regulations are interpreted and implemented. This Order is intended to both institutionalize the most recent requirements of the general FTR and to tailor discretionary areas to most efficiently address the DOT-specific needs.
3. CANCELLATION. This Order and Travel Manual cancels:
  - DOT Travel Guiding Principles, DOT Order 1500.11, December 16, 1996
  - DOT Guidance "Policy for Use and Approval of Premium Class Travel", December 18, 2007
  - Travel Manual, DOT Order 1500.6A, January 2, 1985

4. POLICY. The DOT Chief Financial Officer and Assistant Secretary for Budget and Programs directs Secretarial Offices and DOT Operating Administrations (OA) to follow policy and guidance as described in this Order and the accompanying DOT Travel Manual. Secretarial offices and DOT OAs are also directed to ensure the Department's travel guidance is followed and that internal controls are developed to support a well-managed travel management program.
5. REFERENCES. This Order is issued pursuant to the following provision of law and regulation:
  - FTR, 41 (CFR), Chapters 300-304
  - DOT Travel Card Management Policy
6. SCOPE. This Order and the DOT Travel Manual applies to all Secretarial Offices and DOT OAs, with the exception of the Federal Aviation Administration.
7. RESPONSIBILITIES.

DOT Chief Financial Officer (CFO/OST-B): Establishes and oversees this Order and the associated DOT Travel Manual.

Office of Financial Management (B-30): The Office of Financial Management (B-30) manages DOT's travel management programs for the Department, including oversight over travel policy, thee-travel system, and the travel credit card program.

DOT OA CFOs: DOT OA CFOs are responsible for ensuring the Department's policy is upheld and internal guidance and controls are developed to support a well-managed travel program. Further, OAs may wish to issue agency-specific guidance or procedures based on unique agency programs or travel needs not specifically addressed by this Order.
8. IMPLEMENTATION. Upon issuance, any further guidance or standard operating procedures (SOPs) issued by DOT OAs to implement the provisions of this Order must be forwarded to the Chief Financial Officer/Assistant Secretary for Budget and Programs, Attention: B-30.

FOR THE SECRETARY OF TRANSPORTATION:

  
 \_\_\_\_\_  
 Jennifer Funk  
 Acting Deputy Chief Financial Officer

3-29-18  
 \_\_\_\_\_  
 Date

**U.S. DEPARTMENT OF TRANSPORTATION  
(DOT)**



**TEMPORARY DUTY ASSIGNMENT TRAVEL MANUAL**

**U.S. DEPARTMENT OF TRANSPORTATION (DOT)  
TEMPORARY DUTY ASSIGNMENT TRAVEL MANUAL**

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**Purpose**

This document, the U.S. Department of Transportation (DOT) Temporary Duty (TDY) Assignment Travel Manual, is issued in accordance with and serves as a supplement to the Federal Travel Regulations (FTR), Title 41 of the Code of Federal Regulations (CFR), Chapters 300-304 and the DOT Travel Order.

The purpose of this document is to:

- establish procedures for TDY travel;
- identify key roles and associated responsibilities as related to TDY travel; and
- replace *DOT Travel Guiding Principle*, DOT Order 1500.1, dated October 1, 1996.

Each Operating Administration (OA) may or may not want to issue their own specific policies and/or procedures in relation to the entire set of regulations. To understand the entire body of regulations and policy surrounding allowable travel and transportation entitlements, OAs should first read the FTR, then the TDY Travel Manual, and, if applicable, the OA's travel policy and/or procedure.

**Applicability**

This document, the U.S. DOT TDY Assignment Travel Manual applies to employees of all DOT OAs, with the exception of Federal Aviation Administration (FAA).

**References**

- FTR, (41 CFR 300-304)
- DOT Travel Card Management Policy

**U.S. DEPARTMENT OF TRANSPORTATION (DOT)  
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## **Section 1: General Travel and Transportation Rules**

Employees must exercise the same prudence when incurring expenses during official travel as any pragmatic individual would while traveling on personal expense.

### **1.1 Travel Authorizations**

As a *rule*, employees must obtain an approved electronic travel authorization from DOT's official eTravel system prior to the incurrence of any travel or transportation expenses. In limited instances, a designated approving official may elect to approve a select travel authorization for reimbursement following travel. Such circumstances exist when the DOT e-Travel system:

- a. causes an unreasonable burden on the OA's mission accomplishment(s) (e.g., emergency travel (and the system is unavailable), invitational travel, necessity of disability accommodations or special needs (in accordance with FTR § 301 – 13);
- b. compromises a national security interest; or
- c. may endanger the life of the employee (e.g., an individual traveling under the Federal witness protection program, or threatened law enforcement/investigative personnel traveling in accordance with FTR § 301 – 31.

However, written or electronic advance authorization is required for the following items:

- a. use of reduced fares for group or charter arrangements;
- b. payment of a reduced per diem rate;
- c. acceptance of payment from a non-Federal source for travel expenses; and
- d. travel expenses related to attendance at a conference.

#### **1.1.1 Appropriate Approving Officials**

Approving officials play a significant role in the accountability for public funds. As such, approving officials are responsible for ensuring the approval of travel authorizations and subsequent reimbursement of travel expenses adhere to this policy.

The following individuals within an OA may serve as designated approving officials for travel authorizations:

- a. Administrator
- b. Deputy Administrator
- c. Executive Director

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d. Associate Administrator, Assistant Administrator, and Chief Counsel, each with authority to re-delegate approving official responsibilities to:

- (1) Associate or Assistant Administrator's Deputy and Deputy and/or Assistant Chief Counsels
- (2) Heads of offices and services
- (3) Division Managers
- (4) Branch Managers
- (5) Supervisory Staff
- (6) Non-Supervisory Staff tasked with program management responsibilities.

**1.1.2 Travel and Transportation Expenses and Required Authorizations**

The following expense scenarios require authorization approval from the listed individuals within an OA:

| Expense Scenario  | Required Approving Official   |
|---|---|
| Other than coach-class accommodations aboard common carrier transportation        | OA Chief Financial Officer  |
| Use of foreign flag airline carrier   | As listed in <i>Section 1.1.1</i> of this document  |
| Use of reduced fares for group/charter arrangements                               | As listed in <i>Section 1.1.1</i> of this document  |
| Use of cash as a method of payment for common carrier transportation expenditures | As listed in <i>Section 1.1.1</i> of this document  |
| Use of extra-fare train service   | As listed in <i>Section 1.1.1</i> of this document  |
| Transportation aboard ships (both U.S. and foreign flag vessels)                  | Administrator or Deputy Administrator – Authority may not be re-delegated   |
| Rental of commercial automobile   | As listed in <i>Section 1.1.1</i> of this document  |
| Use of government aircraft  | OA or OST Chief Counsel – Authority may not be re-delegated   |
| Fixed (reduced) rate of reimbursement for per diem expenses                       | As listed in <i>Section 1.1.1</i> of this document  |
| “Actual Expense” reimbursement for per diem expenses                              | As listed in <i>Section 1.1.1</i> of this document  |
| Expenses associated with Emergency Travel   | Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, or OA or OST Chief Counsel – Authority may not be re-delegated |

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| Travel and transportation expenses associated with official non-routine international travel for groups involving Administrators, Deputy Administrators, Associate Administrators, or five (5) or more employees | DOT Chief of Staff – Authority may not be re-delegated                                |
| Travel and transportation expenses associated with official non-routine international travel for groups of five (5) or fewer employees   | Employees’ OA Administrators – Authority may not be re-delegated                      |
| Travel and transportation expenses associated with official routine international travel   | Employees’ OA Administrators – Authority may be re-delegated to employees’ supervisor |

International travel should be coordinated with the appropriate International Affairs or Program Offices within each OA as required by OA policy. OA International Affairs or Program Offices will coordinate Departmental approval with the Office of the Under Secretary for Policy.

## **Section 2: Reimbursable Transportation Expenses**

### **2.1 Expense Reimbursements and Methods of Travel**

Employees who perform authorized travel at DOT’s expense are eligible for reimbursement of fares, rental fees, mileage payment, and other expenses related to transportation.

DOT permits employees to utilize the following methods of transportation when properly authorized by the designated approving official:

- a. common carrier transportation (e.g. aircraft, train, bus, ship, or local transit system);
- b. government vehicle;
- c. privately owned vehicle (POV); and
- d. special conveyance (e.g. taxi or commercial automobile).

Employees must select the method of transportation most advantageous to DOT, taking total cost (including per diem, overtime, lost work time and actual transportation costs) and efficiency into consideration in accordance with FTR §301 – 10.4. The FTR presumes common carrier and government automobiles to be the most advantageous modes of travel. Should an employee select a method of travel not required by regulation or authorized by DOT, without prior authorization from a designated approving official, the employee will be responsible for any additional expenses incurred.

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DOT tasks employees' approving officials (unless otherwise noted in *Section 1.1.2*) with final determination of whether employees' selected methods of transportation prove most advantageous to DOT.

Employees must travel to their destinations along the usually traveled route unless a designated approving official authorizes an alternate route in advance as necessary to completion of the mission. Reimbursements for travel are limited to the cost of travel for a given TDY assignment by a direct route or on an uninterrupted basis. Employees hold responsibility for any additional expenses incurred because of unauthorized indirectly routed travel, or authorized indirectly routed travel associated with personal leave.

#### 2.1.1 Local Travel

The FTR defines official duty station as an area that includes the location where the employee regularly performs his or her duties or an invitational employee's home or regular place of business. The area may be a mileage radius around a point, a geographic boundary, or any other definite domain, provided no part of the area is more than fifty (50) miles from where the employee regularly performs his or her duties or from an invitational employee's home or regular place of business (see FTR § 300 – 3.1).

Therefore, DOT defines local travel to be employee travel within a fifty (50) mile radius of employees' official duty stations. Any exceptions to this rule must require written approval from the OA Chief Financial Officer.

DOT reimburses employees for local travel expenses, associated with official DOT business, which exceed employees' normal transportation costs between employees' personal residences and official duty stations.

Employees' normal transportation costs between personal residences and official duty stations will be calculated as follows:

- (Round-trip mileage driven in privately owned vehicle (if applicable) x Mileage reimbursement rate when no government vehicle is available) + Daily Parking Fees (if applicable) + Round-trip local transit system fare (if applicable).

#### 2.1.2 Official Travel Interrupting Authorized Personal Leave

In some instances, an employee may be required to cancel or reschedule planned personal travel if needed for official duty. If the employee purchased a non-refundable ticket, or made a non-refundable deposit, the approving official may authorize reimbursement for either the actual costs of the non-refundable item(s) or any applicable change fee. The employee may only be reimbursed for unavoidable actual losses incurred due to cancelled or interrupted travel. Unavoidable actual

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losses may include costs of non-refundable item(s) purchased by the employee for immediate family members, as defined by 41 CFR § 300-3.1.

If an employee is required to interrupt personal travel and return to the permanent duty station or perform TDY travel, the approving official may authorize travel from the personal travel destination point to the permanent duty station or the TDY location, and, if applicable, from the TDY location back to the personal travel destination point or the permanent duty station.

- a. *Non-refundable tickets.* It is possible that an unused personal ticket either may be used later or cannot be used at all. If the ticket cannot be used at all, the employee must attach the unused ticket, if available, when claiming reimbursement. If a ticket is not available, the employee must provide evidence of cost and cancellation. If the employee can use the ticket later and there is an associated change fee, the travel approving official may authorize reimbursement of the change fee when the employee incurs the change fee expense. If the airline increases the cost of the original ticket, the travel approving official may authorize reimbursement of the difference in cost. However, if the employee elects a costlier class of travel than the original ticket (e.g., selects business-class instead of coach-class), the employee must bear the additional cost.
- b. *Non-refundable deposits.* When claiming reimbursement for a non-refundable deposit, the employee must provide evidence of the cost of the deposit and the cancellation.

## **2.2 Common Carrier Transportation**

DOT considers airlines, trains, ships, buses, and local transit systems to be acceptable forms of common carrier transportation.

### **2.2.1 Airlines**

DOT requires employees to adhere to the following guidelines when selecting an airline as the authorized method of travel:

- a. employees must use contract carriers, whenever available, unless otherwise exempted as referenced in *Section 2.2.1.1.*;
- b. employees must use coach class accommodations, unless otherwise exempted as referenced in *Section 2.2.1.2.*; and
- c. employees must use a U.S. flag air carrier, unless otherwise exempted as referenced in *Section 2.2.1.3.*

#### 2.2.1.1 Use of Contract City-Pair Fares

DOT requires employees to use General Services Administration's (GSA) city-pair contracts for air passenger transportation services. An approving official may authorize the use of a fare other than a contract city-pair fare when:

- a. space on a scheduled contract flight is not available in time to accomplish the purpose of the employee's travel, or use of contract service would require him or her to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
- b. the contractor's flight schedule is inconsistent with explicit DOT policies regarding scheduling travel during normal working hours;
- c. a non-contract carrier offers a lower fare to the public that, if used, will result in a lower total trip cost to DOT (the combined costs of transportation, lodging, meals, and related expenses considered)(this exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to government and military employees performing official business and may be purchased only with a contractor-issued charge card, centrally billed account or government transportation request); or
- d. cost effective rail service is available and is consistent with mission requirements.

Employees are liable for any additional costs or penalties resulting from the use of a non-contract fare, without prior authorization or exemption, when a contract fare is available. However, if the use of a non-contract fare was exempted and authorized in advance by the approving official, employees may be reimbursed.

Employees may only use city-pair fares for official DOT travel and are prohibited from reserving contract passenger transportation services for personal use. When no contract fares exist for a requested itinerary or route and common carriers furnish the same service at different fares between the same points for the same type of accommodations, employees must select the lowest cost service.

#### 2.2.1.2 Changing or Canceling Common Carrier Transportation Reservations

An employee with advance knowledge of his/her need to change or cancel a common carrier transportation reservation must do so immediately and notify all applicable parties (approving official, Agency/Organization Program Coordinator (A/OPC), travel management center, etc.) of all reservation adjustments. Failure to change/cancel common carrier

transportation reservations in a timely manner (as determined by a designated approving official and/or A/OPC) may subject the employee to liability for any resulting losses.

#### 2.2.1.3 Airline Accommodations

The following classes of airline accommodations are available as defined within FTR § 301 – 10.121:

- a. *coach-class, also referred to as “tourist” or “economy-class”*
- b. *business-class, also referred to as “business, business elite, business first, world business, connoisseur, or envoy”*
- c. *first-class*
- d. *single-class.*

DOT requires the use of coach-class, or equivalent, accommodations for all official DOT air travel, both domestic and international, outside of scenarios pre-approved by the designated approving official as referenced below in 2.2.1.4.

#### 2.2.1.4 Other Than Coach-Class Fares

DOT employees are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets the needs of the agency’s mission. Employees may use the lowest other than coach-class airline accommodations only when an approving official specifically authorizes/approves such use as specified below.

- a. The approving official, as identified in 1.1.2, may authorize/approve first class or business class accommodations if any of the following apply:
  - (1) No coach-class accommodations are reasonably available. “Reasonably available” means available on an airline that is scheduled to leave within 24 hours of the employee’s proposed departure time, or scheduled to arrive within 24 hours of his or her proposed arrival time;
  - (2) Use of other than coach-class is necessary to accommodate a medical disability or other special need;
    - (a) A disability must be certified annually in a written statement by a competent medical authority. However, if the disability is a lifelong condition, then a one-time certification statement is required. Certification statements must include at a minimum:

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- i) that special accommodation is necessary;
    - ii) an approximate duration of the special accommodation; and
    - iii) a recommendation as to the suitable class of transportation accommodations based on the disability.
  - (b) A special need must be certified annually in writing per OA's procedures. However, if the special need is a lifelong condition, then a one-time certification statement is required.
  - (c) If a DOT employee is authorized to have an attendant accompany him or her per FTR § 301 – 13.3(a), the approving official may also authorize the attendant to use other than coach-class accommodations if the attendant's services are required en route.
- (3) There are exceptional security circumstances requiring other than coach-class airline accommodations. Exceptional security circumstances are determined by an OA and should only be authorized up to the minimum other than coach-class accommodation necessary. These circumstances include, but are not limited to:
- (a) use of coach-class accommodations would endanger the employee's life or government property;
  - (b) the employee is an agent on protective detail and is accompanying an individual authorized to use other than coach-class accommodations; or
  - (c) the employee is a courier or control officer accompanying controlled pouches or packages.
- (4) Other than coach-class is required because of OA mission, consistent with the OA's internal procedures pursuant to FTR § 301 – 70.102(i).
- (5) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.
- (6) Regularly scheduled flights between origin/destination points (including connecting points) provide only other than coach-class accommodations. The employee must certify such on his or her voucher.
- (7) The employee's transportation costs are paid in full through the OA's acceptance of payment from a non-Federal source in accordance with FTR § 304.
- (8) The employee's travel meets the criteria of the 14-hour rule, where:
- (a) the origin and/or destination are OCONUS;
  - (b) the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours, in accordance with FTR § 301 – 10.125;

- (c) the employee is required to report to duty the following day or sooner; or
  - (d) scheduled flight time is the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports.
- (9) The use results in an overall cost savings to the DOT by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations.
- (10) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed.

If other than coach-class accommodation is authorized based on the 14-hour rule, then the employee will not be eligible for a rest stop en route or a rest period upon arrival at his or her duty site.

Blanket authorization of other than coach-class transportation accommodations is prohibited and shall be authorized on an individual trip-by-trip basis, unless the employee has an up-to-date documented disability or special need.

DOT employees may upgrade to other than coach-class accommodations at their personal expense, including through redemption of frequent flyer benefits.

Coach-class seating upgrade programs, sometimes called “Coach Elite,” “Coach Plus,” “Preferred Coach” or some other identifier, allow passengers to obtain, for a fee, a more desirable seat choice within the coach-class cabin. These airline upgrade or preferred seat choices are generally available for an annual fee, at an airport kiosk or gate or as a frequent flier perk. These coach upgrade options are not considered a new or higher class of accommodation since the seating is still in the coach cabin. However, the use of these upgraded/preferred coach seating options is generally an employee’s personal choice and therefore is at the employee’s personal expense.

#### 2.2.1.5 Use of United States Flag Air Carriers and Foreign Air Carriers

United States flag air carrier service is defined as follows:

*U.S. flag air carrier service provided on an air carrier which holds a certificate under 49 U.S.C. 41102 and which service is authorized either by the carrier’s certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14,*

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*Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.*

Employees whose air travel is funded by DOT must use U.S. flag air carrier service, regardless of whether the cost of foreign air carrier service is less than that of a U.S. flag air carrier, unless otherwise exempted as referenced in FTR § 301 – 10.135 through § 301 – 10.137.

