

FY 2025 & FY 2026

UNIFIED PLANNING WORK PROGRAM



PALM BEACH
Transportation
Planning Agency

Adopted May 16, 2024



PalmBeachTPA.org/UPWP

301 Datura Street
West Palm Beach, FL 33401

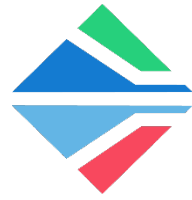
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(Metropolitan Planning)

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PALM BEACH Transportation Planning Agency

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 Palm Beach Transportation Planning Agency on
May 16, 2024

This report was prepared in cooperation with our funding partners including United States Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission on Transportation Disadvantaged, Palm Beach County and in coordination with other participating governments.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the American with Disabilities Act or translation services, free of charge, or for complaints, questions, or concerns about civil rights, please contact the Palm Beach TPA at 561-725-0800 or email Info@PalmBeachTPA.org. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

FDOT D4 Cost Analysis Certification

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Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

525-010-06
POLICY PLANNING
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Cost Analysis Certification

Palm Beach TPA

Unified Planning Work Program - FY 2025/26

Adopted 5/16/2024

Revision Number: Initial Adoption

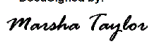
I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

MARSHA TAYLOR-LONG

Name: MPO Liaison Name

PLANNING SPECIALIST, DISTRICT 4

Title and District

DocuSigned by:

C4980E17BB38437

5/30/2024

Signature

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INTRODUCTION

The Palm Beach MPO, doing business as the Palm Beach Transportation Planning Agency (TPA or MPO), serves as the designated Metropolitan Planning Organization to administer the federally mandated transportation planning process for all of Palm Beach County. The TPA is part of a larger South Florida urbanized area referred to as the Miami FL Urbanized Area (UZA) that also includes the Miami-Dade Transportation Planning Organization (TPO), the Broward MPO, and a small portion of the Martin MPO.

The Unified Planning Work Program (UPWP) is the TPA's plan of operations and budget which identifies the agency's transportation planning activities for the two-year period starting July 1, 2024 through June 30, 2026. The UPWP is guided by the TPA's vision of a safe, efficient, connected, and multimodal transportation system. The UPWP includes a description of planning work and resulting products, responsible agencies, schedules, costs, and funding sources. The UPWP is approved by the TPA Governing Board, available in **Appendix B**.

The TPA's mission to collaboratively plan, prioritize and fund the transportation system is carried out pursuant to 23 United States Code (U.S.C.) §134, 49 U.S.C. §5303, 23 Code of Federal Regulations (C.F.R.) §450 Subpart C, and Section 339.175, Florida Statutes (F.S.). The TPA is in an air quality attainment area and does not anticipate completing any non-attainment planning activities.

The TPA is part of the Miami FL UZA/TMA with the primary planning area being the whole of Palm Beach County as identified in **Figure 1**. For context, a map of the entire Miami UZA/TMA is included in **Appendix D**.

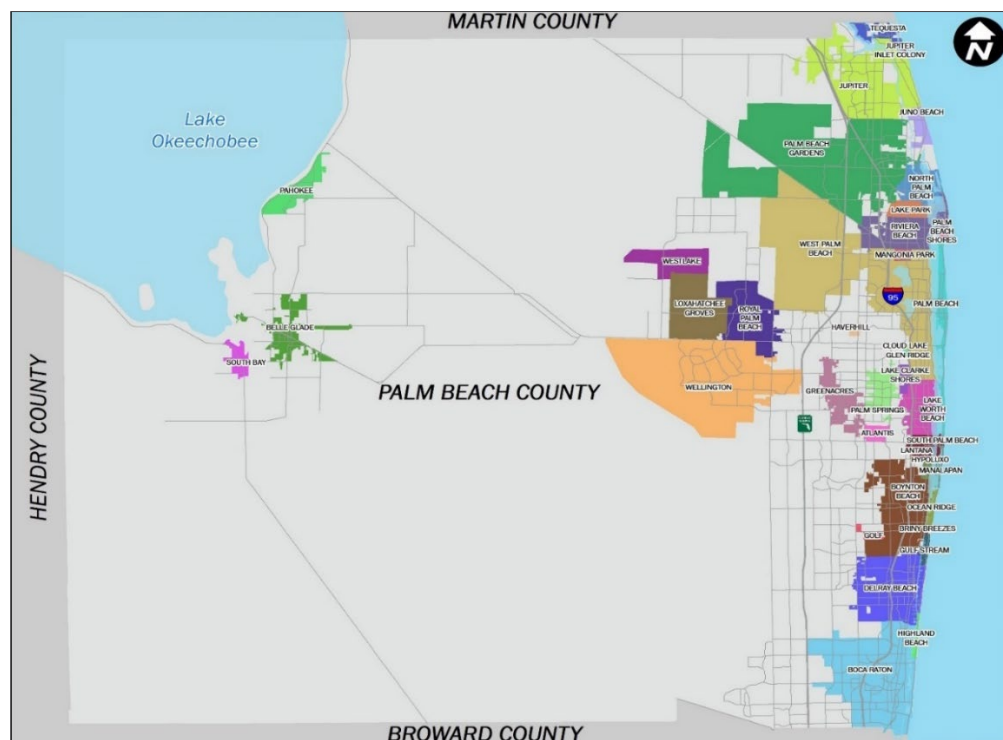


Figure 1. Palm Beach TPA Planning Area

Available Funding

The planning activities in the UPWP are predominately funded through federal grant reimbursements and a smaller portion funded through state and local sources. Funding sources include:

Consolidated Planning Grant (CPG) – an agreement that allows the consolidation of the two main federal planning funds, FHWA PL and FTA PL.

FHWA Planning (PL) Funds – federal highway funds apportioned by formula to each MPO to carry out the transportation planning process

FTA Planning (PL) Funds – federal transit funds apportioned by formula to each MPO to carry out the transportation planning process

FHWA Surface Transportation Block Grant (STBG) Urbanized Areas (SU) Funds – federal highway funds apportioned by formula to each large urban area MPO to plan, implement, and construct transportation projects.

Commission for Transportation Disadvantage (CTD) State Funds – state funding to implement transportation disadvantaged planning activities.

Local Funds – dues paid at 10-cents per capita by members on the TPA Governing Board.

The FDOT and the Palm Beach TPA participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, the Federal Highway Administration (FHWA), and Federal Transit Administration (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(j) and FTA C 8100.1D."

Federal funding requires a local match. 23 U.S.C. §120 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 for 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 being utilized to match the FHWA PL, and FHWA SU, and FTA 5305d funding in the UPWP is 18.07% of FHWA program funds for a total of \$2,025,445.

Please note that all eligible expenses will be reimbursed on an actual cost basis and therefore an indirect rate will not be utilized.

Table 1. CPG Available Funding Sources

Funding Source	Fiscal Year 2025	Fiscal Year 2026	Total
CPG FHWA PL Re-Obligation (Contract G1032)¹	\$250,000	\$0	\$250,000
CPG FHWA PL Re-Obligation (Contract G2917)¹	\$0	TBD	TBD
CPG FHWA PL (Contract G2Y14)	\$1,740,636	\$1,783,596	\$3,524,232
CPG FTA (Contract G2Y14)	\$787,769	\$787,769	\$1,575,538
CPG Total	\$2,778,405	\$2,571,365	\$5,349,770

¹These are carry forward funds from prior fiscal year de-obligations. Funding is subject to change based on close out of the FY 2023-2024 UPWP.

Table 2. Available Funding Sources

Funding Source	Fiscal Year 2025	Fiscal Year 2026	Total
CPG Total	\$2,778,405	\$2,571,365	\$5,349,770
FHWA SU (Contract G2Y14)¹	\$1,874,411	\$1,989,100	\$3,863,511
CTD	\$56,213	\$56,213	\$112,426
TPA Local Funds	\$150,362	\$153,370	\$303,732
Total Funds Available	\$4,895,980	\$4,786,948	\$9,629,439

¹The total available funds available for FY 2025 is \$1,911,000 and in FY 2026 is \$2,006,000. However, the funds shown are how much the TPA is anticipated to utilize and it is less than the total available funds.

