



Unified Planning Work Program

July 1, 2014 - June 30, 2016

UPWPP Executive Summary

INTRODUCTION

EXECUTIVE SUMMARY

Every two (2) years, the Broward MPO is required to prepare its Unified Planning Work Program (UPWP) as per Chapter 163.01 and 339.175(5) (d) and (e) of the Florida Statutes. The UPWP is also prepared in accordance with the Florida MPO Program Management Handbook which spells out the general format and content the UPWP. Given these requirements, the Broward MPO's UPWP is divided into sections which are summarized below.

INTRODUCTION

The INTRODUCTION section defines the UPWP, briefly describes the contents and transportation planning activities within the document and summarizes the planning emphasis areas and MAP-21 planning factors which the UPWP activities address.

In general, the Code of Federal Regulations defines a Unified Planning Work Program (UPWP) as “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.” The BROWARD METROPOLITAN PLANNING ORGANIZATION (Broward MPO) FY 14/15 – FY 15/16 UPWP includes tasks for two (2) years. The UPWP documents federal, state, and local participation in the continuing, comprehensive, and cooperative transportation planning process within the wider region. In addition, it reflects the MPO's broader responsibilities as one of multiple MPOs designated for a single urbanized area (Miami Urbanized Area)/Transportation Management Area.

Further, the UPWP is approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). It is used to monitor the expenditure of Federal and State funds. The UPWP also serves as a strategic management tool, enabling the Broward MPO to administer its planning responsibilities with available program revenues.

ORGANIZATION & MANAGEMENT

ORGANIZATION & MANAGEMENT

The ORGANIZATION & MANAGEMENT section describes the overall governance structure of MPO, its participants, its advisory committees and its operational procedures and bylaws.

Regarding the governance structure, the Broward MPO is a metropolitan level policy board of local, elected officials, established under the federal requirements of 23 USC 134 for the utilization of federal transportation funds in the urbanized area of Broward County. It serves as the forum for cooperative decision-making in area wide transportation planning and programming. The current MPO structure is consistent with MAP 21 legislation. The MPO Board consists of nineteen (19) voting members, with four (4) members apportioned to the County Commission, three of whom also represent Broward County Transit and one of whom also represents the South Florida Regional Transportation Authority (SFRTA). Fourteen (14) voting members are apportioned to the cities according to municipal district maps. The largest cities in each municipal district are the voting members and the next largest cities are the designated alternates. Finally, the nineteenth Broward MPO voting member is a Broward County School Board member. The Florida Department of Transportation (FDOT) has one (1) non-voting advisor, the Secretary of FDOT District 4.

There are several advisory boards to the MPO. They are:

- The Executive, Governance and Evaluation Committees are composed of several Board members. These committees advise the MPO Board on agenda items and current projects/initiatives (Executive Committee), on governance and policy issues (Governance Committee), and on the performance of the Executive Director and General Counsel (Evaluation Committee).
- The Technical Coordinating Committee (TCC) is composed of planners, engineers, and other professionals. This committee advises the MPO Board from a technical perspective on the decision-making process.
- The Community Involvement Roundtable (CIR) is composed of citizen appointments from the nineteen (19) MPO Board voting members and appointments from service organizations and transportation interest groups. This committee provides the community perspective on recommendations to the MPO Board.
- The Local Coordinating Board for Transportation Disadvantaged Services (LCB) is composed of members and agencies representing the Transportation Disadvantage community. The LCB identifies local service needs and provides information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of transportation disadvantaged services.
- Other Boards include the statewide Metropolitan Planning Organization Advisory Council (MPOAC) which serves as a forum for MPOs to provide input in statewide plans and policies affecting MPOs and the Southeast Florida Transportation Council (SEFTC) which serves as a regional forum for coordination and communication among the transportation agencies in Southeast Florida.

The ORGANIZATION & MANAGEMENT section also describes the operational procedures and bylaws of the MPO. On March 11, 2010, the Broward MPO took action to terminate the existing 1977 Staff Services Agreement with Broward County. This action was taken to form a structurally and institutionally independent Broward MPO which could better react to legislative changes, grant opportunities and directives from federal and state governments. To move forward on the action, an Interlocal Agreement between the Broward MPO and the South Florida Regional Transportation Authority (SFRTA) was executed on May 28, 2010, to provide the MPO with capital float and limited administrative services. Further, with this separation the Broward MPO developed its own personnel manual and procurement code consistent with Federal and state guidelines and requirements. In addition, the Rules of the Broward MPO, describing procedures for the Board, its advisory committees, its public involvement process and the LRTP, Regional LRTP, and TIP amending processes was updated to reflect the independence of the MPO.