Employees may only use foreign air carrier service when U.S. flag air carrier service is unavailable, will not accomplish DOT's mission, or as otherwise referenced in FTR § 301 – 10.138. In instances when an employee receives approval from a designated approving official to use foreign air carrier service, the employee must provide certification in accordance with FTR § 301 – 10.142. Failure to properly submit required foreign air carrier certification prior to travel precludes employees from claiming reimbursement for all fares associated with foreign air carrier service.

DOT will not reimburse any travel costs for or associated with any foreign air carrier service that is not approved in advance by a designated OA approving official and accompanied by all proper certifications.

Failure to secure air transportation reservations in a timely manner (as determined by a designated approving official and/or A/OPC) may subject the employee to liability for any resulting losses.

#### 2.2.1.6 Airline Compensation During Official DOT Travel

Should an air carrier deny DOT employees a confirmed reserved seat during official travel, employees must relinquish all payments received for liquidated damages to DOT. Employees must ensure that compensating payments are made payable to the "Treasurer of the United States."

Separately, employees who voluntarily vacate confirmed reserved seats during official travel, when an air carrier requests volunteers, may personally keep any compensation from the airline in accordance with the following:

- a. voluntarily vacating seats may not interfere with the performance of employees' official duties or accomplishment of agency mission;
- b. additional travel expenses incurred because of vacating seats will be borne by employee and not reimbursed by DOT; and

- c. employee is charged annual leave for any delays during duty hours which result from voluntarily vacated seats. It is the responsibility of the employee to document timecards appropriately.

## 2.2.2 Trains

### 2.2.2.1 Train Accommodations

The following classes of train accommodations are available as defined within FTR § 301 – 10.160:

- a. *coach-class*, which includes reserved coach accommodations and “slumber coach” accommodations for instances of overnight train travel
- b. *slumber-coach*
- c. *first-class*
- d. *business-class*.

DOT requires the use of coach-class, or equivalent, accommodations for all official DOT train travel outside of scenarios pre-approved by the designated approving official as referenced in FTR § 301 – 10.162 and *section 2.2.2.2* of this travel manual.

Employees may, at personal expense, select to upgrade to first-class or business-class.

### 2.2.2.2 Extra-Fare Train Service

Extra-fare train service is defined as follows:

*Train service that operates at an increased fare due to the extra performance of the train (i.e., faster speed, fewer stops).*

Extra-fare train service is a class above the lowest class offered on any train and must be pre-authorized/approved only when:

- a. No coach-class accommodations are reasonably available on a train that is scheduled to leave within 24 hours of the employee’s proposed departure time, or scheduled to arrive within 24 hours of his or her proposed arrival time.
- b. Use of other than coach-class accommodations are necessary to accommodate a medical disability or other special need;
  - (1) A disability must be certified annually in a written statement by a competent medical authority. However, if the disability is a lifelong condition, then a one-time certification statement is required. Certification statements must include at a minimum:

- i) that special accommodation is necessary;
  - ii) an approximate duration of the special accommodation; and
  - iii) a recommendation as to the suitable class of transportation accommodations based on the disability;
- (2) A special need must be certified annually in writing according per the OA's procedures. However, if the special need is a lifelong condition, then a one-time certification statement is required.
- c. If a DOT employee is authorized to have an attendant accompany him or her per FTR § 301 – 13.3(a), the approving official may also authorize the attendant to use other than coach-class accommodations if the attendant's services are required en route.
- d. There are exceptional security circumstances requiring other than coach-class rail accommodations. Exceptional security circumstances are determined by the OA and should only be authorized to the minimum other than coach-class accommodation necessary to meet the OA's mission. These circumstances include, but are not limited to:
  - (1) use of coach-class accommodations would endanger the employee's life or government property;
  - (2) the employee is an agent on protective detail and is accompanying an individual authorized to use other than coach-class accommodations; or
  - (3) the employee is a courier or control officer accompanying controlled pouches or packages.
- e. Coach-class accommodations on an authorized/approved rail carrier do not provide adequate sanitation or health standards.
- f. Other than coach-class is required because of OA mission, consistent with the OA's internal procedures pursuant to FTR § 301 – 70.102(i).

### 2.2.3 Ships

#### 2.2.3.1 Ship Accommodations

The following classes of ship accommodations are available as defined within FTR § 301 – 10.182:

- a. *First-class*
- b. *Lowest first-class*

DOT requires the use of lowest first-class, or equivalent, accommodations for all official DOT ship travel outside of scenarios pre-approved by the designated approving official as referenced in FTR § 301 – 10.183. Employees may, at personal expense, select to upgrade to first-class.

#### **2.2.4 Local Transit Systems (Public Buses, Subways, Streetcars)**

DOT regards the use of public buses, subways, or streetcars to be a reimbursable expense for local travel while on TDY in the following scenarios:

- a. travel between places of business and official duty stations or TDY stations;
- b. travel between places of lodging (excludes personal residences) and TDY stations; or
- c. travel between TDY stations and the nearest available location at which to obtain meals, when the nature and location of the work at employees' TDY stations are such that meals cannot be obtained reasonably.

Employees claiming reimbursement for local transit system travel expenses as described under scenario "c" of this section must attach an explanation, which speaks to the necessity of said travel, to the submitted voucher.

### **2.3 Government Vehicles**

DOT permits employees to utilize the following types of government vehicles when properly authorized by a designated approving official:

- a. government automobile;
- b. government aircraft; or
- c. other type of government vehicle in accordance with all government-issued rules governing its use.

Employees, when properly authorized by a designated approving official, may only use non-aircraft government vehicles for travel in the following scenarios (or as otherwise referenced in FTR§ 301 – 10.201):

- a. travel between places of business and official duty stations or TDY stations;
- b. travel between places of lodging (excludes personal residences) and TDY stations; or
- c. travel between TDY stations and the nearest available location at which to obtain meals, when the nature and location of the work at employees' TDY stations are such that meals cannot be obtained.

DOT will not reimburse any travel costs for or associated with the use of any government vehicle that is not approved in advance by a designated approving official. Unauthorized use of a government vehicle is considered misuse of government property and endangers offenders to administrative and/or criminal liability.

### 2.3.1 Government Automobiles

When government automobiles are available at or within the vicinity of employees' official duty stations and local transit systems do not serve as an efficient or effective method of alternate transportation, employees must first consider the use of government automobiles over the use of a privately-owned vehicles or special conveyances, if advantageous to DOT.

DOT tasks employees' approving officials with final determination of whether employees' use of government automobiles proves most advantageous to DOT.

Employees must possess the following prior to the operation of any DOT automobile:

- a. a state, District of Columbia, or territorial motor vehicle operator's license; and
- b. an approved travel authorization specifically authorizing the use of a government-furnished automobile.

### 2.3.2 Government Aircraft

DOT employees may only use government aircraft for official travel in the following scenarios (or as otherwise referenced in FTR§ 301 – 10.260 and § 301 – 10.261):

- a. when authorized in accordance with FTR§ 301 – 10.262; and
- b. when transportation aboard a government aircraft serves as the most cost-effective method of travel.

DOT's senior legal official authorizes government aircraft as a method of travel on a case-by-case basis for all employees, in accordance with FTR§ 301 – 10.262(b) and (c), unless exempted as referenced in FTR§ 301 – 10.262(a) (1) and (2).

Employees traveling aboard government aircraft must maintain, on their persons, the following items for presentation to the aircraft management office operating the government aircraft:

- a. a valid government-issued identification card; and
- b. an approved travel authorization specifically authorizing the use of a government aircraft.

No reimbursement to the government is required for official travel aboard a government aircraft.

## 2.4 Privately Owned Vehicle (POV)

DOT authorizes the use of privately owned vehicles when it serves as the most advantageous (in terms of cost, success of mission, etc.) method of travel, or to accommodate employees' medical needs in accordance with *Section 5* of this document.

DOT tasks employees' approving officials with final determination of whether employees' use and reimbursement for use of privately owned vehicles proves most advantageous to DOT. Approving officials must consider all alternate methods of transportation (government automobiles, local transit systems, special conveyances, etc.) prior to authorizing use of privately owned vehicles.

### 2.4.1 Privately Owned Vehicle Expense Reimbursements

DOT reimburses employees for mileage traveled in a privately owned vehicle when authorized in advance by a designated approving official.

Employees who select to use a privately-owned vehicle when other forms of authorized transportation are available will receive limited reimbursement as prescribed in *Section 2.4.1.1* and *2.4.1.4* of this document.

#### 2.4.1.1 Determining Automobile/Motorcycle Travel Mileage and Calculating Reimbursements

Employees will determine mileage per mile published in standard highway mileage guides, or actual mileage traveled as recorded from automobile/motorcycle odometer readings.

Employees will calculate mileage reimbursements by multiplying the determined distance traveled by the applicable mileage reimbursement rates as published by GSA.

Employees who select the use of a privately owned automobile/motorcycle when authorized to travel aboard common carrier transportation will receive mileage reimbursement, at the prescribed mileage reimbursement rates, limited to an amount not to exceed the lowest available cost of an associated common carrier itinerary (in accordance with *Section 2.2* of this document).

2.4.1.2 Additional Reimbursable and Non-Reimbursable Privately Owned Vehicle Expenses

DOT will reimburse the following expenses in addition to reimbursed mileage, when the use of a privately owned vehicle is properly authorized in advance by a designated approving official:

- a. parking fees
- b. ferry fees
- c. bridge, road, and tunnel fees

DOT will *not* reimburse the following expenses as related to privately owned vehicles:

- a. charges for repairs
- b. depreciation
- c. replacements
- d. grease and/or oil
- e. antifreeze
- f. towage and similar speculative expenses
- g. gasoline
- h. insurance
- i. state and federal taxes

2.4.1.3 Shared Privately Owned Vehicle Transportation

Employees' decision to transport other employees within a privately owned vehicle is strictly voluntary. DOT will only reimburse *one* employee for the use of a privately owned vehicle.

2.4.1.4 Privately Owned Vehicle Transportation and Special Conveyances

Employees who are authorized and select the use of a privately owned automobile/motorcycle between a residence and official duty station to/from a common carrier terminal, will receive both mileage reimbursement at the prescribed mileage reimbursement rates and additional reimbursements for associated fees (if applicable, as referenced in *Section 2.4.1.2*), limited to a total amount not to exceed the cost of taxi fare to/from the terminal.

## 2.5 Special Conveyance

DOT permits the use of the following special conveyances, when properly approved by a designated approving official:

- a. taxicabs and shuttle services;
- b. commercial rental automobiles; and
- c. any other special conveyance determined to be advantageous (in terms of cost, success of mission, etc.) to DOT.

### 2.5.1 Special Conveyance Expense Reimbursements

DOT determines what constitutes a reimbursable special conveyance expense, which may include, but not limited to the following:

- a. gasoline and oil
- b. garage rentals
- c. operator per diem
- d. ferriage, tolls, etc.

Employees who are authorized to use a special conveyance and select the use of a privately owned vehicle will receive both mileage reimbursements at the prescribed mileage reimbursement rates and additional reimbursements for associated fees (if applicable, as referenced in *Section 2.4.1.2*), limited to a total amount not to exceed the cost of the special conveyance.

### 2.5.2 Taxicabs and Shuttle Service

Employee use of taxicabs and shuttle services for *local travel* is reimbursable, when properly authorized in advance by a designated approving official, in the following instances:

- a. travel between places of business and official duty stations;
- b. travel between places of lodging (excludes personal residences) and TDY stations; and
- c. travel between TDY stations and the nearest available location at which to obtain meals, when the nature and location of the work at employees' TDY stations are such that meals cannot be obtained.

Employee use of taxicabs and shuttle services to and from a common carrier terminal (when no courtesy transportation is available) is reimbursable, when properly authorized in advance by a designated approving official, in the following instances:

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- a. travel between a common carrier terminal and personal residences;
- b. travel between a common carrier terminal and places of business, official duty stations, or TDY stations;
- c. travel between a common carrier terminal and places of lodging; or
- d. travel between a common carrier terminal and shuttle terminal.

Employees will treat courtesy transportation services provided by hotels/motels, when available, as the first source of transportation between places of lodging and a common carrier terminal.

#### 2.5.2.1 Taxicab and Shuttle Service Gratuity Reimbursement

DOT will reimburse taxicab and shuttle service gratuity payments, limited to an amount not to exceed fifteen (15) percent of the taxicab or shuttle service fare (which includes all applicable tolls and fees required for the taxicab/shuttle service trip).

DOT will reimburse courtesy transportation service gratuity payments, limited to an amount not to exceed fifteen (15) percent of a comparable taxicab or shuttle service fare.

#### 2.5.3 Commercial Rental Automobiles

Employees may use rental automobiles when it is determined to be advantageous to DOT (in terms of cost, success of mission, etc.).

DOT tasks employees' approving officials with final determination of whether employees' use of commercially rented automobiles proves most advantageous to DOT. Approving officials must consider all alternate methods of transportation (government automobiles, local transit systems, special conveyances, etc.) prior to authorizing use of commercially rented automobiles.

DOT will not reimburse any commercial rental automobile expenses that are not approved in advance by a designated approving official.

##### 2.5.3.1 Commercial Rental Automobile Insurance Reimbursements

The government is a self-insurer and DOT will *not* reimburse collision damage waiver (CDW) or theft insurance for automobiles rented for travel within the continental United States.

DOT *will* reimburse employees for CDW or theft insurance expenses for automobiles rented for travel outside of the continental United States.

All individuals who intend to operate commercial rental automobiles must notify the vendor at time of vehicle receipt.

#### 2.5.3.2 Commercial Rental Automobile Class/Size

DOT employees must use the least expensive compact car available, unless an exception for another class of vehicle is approved. Approving officials should approve these exceptions on a limited basis and must indicate on the travel authorization the reason for the exception. Use of other than a compact care may be authorized if any of the following apply:

- a. use of other than a compact car is necessary to accommodate a medical disability or other special need;
  - (1) A disability must be certified annually in a written statement by a competent medical authority. However, if the disability is a lifelong condition, then a one-time certification statement is required. Certification statements must include at a minimum:
    - (a) a written statement by a competent medical authority stating that special accommodation is necessary;
    - (b) an approximate duration of the special accommodation.
  - (2) A special need must be certified annual in writing per the OA's procedures. However, if the special need is a lifelong condition, then a one-time certification statement is required.
  - (3) If the employee is authorized under FTA § 301 – 13.3(a) to have an attendant accompany him or her, the approving official may authorize the use of other than a compact car if deemed necessary by the OA;
- b. when required because of OA mission, consistent with the OA's internal procedures pursuant to FTR § 301 – 70.102(i);
- c. when the cost of other than a compact car is less than or equal to the cost of the least expensive compact care;
- d. when additional room is required to accommodate, multiple employees authorized to travel together in the same rental vehicle;
- e. when employees must carry a large amount of government material incident to their official business, and a compact rental vehicle does not contain sufficient space; or
- f. when necessary for safety reasons, such as during severe weather or having to travel on rough or difficult terrain.

#### 2.5.3.3 Commercial Rental Automobile Vendor Fuel Surcharges

While DOT will reimburse employees for fuel expenses necessary for the operation of a rented automobile, DOT **will not** reimburse an employee for fuel surcharges that are charged when the employee returns the rental automobile with a fuel tank that is not full.

### **Section 3: Reimbursable Per Diem Expenses**

DOT will provide employees an allowance (a per diem allowance or actual expense reimbursement) when an employee incurs per diem expenses while performing non-local official travel for a period exceeding twelve (12) hours, unless an employee agrees in advance not to receive per diem expense reimbursement.

An employee whose official travel period equates to twelve (12) hours or fewer is ineligible for a per diem allowance or actual expense reimbursement (excluding authorized transportation expenses).

Employees eligible for per diem expense reimbursements may receive both a per diem allowance and actual expense reimbursements for a single authorized itinerary, but may only receive *one* method of reimbursement, *either* per diem allowance *or* actual expense reimbursement, on any given calendar day. The approving official, and not employees, determines when the transition between per diem allowance and actual expense reimbursement occurs.

#### **3.1 Local Travel and Per Diem Expenses**

DOT will not reimburse per diem expenses (including lodging) for employees performing local travel (as defined in *Section 2.1.2* of this document) without prior written approval from employees' Operating Administration Chief Financial Officer.

#### **3.2 Per Diem Allowance and Actual Expense Reimbursement**

##### **3.2.1 Maximum Per Diem Allowances and Actual Expense Rates**

DOT adheres to maximum per diem allowances and actual expense rates as provided in FTR § 301 – 11.6.

TDY locations determine maximum per diem reimbursement rates. Employees arriving at lodging locations after 12:00 AM will claim lodging expenses for the preceding calendar day.

DOT may, at its authorizing official's discretion, authorize maximum per diem rates for employees who travel, for a period equaling or exceeding twelve (12) hours, to a TDY location where lodging is unavailable.

### 3.2.2 Per Diem Expense Reimbursement Periods

Per diem expense reimbursement periods begin on the date employees depart their personal residences, official duty stations, or other previously authorized points, and end on the date employees return to any of the aforementioned locations.

Employees must record dates of departure from, and arrival to official duty stations, TDY stations, or any place travel begins or ends. Likewise, employees must record instances of any travel stopovers or authorized rest periods.

Employees who cross the International Date Line will use actual elapsed travel time, and not calendar days, to determine proper per diem reimbursements.

### 3.2.3 Complimentary or Furnished Meals

Complimentary meals provided by a common carrier or hotel/motel have no bearing on per diem expense reimbursement rates.

Separately, employees receiving meals, furnished by the government or as part of a registration fee, must deduct the reimbursement rate (as prescribed by GSA for the specified TDY location) for the furnished meal(s) (breakfast, lunch, and/or dinner) from the overall Meals & Incidental Expense (M&IE) reimbursement rate for the day on which the meal is received.

Neither complimentary nor furnished meals have any bearing on incidental expense rates.

### 3.2.4 Per Diem Expense Reimbursement on Non-Workdays

DOT will reimburse employees non-workday per diem expenses (per diem allowance or actual expense reimbursement) in the following instances:

- a. accomplishment of the mission requires non-workday stay at a TDY location;  
or
- b. official DOT business occurs on workdays immediately preceding and following non-workdays *and* the cost of round trip travel to employees' official duty stations exceeds *total* non-workday per diem expenses

Employees who select to return to their official duty stations on non-workdays, while on TDY assignment and when the cost of round trip travel to employees' official duty stations exceeds total non-workday per diem expenses, will receive non-workday transportation expenditure reimbursement limited to an amount not

to exceed the *total* cost of non-workday per diem expenses for the specified TDY location. Additionally, employees choosing to return to their official duty stations on non-workdays may only claim non-workday per diem expenses limited to an amount not to exceed the *total* cost of non-workday per expenses less non-workday transportation costs associated with return travel to an official duty station, if applicable.