Planning Priorities, Emphasis Areas, and Factors

Local Priorities

The prime objective of the UPWP is to aid in the development and maintenance of a coordinated transportation system plan. The UPWP is further designed to produce required work products to serve several purposes:

- To progress toward selected performance measure targets through guided transportation decision making for desired transportation system performance outcomes;
- To aid federal and FDOT modal agencies in reviewing, monitoring, and evaluating the transportation planning process in metropolitan areas;
- To aid in advancing multimodal transportation planning on a regional and system wide level;

- To improve the effectiveness of transportation decision making by guiding various jurisdictions in their individual planning efforts to ensure the efficient use of resources; and
- To develop a regional approach to transportation planning that guides the various transportation planning participants and ensures an integrated transportation analysis.

FDOT Planning Emphasis Areas (PEAs)

In addition, FDOT has issued the following Planning Emphasis Areas (PEAs):

- **Safety** – The Florida Transportation Plan (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. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years. The UPWP commits the TPA to report on and monitor their progress against adopted safety performance measures, and to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study the safety challenges. The TPA is working actively to identify safety needs in its priority list, TIP and LRTP; conducting and partnering on stand-alone safety studies for areas or corridors; and raising safety considerations within modal planning elements.
- **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 TPA 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 shall address approaches to furthering transportation equity.
- **Resilience** – With the passage of the Fixing America’s Surface Transportation (FAST) Act in 2015, 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 TPA considers both the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience within the LRTP to administer the planning process. The TPA also addresses resilience as a consideration within all its planning documents. The TPA coordinates with partner agencies responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Finally, the TPA considers the additional costs associated with reducing the vulnerability of the existing

transportation infrastructure to ensure that its planning documents are ultimately more realistic and cost-effective.

- **Emerging Mobility** – Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. 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. The TPA supports innovative technologies and business practices to advance the FTP and the federal planning factors. Emerging Mobility such as Automated, Connected, Electric and Shared Vehicle (ACES) may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty about the potential impacts these technologies will have, the TPA is working to address the challenges and opportunities presented by ACES vehicles.

Table 3 provides a matrix of how the PEA's are reflected in the TPA's UPWP work activities.

Table 3. State Planning Emphasis Areas Matrix

UPWP Work Tasks	Safety	Equity	Resilience	Emerging Mobility
1. Engage the Public	✓	✓	✓	✓
2. Plan the System – Short Range	✓	✓	✓	✓
3. Plan the System – Long Range	✓	✓	✓	✓
4. Prioritize Funding	✓	✓	✓	✓
5. Implement Projects	✓	✓	✓	✓
6. Collaborate with Partners	✓	✓	✓	✓
7. Administer the Agency		✓		
8. Transfers to Other Agencies	✓	✓	✓	✓
9. Agency Expenditures with Local Funds		✓		

Federal Planning Factors

The FAST Act identified the following 10 planning factors to be considered by the TPA in developing the tasks and activities of the UPWP:

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

Table 4 below shows a matrix of how the 10 Federal Planning Factors are integrated into the UPWP work tasks.

Table 4. Federal Planning Factors Matrix

UPWP Work Tasks	Federal Planning Factors									
	1	2	3	4	5	6	7	8	9	10
1. Engage the Public	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Plan the System – Short Range	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Plan the System – Long Range	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Prioritize Funding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Implement Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Collaborate with Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Administer the Agency										
8. Transfers to Other Agencies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Agency Expenditures with Local Funds										

Federal Planning Emphasis Areas

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. Federal Planning Emphasis Areas 2021

UPWP Work Tasks	Federal Planning Emphasis Areas 2021							
	Climate Crisis	Equity & Justice40	Complete Streets	Public Involvement	STRAHNET	FLMA Coordination	PEL	Data in Transportation Planning
1. Engage the Public	✓	✓	✓	✓	✓	✓	✓	✓
2. Plan the System – Short Range	✓	✓	✓	✓	✓	✓	✓	✓
3. Plan the System – Long Range	✓	✓	✓	✓	✓	✓	✓	✓
4. Prioritize Funding	✓	✓	✓	✓	✓	✓	✓	✓
5. Implement Projects	✓	✓	✓	✓	✓	✓	✓	✓
6. Collaborate with Partners	✓	✓	✓	✓	✓	✓	✓	✓
7. Administer the Agency		✓	✓	✓	✓	✓	✓	✓
8. Transfers to Other Agencies	✓	✓	✓	✓	✓	✓	✓	✓
9. Agency Expenditures with Local Funds	✓	✓		✓				

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future
- **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.
- **Complete Streets** – Effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement** – Early, effective, and continuous public involvement brings diverse viewpoints into the decision making process.
- **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.
- **Federal Land Management Agency (FLMA) Coordination** – Coordinate with FLMA 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.

- **Planning and Environmental Linkages (PEL)** – Implement PEL as part of the transportation planning and environmental review processes.
- **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.

Transportation Planning Activities

Continuing

Many TPA planning activities are continuing from previous efforts, as highlighted below.

- Continue to engage the public through TPA social media platforms, events, and outreach to news media;
- The Vision 2050 Long Range Transportation Plan (LRTP) started in early 2023, with an anticipated adoption date of December 2024.
- Assists local government agencies in evaluating, identifying and prioritizing funds for multimodal infrastructure projects that increase safety and access for all users;
- Coordinates with Palm Tran and South Florida Regional Transportation Authority (SFRTA) in planning transit services and performing updates to their Transit Development Plans (TDP);
- Continuously monitors all federally required and local performance measures and identifies projects and strategies to achieve selected targets;
- Reviews the Strategic Intermodal System (SIS) Cost Feasible Plan for consistency and potential inclusion in the TPA's LRTP and TIP;
- Reviews transportation projects through the Electronic Review Comments (ERC), Multimodal Scoping Checklist (MMSC), and other processes.

Comprehensive

The planning activities of the TPA are comprehensive in addressing all modes of transportation (including walking, biking, transit, commercial vehicles, personal vehicles, etc.) and the manner in which they serve users of all ages and abilities.

Cooperative

The TPA cooperates with many participating agencies within Palm Beach County (PBC) and on a regional and statewide level to establish a safe, efficient, connected, and multimodal transportation system. The following are a list of entities that the TPA interacts with throughout the year:

- **Federal Agencies:** FHWA and FTA
- **State Agencies:** FDOT, Florida CTD, Florida Department of Environmental Protection (FDEP), Florida Department of Economic Opportunity
- **Metropolitan Planning Organization (MPO) Agencies:** Florida MPO Advisory Council (MPOAC), Southeast Florida Transportation Council (SEFTC), Miami-Dade Transportation

Planning Organization (TPO), Broward MPO, Martin County MPO, St. Lucie TPO, and Indian River County MPO

- **Local Governments:** PBC and PBC Municipalities
- **Transit Agencies:** Palm Tran and SFRTA
- **Airports and Seaports:** Port of Palm Beach, PBC Airports, and Boca Raton Airport Authority
- **Regional Planning Councils:** Treasure Coast Regional Planning Council (TCRPC) and South Florida Regional Planning Council (SFRPC)
- **Education Agencies:** School District of Palm Beach County, Florida Atlantic University (FAU), Palm Beach State College (PBSC), Palm Beach Atlantic University (PBAU), Lynn University, and Keiser University
- **Private Transportation Companies:** Florida East Coast (FEC) Railway, Brightline, CSX Railway, Tropical Shipping, Uber, Lyft, Circuit, Freebee, Via, BrightBike (DecoBike LLC), etc.
- **Private Business Organizations:** Economic Councils, Business Development Boards, Chambers of Commerce

Public Participation Process

The TPA continues to prioritize an increased emphasis on public engagement to promote greater awareness of TPA functions and increase information and analysis of TPA projects and programs. The TPA presents at public meetings, participates in outreach events, and provides comprehensive information on the TPA's website PalmBeachTPA.org and social media platforms.

The TPA's Public Participation Plan (PPP) guides the process to provide complete information, timely public notice, full public access to key decisions, and support for early and continued involvement. The PPP requires a 30-day public review and comment period for the UPWP.

The UPWP was developed in cooperation with federal, state, and regional transportation agencies, county departments and local municipalities and considers input gathered from the public during the continuing, comprehensive, and coordinated (3-C) transportation planning process. The UPWP development process follows the PPP and is reviewed by the Technical Advisory Committee (TAC), Citizen's Advisory Committee (CAC), and Vision Zero Advisory Committee (VZAC). Finally, the TPA Governing Board adopts the UPWP.