WORK PROGRAM TASKS

The WORK PROGRAM TASKS section describes planning priorities and activities to be carried out by the MPO over the next two (2) years. The broad categories or groups of tasks included in the UPWP are: ADMINISTRATION, DATA COLLECTION AND ANALYSIS, and PROGRAM AND PLAN DEVELOPMENT. Several Tasks are included in each of these categories. Each Task is structure in the same manner, as per Florida MPO Program Management Handbook, and includes a purpose, a methodology to carry out the task, associated work products and previous major accomplishments related to the task. At the end of each task is a financial table listing the specifics of the financial participation by funding agencies, the amount of funding allocated to the task's staff resources and projects as well as the responsible agencies for completing the respective task and related projects. The following summarizes the broad categories of tasks.

ADMINISTRATION – This section details the activities required to manage the transportation planning process and all UPWP work products on a continual basis. This includes program administration, development and review, and grant application preparation and reporting. Also included are administrative activities and programs required by Federal and State agencies to operate as a structurally and institutionally independent MPO. Priorities include the UPWP development and maintenance, monitoring of disproportionately high and adverse effects on minority and low income communities, analysis of state and federal legislation, timely submittal of documents and management of Broward MPO Board and its advisory Committees. Further, public involvement/education across all tasks, organizations and segments of the population, evaluating the effectiveness of the MPO's public involvement efforts, community outreach, regional public involvement, and coordinating with state and federal agencies to incorporate best practices into the public involvement process are described in this section.

DATA COLLECTION AND ANALYSIS – This section details activities needed to monitor area travel characteristics and factors affecting travel such as socioeconomic and land use data, transportation system data, and environmental concerns and issues. Priorities include data collection and analysis, safety/crash data collection, GIS capabilities development, Comprehensive Plan support and management systems development. Data collection efforts such as origin – destination and household survey information/statistics are included within this section.

PROGRAM AND PLAN DEVELOPMENT – This section details the transportation system planning tasks related to transit, safety, security, energy, and long- and short- range transportation systems planning. Priorities include the LRTP (Long Range Transportation Plan), the TIP (Transportation Improvement Plan), and planning efforts that concentrate on regional transportation planning, congestion management/livability planning, freight and intermodal transportation planning, transit planning/development and Complete Streets/bicycle and pedestrian mobility planning. Transportation alternative activities such as scenic highways and alternative fuels and technology considerations are also described. In addition, the new major planning emphasis area for the MPO to develop and implement a Pedestrian Safety Action Plan is included within this section.

BUSINESS PLAN

BUSINESS PLAN

The BUSINESS PLAN section summarizes the financial allocations and expenditures to carry out the activities described in the two (2) year UPWP. The Business Plan provides a five-year projection of the MPO's financial position. Funds allocated in a year that are not spent in that year are carried-over to the next year where appropriate. This financial summary is provided in the following table.

Five Year Forecast of Funding					
	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Total Funds Allocated ¹	7,864,841	5,403,717	3,073,459	3,604,094	3,635,647
Total Funds Non-Allocated ²	620,415	-	-	-	-
Total Funds Carried Over	7,793,519	1,967,123	1,516,968	1,365,594	1,093,476
Total Funds Available	16,278,776	7,370,840	4,590,428	4,969,688	4,729,123
Total Contracts	12,040,719	3,446,800	745,550	1,322,550	1,297,550
Total Salaries + Fringe	1,707,475	1,809,835	1,864,130	1,920,054	1,977,655
Total Indirect Costs	563,459	597,237	615,154	633,608	652,617
Total Funds Spent	14,311,653	5,853,871	3,224,834	3,876,212	3,927,822
Total Funds Carried Over	1,967,123	1,516,968	1,365,594	1,093,476	801,301

¹ Funds allocated from FHWA, FTA and FDOT

² Bank account balances: Capital float, Operating, Local Contribution, A1A Scenic Hwy

The UPWP document concludes with additional information to support the WORK PROGRAM TASKS and BUSINESS PLAN sections of the document. This information includes FDOT DISTRICT 4 PLANNING ACTIVITIES in support of UPWP activities and FINACIAL TABLES providing further detail on funding and expenditures as required by the Florida MPO Program Management Handbook. Finally, the APPENDICES Include supporting budget/financial information, the MPO's indirect cost allocation plan, the annual state (FDOT) Joint Certification Statement and the Southeast Florida Transportation Council's Work Plan. Federal and state review agency comments regarding the Draft UPWP, along with MPO staff responses and updates to the Draft UPWP to address these comments are included in the final pages of the APPENDICES.