Separately, DOT *will* reimburse employees both per diem expenses (per diem allowance or actual expense reimbursement) and roundtrip travel expenditures in the following instances:

- a. DOT requires employees' return to official duty stations for official business;
- b. DOT benefits from substantial cost savings from returning employees to official duty stations; or
- c. return travel to official duty stations is justified incident and authorized in advance as part of an extended TDY assignment.

DOT will *not* reimburse employees' non-workday per diem expenses when employees select to take leave immediately preceding or following a non-workday.

### 3.2.5 Lodging

#### 3.2.5.1 Lodging Reimbursements

Employees are required to make lodging reservations through the DOT eTravel system. When selecting a commercial lodging facility, first consideration should be given to government lodging agreement programs such as FedRooms®. The advantages of obtaining lodging using the FedRooms® program are:

- a. Lodging rates are set at or below per diem rates.
- b. There are no add-on fees.
- c. The room cancellation deadline is 4:00p.m. on the day of arrival.
- d. Most hotels offer last standard room availability rates.
- e. There are no early departure fees.
- f. Rates are available using all booking channels (e.g., E-Gov Travel Service, Travel Management Service, FedRooms® website, and hotel reservation call centers). The FedRooms® rate (XVU) must be entered to get the program benefits.

Employees must submit lodging receipts to be eligible for reimbursement. DOT determines employees' lodging reimbursements as follows (or as otherwise referenced in FTR§ 301 – 11.12):

- a. *conventional lodgings* (hotel/motel, boarding house, etc.) – Employees reimbursed single occupancy rate;
- b. *government quarters* – Employees reimbursed, as lodging expense, fee or service charge required to use quarters;
- c. *lodging with friend(s) or relative(s) (with or without charge)*. An employee may be reimbursed for *additional* costs a friend or relative incurs in accommodating him or her *only* if the employee can substantiate the costs and the approving official determines such costs to be reasonable. Employees will not be reimbursed the cost of comparable conventional lodging in the area or a flat “token” amount;
- d. *nonconventional lodging*. Employees may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World’s Fair or international sporting event). Such lodging includes college dormitories or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes; or
- e. *recreational vehicle (trailer/camper)*. Employees may be reimbursed for expenses (parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees) which may be considered as a lodging cost.

DOT will not reimburse employees for:

- a. *personally-owned residence*. Employees will not be reimbursed for any lodging expenses for staying at his or her personally-owned residence or for any real estate expenses associated with the purchase or sale of a personal residence at the TDY location, except in conjunction with an authorized relocation pursuant to FTR § 302; or
- b. *personally-owned Recreational vehicle (trailer/camper)*. Employees will not be reimbursed any expenses associated with the purchase, sale or payment of a recreational vehicle or camper at the TDY location.

In instances where two or more Federal government employees elect to share lodging, only the employee assuming the lodging costs will receive reimbursement. Separately, employees who select to share lodging with a non-government employee will receive reimbursement limited to the associated single occupancy rate.

### 3.2.5.2 Long Term Lodging and Associated Reimbursements

Long term lodging is defined as lodging reserved on a weekly or monthly basis. DOT determines long term lodging reimbursement rates by dividing

the total long term lodging cost by the number of days of official authorized occupancy.

Employees will receive long term lodging reimbursement limited to an amount not to exceed the maximum daily per diem rate associated with TDY locations.

Employees will *not* receive separate reimbursement for the following associated long-term lodging expenses which DOT considers to be a portion of daily long term lodging reimbursement rates:

- a. rental fees for necessary furniture and appliances (stove, refrigerator, chairs, tables, beds, sofas, televisions, vacuum cleaners, etc.), if applicable;
- b. utility (water, sewage, gas, electric, etc.) usage and connection/disconnection fees;
- c. maid/cleaning fees;
- d. monthly telephone use fees (excluding installation and long-distance calls); or
- e. special user fees (cable television, etc.).

#### 3.2.5.3 Prepaid Lodging Reimbursement

DOT will reimburse employees for non-refundable pre-paid lodging expenditures (forfeited rental deposits, first night prepaid hotel stay, etc.) when authorized travel is curtailed, canceled, or interrupted for *official purposes or other reasons beyond employees' control*.

Employees claiming reimbursement of prepaid lodging expenditures must make reasonable efforts to obtain refunds and minimize losses to DOT prior to submitting vouchers.

#### 3.2.5.4 Lodging Taxes

Employees traveling within the continental United States must pay all applicable lodging taxes, unless exempted by the state of local jurisdiction.

Applicable lodging taxes for travel within the continental United States, Alaska, Hawaii, and U.S. territories & possessions, do *not* count towards employees' lodging reimbursement rates and employees must separately claim reimbursement for lodging taxes as miscellaneous expenses.

Employees will receive reimbursement for continental United States lodging taxes limited to an amount not to exceed the local tax rate as applied to the per diem lodging reimbursement rate for the specified TDY location. Prior to travel, employees should visit GSA's website

([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) to obtain and utilize state tax exemption forms, if applicable.

Applicable lodging taxes for foreign travel outside the continental United States *are* included in foreign per diem rates and employees may *not* separately claim reimbursement for lodging taxes applied to foreign travel.

#### 3.2.5.5 Advanced Lodging Deposit Reimbursement

In instances when employees are unable to procure lodging accommodations, within applicable per diem rates, DOT will reimburse employees for lodging deposits prior to authorized travel *only* when lodging deposits are required to secure lodging reservations.

Employees who claim and receive non-refundable lodging deposit reimbursements prior to travel, and who do not travel associated authorized itineraries because of personal matters, must repay reimbursed deposits to DOT.

#### 3.2.6 Travel Expense Receipts

Employees must provide receipts for the following expenses:

- a. lodging expenses
- b. transportation expenses (common carrier, special conveyance, etc.)
- c. authorized individual travel expenses equal to or exceeding \$75

Employees unable to provide receipts for required expenses must provide and submit written explanation for lack of receipts when claiming reimbursement.

### 3.3 Per Diem Expense Reimbursement Calculation Methods

DOT will calculate per diem expense reimbursements using the following methods:

- a. “lodgings-plus per diem” method
- b. “reduced per diem” method
- c. “conference lodging allowance” method
- d. “actual expense” method

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**3.3.1 “Lodgings-Plus Per Diem” Method**

DOT reimburses employees, whose travel exceed twelve (12) hours and require overnight lodging, actual lodging costs limited to an amount not to exceed the prescribed lodging rate for the TDY location.

DOT reimburses employees for meals & incidental expenses by providing a meals & incidental expenses allowance in accordance with the following:

| Travel Length & Circumstance                                 |                    | M&IE Allowance               |
|--|--------------------|------------------------------|
| Travel period between twelve (12) and twenty-four (24) hours |                    | 75% of applicable M&IE rate  |
| Travel period exceeds twenty-four (24) hours                 | Day of departure   | 75% of applicable M&IE rate  |
|  | Full day of travel | 100% of applicable M&IE rate |
|  | Last day of travel | 75% of applicable M&IE rate  |

DOT determines applicable meals & incidental expenses rates in accordance with the following:

| Travel Circumstance & Length       |  | Applicable M&IE Rate  |
|------------------------------------|--|---|
| Lodging is required and authorized |  | M&IE rate associated with TDY location  |
| Lodging is not required            | Travel period between twelve (12) and twenty-four (24) hours                                 | M&IE rate associated with TDY location, or highest M&IE rate (if itinerary includes multiple locations) |
|                                    | Travel period exceeds twenty-four (24) hours <i>and</i> employee travels to new TDY location | M&IE rate associated with new TDY location  |
|                                    | Travel period exceeds twenty-four (24) hours and employee returns to official duty station   | M&IE associated with previous day of travel   |

**3.3.2 “Reduced Per Diem” Method**

In instances when lodging, meals, and/or incidental expenses are expected to be less than the prescribed per diem rate associated with a TDY location, DOT will reimburse the lower “reduced” per diem rate.

Employees who are subject to a reduced per diem allowance will be notified by the approving official prior to travel.

#### 3.3.2.1 Extended TDY Assignments

Employees, along with designated approving officials, must make all reasonable efforts to determine the lowest reduced per diem rates, if applicable, for employees assigned to TDY assignments exceeding thirty (30) calendar days.

#### 3.3.3 “Actual Expense” Method

DOT will reimburse “actual expenses,” limited to an amount not to exceed 300% of the prescribed maximum per diem rate associated with the TDY location, in the following instances:

- a. lodging and/or meals are procured at a prearranged location where a meeting, conference or training session is conducted;
- b. authorized travel expenses have escalated because of simultaneously occurring unique events (sporting events, conventions, natural disasters, etc.) *and* the combined cost of nearby lodging, meals, and roundtrip commuting to/from nearby lodging and meals, exceeds prescribed per diem reimbursement rate for TDY location;
- c. the TDY location is subject to a Presidentially-Declared Disaster and the OA has issued a blanket actual expense authorization for the location (see FTR § 301 – 70.201);
- d. OA mission requirements necessitate reimbursement of actual expenses; or
- e. any reason approved by the OA.

Employees must receive advance authorization from the designated approving official to claim actual expense reimbursement. Employees who claim actual expense reimbursement without prior authorization must submit written justification(s) with associated travel vouchers.

DOT tasks employees’ approving officials with final determination of whether employees’ claims for actual expense reimbursement are justified and appropriate.

Employees with advance authorization to claim actual expense reimbursement, who claim actual expenses less than the prescribed per diem, associated with the TDY location, will receive reimbursement for actual expenses *only*.

Employees *must* itemize all expenses, including meals (each meal must be itemized separately) for which they will be reimbursed under actual expense. Expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) may be averaged over the number of days the authorized/approved for actual expenses. Receipts are required for lodging, regardless of amount, and any individual meal when the cost exceeds \$75. An OA may require receipts for other allowable per diem expenses, but employees must be informed of such requirement in advance of travel. When an OA authorizing official limits M&IE reimbursement to either the prescribed maximum M&IE rate for the locality concerned or a reduced M&IE rate, it may or may not require M&IE itemization at its discretion.

#### **Section 4: Reimbursable Miscellaneous Expenses**

DOT will reimburse miscellaneous expenses, as referenced in FTR § 301 – 12.1, when properly authorized by a designated approving official.

Employees claiming reimbursement for miscellaneous expenses must submit miscellaneous expense receipts. In instances where receipts are unavailable, written explanations must accompany employees' travel vouchers.

DOT tasks designated approving officials with final determination of whether employees claimed miscellaneous expenses (not otherwise referred to within *Section 4* of this document) incurred during official travel are reimbursable.

### **4.1 Common Miscellaneous Expenses**

#### **4.1.1 Luggage**

DOT will reimburse employees for the following miscellaneous luggage expenses:

- a. associated with checking first piece of luggage on both domestic and international flights *if* checking first piece of luggage is not included in flight fare; or
- b. associated with storage of one piece of luggage (hotel, valet, etc.) prior to/following checking in/out of lodging, respectively, *if* conducting official business during storage period.

DOT will not reimburse employees for expenses associated with checking a second (or more) piece(s) of luggage or luggage exceeding air carriers' size and/or weight restrictions without advance authorization from a designated approving official.

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DOT tasks employees' approving officials with final determination of whether employees' TDY assignments require the use of and reimbursement for excess luggage.

At the discretion of the approving official, reimbursement may be authorized for additional baggage related to the transport of special equipment needed to accomplish the mission.

#### 4.1.2 Laundry, Cleaning, and Pressing

DOT will reimburse travel within the continental United States for laundry and clothing pressing expenses incurred at the TDY location, limited to an amount not to exceed \$25 for every four (4) day period, if employees' travel authorizations include overnight lodging at a TDY location equal to or exceeding four (4) consecutive nights.

Employees traveling outside of the continental United States may *not* claim reimbursement for laundry and clothing pressing expenses.

#### 4.1.3 Communication

DOT will reimburse employees on non-extended stay TDY assignments, which exceed 48 hours, for personal and business telephone calls from landlines in accordance with the following:

| Travel Scenario   | Reimbursement   |
|---|---|
| Travel within continental United States   | Incurred cost of telephone call not to exceed \$5 per call on two (2) separate instances over seven (7) day travel period   |
| Travel outside continental United States  | Incurred cost associated with ten (10) minute telephone call on two (2) separate instances over seven (7) day travel period |
| Itinerary change after employee begins travel   | Incurred cost associated with telephone call(s) to arrange alternate travel/itinerary                                       |
| Employee notified of a "emergency" situation (as defined in <i>Section 6</i> of this document) during official travel | Incurred cost associated with up to three (3) telephone call(s) to communicate with appropriate parties                     |

Considering the prevalence of unlimited nationwide cellular communication services, employees must first consider calling hours and communication alternatives prior to incurring communication costs. Communication

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reimbursement is not an entitlement. Employees must incur communication costs to claim reimbursement.

Employees provided with a government-issued cellular telephone are not eligible for reimbursement except for instances where travel is to a remote area where cellular service is limited.

DOT will *not* reimburse employees for telephone calls conducted while traveling aboard common carrier transportation.

#### 4.1.4 Lodging Taxes

DOT will reimburse lodging taxes in accordance with *Section 3.2.5.4* of this document.

### **Section 5: Travel of Employees with Special Needs**

DOT will reimburse reasonable expenses required to accommodate employees' special physical needs, as defined in FTR § 301 – 13.2, which are:

- a. clearly visible and discernible; and
- b. substantiated in writing by a competent medical authority.

Reasonable reimbursable expenses include, but are not necessarily limited to:

- a. transportation and per diem expenses incurred by a family member or attendant, without whom employee travel would not be possible
- b. specialized transportation to/from and/or at TDY location
- c. specialized services/accommodations provided by common carrier
- d. luggage expenses directly associated with special need
- e. renting and/or transporting wheelchair
- f. necessary premium class travel to accommodate special need
- g. necessary attendant services to accommodate special need, limited to an amount as prescribed by OPM

DOT tasks Operating Administrations' Office of Human Resources/Employee Relations, Office of Civil Rights and/or Chief Counsels as appropriate with final determination of the following:

- a. employees' special needs statuses;
- b. how to reasonably accommodate an employee's acknowledged special need; and
- c. what expenses associated with accommodating a special need DOT will reimburse.

## **Section 6: Emergency Travel**

Emergency travel is defined as travel which results from the following circumstances:

- a. employees incapacitated by illness or injury, while on TDY assignment, not resulting from employees' misconduct;
- b. death or serious illness of a member of employees' immediate families (as defined in FTR § 301 – 3.1); or
- c. catastrophic occurrence or impending disaster (fire, flood, etc.) which directly affects employees' homes.

Employees who require an interruption or discontinuance of authorized travel associated with TDY assignments must contact the appropriate travel management personnel (approving official and A/OPC) as soon as possible.

### **6.1 Reimbursable Expenses Incurred by Employees Incapacitated by Illness or Injury**

DOT will reimburse employees incapacitated by illness or injury for per diem expenses (per diem allowance or actual expense reimbursement) associated with the location at which an employee incurred or was treated for incapacitating illness or injury for a period not to exceed fourteen (14) calendar days.

However, DOT will *not* reimburse employees incapacitated by illness or injury for per diem expenses if the hospital or medical facility at which an employee is confined for treatment is proximate to the employee's official duty station, or is the same hospital or facility at which the employee would receive treatment had the incapacitating illness or injury occurred at the employee's official duty station or residence.

Separately, DOT will reimburse employees for transportation and associated per diem expenses between either 1) the location at which the incapacitating illness or injury occurred or 2), the hospital or medical facility nearest to the location at which the illness of injury occurred, and the employee's official duty station.

Following the occurrence of an incapacitating illness or injury, DOT's reimbursement of an employee's additional *transportation* expenses for the specified authorization/itinerary is limited to an amount not to exceed the cost of transportation between either 1) the location at which the incapacitating illness or injury occurred or 2) the hospital or medical facility nearest to the location at which the illness of injury occurred, and the employee's official duty station.

## **6.2 Reimbursable Expenses for Emergency Travel Unassociated with Employee Illness or Injury**

DOT will reimburse employees for transportation and associated per diem expenses between the location at which the employee is notified of 1) a family member's death or illness or 2) a catastrophic or impending disaster affecting the employee's home, and the employee's official duty station.

Following an employee's notification of a family member's death or illness or a catastrophic or impending disaster affecting the employee's home, DOT's reimbursement of an employee's additional *transportation* expenses for the specified authorization/itinerary is limited to an amount not to exceed the cost of transportation between the location at which the employee is notified of 1) a family member's death or illness or 2) a catastrophic or impending disaster affecting the employee's home, and the employee's official duty station.

## **Section 7: Pre-employment Interview Travel**

### **7.1 Pre-employment Interview Authorization and Expense Reimbursement**

Vacancies' selecting officials, in conjunction with supervisory staff accountable for the funds from which pre-employment interview expense reimbursements originate, will use the eTravel system to authorize and approve pre-employment interview expense reimbursement when determined by selecting officials to be necessary to recruit highly qualified candidates.

Should selecting officials authorize pre-employment transportation and per diem expense (including lodging) reimbursement (if applicable), DOT will reimburse candidates for all expenses afforded to DOT employees (as outlined in *Sections 2 through Section 5*), excluding communication services.

### **7.2 Pre-employment Interview Expense Methods of Payment**

Operating Administrations must charge all pre-employment interview common carrier transportation costs (save local transportation) to specified centrally billed accounts.

The candidate must provide initial payment for all other pre-employment interview travel expenses which DOT will reimburse upon proper voucher submission and approval.

## **Section 8: Arranging Travel Services**

### **8.1 Arranging Travel using an eTravel Service**

DOT employees must use the designated eTravel system and its associated “online self-service booking tool” when arranging travel services, unless exempted by a collective bargaining agreement or as otherwise referenced in FTR § 301 – 50.4.

Employees who fail to utilize the eTravel system for the arrangement of travel services, when no appropriate exemptions apply, are liable for any additional costs (which include, but are not limited to, higher airfares, rental card charges, service fees, cancellation penalties, etc.) to be determined by employees’ approving officials and/or A/OPCs.