ORGANIZATION AND MANAGEMENT

The TPA's Governing Board consists of 21 members: five County Commissioners, 15 elected officials from our 13 largest municipalities, and one Port of Palm Beach Commissioner. The TPA Governing Board is responsible for providing overall policy and direction for transportation planning and serves as the coordination mechanism with various state agencies for transportation and land use plans.

The TPA's Operating Procedures facilitate efficient conduct by the TPA Governing Board and its advisory committees as it collaboratively plans, prioritizes, and funds the transportation system. The TPA Governing Board also coordinates with all Metropolitan Planning Organizations (MPOs) in the state through the Florida Metropolitan Planning Organization Advisory Council (MPOAC). The MPOAC is composed of an elected official and staff director from each MPO in the state and serves as a forum to discuss transportation issues and provide advice and input into FDOT plans and programs. Interaction with the local municipalities occurs through the TPA Governing Board, advisory committees as well as through planning activities.

In performing these functions, the TPA Governing Board is served by three advisory committees. FDOT has non-voting advisory members on the Governing Board and committees.

- **Technical Advisory Committee (TAC)** – Comprised of representatives with technical expertise in transportation from local governments (municipal and county), airports, seaports, public transit agencies, school district, and health department who are involved in transportation planning and engineering.
- **Citizen's Advisory Committee (CAC)** – Comprised of citizens reflecting a broad cross-section of local residents including minorities, elderly, and handicapped individuals as well as representation for environmental issues, business interests, the construction and development industry, the freight and goods movements industry, and private transportation providers as well as the general public.
- **Vision Zero Advisory Committee (VZAC)** – Comprised of county and municipal planners, law enforcement and fire rescue services, school district, health department, disabled community, and active transportation advocacy groups to address the comprehensive effort in implementing pedestrian and bicycle infrastructure, initiative, and safety aligning the TPA's Vision Zero efforts.

The TPA is the Designated Official Planning Agency (DOPA) for the Palm Beach County Transportation Disadvantaged (TD) program. The TPA administers the TD Local Coordinating Board (LCB), an advisory body to the CTD, and identifies local service needs, provides information, advice, and direction to the PBC Community Transportation Coordinator (CTC) on coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System.

The TPA Governing Board is also a member of SEFTC, overseeing regional transportation planning activities for the Palm Beach TPA, Broward MPO, and the Miami-Dade TPO in Southeast Florida.

The TPA has executed the following required agreements to facilitate the transportation planning process:

- **MPO Interlocal Agreement between all voting members of the TPA Governing Board and FDOT** – October 9, 2015 (creates the TPA and apportions membership).
- **Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement between the TPA, FDOT, TCRPC, SFRTA, the Port of Palm Beach, and PBC** – April 21, 2008 (coordination of multimodal transportation planning and comprehensive plans).
- **MPO Agreement between the TPA and FDOT** – expected execution June 2024 (July 1, 2024 to June 30, 2026 (provides FHWA PL, SU and FTA PL planning funds)). The MPO Agreement expires and is replaced every two years.
- **Public Transportation Grant Agreement G2373 between the TPA and FDOT** – executed February 1, 2022 (provides FTA planning funds from February 1, 2021 to December 31, 2025).
- **TD Planning Grant Agreement between the TPA and the CTD** – expected execution July 1, 2024 (provides state CTD planning funds to accomplish the duties and responsibilities of the DOPA as set forth in Chapter 427, F.S., Rule 41-2 from July 1, 2024 to June 30, 2025, with a new agreement anticipated to be executed no later than July 31, 2025).
- **SEFTC Interlocal Agreement as amended** – executed January 9, 2006 (regional transportation planning and coordination in South Florida).
- **Memorandum of Understanding between the TPA, Broward MPO, Miami-Dade TPO, and FDOT District 4 & 6** – October 4, 2019 through December 31, 2024 (coordination of Southeast Regional Planning model related activities).
- **Memorandum of Understanding between the TPA, Broward MPO, Miami-Dade TPO, and FDOT District 4 & 6** – September 1, 2020 through December 31, 2024 (acquisition of big data for the Southeast Regional Planning Model (SERPM) related activities).

Required Certification Statements and Assurances

In response to relevant laws and regulations governing the use of federal and state grants, the TPA includes the following certification statements and/or assurances:

- Federal and/or state funds are not being used for lobbying.
- Federal funds are not being used for procurement from persons who have been debarred or suspended, in accordance with the provisions of 49 C.F.R. Part 29, subparts A through E.
- The TPA provides an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.
- The TPA has adopted and maintains a Title VI - Nondiscrimination Policy and program.
- The TPA has adopted a travel policy as stated in its Personnel Handbook.

The certification statements and assurances are included in **Appendix G**.

REQUIRED ACTIVITIES

The TPA's required activities are organized into eight (8) tasks to carry out the 3-C transportation planning process, guided by the TPA's adopted mission and vision statements. Annual and multi-year activities, deliverables, and estimated completion dates are identified within each task. Each task is budgeted individually with funding amounts identified by source. Additionally, the planning activities to be performed by FDOT in District 4 are shown in **Appendix E** and the planning activities to be performed by Palm Tran are shown in **Appendix F**.

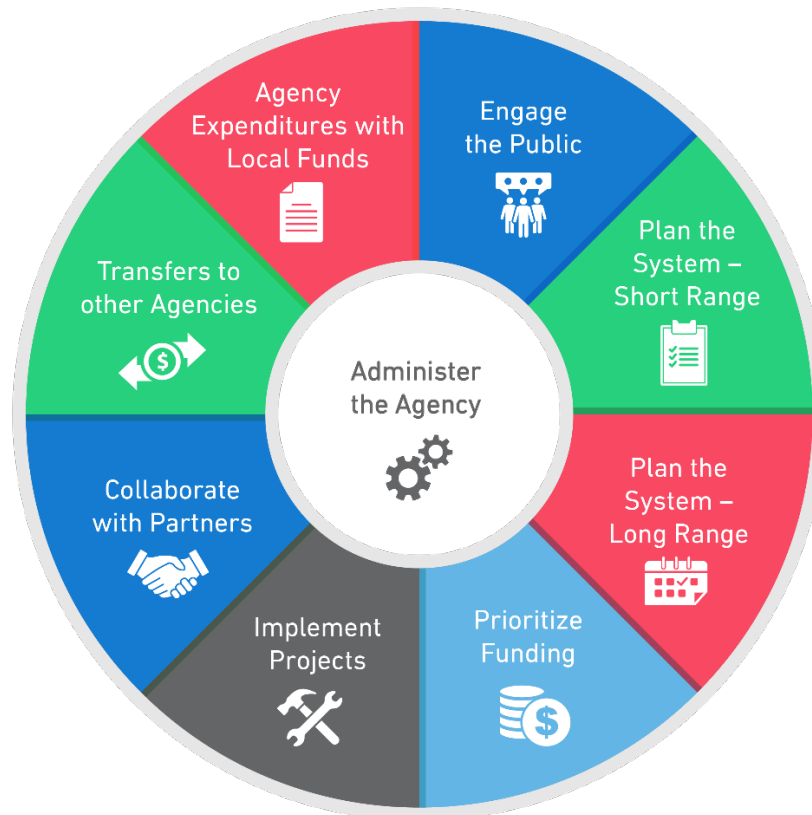


Figure 2. Required Activities

Task 1. Engage the Public

Responsible Agency: Palm Beach TPA

Participating Agencies: FHWA, FDOT, Broward MPO (BMPO), Miami-Dade TPO (MDTPO), TCRPC, SEFTC, School District

Purpose

Enable and encourage public awareness and input into the transportation planning and project prioritization process.

Previous Work

Staff routinely presents to and gathers feedback from local community groups, business organizations, and conferences; conducts educational workshops; and participates in community outreach events, local project outreach activities, and events and initiatives to promote safety and alternative modes of transportation. Examples include Vision Zero workshops, safety fairs and events, Florida Mobility Week, Florida Bicycle Month, Walk-to-School Day, and Bike to-Work Week/Day events.

Continuing activities include the creation and distribution of an e-newsletter, *Transportation Tuesday*. Issues are directly distributed by email and additionally posted to the TPA website with accessibility tools such as contrast and font size adjustments. The e-newsletter includes announcements of news items, events, public review and comment opportunities for draft documents, and public meetings of the TPA and partner agencies including those for specific projects. Additional activities include maintenance and enhancements to the TPA website, use of the TPA social media platforms, photo and video gathering/editing, blog posts, monitoring of the Strategic Plan with the creation of an Annual Report, creation and distribution of online and print publications, and Title VI and disadvantaged business enterprise (DBE) monitoring.