### **8.2 Travel Arrangement Guidelines**

DOT employees must adhere to the following guidelines when arranging travel:

#### **8.2.1 Common Carrier Transportation**

DOT requires employees to use GSA’s city-pair contracts for air passenger transportation services *unless* a non-contract carrier provides a lower fare to the public which results in a lower total trip cost (combined costs of transportation, lodging, meals, and related expenses) to DOT while meeting all non-contract fare requirements as referenced in FTR § 301 – 10.108.

Additionally, when arranging for air passenger transportation services, employees must select a U.S. flag air carrier, unless itineraries meet exemption requirements as referenced in FTR § 301 – 10.136 through § 301 – 10.138.

Separately, employees are to travel in coach class accommodations for flights, rail transportation, and ships, and DOT employees may not travel in first class accommodations outside of scenarios referenced in FTR § 301 – 10.123, § 301 – 10.162, or § 301 – 10.183, nor travel in business class accommodations outside of scenarios referenced in FTR § 301 – 10.124.

#### **8.2.2 Lodging**

DOT requires employees to book commercial lodging facilities via the eTravel system, unless:

- a. a FedRooms® facility is unavailable at the TDY location;

- b. an employee is attending a conference with prearranged lodging and is required to book lodging directly with the lodging facility; or
- c. an employee is traveling outside of the continental United States.

#### **8.2.3 Car Rental Accommodations**

When an employee is authorized to rent a vehicle for official travel, the reservation must be made via the eTravel system as part of the authorization.

### **Section 9: Paying Travel Expenses**

#### **9.1 Method of Payment**

DOT requires all employees to use government contractor-issued travel cards as the method of payment for all expenses related to official travel (unless exempted), wherever accepted, as referenced in DOT's Travel Card Management Policy.

Employees will adhere to DOT's Travel Card Management Policy when using government contractor-issued travel cards and paying for official travel expenses.

Individuals exempted from using a government travel card as the method of payment for travel expenses will refer to DOT's Travel Card Management Policy for alternate forms of payment.

#### **9.2 Advances**

DOT uses government contractor-issued travel card cash withdrawals to supplant cash advances for travel expenses. Employees will refer and adhere to DOT's Travel Card Management Policy regarding travel card cash withdrawals.

### **Section 10: Claiming Reimbursement**

#### **10.1 Travel Voucher Submission & Approval**

All employees traveling on TDY assignment must use the eTravel system to file an electronic travel voucher within five (5) business days of returning from travel, unless otherwise exempted by a collective bargaining agreement.

All approving officials must electronically approve or return employee submitted travel vouchers within five (5) business days of receiving electronic notice of employee voucher submission, or arrange for assigned alternate approving officials to approve or return vouchers in their absence.

All employees traveling under “continuous travel status” must use the eTravel system to file an electronic travel voucher at least once every thirty (30) calendar days unless otherwise exempted by a collective bargaining agreement.

#### **10.1.1 Local Travel Reimbursement**

Employees claiming mileage and/or expense reimbursement for local travel must use the eTravel system to file local travel vouchers unless otherwise exempted by a collective bargaining agreement.

- a. Approving officials must review claims for accuracy before approval. Relevant factors include mode of transportation utilized, distance traveled, and the amount that exceeds the employee’s commuting costs. The approving official must ensure the mode of transportation used was more advantageous to the government than other available modes of transportation.
- b. Claims must be filed in the eTravel system.
- c. Claims should be filed monthly or when the amount of reimbursement exceeds \$25. If required, however, claims may be filed sooner.
- d. When travel involved two or more DOT employees on official business, one employee should pay and claim the entire expense (e.g., taxicab fare, bridge toll, etc.).
- e. All taxicab fare receipts exceeding \$25 and any other local travel expense receipt exceeding \$75 must be electronically attached to the eTravel system voucher.

### **10.2 Receipts and Required Travel Voucher Information**

DOT employees are only entitled to be reimbursed for expenses incurred and are required to provide and electronically attach receipts to submitted travel vouchers for the following items:

- a. lodging expenses
- b. transportation expenses (common carrier, special conveyance, etc.)
- c. authorized individual travel expenses equal to or exceeding \$75

Employees must retain receipts for 6 years in accordance with National Archives and Records Administration (NARA) under General Records Schedule 1.1, Number 001.

Separately, as part of the vouchering process, employees will include all travel information as referenced in FTR § 301 – 52.2, as well as any written approvals or documentation supporting exceptional travel circumstances (premium class travel, emergency travel, per diem reimbursement for local travel, etc.).

### **10.3 Disallowed Payment of Travel Expenses**

DOT may disallow the payment of a claimed travel expense under the following circumstances:

- a. Employee fails to properly itemize travel expense.
- b. Employee fails to provide receipt or necessary documentation to support claimed travel expense.
- c. Employee claims an unauthorized travel expense.

Should DOT disallow payment of an employee's claimed travel expense, the employee, upon notification of disallowance, may challenge the decision by providing additional facts and/or documents to support the original reimbursement claim in accordance with FTR § 301 – 52.11.

### **10.4 Reimbursement Claims for Official Non-Travel Expenditures**

DOT will *not* reimburse employee claims for official non-travel expenditures (non-transportation/per diem/miscellaneous travel expenses) submitted on Standard Form (SF) 1012, Travel Voucher or SF 1164, Claim for Reimbursement for Expenditures on Official Business, regardless of whether forms are submitted manually or electronically via the eTravel system.

Employees whose assigned missions require the acquisition of materials, equipment, and/or services will use assigned purchase cards (when applicable) and procure materials, equipment, and/or services in accordance with DOT's Transportation Acquisition Manual (TAM).

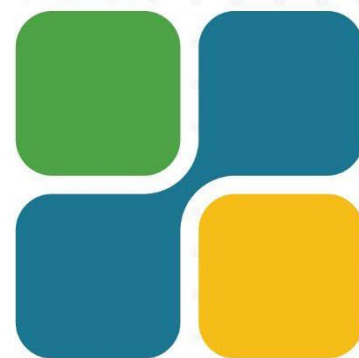
Employees may *not* use the eTravel system, government travel cards, or applicable travel forms (SF 1012, SF 1164, etc.) to acquire or claim reimbursement for non-travel expenditures. DOT regards such attempts as efforts to circumvent applicable DOT procurement and acquisition policy, and violators are subject to disciplinary action.

**Section 11: Promotional Materials and Frequent Employee Programs**

Employees may retain any promotional benefits or materials, received from a travel service provider (transportation, lodging, rental vehicle, etc.) during authorized individual official travel, for personal use only when such promotional benefits or materials are obtained under the same conditions as those offered to the public and at no additional cost to DOT.

Employees who receive promotional benefits or materials because of duties associated with official conference planning or the coordination/reservation of official group travel may accept such promotional benefits or materials *on behalf* of DOT for future official DOT business only, and are restricted from using said benefits or materials for personal use.

A denied boarding benefit is not a promotional benefit and employees must relinquish denied boarding benefits in accordance with *Section 2.2.1.4* of this document.



# Appendix C

## Statements and Assurances



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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Miami-Dade TPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Miami-Dade TPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Miami-Dade TPO, in a non-discriminatory environment.

The Miami-Dade TPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code



Name:

Title: MPO Chairman (or designee)

11/1/11  
Date

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**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510


(1) The Miami-Dade TPO hereby certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
- (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2) The Miami-Dade TPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.&W'.O.T.

Name:

Title: MPO Chairman (or designee)



**S**  
Date

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**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Miami-Dade TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Miami-Dade TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Miami-Dade TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: MPO Chairman (or designee)

**3**  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Miami-Dade TPO assures the Florida Department of Transportation (FOOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Miami-Dade TPO further assures FOOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FOOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FOOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

  
\_\_\_\_\_

Name:  
Title: MPO Chairman (or designee)

3  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**APPENDICES A and E**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE BROWARD METROPOLITAN PLANNING ORGANIZATION**  
**THE MIAMI-DADE TRANSPORTATION PLANNING ORGANIZATION**  
**AND**  
**THE PALM BEACH TRANSPORTATION PLANNING AGENCY**  
**FOR COORDINATION OF THE REGIONAL TRANSPORTATION PLAN**  
**AND RELATED ACTIVITIES**

**1. PURPOSE**

This Memorandum of Understanding (MOU) is entered into jointly by the Broward Metropolitan Planning Organization (MPO); the Miami-Dade Transportation Planning Organization (TPO); and the Palm Beach Transportation Planning Agency (TPA), (hereafter these public sector transportation agencies are called PARTNERS and the metropolitan planning areas they represent will be called the Tri-County Region). Pursuant the Southeast Florida Transportation Council (SEFTC) Interlocal Agreement (ILA) signed January 9, 2006, and amended July 14, 2011, the PARTNERS are committed to developing a regional transportation plan.

The purpose of this MOU is to assign roles and responsibilities to PARTNERS. This MOU is entered to ensure mutual compliance and adherence with the statutory federal, state and local requirements, and other related policies and procedures in procurement and production.

**2. ROLES AND RESPONSIBILITIES**

All PARTNERS shall abide by the defined roles and responsibilities in the following section. Each PARTNER plays a critical role in the successful development of a regional transportation plan. Awareness and appreciation of each other's roles is essential for effective co-operation. Joint coordination should extend across the planning, management, and delivery of major products.

The Regional Transportation Plan (RTP) lead organization rotates amongst the PARTNERS every five years. The 2050 RTP lead organization will provide administrative support for SEFTC, the Regional Transportation Technical Advisory Committee (RTTAC) and its subcommittees for a period of five (5) years, starting January 1, 2023. The 2045 RTP lead organization shall transfer all files and necessary documents to the 2050 RTP lead organization.

The lead organization will act as Project Manager (PM) for the RTP Consultant and will be responsible for procuring, negotiating fees, invoicing, managing, and coordinating all Consultant services for the 2050 RTP. The Consultant Selection Committee will include one representative each from the Miami-Dade TPO,

Broward MPO, Palm Beach TPA, as well as the Florida Department of Transportation (FDOT) District 4, FDOT District 6, and the South Florida Regional Transportation Authority (SFRTA).

The Consultant will support the three PARTNERS and SEFTC through timely completion of various work tasks identified in the scope of services.

The TPO will serve as the lead organization for the 2050 RTP.

### 3. DURATION OF MEMORANDUM OF UNDERSTANDING

This MOU shall be in effect until December 31, 2028 and shall take into effect upon execution by all parties.

The following is a general schedule of the major work elements related to the RTP development. Detailed schedules and timetables will be set by the PARTNERS.

The TPO agrees to meet the RTP delivery schedule listed in **Table 1** below unless otherwise modified by the PARTNERS. The TPO will inform all the PARTNERS if there is a delay.

**Table 1 - RTP Development Schedule**

| RTP Estimated Schedule                     |      |  |      |  |      |  |      |  |      |
|--|------|--|------|--|------|--|------|--|------|
| Calendar Year Task (Jan-Dec)               | 2021 |  | 2022 |  | 2023 |  | 2024 |  | 2025 |
| Procurement                                |      |  |      |  |      |  |      |  |      |
| UPWP Adoption                              |      |  |      |  |      |  |      |  |      |
| Travel Demand Modeling                     |      |  |      |  |      |  |      |  |      |
| Revenue and Finance forecasting            |      |  |      |  |      |  |      |  |      |
| Regional Transportation Network definition |      |  |      |  |      |  |      |  |      |
| Scenario Development and Analysis          |      |  |      |  |      |  |      |  |      |
| Public Involvement                         |      |  |      |  |      |  |      |  |      |
| Goals, Objectives and Measures             |      |  |      |  |      |  |      |  |      |
| Plan Adoption                              |      |  |      |  |      |  |      |  |      |

### 4. FUNDING

Per the adopted Unified Planning Work Program (UPWP) of the PARTNERS, funding has been assigned and allocated as directed by FDOT. Each of the signatories to this MOU agree to the funding schedule as shown in **Table 2** to support the 2050 RTP.

**Table 2 - 2050 RTP Partner Funding Schedule**

**RTP Funding Schedule**

| Agency         | FY 23     | FY 24     | Total     |
|----------------|-----------|-----------|-----------|
| Miami Dade TPO | \$166,666 | \$166,666 | \$333,332 |
| Broward MPO    | \$166,668 | \$166,668 | \$333,336 |
| Palm Beach TPA | \$166,666 | \$166,666 | \$333,332 |

**5. AMENDMENTS**

PARTNERS may only modify this MOU by unanimous agreement of the parties to the MOU. This MOU and any amendments or modifications to the MOU shall become effective upon execution.

**SIGNATURE OF PARTICIPATING PARTNERS**

***For the Broward Metroplanning Organization (MPO)***

*Greg Stuart, Executive Director*



Greg Stuart (May 24, 2022 11:03 EDT)

*Signature*

*May 24, 2022*

*Date*

*Witness*

***For the Miami-Dade Transportation Planning Organization (TPO)***

*Aileen Bouci, Executive Director*



*Signature*

*5-18-2022*

*Date*

*Witness*

***For the Palm Beach Transportation Planning Agency (TPA)***

*Valerie Neilson, Interim Executive Director*



*Signature*

*May 24, 2022*

*Date*

*Witness*

# SEFTC RTP MOU 5-18-2022 signed TPO Aileen Boucle

Final Audit Report

2022-05-24

|                 |  |
|-----------------|--|
| Created:        | 2022-05-24                                   |
| By:             | Paul Calvaresi (calvaresip@browardmpo.org)   |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAAbPAKYkApLBP-OEHqnSyy541BV4qTFUB |

## "SEFTC RTP MOU 5-18-2022 signed TPO Aileen Soucie" History

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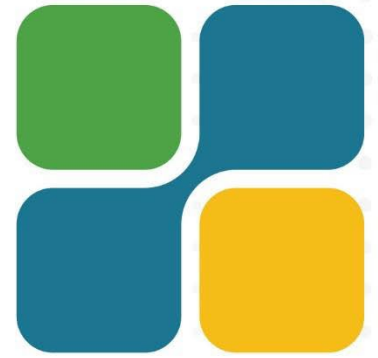
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# Appendix D

## UPWP Summary Financial Tables



| Funding Source |                |                         |               |               |                        |                 |              |                 |                        |                 |              |                 |
|----------------|----------------|-------------------------|---------------|---------------|------------------------|-----------------|--------------|-----------------|------------------------|-----------------|--------------|-----------------|
| Contract       | Funding Source | Source Level            |               |               | FY 2025 Funding Source |                 |              |                 | FY 2026 Funding Source |                 |              |                 |
|                |                |                         | 2025          | 2026          | Soft Match             | Federal         | State        | Local           | Soft Match             | Federal         | State        | Local           |
|                |                |                         |               |               |                        |                 |              |                 |                        |                 |              |                 |
|                | CTD            | State                   | \$ 83,455     | \$ 83,455     | \$ -                   | \$ -            | \$ 83,455.00 | \$ -            | \$ -                   | \$ -            | \$ 83,455.00 | \$ -            |
|                |                | CTD TOTAL               | \$ 83,455     | \$ 83,455     | \$ -                   | \$ -            | \$ 83,455    | \$ -            | \$ -                   | \$ -            | \$ 83,455    | \$ -            |
|                | FHWA           | PL                      | \$ 6,114,465  | \$ 5,632,028  | \$ 1,348,570.52        | \$ 6,114,465.00 | \$ -         | \$ -            | \$ 1,242,167.04        | \$ 5,632,028.00 | \$ -         | \$ -            |
|                |                | SU                      | \$ 3,490,000  | \$ 3,000,000  | \$ 769,733.92          | \$ 3,490,000.00 | \$ -         | \$ -            | \$ 661,662.39          | \$ 3,000,000.00 | \$ -         | \$ -            |
|                |                | FHWA TOTAL              | \$ 9,604,465  | \$ 8,632,028  | \$ 2,118,304           | \$ 9,604,465    | \$ -         | \$ -            | \$ 1,903,829           | \$ 8,632,028    | \$ -         | \$ -            |
|                | Local          | Local/Miami-Dade County | \$ 1,528,616  | \$ 1,408,007  | \$ -                   | \$ -            | \$ -         | \$ 1,528,615.60 | \$ -                   | \$ -            | \$ -         | \$ 1,408,007.00 |
|                |                |                         | \$ -          | \$ -          | \$ -                   | \$ -            | \$ -         | \$ -            | \$ -                   | \$ -            | \$ -         | \$ -            |
|                |                | Local TOTAL             | \$ 1,528,616  | \$ 1,408,007  | \$ -                   | \$ -            | \$ -         | \$ 1,528,616    | \$ -                   | \$ -            | \$ -         | \$ 1,408,007    |
|                |                | TOTAL                   | \$ 11,216,536 | \$ 10,123,490 | \$ 2,118,304           | \$ 9,604,465    | \$ 83,455    | \$ 1,528,616    | \$ 1,903,829           | \$ 8,632,028    | \$ 83,455    | \$ 1,408,007    |

| Agency Participation  |  |                  |                  |                     |                     |                     |                     |
|---|--|------------------|------------------|---------------------|---------------------|---------------------|---------------------|
|   |  |                  |                  |                     |                     |                     |                     |
|   | <i>Funding Source</i>                    | <i>CTD</i>       |                  | <i>FHWA</i>         |                     | <i>Local</i>        |                     |
|   | <i>Contract</i>                          |                  |                  |                     |                     |                     |                     |
|   | <i>Fiscal Year</i>                       | 2025             | 2026             | 2025                | 2026                | 2025                | 2026                |
|   | <i>Total Budget</i>                      | \$ 83,455        | \$ 83,455        | \$ 9,604,465        | \$ 8,632,028        | \$ 1,528,616        | \$ 1,408,007        |
| <b>Task I Short Range Federal &amp; State Planning Requirements</b> |  |                  |                  |                     |                     |                     |                     |
|   | Personnel (salary and benefits)          | \$ -             | \$ -             | \$ 540,000          | \$ 576,000          | \$ 135,000          | \$ 144,000          |
|   | Consultant                               | \$ -             | \$ -             | \$ 586,000          | \$ 544,000          | \$ 84,000           | \$ 66,000           |
| Sub Total   |  | \$ -             | \$ -             | \$ 1,126,000        | \$ 1,120,000        | \$ 219,000          | \$ 210,000          |
| <b>Task II Long Range Transportation Plan</b>                       |  |                  |                  |                     |                     |                     |                     |
|   | Personnel (salary and benefits)          | \$ -             | \$ -             | \$ 288,000          | \$ 307,200          | \$ 72,000           | \$ 76,800           |
|   | Consultant                               | \$ -             | \$ -             | \$ 243,000          | \$ 48,000           | \$ 12,000           | \$ 12,000           |
| Sub Total   |  | \$ -             | \$ -             | \$ 531,000          | \$ 355,200          | \$ 84,000           | \$ 88,800           |
| <b>Task III Technical Programs</b>                                  |  |                  |                  |                     |                     |                     |                     |
|   | Personnel (salary and benefits)          | \$ -             | \$ -             | \$ 1,732,401        | \$ 1,728,000        | \$ 255,600          | \$ 432,000          |
|   | Consultant                               | \$ -             | \$ -             | \$ 4,020,104        | \$ 3,011,468        | \$ 433,776          | \$ 110,367          |
| Sub Total   |  | \$ -             | \$ -             | \$ 5,752,505        | \$ 4,739,468        | \$ 689,376          | \$ 542,367          |
| <b>Task V TPO Administration</b>                                    |  |                  |                  |                     |                     |                     |                     |
|   | Personnel (salary and benefits)          | \$ -             | \$ -             | \$ 1,152,000        | \$ 1,228,800        | \$ 288,000          | \$ 307,200          |
|   | Consultant                               | \$ -             | \$ -             | \$ 50,000           | \$ 50,000           | \$ -                | \$ -                |
|   | Travel                                   | \$ -             | \$ -             | \$ 56,000           | \$ 64,000           | \$ 14,000           | \$ 16,000           |
|   | Direct Expenses                          | \$ -             | \$ -             | \$ 936,960          | \$ 974,560          | \$ 234,240          | \$ 243,640          |
|   | Indirect Expenses*                       | \$ 83,455        | \$ 83,455        | \$ -                | \$ -                | \$ -                | \$ -                |
| Sub Total   |  | \$ 83,455        | \$ 83,455        | \$ 2,194,960        | \$ 2,317,360        | \$ 536,240          | \$ 566,840          |
| <b>IV Shared Regional Tasks</b>                                     |  |                  |                  |                     |                     |                     |                     |
|   | Consultant                               | \$ -             | \$ -             | \$ -                | \$ 100,000          | \$ -                | \$ -                |
| Sub Total   |  | \$ -             | \$ -             | \$ -                | \$ 100,000          | \$ -                | \$ -                |
| Sub-Total (less the de-obligated funds)                             |  | \$ 166,910       |                  | \$ 18,236,493       |                     | \$ 2,936,623        |                     |
| Total De-ob. Funds (PL)   |  | \$ -             |                  | \$ -                |                     | \$ -                |                     |
| Total De-ob. (Other Source)   |  | \$ -             |                  | \$ -                |                     | \$ -                |                     |
| <b>TOTAL PROGRAMMED</b>   |  | <b>\$ 83,455</b> | <b>\$ 83,455</b> | <b>\$ 9,604,465</b> | <b>\$ 8,632,028</b> | <b>\$ 1,528,616</b> | <b>\$ 1,408,007</b> |
|   | *Commission Transportation Disadvantaged |                  |                  |                     |                     |                     |                     |

| Task I Short Range Federal & State Planning Requirements |                |                |                  |                 |                    |               |
|--|----------------|----------------|------------------|-----------------|--------------------|---------------|
| 2025   |                |                |                  |                 |                    |               |
| Funding Source   | FHWA           |                |                  | Local           |                    | FY 2025 Total |
| Contract Number  |                |                |                  |                 |                    |               |
| Source Level   | PL             | SU             | Total            | I/Miami-Dade Co | Total              |               |
| MPO Budget Reference                                     |                |                |                  |                 |                    |               |
| Lookup Name  | 2025 FHWA (PL) | 2025 FHWA (SU) | 025 FHWA (Total) | (Local/Miami-Da | 2025 Local (Total) |               |
| Personnel (salary and benefits)                          | \$ 540,000     | \$ -           | \$ 540,000       | \$ 135,000      | \$ 135,000         | \$ 675,000    |
| Consultant   | \$ 336,000     | \$ 250,000     | \$ 586,000       | \$ 84,000       | \$ 84,000          | \$ 670,000    |
| Travel   | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Direct Expenses  | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Indirect Expenses  | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Supplies   | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Equipment  | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| 2025 Totals  | \$ 876,000     | \$ 250,000     | \$ 1,126,000     | \$ 219,000      | \$ 219,000         | \$ 1,345,000  |
| 2026   |                |                |                  |                 |                    |               |
| Funding Source   | FHWA           |                |                  | Local           |                    | FY 2026 Total |
| Contract Number  |                |                |                  |                 |                    |               |
| Source   | PL             | SU             | Total            | I/Miami-Dade Co | Total              |               |
| MPO Budget Reference                                     |                |                |                  |                 |                    |               |
| Lookup Name  | 2026 FHWA (PL) | 2026 FHWA (SU) | 026 FHWA (Total) | (Local/Miami-Da | 2026 Local (Total) |               |
| Personnel (salary and benefits)                          | \$ 576,000     | \$ -           | \$ 576,000       | \$ 144,000      | \$ 144,000         | \$ 720,000    |
| Consultant   | \$ 264,000     | \$ 280,000     | \$ 544,000       | \$ 66,000       | \$ 66,000          | \$ 610,000    |
| Travel   | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Direct Expenses  | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Indirect Expenses  | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Supplies   | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Equipment  | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| 2026 Totals  | \$ 840,000     | \$ 280,000     | \$ 1,120,000     | \$ 210,000      | \$ 210,000         | \$ 1,330,000  |

|                                 | FY 2025 & 2026 TOTAL |                  |
|---------------------------------|----------------------|------------------|
| Personnel (salary and benefits) | \$                   | 1,395,000        |
| Consultant                      | \$                   | 1,280,000        |
| Travel                          | \$                   | -                |
| Direct Expenses                 | \$                   | -                |
| Indirect Expenses               | \$                   | -                |
| Supplies                        | \$                   | -                |
| Equipment                       | \$                   | -                |
| <b>Total</b>                    | <b>\$</b>            | <b>2,675,000</b> |

| FY 2025 & 2026<br>TOTAL De- |                     |
|-----------------------------|---------------------|
| <b>Total</b>                | <b>\$ 2,675,000</b> |
| Total De-ob. Fund           | \$ -                |
| Total De-ob. (Othe          | \$ -                |
| Sub-Total (less the         | <b>\$ 2,675,000</b> |

| Task II Long Range Transportation Plan |                |                |                  |                 |                    |               |
|--|----------------|----------------|------------------|-----------------|--------------------|---------------|
| 2025                                   |                |                |                  |                 |                    |               |
| Funding Source                         | FHWA           |                |                  | Local           |                    | FY 2025 Total |
| Contract Number                        |                |                |                  |                 |                    |               |
| Source Level                           | PL             | SU             | Total            | I/Miami-Dade Co | Total              |               |
| MPO Budget Reference                   |                |                |                  |                 |                    |               |
| Lookup Name                            | 2025 FHWA (PL) | 2025 FHWA (SU) | 025 FHWA (Total) | (Local/Miami-Da | 2025 Local (Total) |               |
| Personnel (salary and benefits)        | \$ 288,000     | \$ -           | \$ 288,000       | \$ 72,000       | \$ 72,000          | \$ 360,000    |
| Consultant                             | \$ 48,000      | \$ 195,000     | \$ 243,000       | \$ 12,000       | \$ 12,000          | \$ 255,000    |
| Travel                                 | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Direct Expenses                        | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Indirect Expenses                      | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Supplies                               | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Equipment                              | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| 2025 Totals                            | \$ 336,000     | \$ 195,000     | \$ 531,000       | \$ 84,000       | \$ 84,000          | \$ 615,000    |
| 2026                                   |                |                |                  |                 |                    |               |
| Funding Source                         | FHWA           |                |                  | Local           |                    | FY 2026 Total |
| Contract Number                        |                |                |                  |                 |                    |               |
| Source                                 | PL             | SU             | Total            | I/Miami-Dade Co | Total              |               |
| MPO Budget Reference                   |                |                |                  |                 |                    |               |
| Lookup Name                            | 2026 FHWA (PL) | 2026 FHWA (SU) | 026 FHWA (Total) | (Local/Miami-Da | 2026 Local (Total) |               |
| Personnel (salary and benefits)        | \$ 307,200     | \$ -           | \$ 307,200       | \$ 76,800       | \$ 76,800          | \$ 384,000    |
| Consultant                             | \$ 48,000      | \$ -           | \$ 48,000        | \$ 12,000       | \$ 12,000          | \$ 60,000     |
| Travel                                 | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Direct Expenses                        | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Indirect Expenses                      | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Supplies                               | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| Equipment                              | \$ -           | \$ -           | \$ -             | \$ -            | \$ -               | \$ -          |
| 2026 Totals                            | \$ 355,200     | \$ -           | \$ 355,200       | \$ 88,800       | \$ 88,800          | \$ 444,000    |

|                                 | FY 2025 & 2026 TOTAL |                  |
|---------------------------------|----------------------|------------------|
| Personnel (salary and benefits) | \$                   | 744,000          |
| Consultant                      | \$                   | 315,000          |
| Travel                          | \$                   | -                |
| Direct Expenses                 | \$                   | -                |
| Indirect Expenses               | \$                   | -                |
| Supplies                        | \$                   | -                |
| Equipment                       | \$                   | -                |
| <b>Total</b>                    | <b>\$</b>            | <b>1,059,000</b> |

| FY 2025 & 2026<br>TOTAL De- |                     |
|-----------------------------|---------------------|
| <b>Total</b>                | <b>\$ 1,059,000</b> |
| Total De-ob. Fund           | \$ -                |
| Total De-ob. (Othe          |                     |
| Sub-Total (less the         | <b>\$ 1,059,000</b> |

| Task III Technical Programs     |                |                |                  |                       |                    |               |
|---------------------------------|----------------|----------------|------------------|-----------------------|--------------------|---------------|
| 2025                            |                |                |                  |                       |                    |               |
| Funding Source                  | FHWA           |                |                  | Local                 |                    | FY 2025 Total |
| Contract Number                 |                |                |                  |                       |                    |               |
| Source Level                    | PL             | SU             | Total            | I/Miami-Dade Co       | Total              |               |
| MPO Budget Reference            |                |                |                  |                       |                    |               |
| Lookup Name                     | 2025 FHWA (PL) | 2025 FHWA (SU) | 025 FHWA (Total) | (Local/Miami-Dade Co) | 2025 Local (Total) |               |
| Personnel (salary and benefits) | \$ 1,022,401   | \$ 710,000     | \$ 1,732,401     | \$ 255,600            | \$ 255,600         | \$ 1,988,001  |
| Consultant                      | \$ 1,735,104   | \$ 2,285,000   | \$ 4,020,104     | \$ 433,776            | \$ 433,776         | \$ 4,453,880  |
| 2025 Totals                     | \$ 2,757,505   | \$ 2,995,000   | \$ 5,752,505     | \$ 689,376            | \$ 689,376         | \$ 6,441,881  |
| 2026                            |                |                |                  |                       |                    |               |
| Funding Source                  | FHWA           |                |                  | Local                 |                    | FY 2026 Total |
| Contract Number                 |                |                |                  |                       |                    |               |
| Source                          | PL             | SU             | Total            | I/Miami-Dade Co       | Total              |               |
| MPO Budget Reference            |                |                |                  |                       |                    |               |
| Lookup Name                     | 2026 FHWA (PL) | 2026 FHWA (SU) | 026 FHWA (Total) | (Local/Miami-Dade Co) | 2026 Local (Total) |               |
| Personnel (salary and benefits) | \$ 1,728,000   | \$ -           | \$ 1,728,000     | \$ 432,000            | \$ 432,000         | \$ 2,160,000  |
| Consultant                      | \$ 441,468     | \$ 2,570,000   | \$ 3,011,468     | \$ 110,367            | \$ 110,367         | \$ 3,121,835  |
| 2026 Totals                     | \$ 2,169,468   | \$ 2,570,000   | \$ 4,739,468     | \$ 542,367            | \$ 542,367         | \$ 5,281,835  |

|                                 | FY 2025 & 2026 TOTAL |
|---------------------------------|----------------------|
| Personnel (salary and benefits) | \$ 4,148,001         |
| Consultant                      | \$ 7,575,715         |
| Travel                          | \$ -                 |
| Direct Expenses                 | \$ -                 |
| Indirect Expenses               | \$ -                 |
| Supplies                        | \$ -                 |
| Equipment                       | \$ -                 |
| <b>Total</b>                    | <b>\$ 11,723,716</b> |

| FY 2025 & 2026 TOTAL De- |                      |
|--------------------------|----------------------|
| <b>Total</b>             | <b>\$ 11,723,716</b> |
| Total De-ob. Fund        | \$ -                 |
| Total De-ob. (Oth        | \$ -                 |
| Sub-Total (less th       | <b>\$ 11,723,716</b> |

| IV Shared Regional Tasks |             |             |                 |               |
|--------------------------|-------------|-------------|-----------------|---------------|
| 2025                     |             |             |                 |               |
| Funding Source           | FHWA        |             |                 | FY 2025 Total |
| Contract Number          |             |             |                 |               |
| Source Level             | PL          | SU          | Total           |               |
| Detail                   |             |             |                 |               |
| MPO Budget Reference     |             |             |                 |               |
| Lookup Name              | 025 FHWA (P | 025 FHWA (S | 25 FHWA (Total) |               |
| Consultant               |             |             |                 |               |
|                          |             |             | \$ -            | \$ -          |
| Consultant Subtotal      | \$ -        | \$ -        | \$ -            | \$ -          |
| Total                    | \$ -        | \$ -        | \$ -            | \$ -          |
| 2026                     |             |             |                 |               |
| Funding Source           | FHWA        |             |                 | FY 2026 Total |
| Contract Number          |             |             |                 |               |
| Source Level             | PL          | SU          | Total           |               |
| Detail                   |             |             |                 |               |
| MPO Budget Reference     |             |             |                 |               |
| Lookup Name              | 026 FHWA (P | 026 FHWA (S | 26 FHWA (Total) |               |
| Consultant               |             |             |                 |               |
| SERPM 10                 |             | \$ 100,000  | \$ 100,000      | \$ 100,000    |
| Consultant Subtotal      | \$ -        | \$ 100,000  | \$ 100,000      | \$ 100,000    |
| Total                    | \$ -        | \$ 100,000  | \$ 100,000      | \$ 100,000    |

| Task V TPO Administration       |                |                |                   |                  |                  |                       |                    |               |
|---------------------------------|----------------|----------------|-------------------|------------------|------------------|-----------------------|--------------------|---------------|
| 2025                            |                |                |                   |                  |                  |                       |                    |               |
| Funding Source                  | FHWA           |                |                   | CTD              |                  | Local                 |                    | FY 2025 Total |
| Contract Number                 |                |                |                   |                  |                  |                       |                    |               |
| Source Level                    | PL             | SU             | Total             | State            | Total            | I/Miami-Dade Co       | Total              |               |
| MPO Budget Reference            |                |                |                   |                  |                  |                       |                    |               |
| Lookup Name                     | 2025 FHWA (PL) | 2025 FHWA (SU) | 2025 FHWA (Total) | 2025 CTD (State) | 2025 CTD (Total) | (Local/Miami-Dade Co) | 2025 Local (Total) |               |
| Personnel (salary and benefits) | \$ 1,152,000   | \$ -           | \$ 1,152,000      | \$ -             | \$ -             | \$ 288,000            | \$ 288,000         | \$ 1,440,000  |
| Consultant                      | \$ -           | \$ 50,000      | \$ 50,000         | \$ -             | \$ -             | \$ -                  | \$ -               | \$ 50,000     |
| Travel                          | \$ 56,000      | \$ -           | \$ 56,000         | \$ -             | \$ -             | \$ 14,000             | \$ 14,000          | \$ 70,000     |
| Direct Expenses                 | \$ 936,960     | \$ -           | \$ 936,960        | \$ -             | \$ -             | \$ 234,240            | \$ 234,240         | \$ 1,171,200  |
| Indirect Expenses*              | \$ -           | \$ -           | \$ -              | \$ 83,455        | \$ 83,455        | \$ -                  | \$ -               | \$ 83,455     |
| Supplies                        | \$ -           | \$ -           | \$ -              | \$ -             | \$ -             | \$ -                  | \$ -               | \$ -          |
| Equipment                       | \$ -           | \$ -           | \$ -              | \$ -             | \$ -             | \$ -                  | \$ -               | \$ -          |
| 2025 Totals                     | \$ 2,144,960   | \$ 50,000      | \$ 2,194,960      | \$ 83,455        | \$ 83,455        | \$ 536,240            | \$ 536,240         | \$ 2,814,655  |
| 2026                            |                |                |                   |                  |                  |                       |                    |               |
| Funding Source                  | FHWA           |                |                   | CTD              |                  | Local                 |                    | FY 2026 Total |
| Contract Number                 |                |                |                   |                  |                  |                       |                    |               |
| Source                          | PL             | SU             | Total             | State            | Total            | I/Miami-Dade Co       | Total              |               |
| MPO Budget Reference            |                |                |                   |                  |                  |                       |                    |               |
| Lookup Name                     | 2026 FHWA (PL) | 2026 FHWA (SU) | 2026 FHWA (Total) | 2026 CTD (State) | 2026 CTD (Total) | (Local/Miami-Dade Co) | 2026 Local (Total) |               |
| Personnel (salary and benefits) | \$ 1,228,800   | \$ -           | \$ 1,228,800      | \$ -             | \$ -             | \$ 307,200            | \$ 307,200         | \$ 1,536,000  |
| Consultant                      | \$ -           | \$ 50,000      | \$ 50,000         | \$ -             | \$ -             | \$ -                  | \$ -               | \$ 50,000     |
| Travel                          | \$ 64,000      | \$ -           | \$ 64,000         | \$ -             | \$ -             | \$ 16,000             | \$ 16,000          | \$ 80,000     |
| Direct Expenses                 | \$ 974,560     | \$ -           | \$ 974,560        | \$ -             | \$ -             | \$ 243,640            | \$ 243,640         | \$ 1,218,200  |
| Indirect Expenses*              | \$ -           | \$ -           | \$ -              | \$ 83,455        | \$ 83,455        | \$ -                  | \$ -               | \$ 83,455     |
| Supplies                        | \$ -           | \$ -           | \$ -              | \$ -             | \$ -             | \$ -                  | \$ -               | \$ -          |
| Equipment                       | \$ -           | \$ -           | \$ -              | \$ -             | \$ -             | \$ -                  | \$ -               | \$ -          |
| 2026 Totals                     | \$ 2,267,360   | \$ 50,000      | \$ 2,317,360      | \$ 83,455        | \$ 83,455        | \$ 566,840            | \$ 566,840         | \$ 2,967,655  |

|                                 | FY 2025 & 2026 TOTAL |                  |
|---------------------------------|----------------------|------------------|
| Personnel (salary and benefits) | \$                   | 2,976,000        |
| Consultant                      | \$                   | 100,000          |
| Travel                          | \$                   | 150,000          |
| Direct Expenses                 | \$                   | 2,389,400        |
| Indirect Expenses*              | \$                   | 166,910          |
| Supplies                        | \$                   | -                |
| Equipment                       | \$                   | -                |
| <b>Total</b>                    | <b>\$</b>            | <b>5,782,310</b> |

| FY 2025 & 2026<br>TOTAL De- |                     |
|-----------------------------|---------------------|
| <b>Total</b>                | <b>\$ 5,782,310</b> |
| Total De-ob. Fund           | \$ -                |
| Total De-ob. (Oth           | \$ -                |
| Sub-Total (less th          | \$ 5,782,310        |