Activities to Be Performed

Table 6. Task 1 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A	Gather, prepare, and share information. Includes monitoring news media reports, gathering photos and videos, preparing flyers and brochures, and updating the TPA website.	Newsletters Website Updates Outreach Materials Social Media Posts	Monthly
B	Track public engagement and respond to comments through the TPA's website, social media, and in person at meetings and events.	Public Involvement Activity Report Public Comments Addressed	Monthly, As Needed
C*	Present information and seek input from the public and partner agencies. Includes surveys and language interpretive services as needed. <i>Consultant supported efforts:</i> ▪ \$2,500 FY 25 ▪ \$2,750 FY 26	Presentations Surveys Interpretive Services	As Needed
D	Issue Public Notices in accordance with federal regulations, state guidelines, and the PPP. <i>Direct advertising expenses:</i> ▪ \$2,000 FY 25 ▪ \$2,600 FY 26	Advertisements	As Needed
E	Monitor ADA and Title VI compliance and process all complaints. Includes monitoring countywide statistical data (race, color, national origin, sex, age, disability).	Data Summaries and Monitoring Report	As Needed

*TPA 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. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Table 7. Task 1 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$184,000	\$99,000	\$283,000
Consultants			
C - Prepare outreach materials	\$750	\$1,750	\$2,500
Direct Expenses	\$600	\$1,400	\$2,000
FY 2025 Total	\$185,350	\$102,150	\$287,500
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$198,015	\$110,000	\$308,015
Consultants			
C - Prepare outreach materials	\$750	\$2,000	\$2,750
Direct Expenses	\$600	\$2,000	\$2,600
FY 2026 Total	\$199,365	\$114,000	\$313,365

Task 2. Plan the System – Short Range

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, BMO, MDTP, Freight Industry, FDEP, FPL, PBC, School District, PBC Health Department (PBCHD), Local Municipalities, Northern and Western MPOs/TPO, Palm Tran

Purpose

Plan for a safe, efficient, connected multimodal transportation system for all users. To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the TPA region, including:

- Planning and evaluation for all modes and services including pedestrian, bicycle, transit, freight, automobile, airport, seaport, intermodal, and non-emergency transportation services, and evaluate connected vehicle and autonomous vehicle (CV/AV) impacts
- Providing technical support to coordinate land use with the transportation system

Previous Work

The TPA hosted meetings and workshops related to action items identified in the 2021 Vision Zero Action Plan, including the initiation of a speed management study, hosted workshops, and promoted the Safe Streets and Roads for All program to its jurisdictions. The TPA also updated its process for evaluating countywide pedestrian and bicycle crashes to better coordinate with partners. Finally, the TPA conducted ten (10) walking and or bicycling safety audits to identify projects and safety improvements.

The TPA worked with Palm Tran, local municipalities, and Palm Beach County on advancing roadway modifications and transit improvements, such as the Okeechobee and SR-7 Multimodal Corridor Study. Corridor planning also included conducting lane repurposing for the purposes of new pedestrian, bicycle, and transit services. The TPA also worked towards refining new transit shelter locations, and prioritizing funds for Transit Signal Priority (TSP), electric buses, and enhanced transit shelters.

The TPA collaborated with Palm Tran and SFRTA on evaluating new transit service and conducting transportation planning activities for the transportation disadvantaged program. The TPA conducted an analysis to expand Tri-Rail Service to the Veterans Affairs Medical Center along the CSX railway as well as provide new service along the FEC railway.

The TPA continues to evaluate upcoming projects for Complete Streets improvements and worked with local municipalities, Palm Tran, and roadway owners to move these projects forward. The TPA also worked with FDOT and the County to collect and evaluate pedestrian and bicycle counts.

Staff streamlined transportation data visualizations and sharing for the public by maintaining a TPA mapping application and Open Data Hub to allow outside agencies and the public to access transportation data easily.

Activities to Be Performed

Table 8. Task 2 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A*	Plan the fixed route transit system, including multimodal corridor studies, transit supportive land use analysis; Transit Development Plan (TDP) updates. <i>Consultant supported efforts:</i> ▪ \$350,000 FY 25 ▪ \$350,000 FY 26	Corridor Studies	Annually
		Transit Oriented Development (TOD) Analysis and Policy Guidance	June 2025
		TDP Updates	June 2025 June 2026
B	Plan the Transportation Disadvantaged (TD) system, including TD Service Plan updates, Community Transportation Coordinator (CTC) evaluations, Local Coordinating Board (LCB) meeting coordination, and review of 5310 applications.	TDSP Update	Annually by November
		CTC Evaluation	Annually by June
		LCB Meetings	Quarterly
C*	Plan the non-motorized transportation system, including evaluating the pedestrian and bicycle priority networks, upcoming resurfacing projects, and high crash locations to identify infrastructure improvements and collect pedestrian and bicycle count and safety data. <i>Consultant supported efforts:</i> ▪ \$100,000 FY 25 ▪ \$130,000 FY 26	Projects Identified	Annually in List of Priority Projects by July 2025 / July 2026
D	Plan the freight system, including prioritization of freight projects, participation on committees, and coordinating with stakeholders.	Projects Reviewed, Identified, and submitted for prioritization	As Needed, Submittal of Freight Priorities Program annually in March
E*	Implement, update, and monitor the Vision Zero Action Plan. <i>Consultant supported efforts:</i> ▪ \$91,350 FY 25 ▪ \$98,000 FY 26	Implement Safety Actions, Vision Zero Action Plan Update, Annual Status Update	Feb 2025/ Feb 2026
F*	Conduct and assist local governments with complete streets studies and mobility plans. <i>Consultant supported efforts:</i> ▪ \$150,500 FY 25 ▪ \$155,000 FY 26	Community Plans and Studies	As Needed

	Activity	Deliverable(s)	Completion Date
G*	Collect, analyze, and maintain transportation and GIS data, such as population and employment, traditionally, underserved demographics, traffic counts, non-motorized, transit ridership, intermodal freight, etc. <i>Consultant supported efforts:</i> \$100,000 FY 25 \$100,000 FY 26	Updated GIS Datasets	As Needed
		Updated Open Data Hub	

*TPA 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. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Table 9. Task 2 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025				
Budget Category	FHWA		CTD	FY 2025 Total
	PL	SU	State	
Personnel (salary and benefits)	\$239,000	\$75,000	\$56,213	\$370,213
Consultants				
A - Corridor studies ¹	\$17,500	\$332,500		\$350,000
C - Non-motorized system, project identification ¹	\$20,000	\$80,000		\$100,000
E - Implement and monitor Vision Zero Action Plan ¹	\$13,000	\$78,350		\$91,350
F - Conduct and assist w/ mobility plans ¹	\$53,000	\$97,500		\$150,500
G - Collect and analyze transportation GIS/data	\$16,000	\$84,000		\$100,000
FY 2025 Total	\$358,500	\$747,350	\$56,213	\$1,162,063
Year 2: FY 2026				
Budget Category	FHWA		CTD	FY 2026 Total
	PL	SU	State	
Personnel (salary and benefits)	\$258,000	\$90,000	\$56,213	\$404,213
Consultants				
A - Corridor studies ¹	\$135,900	\$214,100		\$350,000
C - Non-motorized system, project identification ¹	\$30,000	\$100,000		\$130,000
E - Implement and monitor Vision Zero Action Plan ¹	\$28,000	\$70,000		\$98,000
F - Conduct and assist w/ mobility plans ¹	\$45,000	\$110,000		\$155,000
G - Collect and analyze transportation GIS/data	\$30,000	\$70,000		\$100,000
FY 2026 Total	\$526,900	\$654,100	\$56,213	\$1,237,213

¹ 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 TPA for Complete Streets Planning for FY 2025 is \$102,150 of \$1,990,636 PL, and for FY 2026 is \$238,085 of \$1,783,596 PL. 2.5% of the total PL allocation for FY 2025 is \$49,766 and FY 2026 is \$44,590.