This amount represents the total Task budget (shown  
Enter the total De-ob. Fund amount for FHWA PL Fun  
Enter any other funding sources containing De-ob. fun

\*Commission Transportation Disadvantaged

#### IV Shared Regional Tasks Detailed Breakdown

| 2025                          |                |               |      |            |            |               |
|-------------------------------|----------------|---------------|------|------------|------------|---------------|
| Funding Source                |                | Transfer from | FHWA |            |            | FY 2025 Total |
| Source Level                  |                |               | PL   | SU         | Total      |               |
| MPO Budget Reference          |                |               |      |            |            |               |
| 2026                          |                |               |      |            |            |               |
| Funding Source                |                | Transfer from | FHWA |            |            | FY 2026 Total |
| Source Level                  |                |               | PL   | SU         | Total      |               |
| MPO Budget Reference          |                |               |      |            |            |               |
| SERPM 10 Development          |                |               |      |            |            |               |
| Lead Agency:                  | FDOT D4        | No            |      | \$ 250,000 | \$ 250,000 | \$ 250,000    |
| (Other contributing Agencies) | FDOT D6        | Yes           |      |            | \$ -       | \$ -          |
|                               | Miami-Dade TPO | Yes           |      | \$ 100,000 | \$ 100,000 | \$ 100,000    |
|                               | Broward MPO    | Yes           |      | \$ 85,000  | \$ 85,000  | \$ 85,000     |
|                               | Palm Beach TPA | Yes           |      | \$ 65,000  | \$ 65,000  | \$ 65,000     |
|                               |                |               |      |            | \$ -       | \$ -          |
| SERPM 10 Development Subtotal |                |               | \$ - | \$ 500,000 | \$ 500,000 | \$ 500,000    |



# Appendix E

## Acronyms





| Acronym       | Definition   |
|---------------|--|
| <b>AAM</b>    | Advanced Air Mobility  |
| <b>AASHTO</b> | American Association of State Highway Transportation Officials |
| <b>ACES</b>   | Automated/Connected/Electric/Shared-Use Vehicles               |
| <b>ACS</b>    | American Community Survey                                      |
| <b>ADA</b>    | Americans with Disabilities Act                                |
| <b>AER</b>    | Actual Expenditures Report                                     |
| <b>AHJ</b>    | Authority-Having Jurisdiction                                  |
| <b>AMPO</b>   | Association of Metropolitan Planning Organizations             |
| <b>AOR</b>    | Annual Operating Report  |
| <b>BCT</b>    | Broward County Transit   |
| <b>BERT</b>   | Bus Express Rapid Transit                                      |
| <b>BPAC</b>   | Bicycle Pedestrian Advisory Committee                          |
| <b>CCNA</b>   | Consultant's Competitive Negotiation Act                       |
| <b>CDMP</b>   | Comprehensive Development Master Plan                          |
| <b>CIE</b>    | Capital Improvements Element                                   |
| <b>CMD</b>    | Congestion Management Dashboard                                |
| <b>CMP</b>    | Congestion Management Process                                  |
| <b>COOP</b>   | Continuity of Operations Plan                                  |
| <b>CPG</b>    | Consolidated Grant Program                                     |
| <b>CTAC</b>   | Citizens' Transportation Advisory Committee                    |
| <b>CTAC</b>   | American Community Survey                                      |
| <b>CTC</b>    | Community Transportation Coordinator                           |
| <b>CTC</b>    | Americans with Disabilities Act                                |
| <b>CTD</b>    | Commission for the Transportation Disadvantage                 |
| <b>CTD</b>    | Actual Expenditures Report                                     |
| <b>CTST</b>   | American Association of State Highway Transportation Officials |
| <b>CTST</b>   | Community Traffic Safety Team                                  |



| Acronym      | Definition                                     |
|--------------|--|
| <b>CY</b>    | Calendar Year                                  |
| <b>DBE</b>   | Disadvantaged Business Enterprise              |
| <b>DEM</b>   | Department of Emergency Management             |
| <b>DEO</b>   | Department of Economic Opportunity             |
| <b>DTPW</b>  | Department of Transportation and Public Works  |
| <b>EJ</b>    | Environmental Justice                          |
| <b>EPC</b>   | Executive Policy Committee                     |
| <b>ETAP</b>  | Equitable Transportation Assessment Planner    |
| <b>ETDM</b>  | Efficient Transportation Decision Making       |
| <b>FAST</b>  | Fixing America's Surface Transportation        |
| <b>FDEP</b>  | Florida Department of Environmental Protection |
| <b>FDOT</b>  | Florida Department of Transportation           |
| <b>FHWA</b>  | Federal Highway Administration                 |
| <b>FIU</b>   | Florida International University               |
| <b>FPC</b>   | Fiscal Priorities Committee                    |
| <b>FTA</b>   | Federal Transit Administration                 |
| <b>FTAC</b>  | Freight Transportation Advisory Committee      |
| <b>FTE</b>   | Florida's Turnpike Enterprise                  |
| <b>FTP</b>   | Florida Transportation Plan                    |
| <b>GIS</b>   | Geographic Information System                  |
| <b>GPC</b>   | General Planning Consultant                    |
| <b>HR</b>    | Human Resource                                 |
| <b>ICAR</b>  | Intergovernmental Coordination and Review      |
| <b>INFRA</b> | Infrastructure For Rebuilding America          |
| <b>IoT</b>   | Internet of Things                             |
| <b>ISD</b>   | Information Systems Division                   |
| <b>IT</b>    | Information Technology                         |



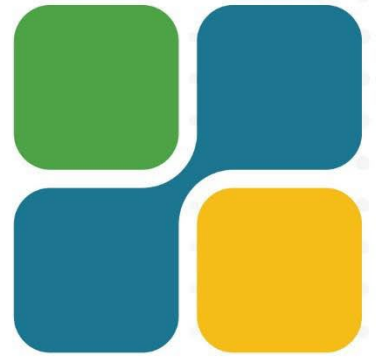
| Acronym         | Definition  |
|-----------------|---|
| <b>LCB</b>      | Local Coordination Board                            |
| <b>LEHD</b>     | Longitudinal Employer-Household Dynamics            |
| <b>LODES</b>    | LEHD Origin-Destination Employment Statistics       |
| <b>LOPP</b>     | List of Program Priorities                          |
| <b>LPA</b>      | Locally Preferred Alternative                       |
| <b>L RTP</b>    | Long Range Transportation Plan                      |
| <b>M.A.P.</b>   | Mobility. Accessibility. Prosperity                 |
| <b>MAZ</b>      | Micro Analysis Zone                                 |
| <b>MGP</b>      | Municipal Grant Program                             |
| <b>MMLOS</b>    | Multimodal Level of Service                         |
| <b>MOU</b>      | Memorandum of Understanding                         |
| <b>MPA</b>      | Metropolitan Planning Area                          |
| <b>MPO</b>      | Metropolitan Planning Organization                  |
| <b>MPOAC</b>    | Metropolitan Planning Organization Advisory Council |
| <b>MS</b>       | Modeling Subcommittee                               |
| <b>MTF</b>      | Model Task Force                                    |
| <b>NARC</b>     | National Association of Regional Councils           |
| <b>NAS</b>      | National Airspace System                            |
| <b>OMB</b>      | Office for Management and Budget                    |
| <b>PD&amp;E</b> | Project Development and Environment                 |
| <b>PEA</b>      | Planning Emphasis Areas                             |
| <b>PIP</b>      | Public Information Plan                             |
| <b>PL</b>       | Metropolitan Planning                               |
| <b>PM</b>       | Performance Management                              |
| <b>PMP</b>      | Project Management Plan                             |
| <b>PPP</b>      | Public Participation Plan                           |
| <b>PPS</b>      | Public Participation Subcommittee                   |



| Acronym      | Definition   |
|--------------|--|
| <b>PTASP</b> | Public Transportation Agency Safety Plan             |
| <b>PTGA</b>  | Public Transportation Grant Agreements               |
| <b>PTP</b>   | People's Transportation Plan                         |
| <b>QA/QC</b> | Quality Assurance/Quality Control                    |
| <b>RER</b>   | Regulatory & Economic Resources                      |
| <b>RTP</b>   | Regional Transportation Plan                         |
| <b>RTTAC</b> | Regional Transportation Technical Advisory Committee |
| <b>SEFTC</b> | Southeast Florida Transportation Council             |
| <b>SERPM</b> | Southeast Florida Regional Planning Model            |
| <b>SFRPC</b> | South Florida Regional Planning Council              |
| <b>SFRTA</b> | South Florida Regional Transportation Authority      |
| <b>SGR</b>   | State of Good Repair                                 |
| <b>SHSP</b>  | State's Strategic Highway Safety Plan                |
| <b>SIS</b>   | Strategic Intermodal System                          |
| <b>SMART</b> | Strategic Miami Area Rapid Transit                   |
| <b>SOW</b>   | Scope of Work  |
| <b>SRTS</b>  | Safe Routes to School                                |
| <b>SSS</b>   | Safe Street Summit                                   |
| <b>STBG</b>  | Surface Transportation Block Grant (SU)              |
| <b>STEP</b>  | Street Transportation Enhancements Program           |
| <b>STOPS</b> | Simplified Trips on Project Software                 |
| <b>TA</b>    | Transportation Alternatives                          |
| <b>TAD</b>   | Traffic Analysis District                            |
| <b>TAM</b>   | Transportation Asset Management                      |
| <b>TARC</b>  | Transportation Aesthetics Review Committee           |
| <b>TAZ</b>   | Traffic Analysis Zone                                |
| <b>TCRPC</b> | Treasure Coast Regional Planning Council             |



| Acronym          | Definition                                      |
|------------------|---|
| <b>TD</b>        | Transportation Disadvantaged                    |
| <b>TDP</b>       | Transit Development Plan                        |
| <b>TDSP</b>      | Transportation Disadvantaged Service Plan       |
| <b>TIP</b>       | Transportation Improvement Program              |
| <b>TMA</b>       | Transportation Management Area                  |
| <b>TMAC</b>      | Transit and Mobility Advisory Committee         |
| <b>TMC</b>       | Transportation & Mobility Committee             |
| <b>TMP</b>       | Transportation Master Plan                      |
| <b>TOC</b>       | Transit-Oriented Communities                    |
| <b>TOD</b>       | Transit-Oriented Development                    |
| <b>TPA</b>       | Transportation Planning Agency                  |
| <b>TPC</b>       | Transportation Planning Council                 |
| <b>TPO</b>       | Transportation Planning Organization            |
| <b>TRIP</b>      | Transportation Regional Incentive Program       |
| <b>TSM&amp;O</b> | Transportation System Management and Operations |
| <b>UPWP</b>      | Unified Planning Work Program                   |
| <b>UZA</b>       | Urbanized Area                                  |



# Appendix F

Comments & Responses from FDOT & FHWA





## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

### Cost Analysis Certification

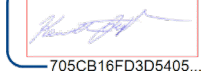
#### Miami-Dade TPO

#### Unified Planning Work Program - FY 25 and FY 26

Adopted 4/18/2024

Revision Number: Initial Adoption

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

DocuSigned by:  
  
705CB16FD3D5405...

05/03/2024 | 9:13 AM EDT

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Name: Kenneth Jeffries

---

Planning Manager District Six

Title and District

---

5/3/2024

Signature



## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Miami-Dade TPO**

UPWP Draft # or Date: **Draft #1 (February 2024)**

Review #: **Review #1**

Date of Review: **2/22/2024**

Reviewed By: **FDOT D6 (RS&H)**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment MUST be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: 1 and 2 of PDF**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1 of PDF**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 2 of PDF**
- Financial Project Number (FPN) for each contract shown in UPWP? **No | If yes, page number: xx At the time of the preliminary submittal, the FPN was unknown but now the FPN is shown on the cover.**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: 2 of PDF**
- Correct State Fiscal Years? **Yes | If yes, page number: 1 of PDF**
- Statement of nondiscrimination? **Yes | If yes, page number: Page 6 (page 10 of PDF)**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 2 of PDF**
- FINAL UPWP: Adoption date and space for revision dates? **No | If yes, page number: The adoption date is shown on Page ii and there is space for revision, but the signature is pending final UPWP.**

No comment

Note: FINAL UPWP not provided at this time for review / verification.

## Unified Planning Work Program (UPWP)

### Review Checklist

---

|          |  |
|----------|--|
| Critical | According to FDOT's Financial Management (FM) System, the FM#'s are 439334-5-14-01 and 439334-5-14-02, respectively. At the time of the preliminary submittal, the FM#'s was unknown but now the FM# is included on Page ii. |
|----------|--|

### Required Content

Does the UPWP have the following information?

- Introduction? Yes | If yes, page number: 5 of PDF
- Organization and Management? Yes | If yes, page number: 8 of PDF
- UPWP Planning Task Pages? Yes | If yes, page number: 20 through 63 of PDF
- Funding Source Budget Table and Summary Budget Table? No | If yes, page number: xx At the time of the preliminary submittal, the appendices were not provided and, Appendix D Includes the UPWP Summary Financial Tables.
- Definition of acronyms used in UPWP? No | If yes, page number: xx At the time of the preliminary submittal, the appendices were not provided and the acronyms are in Appendix E.
- District Planning Activities? No | If yes, page number: xx At the time of the preliminary submittal, the appendices were not provided and the District Planning Activities are in Appendix A.
- Indirect Rate Approval (if required)? Not Applicable | If yes, page number: xx
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? Not Applicable | If yes, page number: xx
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). No | If yes, page number: xx
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? Yes | If yes, page number: Appendix B
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? No | If yes, page number: xx
  - A place for the Cost Analysis Certification Statement? Yes | If yes, page number: Appendix C
  - A place for the FHWA Certifications and Assurances? Yes | If yes, page number: Appendix C
- FINAL UPWP: The responses below are pending the final UPWP.
  - The signed Resolution adopting the UPWP? No | If yes, page number: xx
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? No | If yes, page number: xx
  - The signed Cost Analysis Certification Statement? No | If yes, page number: xx
  - The signed FHWA Certifications and Assurances? No | If yes, page number: xx
  - UPWP Comments? No | If yes, page number: xx
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? Yes | If yes, page number: After page 65 of PDF

## Unified Planning Work Program (UPWP)

### Review Checklist

|            |   |
|------------|---|
| Critical   | Missing all appendices<br>At the time of the preliminary submittal, the appendices were not provided but now the appendices are included.   |
| Critical   | The TPO shall provide a Draft Resolution to adopt a Travel Policy (Federal) if not using the FDOT (State) policy. <b>Noted, the Miami-Dade TPO will adopt a Travel Policy (Federal) during the adoption of the UPWP.</b>  |
| Critical   | Missing details on planning activities conducted within the MPO area (this includes planning and feasibility studies by other entities)<br>At the time of preliminary submittal, the Appendices were not included, however, Appendix A includes the Planning Activities from FDOT District 6 and coordination with the Miami-Dade County Department of Transportation and Public Works concluded they do not use FTA Section 5307 grant application to complete their Major 2025 TDP. |
| No comment | Note: FINAL UPWP not provided at this time for review / verification.   |

### Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 5-6 of PDF](#)
- Overview of MPO's comprehensive transportation planning activities? [Yes | If yes, page number: 6 of PDF](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 11-18 of PDF](#)
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes | If yes, page number: 5 of PDF](#)
- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$\_\_\_\_\_? [Yes | If yes, page number: 5 of PDF](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes ☒ No ☐ Page number: 6 of PDF](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 12 of PDF](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 13-16 of PDF](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? **Not Applicable** | If yes, page number: xx

|             |   |
|-------------|---|
| Enhancement | New link for 23 CFR § 420.109:<br><a href="https://www.govinfo.gov/app/details/CFR-2023-title23-vol1/CFR-2023-title23-vol1-sec420-109">https://www.govinfo.gov/app/details/CFR-2023-title23-vol1/CFR-2023-title23-vol1-sec420-109</a><br><b>This link was updated and is included on Page 1</b>   |
| Enhancement | New link for Title 49, U.S.C., Chapter 53: <a href="https://www.govinfo.gov/app/details/USC-title49-chapter53">U.S.C. Title 49 - TRANSPORTATION (govinfo.gov)</a><br><b>This link was updated and is included on Page 1</b>   |
| Editorial   | Please confirm the exact number of MD TPO Governing Board voting members. Draft UPWP indicates twenty-five (25), please confirm. Link to MD TPO Governance Website:<br><a href="http://www.miamidadetpo.org/governance.asp">www.miamidadetpo.org/governance.asp</a><br><b>The number of MD TPO Governing Board voting members was updated and is included on Page 5</b> |
| Editorial   | Suggestion, add hyperlink to “2050 LRTP” <a href="https://miamidadetpolrtp2050.com/">https://miamidadetpolrtp2050.com/</a><br><b>The weblink to the 2050 LRTP has been included on Page 25</b>  |

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## MPO Organization and Management

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? **Yes** | If yes, page number: 8 of PDF
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? **Yes** | If yes, page number: 9 of PDF
  - Public Transportation Grant Agreements (prior year FTA funds)? **Yes** | If yes, page number: 9 of PDF
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? **Yes** | If yes, page number: 9 of PDF with link to documents on MPO website
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? **Yes** | If yes, page number: 9 of PDF
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? **Yes** | If yes, page number: 9 of PDF
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): **Yes** | If yes, page number: 10 of PDF
  - MPO Bylaws: **Yes** | If yes, page number: 10 of PDF
- Does the MPO include the following SIGNED Certifications and Assurances section? **The responses below are pending the final UPWP.**
  - Disadvantaged Business Enterprise Utilization? **No** | If yes, page number: xx
  - Debarment and Suspension Certification? **No** | If yes, page number: xx

## Unified Planning Work Program (UPWP)

### Review Checklist

- Lobbying Certification for Grants, Loans, and Cooperative Agreements? No | If yes, page number: xx
- Title VI/Nondiscrimination Assurances? No | If yes, page number: xx
- Appendices A and E? No | If yes, page number: xx
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. Not Applicable | If yes, page number: xx

|          |   |
|----------|---|
| Critical | Missing all appendices<br>At the time of the preliminary submittal, the appendices were not provided but now the appendices are included. |
|----------|---|

### Work Elements/Tasks Sheets

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? Yes | If yes, page number: Task V (5), pdf page 56
- Transportation Improvement Program (TIP)? Yes | If yes, page number: Task I (1), Group A, pdf page 18
- Long Range Transportation Plan (LRTP)? Yes | If yes, page number: Task II (2), Group A, pdf page 26
- MPO Regional Activities Task (if required)? Yes | If yes, page number: Task IV (4), Shared Regional Tasks, pdf page 51

|             |  |
|-------------|--|
| Critical    | On page 41, Task III, Group D, Activity #35, the funds for Consultant Supported Effort are \$150,000 in FY 2026; however, according to the backup calculations in the excel spreadsheet, the \$150,000 funds in FY 2026 are not listed, there appears to be a discrepancy between the excel and the pdf, perhaps this funding amount was not included / missing? At the time of the preliminary submittal, there were some minor discrepancy, however, the Consultant Supported Effort has been updated and resolved in both the PDF and Excel spreadsheet and is shown on Page 44.  |
| Critical    | On page 42, Task III, Group D, Activity #40, the funds for Consultant Supported Effort are \$1,141,155 FY 2025; however according to the backup calculations in the excel spreadsheet, the Consultant funds are \$1,101,155 in 2025. There appears to be a discrepancy between the excel and the pdf. At the time of the preliminary submittal, there were some minor discrepancy, however, the Consultant Supported Effort has been updated and resolved in both the PDF and Excel spreadsheet and is shown on Page 45.   |
| Critical    | On page 42, Task III, Group D, Activity #40, the funds for Consultant Supported Effort are \$1,589,275 FY 2026; however according to the backup calculations in the excel spreadsheet, the Consultant funds are \$1,549,275 in 2026. There appears to be a discrepancy between the excel and the pdf. At the time of the preliminary submittal, there were some minor discrepancy, however, the Consultant Supported Effort has been updated and resolved in both the PDF and Excel spreadsheet and is shown on Page 45.   |
| Enhancement | On page 48, Task III, Group G, Municipal Grant Program, "MGP Total Award Amount \$550,000 FY 2025" is this amount being distributed to any of the Activities (53 - 61)? If so, suggest adding another budget table indicating which funds will be distributed to each City / Municipality. In addition, are these funds allocated for Consultant Supported Effort? If so, please add accordingly each Activity (53 - 61) with the appropriate funding amount. The amount is being distributed to the Activities and has been identified internally but would like to not include it in the UPWP to provide flexibility, if needed. |
| Editorial   | On page 49, Task III, Table 10, Budget Summary, for the Consultant funds, please confirm if these PL and SU funds are appropriately allocated? NOTE: Notice the increase/decrease in FY's: At the time of  |

## Unified Planning Work Program (UPWP)

### Review Checklist

|             |   |
|-------------|---|
|             | <p>the preliminary submittal, there were some minor discrepancy, however, the amounts have been updated accordingly with the minor updates noted above and is on Page 52 and 53.</p> <ul style="list-style-type: none"> <li>Consultant PL funds (\$1,306,304) in FY 25 = 36.6%</li> <li>Consultant PL funds (\$440,800) in FY 26 = 14.1% (22.5% decrease)</li> <li>Consultant SU funds (\$1,940,000) in FY 25 = 54.3%</li> <li>Consultant SU funds (\$2,570,000) in FY 26 = 82.3% (28% increase)</li> <li>Consultant LF funds (\$326,576) in FY 25 = 9.1%</li> <li>Consultant LF funds (\$110,200) in FY 26 = 3.5% (5.6% decrease)</li> </ul> |
| Editorial   | For all Task Activities listed for Completion in June 2026, please confirm if those dates are accurate. The dates have been confirmed.  |
| Enhancement | On page 53 and 54, please revise Title / Header to "Task IV: Shared Regional Tasks" The titles have been revised on Page 57.  |

Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? **Yes**
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? **No** In each of the Tasks, there is the Purpose and Previous Work. The required activities are shown in the individual tables.
- Do the required activities list who will be completing the work? **No** An asterisk is now included to note "TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for each consultant in each fiscal year.
- Does each Tasks Sheet indicate who the responsible agency or agencies are? **Yes**
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? **No** The individual task sheet does not include the end products and deliverables, but each activity includes a Scope, Deliverable(s), and Completion column.
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? **Yes**
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? **No** | If yes, page number: xx

|          |  |
|----------|--|
| Critical | <p>Tasks II, IV, and V are missing Previous Work information.</p> <p>The Previous Work information for Tasks II (Page 28), IV (Page 55), and V (Page 59) have now been updated.</p>  |
| Critical | <p>Tasks III has missing completion dates for activities 11, 13, 42-46</p> <p>The missing completion dates for the activities have been updated, Activity 11 (Page 37), Activity 13 (Page 42), and Activities 42-46 (Pages 45-46).</p>   |
| Critical | <p>Please clarify who will be completing the work for each task. Please document in the UPWP which activities will be performed by TPO Staff. An asterisk is now included to note "TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for each consultant in each fiscal year."</p>   |
| Critical | <p>According to the <u>MPO Program Management Handbook</u>, Chapter 3 UPWP the task budget tables must include "Specific line items detailed enough for the District MPO Liaison to analyze costs." The 2023-2024 UPWP broke down tasks by Activity Group (see first screenshot) and the current draft UPWP does not break down tasks by Activity Group (see screen captures below for details):</p> <p>The specific line items have been updated now for each Task.</p> |

## Unified Planning Work Program (UPWP)

### Review Checklist

See example screen capture from the UPWP:

#### 2023-2024 UPWP

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


**TP**  
Transportation Planning  
Organization

Table 10. Budget Summary – Task III: Technical Programs

| Year 1: FY 2023   |                         |                    |                    |                 |   |                    |
|---|-------------------------|--------------------|--------------------|-----------------|---|--------------------|
| Budget Category   | FHWA<br>PL <sup>1</sup> | SU                 | FFY 21 FTA 3305(d) |                 | Local<br>Local/<br>Miami-Dade<br>County | FY 2023 Total      |
| Personnel (salary and benefits)                                   |                         |                    |                    |                 |   |                    |
| Salary  | \$128,000               | \$40,000           | \$450,000          | \$50,000        | \$32,000                                | \$700,000          |
| Fringe  | \$48,000                | \$20,000           | \$135,000          | \$15,000        | \$12,000                                | \$230,000          |
| County Service Fee  | \$12,800                | \$4,000            | \$45,000           | \$5,000         | \$3,200                                 | \$70,000           |
| Consultants   |                         |                    |                    |                 |   |                    |
| A. SMART Plan & Programs  | \$1,409,458             |                    |                    |                 | \$589,364                               | \$2,626,822        |
| B. Multimodal/Intermodal Planning                                 |                         | \$100,000          |                    |                 |   | \$100,000          |
| D. Transportation Planning Support                                | \$1,295,324             | \$240,334          | \$265,528          | \$29,953        | \$194,253                               | \$2,345,392        |
| G. Municipal Grant Program  | \$160,000               | \$300,000          |                    |                 | \$40,000                                | \$500,000          |
| Other Departments   |                         |                    |                    |                 |   |                    |
| B. Multimodal/Intermodal Planning (DTPW)                          |                         | \$33,000           |                    |                 |   | \$33,000           |
| C. Federal, State, and Regional Planning and Coordination (SFRPC) |                         | \$50,000           |                    |                 |   | \$50,000           |
| D. Transportation Planning Support (DTPW)                         |                         | \$60,000           |                    |                 |   | \$60,000           |
| D. Transportation Planning Support (RER)                          |                         | \$40,000           |                    |                 |   | \$40,000           |
| <b>FY 2023 Total</b>  | <b>\$3,053,582</b>      | <b>\$1,835,334</b> | <b>\$895,528</b>   | <b>\$99,953</b> | <b>\$70,817</b>                         | <b>\$6,755,214</b> |

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2025-2026 Draft UPWP (notice Consultants are not itemized as compared to previous UPWP)



**Task III: Technical Programs**

Unified Planning Work Program FY 2025 and 2026

Table 10. Budget Summary – Task III: Technical Programs

| Task III Technical Programs     |                |                |                   |                                      |                    |               |
|---------------------------------|----------------|----------------|-------------------|--------------------------------------|--------------------|---------------|
| 2025                            |                |                |                   |                                      |                    | FY 2025 Total |
| Funding Source                  | FHWA           |                |                   | Local                                |                    |               |
| Contract Number                 |                |                |                   | Local/Miami-                         |                    |               |
| Source Level                    |                |                |                   | Dade County                          | Total              |               |
|                                 | PL             | SU             | Total             |                                      |                    |               |
| MPO Budget Reference            |                |                |                   |                                      |                    |               |
| Lookup Name                     |                |                |                   |                                      |                    |               |
|                                 | 2025 FHWA (PL) | 2025 FHWA (SU) | 2025 FHWA (Total) | 2025 Local (Local/Miami-Dade County) | 2025 Local (Total) |               |
| Personnel (salary and benefits) | \$ 922,401     | \$ 710,000     | \$ 1,632,401      | \$ 230,600                           | \$ 230,600         | \$ 1,863,001  |
| Consultant                      | \$ 1,306,304   | \$ 1,940,000   | \$ 3,246,304      | \$ 326,576                           | \$ 326,576         | \$ 3,572,880  |
| 2025 Totals                     | \$ 2,228,705   | \$ 2,650,000   | \$ 4,878,705      | \$ 557,176                           | \$ 557,176         | \$ 5,435,881  |
| 2026                            |                |                |                   |                                      |                    | FY 2026 Total |
| Funding Source                  | FHWA           |                |                   | Local                                |                    |               |
| Contract Number                 |                |                |                   | Local/Miami-                         |                    |               |
| Source Level                    |                |                |                   | Dade County                          | Total              |               |
|                                 | PL             | SU             | Total             |                                      |                    |               |
| MPO Budget Reference            |                |                |                   |                                      |                    |               |
| Lookup Name                     |                |                |                   |                                      |                    |               |
|                                 | 2026 FHWA (PL) | 2026 FHWA (SU) | 2026 FHWA (Total) | 2026 Local (Local/Miami-Dade County) | 2026 Local (Total) |               |
| Personnel (salary and benefits) | \$ 1,728,000   | \$ -           | \$ 1,728,000      | \$ 432,000                           | \$ 432,000         | \$ 2,160,000  |
| Consultant                      | \$ 440,800     | \$ 2,570,000   | \$ 3,010,800      | \$ 110,200                           | \$ 110,200         | \$ 3,121,000  |
| 2026 Totals                     | \$ 2,168,800   | \$ 2,570,000   | \$ 4,738,800      | \$ 542,200                           | \$ 542,200         | \$ 5,281,000  |

#### Work Elements/Tasks Sheets Budget Tables

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show de-obligated funds? **No** At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP.

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? **No** At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP.

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? **Yes** | If yes, page number: 28, 32, 53, 58-59, 63 of PDF

Does MPO **Administration Task** have a subcategory for:

- Personnel Services? **Yes** | If yes, page number: Task V, Table 12, Budget Summary, pdf page 59, “Personnel (salary and benefits)”
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. **No** | If yes, page number: Note: Task V, Table 12, Budget Summary, pdf page 59, lumped into “Direct Expenses” – Equipment funds: \$15,000 in FY 25 + \$15,000 in FY 26 = \$30,000 FY 25-26. In addition, there is also a line item for Copy Machines \$25,000 in FY 25 + \$25,000 in FY 26 = \$50,000 FY 25-26. **Noted, it is not anticipated an item would be more than \$5,000.**
- Travel? **Yes** | If yes, page number: : Task V, Table 12, Budget Summary, pdf page 59, “Travel” – (Travel funds = \$70,000 in FY 25 + \$80,000 in FY 26 = \$150,000 FY 25-26)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Supplies? Supplies costing more than \$1,000 per item should be listed separately. **No** | Note: Task V, Table 12, Budget Summary, pdf page 59, lumped into “Direct Expenses” – Office Supplies funds: \$15,000 in FY 25 + \$15,000 in FY 26 = \$30,000 FY 25-26. **Noted, it is not anticipated an item would be more than \$1,000.**
- Direct Expenses? **Yes** | If yes, page number: Note: Task V, Table 12, Budget Summary, pdf page 59, lumped into “Direct Expenses” – (\$1,171,200 in FY 25 + \$1,218,200 in FY 26 = \$2,389,400 FY 25-26)
- Indirect Expenses (only required if MPO has an approved indirect rate)? **No** | If yes, page number: xx
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? **No** | If yes, page number: xx
- Is Annual Audit expense included, if required? **No** | If yes, page number: Note: Task V, Table 12, Budget Summary, pdf page 63, lumped into “Direct Expenses” – Audit: \$6,000 in FY 25 + \$6,000 in FY 26 = \$12,000 FY 25-26)

|          |   |
|----------|---|
| Critical | Draft UPWP spreadsheet / template provided is using Version 4.1 dated 2/23/22. Please use the most recent / latest UPWP Budget Table (spreadsheet) template provided by the Central Office (Version 5.0 dated 2/5/24) <b>At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP.</b> |
|----------|---|

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Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? **Yes**
- Consultant Services (if using consultant on task)? **Yes**
- Travel (if needed)? **Not Applicable**
- Direct Expenses (if needed)? **Not Applicable**
- Indirect Expenses (only required if MPO has an approved indirect rate)? **Not Applicable**
- Supplies (if needed)? **No**
- Equipment (if needed)? **No**

|          |  |
|----------|--|
| Critical | <p>On pdf page 63, Task V, Table 12, Budget Summary, please include the funding / cost breakdown per line item for Direct Expenses.</p> <ul style="list-style-type: none"><li>• Suggestion: Sort the cost breakdown items alphabetically or categorically</li></ul> <p>Please see screen captures below for details:</p> <p><b>The Budget Summary for Task V has been updated accordingly on Page 62 and 63.</b></p> |
|----------|--|

**See example screen capture from the excel spreadsheet:**

# Unified Planning Work Program (UPWP) Review Checklist

|                            | Task V TPO Administration       |              |                |                |              |                  |             |                    |               |               |  |
|----------------------------|---------------------------------|--------------|----------------|----------------|--------------|------------------|-------------|--------------------|---------------|---------------|--|
| MPO Vertical Reference     | Funding Source                  |              | 2025 FHWA      |                |              | 2025 CTD         |             | 2025 Local         |               | FY 2025 Total |  |
|                            | Contract Number                 |              |                |                |              |                  |             |                    |               |               |  |
|                            | Source Level                    |              | PL             | SU             | Total        | State            | Total       | /Miami-Dade Co     | Total         |               |  |
|                            | MPO Budget Reference            |              |                |                |              |                  |             |                    |               |               |  |
|                            | Lookup Name                     |              | 2025 FHWA (PL) | 2025 FHWA (SU) | FHWA (Total) | 2025 CTD (State) | CTD (Total) | (Local/Miami-Dade) | Local (Total) |               |  |
|                            | Personnel (salary and benefits) |              |                |                |              |                  |             |                    |               |               |  |
|                            | Salary                          | \$ 806,400   |                | -              | \$ 72,288    | -                | \$ 201,600  | -                  | \$ 1,080,288  |               |  |
|                            | Fringe                          | \$ 264,960   |                | -              |              | -                | \$ 66,240   | -                  | \$ 331,200    |               |  |
|                            | County Service Fee              | \$ 80,640    |                | -              | \$ 8,032     | -                | \$ 20,160   | -                  | \$ 108,832    |               |  |
|                            | Personnel (salary and benefits) | \$ 1,152,000 | \$ -           | \$ 1,152,000   | \$ 80,320    | \$ 80,320        | \$ 288,000  | \$ 288,000         | \$ 1,520,320  |               |  |
| \$ 50,000                  | Consultant                      |              |                |                |              |                  |             |                    |               |               |  |
|                            | B. TPO Board Support            |              | \$ 50,000      | -              |              | -                |             | -                  |               | \$ 50,000     |  |
|                            | Consultant Subtotal             | \$ -         | \$ 50,000      | \$ 50,000      | \$ -         | \$ -             | \$ -        | \$ -               | \$ 50,000     |               |  |
|                            | Travel                          |              |                |                |              |                  |             |                    |               |               |  |
|                            | Travel/Training/Registration    | \$ 56,000    |                | -              |              | -                | \$ 14,000   | -                  | \$ 70,000     |               |  |
|                            | Travel Subtotal                 | \$ 56,000    | \$ -           | \$ 56,000      | \$ -         | \$ -             | \$ 14,000   | \$ 14,000          | \$ 70,000     |               |  |
|                            | Direct Expenses                 |              |                |                |              |                  |             |                    |               |               |  |
|                            | County Liability Insurance      | \$ 88,000    |                | -              |              | -                | \$ 22,000   | -                  | \$ 110,000    |               |  |
|                            | Rent                            | \$ 528,960   |                |                |              |                  | \$ 132,240  |                    | \$ 661,200    |               |  |
|                            | Copy Machines                   | \$ 20,000    |                |                |              |                  | \$ 5,000    |                    | \$ 25,000     |               |  |
|                            | Audit                           | \$ 4,800     |                |                |              |                  | \$ 1,200    |                    | \$ 6,000      |               |  |
|                            | 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                       | \$ 12,000    |                | -              |              | -                | \$ 3,000    | -                  | \$ 15,000     |               |  |
| To Communications (to MDC) | \$ 18,400                       |              | -              |                | -            | \$ 4,600         | -           | \$ 23,000          |               |               |  |
| To IT Funding Module       | \$ 61,600                       |              | -              |                | -            | \$ 15,400        | -           | \$ 77,000          |               |               |  |
| To ITD (MDC)               | \$ 76,800                       |              | -              |                | -            | \$ 19,200        | -           | \$ 96,000          |               |               |  |
| ITD (MOU)                  | \$ 93,600                       |              | -              |                | -            | \$ 23,400        | -           | \$ 117,000         |               |               |  |
|                            | Direct Expenses Subtotal        | \$ 936,960   | \$ -           | \$ 936,960     | \$ -         | \$ -             | \$ 234,240  | \$ 234,240         | \$ 1,171,200  |               |  |
|                            | Total                           | \$ 2,144,960 | \$ 50,000      | \$ 2,194,960   | \$ 80,320    | \$ 80,320        | \$ 536,240  | \$ 536,240         | \$ 2,811,520  |               |  |