Task 3. Plan the System – Long Range

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, FHWA, SEFTC, SFRTA, SFRPC, TCRPC, BMP0, MDTP0, Freight Industry, FDEP, PBC, School District, PBCHD, Local Municipalities, Northern and Western MPOs/TPO, Palm Tran

Purpose

The Long Range Transportation Plan (LRTP), also known as the Metropolitan Transportation Plan (MTP), maps out the next 25 years of state and federal transportation system investments in PBC. As a comprehensive analysis of the transportation system, it also includes local (county, city, and private) investments planned for the transportation system. It identifies transportation projects and services such as premium transit corridors; major roadway improvements and new interchanges; freight capacity projects (roadways, railways, seaport, and airport facilities); and non-motorized facility networks (bicycle facilities, sidewalks, and shared-use paths).

The LRTP is updated every five (5) years. The next update is the 2050 LRTP, programmed for completion in this UPWP.

Previous Work

The TPA is currently in the process of updating the LRTP for 2050. Prior work included the start of the 2050 LRTP process, including stakeholder outreach, existing conditions and travel demand model updates, goals and objectives, and the draft needs analysis.

The TPA began working with local partner agencies to discuss land use policy decisions to create greater land use and transportation connection. The TPA also processed LRTP amendments as needed.

Activities to Be Performed

Table 10. Task 3 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A	Process amendments to the adopted LRTP, including annual call for projects.	Amendments	As Needed
B	Develop transportation data related to the LRTP and travel demand model, including population, employment, hotel/motel, school enrollment data, and transportation facility updates.	Update the travel demand model inputs with new development data when necessary	As Needed
		Create projection allocation process for ongoing updates	Dec 2025
C*	Develop the 2050 LRTP, including the below activities: ▪ Update Goals, Objectives, and Performance Measures (PM) and associated performance-based planning activities. ▪ Coordinate review and inclusion of transportation projects from partner agencies. ▪ Public Engagement (Workshops/Meetings/Surveys/Public Outreach). ▪ Coordination with TPA committees and partner agencies. <i>Consultant supported efforts:</i> ▪ \$275,000 FY 25 ▪ \$55,000 FY 26	Goals, Objectives & PMs; Needs Plan; Cost Feasible Plan; LRTP Document.	Dec 2024
D*	Perform Efficient Transportation Decision Making (ETDM) screening, environmental justice, and Title VI reviews for major TPA projects. <i>Consultant supported efforts:</i> ▪ \$25,000 FY 25 ▪ \$24,500 FY 26	ETDM Report or other screening as needed.	As Needed

*TPA 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. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Table 11. Task 3 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$131,000	\$78,600	\$209,600
Consultants			
C - Develop LRTP 2050	\$220,000	\$55,000	\$275,000
D - ETDM and project screening	\$7,500	\$17,500	\$25,000
FY 2025 Total	\$358,500	\$151,100	\$509,600
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$158,000	\$90,000	\$248,000
Consultants			
C - Develop LRTP 2050	\$15,000	\$40,000	\$55,000
D - ETDM and project screening	\$4,500	\$20,000	\$24,500
FY 2026 Total	\$177,500	\$150,000	\$327,500

Task 4. Prioritize Funding

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, FDEP, PBC, Palm Tran, SFRTA, Local Municipalities, PBCHD

Purpose

Prioritize funding to maximize the implementation of projects that support the Vision of the TPA. Ensure that anticipated revenues are allocated to projects and programs in the five-year TIP consistent with the LRTP and according to the project priorities set forth by the TPA Governing Board.

Previous Work

The TPA continues to coordinated annually with FDOT on the development of the List of Priority Projects (LOPP), Draft Tentative Work Program (DTWP), and adoption of the TPA's Transportation Improvement Program (TIP). All TIP projects are available on the TPA's web map at PalmBeachTPA.org/map.

Activities to Be Performed

Table 12. Task 4 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A	Administer the TPA's annual call for projects for competitive funding programs, review applications, and associated activities.	Updated Guidelines, including scoring and submittal process	Oct 2024 / Oct 2025
		Applications Reviewed and Scored	Mar 2025 / Mar 2026
B	Develop and update the Transportation Improvement Program (TIP), including: ▪ Develop an annual List of Priority Projects (LOPP). ▪ Review FDOT Draft Work Program for consistency with the LRTP and adopted priorities of the TPA Governing Board. ▪ Prepare TIP database and document. Also includes creation of an interactive online project map layer. ▪ Process required TIP amendments and modifications as needed. ▪ Prepare the annual list of projects for which Federal funds (FHWA and FTA) were obligated in the previous fiscal year.	List of Priority Projects	July 2024 / July 2025
		FDOT Draft Work Program Review	Oct 2024 / Oct 2025
		Adopted TIP Document Online map layer	June 2025 / June 2026
		TIP Amendments	As Needed
		List of Federal Obligated Projects	Dec 2025 / Dec 2026

Table 13. Task 4 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$131,000	\$70,000	\$201,000
FY 2025 Total	\$131,000	\$70,000	\$201,000
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$141,000	\$80,000	\$221,000
FY 2026 Total	\$141,000	\$80,000	\$221,000

Task 5. Implement Projects

Responsible Agency: Palm Beach TPA

Participating Agencies: FDOT, TCRPC, PBC, Local Municipalities

Purpose

Ensure that implementation of projects and project scope details accomplish the vision, goals, and objectives of the TPA Governing Board.

Previous Work

The TPA updated the Performance Measures, inclusive of the Congestion Management Process (CMP) measures, during the creation of the 2045 LRTP. The performance measures now incorporate all federal performance measures and TPA created local measures. The TPA also began the update of Performance Measures in the 2050 LRTP, that will be adopted in FY 2025.

Staff worked with consultants on the development of a performance measures dashboard to provide up-to-date measures and visualizations.

Staff continued to participate actively in the design review process for state and local projects to ensure the final outcomes are consistent with the planning objectives. Staff worked with FDOT to develop an FDOT Scheduling Report that is reconfigured for inclusion in every monthly committee and Board agenda to provide a status on upcoming project milestones.

Activities to Be Performed

Table 14. Task 5 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A	Monitor implementation of LRTP projects and projects in TPA funding programs.	FDOT Milestone Report and Update to Project Status in Online Map	Monthly
B	Update the performance measures dashboard (inclusive of the CMP) to track progress and to serve as a resource for committees, stakeholders, and the public. Partner with FDOT, transit providers, and other stakeholders to adopt new performance measure targets as required.	Updated Performance Measures & Dashboard	As Needed Presentation in Feb 2025/Feb 2026
		Adopted Resolutions for Targets	June 2025/ June 2026 or as needed to meet individual target deadlines
C	Provide review and input on existing and proposed transportation projects constructed by partner agencies, including Project Development & Environmental (PDE), Multimodal Scoping Checklists, and Design Plans.	Project Reviews	As Needed

Table 15. Task 5 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$65,000	\$34,000	\$99,000
FY 2025 Total	\$65,000	\$34,000	\$99,000
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$69,000	\$40,000	\$109,000
FY 2026 Total	\$69,000	\$40,000	\$109,000

Task 6. Collaborate with Partners

Responsible Agency: Palm Beach TPA

Participating Agencies: PBC, BMPO, MDTPO, SEFTC, Palm Tran, SFRTA, Local Municipalities, FDOT, TCRPC, SFRPC

Purpose

Collaborate and provide technical assistance to transportation partners to establish and implement policies, programs, and projects on topics of interest that align with the TPA's mission and vision.

Previous Work

The TPA worked with FDOT, locals, and South Florida Commuter Services to encourage local participation in Florida Mobility Week and Florida Love to Ride Month, coordinated with the Broward MPO and Miami-Dade TPO to host the annual Safe Streets Summit.

Through SEFTC, the TPA coordinated regionally to develop and adopt the 2050 Regional Long Range Plan (RTP) and a prioritized Transportation Regional Incentive Program (TRIP) project list. The TPA began coordination efforts with Miami-Dade TPO and Broward MPO to kick off the development of the 2050 RTP.

The TPA hosted several events on topics of interest to partner agencies, including a Performance Measures and Targets Workshop in collaboration with FHWA and FDOT, a Transportation Demand Management (TDM) Policy workshop, Transportation Funding Workshop, ADA Transition Plan workshop, a South Florida Transportation Roundtable, and a Safe Streets and Roads for All workshop.

Staff and Governing Board members attended or assisted in several workshops and trainings, including bicycling safety, Safe Streets Summit, Association of Metropolitan Planning Organizations (AMPO), MPO Advisory Council (MPOAC) weekend institute, and Americans with Disabilities (ADA) Compliance training..

Lastly, staff worked with municipalities, elected officials, planning staff, and transportation partners to conduct Walk Bike Audits along various corridors in PBC to identify pedestrian and bicyclist safety concerns and determine improvements that can be made.

Activities to Be Performed

Table 16. Task 6 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A	Administer TPA Governing Board and advisory committee meetings, including communication with members.	Agendas, minutes, presentations	Monthly
B	Adopt a prioritized TRIP project list through SEFTC.	TRIP Priority List	Feb 2024/ Feb 2025
C	Participate in coordination meetings and serve on partner agency committees and/or provide input into the development of transportation planning documents as appropriate (e.g., FTP, SIS Plan, Community Traffic Safety Team, SFRTA, Palm Tran, etc.).	Meeting Attendance	As Needed
D*	Conduct ad-hoc work groups, workshops, peer exchanges, or other events to educate and learn from stakeholders regarding various transportation topics. <i>Consultant supported efforts:</i> ▪ \$150,000 FY 25 ▪ \$25,000 FY 26	Work Groups, Workshops, Peer Exchanges, or Other Events	As Needed
E	Participate and coordinate with SEFTC and partner agencies for regional public participation and collaboration, including the SEFTC Regional Transportation Plan.	Meeting Participation Review of SEFTC agendas and RTP deliverables.	As Needed

*TPA 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. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Table 17. Task 6 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$235,000	\$126,000	\$361,000
Consultants			
D - Conduct ad-hoc work groups, workshops, etc.	\$125,166	\$24,834	\$150,000
FY 2025 Total	\$360,166	\$150,834	\$511,000
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$253,000	\$140,000	\$393,000
Consultants			
D - Conduct ad-hoc work groups, workshops, etc.	\$14,000	\$11,000	\$25,000
FY 2026 Total	\$267,000	\$151,000	\$418,000

Task 7. Administer the Agency

Responsible Agency: Palm Beach TPA

Participating Agencies: FHWA, FTA, PBC, Local Municipalities, FDOT, TCRPC, SFRPC, BMPO, MDTPO

Purpose

Provide the staff and resources necessary to administer the 3-C transportation planning process and to provide a fair and impartial setting for effective regional decision-making.

Previous Work

Staff performed required on-going activities including supporting the TPA Governing Board and advisory committee meetings; updated necessary documents, assisted in audits, and submitted quarterly/monthly progress reports and reimbursement requests.

The TPA continues to host public meetings utilizing the Zoom webinar platform to allow virtual participants for the public and stakeholders.

For internal operations, the TPA updated the Procurement Policies, the Financial Policies, as well as the Personnel Handbook as a resource for staff, and updated the Continuity of Operations Plan (COOP) and Operating Procedures.

The TPA executed contracts for external auditing services, Human Resources, legal support services, and is working towards an integrated accounting system to be setup in FY 2025.

The TPA, in collaboration with FDOT and local agencies, updated the Planning Area Boundary and Urban Area Boundary, and is working towards review and approval of the updated Roadway Functional Classification. This is a mandatory process that occurs every ten years after the completion of the Decennial United States Census.

Activities to Be Performed

Table 18. Task 7 Activities for Fiscal Years 2025 and 2026

	Activity	Deliverable(s)	Completion Date
A	Maintain the eligibility of the certified urban transportation planning process; including administration of the UPWP, progress reports for grant reimbursement, Strategic Plan, and completion of joint federal and state certifications, as required.	FY 25-26 UPWP Progress Reports	Monthly & Quarterly
		Amendments & Modifications to UPWP	As needed
		FY 27-28 UPWP	May 2026
		2025 and 2026 Strategic Plan	June 2025, June 2026
		State Joint Certification	June 2025, June 2026
B*	Perform financial tasks including grant reimbursements, certified annual financial report, federal single audit reports, accounting, timekeeping, payroll, supporting FDOT audit(s), grant reconciliations, inventory, contract management, invoice payments, and monitoring Disadvantaged Business Enterprise (DBE) participation. <i>Professional services supported efforts:</i> ▪ \$175,267 FY 25 ▪ \$109,000 FY 26	Certified Annual Financial Report, Federal Single Audit	February 2025, February 2026
		FDOT audit(s) Financial reports	March 2025, March 2026
		Grant Reimbursements	Monthly & Quarterly
		DBE Monitoring report	As Needed
		Accounting and financial reporting system	Ongoing Service
C*	Travel and Training for TPA staff, TPA Governing Board and committee members, including attendance at events, meetings, conferences, and workshops. <i>Consultant supported efforts:</i> ▪ \$25,000 FY 25 ▪ \$25,000 FY 26	Attendance at events, meetings, conferences, workshops	As Needed
		Creation and hosting of trainings and workshops	As Needed
D	Administration of TPA personnel, human resources, operating procedures, and COOP, including hiring, onboarding, and ongoing personnel support.	Staff hirings and onboardings, personnel support, Operating Procedures and COOP	Ongoing & As Needed
E*	Legal services to support the TPA's administration of the federal planning process, defend the TPA against all claims, and provide Human Resources services support. <i>Professional services supported efforts:</i> ▪ \$150,000 FY 25 ▪ \$153,000 FY 26	Legal Review of agendas, documents, etc	Monthly
		Legal Defense Documents	As Needed
		Human Resources support	As Needed

	Activity	Deliverable(s)	Completion Date
K	Supplies and Software tools and services to support operations as well as to fulfill planning processes, including public involvement, transportation projects management, Performance Measures, geospatial mapping and online data publishing.	Software to carry out planning process	Ongoing
L*	IT Services and Website Maintenance Services <i>Professional services supported efforts:</i> ▪ \$36,000 FY 25 ▪ \$41,000 FY 26	Website	Ongoing
M*	Purchasing and procurement of facilities, supplies, equipment and maintenance and services necessary for ongoing operations. Includes: facility rent and property insurance; electric, water, waste, and janitorial services; internet, voice, and security system; parking; purchasing and upkeep of equipment, copier and postage. <i>Professional services supported efforts:</i> ▪ \$60,000 FY 25 ▪ \$64,000 FY 26	Rent, utilities, internet, voice, security, insurance	Monthly
		Purchasing of equipment and furniture	As Needed
		Facility and office maintenance	As Needed

*TPA 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. Detail regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as task orders/Requests for Proposal (RFPs) are developed.

Table 19. Task 7 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025			
Budget Category	FHWA		FY 2025 Total
	PL	SU	
Personnel (salary and benefits)	\$548,589	\$239,411	\$788,000
Consultants			
B - Accounting & Payroll/Audit Services	\$128,000	\$47,267	\$175,267
C - Provide training for TPA staff and TPA members	\$5,000	\$20,000	\$25,000
E - Legal and Human Resources Services	\$82,500	\$67,500	\$150,000
L - IT Services & Website Maintenance Services	\$19,800	\$16,200	\$36,000
M - Property Management	\$33,000	\$27,000	\$60,000
Travel*	\$51,000	\$42,000	\$93,000
Direct Expenses			
Facilities	\$227,000	\$97,100	\$324,100
Graphics and Legal Advertising	\$17,050	\$13,950	\$31,000
Administrative Services	\$9,450	\$4,050	\$13,500
Supplies & Software**	\$168,500	\$31,500	\$200,000
Equipment & Improvements***	\$30,000	\$13,000	\$43,000
FY 2025 Total	\$1,319,889	\$618,978	\$1,938,867
Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Personnel (salary and benefits)	\$554,000	\$300,000	\$854,000
Consultants			
B - Accounting & Payroll/Audit Services	\$59,000	\$50,000	\$109,000
C - Provide training for TPA staff and TPA members	\$5,000	\$20,000	\$25,000
E - Legal and Human Resources Services	\$83,000	\$70,000	\$153,000
L - IT Services & Website Maintenance Services	\$21,000	\$20,000	\$41,000
M - Property Management	\$34,000	\$30,000	\$64,000
Travel*	\$54,000	\$50,000	\$104,000
Direct Expenses			
Facilities	\$244,000	\$105,000	\$349,000
Graphics and Legal Advertising	\$17,600	\$20,000	\$37,600
Administrative Services	\$10,000	\$10,000	\$20,000
Supplies & Software**	\$79,000	\$40,000	\$119,000
Equipment & Improvements***	\$30,000	\$20,000	\$50,000
FY 2026 Total	\$1,190,600	\$735,000	\$1,925,600

*Palm Beach TPA understands that any atypical travel (traveling outside of the United States, or travel in the United States that includes peer exchange and facility or system tours) will be submitted to FDOT and FHWA for approval.