See example screen capture from the UPWP:

## 2023-2024 UPWP

| Table 13. Budget Summary – Task V: TPO Administration |                         |           |                               |          |              |                                      |               |
|---|-------------------------|-----------|-------------------------------|----------|--------------|--------------------------------------|---------------|
| Year 1: FY 2023                                       |                         |           |                               |          |              |                                      |               |
| Budget Category                                       | FHWA<br>PL <sup>1</sup> | SU        | FFY 21 FTA 5305(d)<br>Federal | Local    | CTD<br>State | Local<br>Local/<br>Miami-Dade County | FY 2023 Total |
| 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 NOU (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   |

## 2025-2026 Draft UPWP (notice direct expenses not itemized as compared to previous UPWP)

| Table 12. Budget Summary – Task V: TPO Administration |                                 |              |                |                |                   |                  |                         |                                      |                    |
|---|---------------------------------|--------------|----------------|----------------|-------------------|------------------|-------------------------|--------------------------------------|--------------------|
| Task V TPO Administration                             |                                 |              |                |                |                   |                  |                         |                                      |                    |
| Funding Source  | 2025                            |              |                |                |                   |                  |                         |                                      |                    |
|   | FHWA                            |              |                | CTD            |                   | Local            |                         | FY 2025 Total                        |                    |
|   | Contract Number                 |              |                |                |                   |                  |                         |                                      |                    |
|   | Source Level                    | PL           | SU             | Total          | State             | Total            | Local/Miami-Dade County | Total                                |                    |
|   | MPO Budget Reference            | Lookup Name  | 2025 FHWA (PL) | 2025 FHWA (SU) | 2025 FHWA (Total) | 2025 CTD (State) | 2025 CTD (Total)        | 2025 Local (Local/Miami-Dade County) | 2025 Local (Total) |
|   | Personnel (salary and benefits) | \$ 1,152,000 | \$ -           | \$ 1,152,000   | \$ 80,320         | \$ 80,320        | \$ 288,000              | \$ 288,000                           |                    |
|   | Consultant                      | \$ -         | \$ 50,000      | \$ 50,000      | \$ -              | \$ -             | \$ -                    | \$ 50,000                            |                    |
|   | Travel                          | \$ 56,000    | \$ -           | \$ 56,000      | \$ -              | \$ -             | \$ 14,000               | \$ 14,000                            |                    |
|   | Direct Expenses                 | \$ 936,960   | \$ -           | \$ 936,960     | \$ -              | \$ -             | \$ 234,240              | \$ 234,240                           |                    |
|   | Indirect Expenses               | \$ -         | \$ -           | \$ -           | \$ -              | \$ -             | \$ -                    | \$ -                                 |                    |
|   | Supplies                        | \$ -         | \$ -           | \$ -           | \$ -              | \$ -             | \$ -                    | \$ -                                 |                    |
|   | Equipment                       | \$ -         | \$ -           | \$ -           | \$ -              | \$ -             | \$ -                    | \$ -                                 |                    |
|   | 2025 Totals                     | \$ 2,144,960 | \$ 50,000      | \$ 2,194,960   | \$ 80,320         | \$ 80,320        | \$ 536,240              | \$ 536,240                           |                    |
| Funding Source  | 2026                            |              |                |                |                   |                  |                         |                                      |                    |
|   | FHWA                            |              |                | CTD            |                   | Local            |                         | FY 2026 Total                        |                    |
|   | Contract Number                 |              |                |                |                   |                  |                         |                                      |                    |
|   | Source Level                    | PL           | SU             | Total          | State             | Total            | Local/Miami-Dade County | Total                                |                    |
|   | MPO Budget Reference            | Lookup Name  | 2026 FHWA (PL) | 2026 FHWA (SU) | 2026 FHWA (Total) | 2026 CTD (State) | 2026 CTD (Total)        | 2026 Local (Local/Miami-Dade County) | 2026 Local (Total) |
|   | Personnel (salary and benefits) | \$ 1,238,800 | \$ -           | \$ 1,238,800   | \$ 80,320         | \$ 80,320        | \$ 307,200              | \$ 307,200                           |                    |
|   | Consultant                      | \$ -         | \$ 50,000      | \$ 50,000      | \$ -              | \$ -             | \$ -                    | \$ 50,000                            |                    |
|   | Travel                          | \$ 64,000    | \$ -           | \$ 64,000      | \$ -              | \$ -             | \$ 16,000               | \$ 16,000                            |                    |
|   | Direct Expenses                 | \$ 914,560   | \$ -           | \$ 914,560     | \$ -              | \$ -             | \$ 243,640              | \$ 243,640                           |                    |
|   | Indirect Expenses               | \$ -         | \$ -           | \$ -           | \$ -              | \$ -             | \$ -                    | \$ -                                 |                    |
|   | Supplies                        | \$ -         | \$ -           | \$ -           | \$ -              | \$ -             | \$ -                    | \$ -                                 |                    |
|   | Equipment                       | \$ -         | \$ -           | \$ -           | \$ -              | \$ -             | \$ -                    | \$ -                                 |                    |
|   | 2026 Totals                     | \$ 2,267,360 | \$ 50,000      | \$ 2,317,360   | \$ 80,320         | \$ 80,320        | \$ 566,840              | \$ 566,840                           |                    |

**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

## Unified Planning Work Program (UPWP)

### Review Checklist

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Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | If yes, page number: Note: See Table 11, Shared Regional Tasks page 57 of PDF and Shared Regional Tasks Detailed Breakdown page 58 of PDF.](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 58 of PDF](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes | If yes, page number: 58 of PDF](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes | If yes, page number: 57-58 of PDF](#)
- Show activities the funds are being used for? [Yes | If yes, page number: 57-58 of PDF](#)
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [No | If yes, page number: xx](#)
  - Task name, activity description(s), and budgeted funds [No | If yes, page number: xx](#)

|          |   |
|----------|---|
| Critical | Please confirm that the funds for the Regional Tasks have been set aside and coordinated with the other agencies. (NOTE – we do not have information for all other MPOs to verify this.) <a href="#">This comment is noted.</a> |
|----------|---|

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### Funding Source Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

[No](#) [At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP](#)

Total Year 1 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-obligated from the previous FY**)? [No | If yes, page number: xx](#)
  - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [No](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [No](#)
- FINAL UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [No](#)
  - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [No](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

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- Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [No](#)
- Does the Funding Source Budget Table include soft match amounts? [No](#)

|            |   |
|------------|---|
| No comment | Note: Final UPWP was not received or reviewed at this time.   |
| Critical   | Missing Funding Source Table and Summary Budget Table (Chris Bratton's PL Spreadsheet) are not included in the draft UPWP.<br>At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP. Appendix D includes the UPWP Summary Financial Tables. |

#### Total Year 2 contract amounts:

- DRAFT UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [No](#) | If yes, page number: xx
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [No](#)
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [No](#)
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [No](#)
- Does the Funding Source Budget Table include soft match amounts? [No](#)

|            |   |
|------------|---|
| No comment | Note: Final UPWP was not received or reviewed at this time.   |
| Critical   | Missing Funding Source Table and Summary Budget Table (Chris Bratton's PL Spreadsheet) are not included in the draft UPWP.<br>At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP. Appendix D includes the UPWP Summary Financial Tables. |

Since the UPWP is the "Scope of Service" for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [No](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [No](#)

## Unified Planning Work Program (UPWP)

### Review Checklist

|            |   |
|------------|---|
| No comment | Note: Final UPWP was not received or reviewed at this time. |
|------------|---|

#### Summary Budget Table

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

No

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? No

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? No

|            |   |
|------------|---|
| No comment | NOTE: Summary Budget Table was not included in the UPWP document at this time.<br>At the time of the preliminary submittal, the latest UPWP Budget Table was not provided but the latest UPWP Budget Table is now included for the final UPWP. Appendix D includes the UPWP Summary Financial Tables. |
|------------|---|

#### General UPWP Comments

|             |  |
|-------------|--|
| Editorial   | Is the TPO seeking any potential or proposed <u>lane-repurposing</u> projects which would include Consultant Supported Efforts funds? If so, the UPWP should include these types of improvements as a Task/Activity with the appropriate funding sources (e.g., PL, SU, and/or LF). Note, a more significant effort is expected per the latest FDOT lane-repurposing guidance which includes a robust traffic analysis including dynamic traffic assignment and wider area of influence. (Only applicable along the state highway system). At this time, the Miami-Dade TPO is not seeking potential or proposed lane-repurposing projects, but this comment is noted. |
| Editorial   | Is the TPO seeking any upcoming <u>FHWA Grant Programs</u> which would include Consultant Supported Efforts funds? If so, the UPWP should include these types of programs as a Task/Activity with the appropriate funding sources (e.g., PL, SU, and/or LF). This comment is noted and added a note in Task III, Group D, Activity 40 on Page 45.  |
| Editorial   | Suggestion: Include language / content for <u>Protected Intersections</u> as a Complete Streets element on improving the pedestrian / bicycle network in Task III, Group E, Activity # 49. This note has been included in Task III, Group E, Activity 23 (Page 41).  |
| Critical    | The UPWP states Complete Streets is addressed in all Tasks; please specifically show the set aside required 2.5% for Complete Streets activities. This must be identified in budget tables and in UPWP text. A note has been included in Table 10 on Page 53 and Task III. Technical Programs, A. SMART Plan & Programs, D. Transportation Planning Support, and G. Municipal Grant Program fulfill this requirement.  |
| Enhancement | The UPWP states resilience is addressed in all Tasks; however, it is only included in Task III activities. Please add additional details on how resilience is addressed in other tasks. Additionally, the description of resilience on page 18 of the PDF should mention FDOT resilience efforts including, but not limited to, the Resilience Action Plan (RAP), Resilience Improvement Plan (RIP), etc. Inclusions on the details have been updated and are on Page 15.  |

## Unified Planning Work Program (UPWP)

### Review Checklist

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|          |   |
|----------|---|
| Critical | On page 7, Table 3, Funding Analysis, please advise if the Florida Commission for the Transportation Disadvantaged (CTD) State Funds indicating a total of \$160,640 for FY 25 and 26, should be programmed under FM# 439334-5-14 or another FM No.? Please see screen capture below for details: Project is an estimate since the Application has not been submitted yet (expected obligation is May 2024) and the FM# is unknown until the Commission for the Transportation Disadvantaged approves it (expected is July 2024). |
|----------|---|

**Table 3. Funding Analysis – Total Funds Available FYs 2025 & 2026**

| Source       | Federal             | State            | Local              | Total               | Soft Match*        |
|--------------|---------------------|------------------|--------------------|---------------------|--------------------|
| FHWA PL      | \$11,177,693        |                  | \$2,822,000        | \$13,997,693        | \$2,529,383        |
| FHWA SU      | \$6,000,000         |                  |                    | \$6,000,000         |                    |
| CTD          |                     | \$160,640        |                    | \$160,640           |                    |
| <b>Total</b> | <b>\$17,177,693</b> | <b>\$160,640</b> | <b>\$2,822,000</b> | <b>\$20,158,333</b> | <b>\$2,529,383</b> |

\*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 \$2,529,383.13. This amount is not included in the total UPWP budget.



## Fiscal Years 2025 and 2026

### Appendix F. Comments & Responses from FDOT & FHWA

| Federal Comments |  |           |   | Response to Comment   |
|------------------|--|-----------|---|---|
| 1                |  | Critical  | Submit documentation showing the available and programmed: PL, the PL balances from previous years, and the SU funds for Miami-Dade TPO's UPWP for years 2025-2026 so we can verify that upper limit for programmed funds for both FHWA and FTA.  | Miami-Dade TPO will process Deobligation on April 18 <sup>th</sup> .  |
| 2                |  | Critical  | Ensure the Excel UPWP Budget Tables are consistent with the tables within the UPWP Word document.   | The excel UPWP budget tables have been updated to be consistent with the Word Document/PDF.   |
| 3                |  | Critical  | Specify and clarify which activities or subtasks are performed by staff vs. consultants and the corresponding costs for these. In the event a transit agency/authority is completing the activity this should be indicated in the UPWP.   | In each of the Task tables, there is an asterisk that indicates “*TPO staff will utilize outside consultants to support the work performed on these activities up to the total amount shown for consultants in each fiscal year.” Additionally, if other agencies are supporting the activity, it is noted. |
| 4                |  | Critical  | All major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP (including corridor and sub-area studies in accordance with 23 CFR 450.318) regardless of source of funding or entity undertaking the work. For example, planning activities/studies requesting FTA funds are not evident in the draft and can't be cross referenced when recipients are completing TrAMS application. FTA should be able to identify the plan and the programmed cost to ensure the TrAMS application is reflective. | Noted. It is not anticipated there will be FTA funds for the planning efforts/studies.  |
| 5                |  | Critical  | Clarify how existing and future discretionary/competitive awards are reflected in the UPWP. Note that these plans and programmed amounts should be identifiable and referenced for verification when transit agencies/authorities are applying for funds in their TrAMS applications.   | Noted. It is not anticipated the TPO will be applying for the Transit Award Management System (TrAMS) but may coordinate with appropriate agencies on this effort.  |
| 6                |  | Editorial | If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).   | No 5307 will be used for planning activities as confirmed by Miami-Dade DTPW. Appendix A Includes FDOT D6 Planning Activities.  |
| 7                |  | Critical  | If any programmed 5305(d) funds that are converted to PL are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.  | Noted.  |



## Fiscal Years 2025 and 2026

### Appendix F. Comments & Responses from FDOT & FHWA

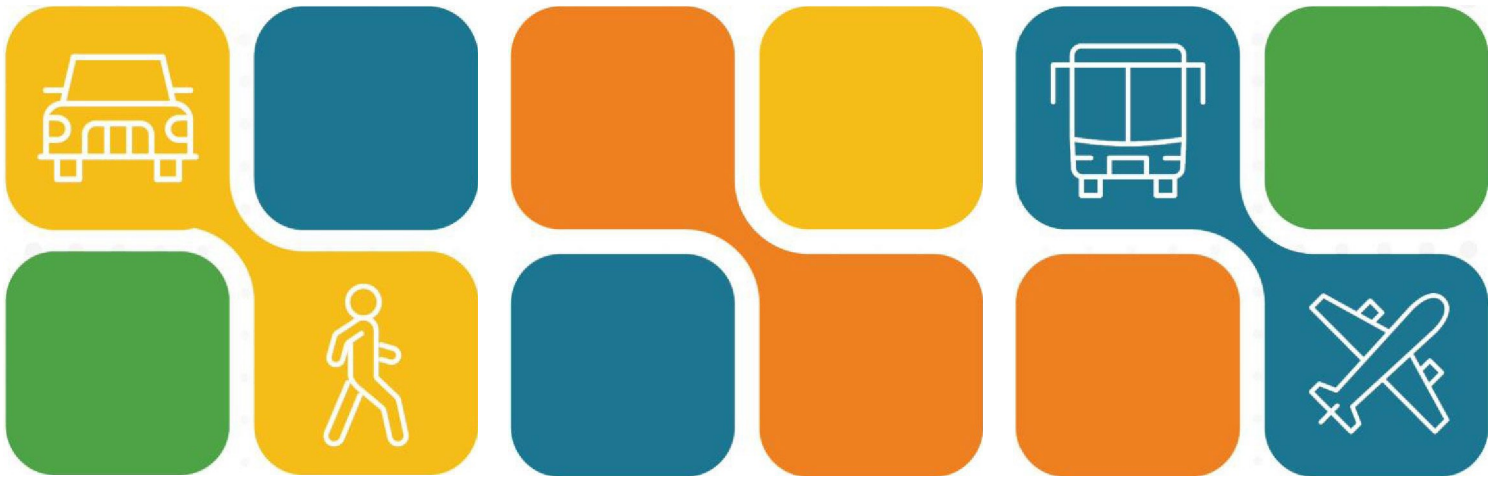
| Federal Comments |          |  | Response to Comment   |
|------------------|----------|--|---|
| 8                | Critical | 2.5% of the TPO's PL must be spent on Complete Streets planning activities. Indicate the associated tasks fulfilling this requirement.   | Noted in Task III. Technical Programs, A. SMART Plan & Programs, D. Transportation Planning Support, and G. Municipal Grant Program fulfill this requirement and is shown on Page 53. |
| 9                | Other    | It appears the Miami UZA crosses slightly into Martin County. Does Martin County receive any of the Miami UZA apportionment to assist with planning and/or transit related activities? Seeing that the Miami UZA crosses into Martin County. How does the TPO ensure that transit representation from Martin County is included. | As part of the RTTAC, the Treasure Coast Regional Planning Council (TCRPC) is part of the committee, in which Martin MPO is included.   |
| 10               | Other    | If the UZA boundaries changed due to the 2020 census, did any of the agreements referenced in the UPWP require amending?   | Noted in the Summary of 2020 Census Changes in TRAMS, there was a UZA Name Changes, "Miami—Fort Lauderdale, FL" and no boundary change.   |
| 11               | Critical | If funding is being carried over from the prior-year UPWP, carryover amounts, and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.                                    | Table 7. Carry Forward Activities & Studies identifies the activities, de-obligated amount, and source of funding on Page 16.   |
| 12               | Critical | For the purchase of office equipment, including software, single purchases which exceed \$5,000 must get pre-approval from FHWA.   | Noted, not anticipated an item would be more than \$5,000.  |
| 13               | Critical | All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final document.   | Appendix C includes the Statements and Assurances, which are signed and dated.  |
| 14               | Critical | The Federal Aid Project Number and Financial Project number must be included.  | This has been updated.  |
| 15               | Critical | A signed resolution approving the final UPWP must be included.   | The response is pending the final UPWP.   |



## Fiscal Years 2025 and 2026

### Appendix F. Comments & Responses from FDOT & FHWA

| Federal Comments |    |          |   | Response to Comment  |
|------------------|----|----------|---|--|
|                  | 16 | Critical | The final UPWP for approval must include a copy of all the reviewing agencies' comments and how the TPO addressed each comment.   | Appendix F includes Comments & Responses from FDOT & FHWA. |
|                  | 17 | Critical | We will verify the regional task descriptions and amounts at a later date once we receive draft UPWPs from the regional partners. | Noted.   |



# TP



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Planning Organization

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