**Palm Beach TPA understands that supply purchases equal to or over \$1,000 will be submitted to FHWA for review and approval.

***Palm Beach TPA understands that equipment purchases equal to or over \$5,000 will be submitted to FHWA for review and approval.

Task 8. Transfers to Other Agencies

Purpose

To describe the regional planning responsibilities and funding sources for the maintenance and further development of the Southeast Regional Planning Model (SERPM) to forecast regional travel patterns and for the acquisition of big data to support the validation and calibration of SERPM in support of the metropolitan planning process. Although the funding below is available revenue of the TPA, the funding in the transfers are not directly programmed into the TPA's financial project planning grants. They passthrough FDOT to the lead agency.

Previous Work

The region has collaborated in the development and maintenance of previous versions of SERPM, a modeling tool which 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. TPA staff began working with regional partners towards the implementation of SERPM 9 and collaborating on a big data purchase.

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),

Activities to Be Performed

Table 20. Task 8 Activities for Fiscal Years 2025 and 2026

Activities	Scope	Deliverable(s)	Completion Date
A	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
B	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. <i>Transfer to FDOT District 4</i> ▪ \$65,000 FY 2026	Model estimate and Design Report	June 2026
		Data Collection / Compilation / Development Report	
		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
C	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

Financial participation by the TPA is shown below along with a regional table showing the lead agency, various funding sources, and amounts by fiscal year for each of the shared regional tasks.

Table 21. Task 8 Budget for Fiscal Years 2025 and 2026

Year 2: FY 2026			
Budget Category	FHWA		FY 2026 Total
	PL	SU	
Consultants			
SERPM 10		\$65,000	\$65,000
FY 2026 Total	\$0	\$65,500	\$65,000

Table 22. Funding Sources for Task 8 with Partner Agencies

Year 2: FY 2026			
	FHWA		FY 2026 Total
	PL	SU	
SERPM 10 Development			
Lead Agency: FDOT District 4		\$250,000	\$250,000
FDOT District 6		\$0	\$0
Miami-Dade TPO		\$100,000	\$100,000
Broward MPO		\$85,000	\$85,000
Palm Beach TPA		\$65,000	\$65,000
FY 2026 Total	\$0	\$500,000	\$500,000

Highlighted cells indicate the transfers to the Lead Agency.

Task 9. Agency Expenditures with Local Funds

Purpose

Authorize local fund expenditures for items that are not reimbursable from state and federal grant sources or used as a local match.

Activities to Be Performed

- **Maximize Agency Effectiveness** – Influence laws, policies, and discretionary funding decisions at the state and national levels to implement TPA priority transportation projects. Conduct peer exchanges with other MPOs around the country to inform better decision-making by TPA Governing Board members and staff. Support informed decision-making by TPA Governing Board members. This task may include professional lobbyist assistance.
- **Improve Public Engagement** – Purchase and distribute items to promote the TPA programs and solicit feedback, conduct targeted outreach events, and provide subsidy awards for transportation related activities, initiatives, and events that align with the mission and vision of the TPA.
- **Enhance Staff Performance** – Fund staff professional certification and licensing dues, professional society memberships, and other staff enhancement expenses, and provide refreshments at meetings to maximize productivity.
- **Balance to TPA Reserve (Local Fund)** – The balance of this account will be added to the TPA Reserve Account.

Table 23. Task 9 Activities for Fiscal Years 2025 and 2026

	Activity	Completion Date
A	Maximize Agency Effectiveness: Advocacy activities, including TPA travel expenses, TPA staff time, consultant fees, peer exchanges, board member briefings, etc.	As Needed
B	Improve Public Engagement: Promotional items, activities, and sponsorships	As Needed
C	Enhance Staff Performance: Certification and licensing dues and other staff enhancement expenses, professional organizational memberships, meeting refreshments	As Needed
D	Balance to TPA Local Reserves Fund	As Needed

Table 24. Task 9 Budget for Fiscal Years 2025 and 2026

Year 1: FY 2025		
Budget Category	Local	FY 2025 Total
Maximize Agency Effectiveness	\$55,000	\$55,000
Improve Public Engagement	\$30,000	\$30,000
Enhance Staff Performance	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$50,362	\$50,362
FY 2025 Total	\$150,362	\$150,362
Year 2: FY 2026		
Budget Category	Local	FY 2026 Total
Maximize Agency Effectiveness	\$55,000	\$55,000
Improve Public Engagement	\$30,000	\$30,000
Enhance Staff Performance	\$15,000	\$15,000
Balance to TPA Reserve Fund	\$53,370	\$53,370
FY 2026 Total	\$153,370	\$153,370

APPENDIX A

Acronyms

Acronym	Definition	Acronym	Definition
ACES	Automated/Connected/Electric/Shared-Use Vehicles	FY	Fiscal Year
ADA	Americans with Disabilities Act	GIS	Geographic Information System
AV	Automated Vehicles	LCB	Local Coordinating Board
BMPO	Broward Metropolitan Planning Organization	LI	Local Initiatives
CAC	Citizen's Advisory Committee	LLC	Limited Liability Company
CFR	Codes of Federal Regulation	LOPP	List of Priority Projects
CMP	Congestion Management Process	L RTP	Long Range Transportation Plan
COOP	Continuity of Operations Plan	MDTPO	Miami-Dade Transportation Planning Organization
CPG	Consolidated Planning Grant	MOU	Memorandum of Understanding
CTC	Community Transportation Coordinator	MPO	Metropolitan Planning Organization
CTD	Commission on Transportation Disadvantaged	MPOAC	Metropolitan Planning Organization Advisory Council
CV	Connected Vehicles	PBAU	Palm Beach Atlantic University
DBE	Disadvantaged Business Enterprise	PBC	Palm Beach County
ERC	Electronic Review Comments	PBCHD	Palm Beach County Health Department
ETDM	Efficient Transportation Decision Making	PBSC	Palm Beach State College
FAST	Fixing America's Surface Transportation	PD&E	Project Development and Environment
FAU	Florida Atlantic University	PEA	Planning Emphasis Areas
FDEP	Florida Department of Environmental Protection	PL	Metropolitan Planning
FDOT	Florida Department of Transportation	PM	Performance Measures
FEC	Florida East Coast	PPP	Public Participation Plan
FFY	Federal Fiscal Year	RTP	Regional Transportation Plan
FHWA	Federal Highway Administration	SEFTC	Southeast Florida Transportation Council
FTA	Federal Transit Administration	SERPM	Southeast Florida Regional Planning Model
FTP	Florida Transportation Plan	SFRPC	South Florida Regional Planning Council
SFRTA	South Florida Regional Transportation Authority	TDSP	Transportation Disadvantaged Service Plan

Acronym	Definition	Acronym	Definition
SHSP	State's Strategic Highway Safety Plan	TIP	Transportation Improvement Program
SIS	Strategic Intermodal System	TMA	Transportation Management Area
SRM	State Road Modifications	TPA	Transportation Planning Agency
STBG	Surface Transportation Block Grant (SU)	TPO	Transportation Planning Organization
TA	Transportation Alternatives	TRIP	Transportation Regional Incentive Program
TAC	Technical Advisory Committee	TSP	Transit Signal Priority
TCRPC	Treasure Coast Regional Planning Council	UPWP	Unified Planning Work Program
TD	Transportation Disadvantaged	UZA	Urbanized Area
TDP	Transit Development Plan	VZAC	Vision Zero Advisory Committee

APPENDIX B

Resolution Adopting the FYs 2025 and 2026 UPWP

TPA RESOLUTION 2024-11

A RESOLUTION THE PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA) FISCAL YEAR (FY) 2025-2026 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Palm Beach Metropolitan Planning Organization (MPO) doing business as the Palm Beach Transportation Planning Agency (TPA) is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

WHEREAS, the TPA is required by the U.S. Department Of Transportation (USDOT) and Florida Statutes to biannually prepare a Unified Planning Work Program (UPWP) for urban transportation planning as a prerequisite for certification of the transportation planning process and as a condition of federal financial assistance from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA);

WHEREAS, it is required by the USDOT in accordance with the provisions of the Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for financial assistance, the TPA give statements and assurances that it will comply with Title VI of the Civil Rights Act of 1964 and the USDOT requirements there under; and

WHEREAS, it is the policy of the TPA that disadvantaged business enterprises (DBE) be utilized to the fullest extent possible and that definitive procedures be established and administered to ensure that DBEs shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

WHEREAS, the TPA has prepared the proposed FY 2025-2026 UPWP as a basis to annually apply for federal and state grant funds and state matching funds, and

WHEREAS, a new two-year MPO Agreement for FHWA grant funds will coincide with the commencement of the new FY 2025 and 2026 UPWP.

NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO, d/b/a PALM BEACH TRANSPORTATION PLANNING AGENCY, THAT:

SECTION 1. The foregoing recitals are hereby adopted and declared to be true and correct and are incorporated herein.

SECTION 2. The TPA Governing Board hereby:

1. Approves the FY 2025-2026 UPWP, attached hereto as "Exhibit A" and by reference is incorporated herein.
2. Authorizes the Executive Director to:
 - A. Execute the TPA's Disadvantaged Business Enterprise Policy and all appropriate Federal Statements and Assurances, as shown in the UPWP Appendices, which may be updated from time to time to support the UPWP;
 - B. Submit the approved documents to state and federal agencies and provide any additional information necessary for the review and approval process;
 - C. Sign grant agreements and other documents related to the receipt of grant funding that align with this UPWP;
 - D. Make any necessary modifications to the UPWP, which shall be limited to revisions that do not change the total approved budget, the scope of work tasks, or add or delete work tasks;
 - E. Submit and execute grant applications, amendments, supporting information and non-policy changes as requested by Federal and State Agencies;
 - F. Sign contract awards, grant agreements, and other documents relating to the receipt of grant funding;
 - G. Advertise for budgeted contractual/consulting services;
 - H. Issue work orders to perform the tasks identified within the UPWP; and
 - I. Incur costs and submit regular billings for reimbursement pursuant to the UPWP on behalf of the TPA.

SECTION 3. This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by Maria Marino who moved its adoption. The motion was seconded by Yvette Drucker and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 16 day of May 2024.

PALM BEACH METROPOLITAN
PLANNING ORGANIZATION, d/b/a PALM
BEACH TRANSPORTATION PLANNING
AGENCY

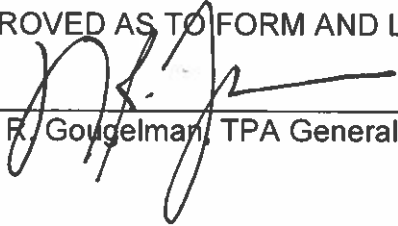
By: 

Mayor Chelsea Reed, TPA Chair

ATTEST:


Ruth Del Pino, TPA Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


Paul R. Gougelman, TPA General Counsel

APPENDIX C

Budget Summary

Funding Source										
Contract	Funding Source	Source Level			FY 2025 Funding Source			FY 2026 Funding Source		
			2025	2026	Soft Match	Federal	State	Soft Match	Federal	State
	CTD	State	\$ 56,213	\$ 56,213	\$ -	\$ -	\$ 56,213.00	\$ -	\$ -	\$ 56,213.00
		CTD TOTAL	\$ 56,213	\$ 56,213	\$ -	\$ -	\$ 56,213	\$ -	\$ -	\$ 56,213
	FHWA	PL	\$ 2,778,405	\$ 2,571,365	\$ 612,788.70	\$ 2,778,405.00	\$ -	\$ 567,125.09	\$ 2,571,364.60	\$ -
		SU	\$ 1,874,411	\$ 1,989,100	\$ 413,409.09	\$ 1,874,411.00	\$ -	\$ 438,704.22	\$ 1,989,100.00	\$ -
		FHWA TOTAL	\$ 4,652,816	\$ 4,560,465	\$ 1,026,198	\$ 4,652,816	\$ -	\$ 1,005,829	\$ 4,560,465	\$ -
	Local	TPA Local Funds	\$ 150,362	\$ 153,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local TOTAL	\$ 150,362	\$ 153,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 4,859,391	\$ 4,770,048	\$ 1,026,198	\$ 4,652,816	\$ 56,213	\$ 1,005,829	\$ 4,560,465	\$ 56,213

Agency Participation

Agency Participation								
	Funding Source	CTD		FHWA		Local		
	Contract							
	Fiscal Year	2025	2026	2025	2026	2025	2026	
	Total Budget	\$ 56,213	\$ 56,213	\$ 4,652,816	\$ 4,560,465	\$ 150,362	\$ 153,370	
Task 1 Engage the Public								
Personnel (salary and benefits)		\$ -	\$ -	\$ 283,000	\$ 308,015	\$ -	\$ -	
Consultant		\$ -	\$ -	\$ 2,500	\$ 2,750	\$ -	\$ -	
Direct Expenses		\$ -	\$ -	\$ 2,000	\$ 2,600	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ 287,500	\$ 313,365	\$ -	\$ -	
Task 2 Plan the System Short Term								
Personnel (salary and benefits)		\$ 56,213	\$ 56,213	\$ 314,000	\$ 348,000	\$ -	\$ -	
Consultant		\$ -	\$ -	\$ 791,850	\$ 833,000	\$ -	\$ -	
Sub Total		\$ 56,213	\$ 56,213	\$ 1,105,850	\$ 1,181,000	\$ -	\$ -	
Task 3 Plan the System Long Term								
Personnel (salary and benefits)		\$ -	\$ -	\$ 209,600	\$ 248,000	\$ -	\$ -	
Consultant		\$ -	\$ -	\$ 300,000	\$ 79,500	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ 509,600	\$ 327,500	\$ -	\$ -	
Task 4 Prioritize Funding								
Personnel (salary and benefits)		\$ -	\$ -	\$ 201,000	\$ 221,000	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ 201,000	\$ 221,000	\$ -	\$ -	
Task 5 Implement Projects								
Personnel (salary and benefits)		\$ -	\$ -	\$ 99,000	\$ 109,000	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ 99,000	\$ 109,000	\$ -	\$ -	
Task 6 Collaborate with Partners								
Personnel (salary and benefits)		\$ -	\$ -	\$ 361,000	\$ 393,000	\$ -	\$ -	
Consultant		\$ -	\$ -	\$ 150,000	\$ 25,000	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ 511,000	\$ 418,000	\$ -	\$ -	
Task 7 Administer the Agency								
Personnel (salary and benefits)		\$ -	\$ -	\$ 788,000	\$ 854,000	\$ -	\$ -	
Consultant		\$ -	\$ -	\$ 446,267	\$ 392,000	\$ -	\$ -	
Travel		\$ -	\$ -	\$ 93,000	\$ 104,000	\$ -	\$ -	
Direct Expenses		\$ -	\$ -	\$ 368,600	\$ 406,600	\$ -	\$ -	
Supplies		\$ -	\$ -	\$ 200,000	\$ 119,000	\$ -	\$ -	
Equipment		\$ -	\$ -	\$ 43,000	\$ 50,000	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ 1,938,867	\$ 1,925,600	\$ -	\$ -	
Task 9 Agency Expenditures with Local Funds								
Maximize Agency Effectiveness		\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	
Improve Public Engagement		\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	
Enhance Staff Performance		\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	
Balance to TPA Local Reserves Fund		\$ -	\$ -	\$ -	\$ -	\$ 50,362	\$ 53,370	
Sub Total		\$ -	\$ -	\$ -	\$ -	\$ 150,362	\$ 153,370	
8 Transfer to Other Agencies								
Consultant		\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	
Sub Total		\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	
Sub-Total (less the de-obligated funds)		\$ 112,426		\$ 9,213,281		\$ 303,732		
Total De-ob. Funds (PL)		\$ -		\$ -		\$ -		
Total De-ob. (Other Source)		\$ -		\$ -		\$ -		
TOTAL PROGRAMMED		\$ 56,213	\$ 56,213	\$ 4,652,816	\$ 4,560,465	\$ 150,362	\$ 153,370	

Task 1 Engage the Public				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 184,000	\$ 99,000	\$ 283,000	\$ 283,000
Consultant	\$ 750	\$ 1,750	\$ 2,500	\$ 2,500
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 600	\$ 1,400	\$ 2,000	\$ 2,000
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 185,350	\$ 102,150	\$ 287,500	\$ 287,500
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 198,015	\$ 110,000	\$ 308,015	\$ 308,015
Consultant	\$ 750	\$ 2,000	\$ 2,750	\$ 2,750
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ 600	\$ 2,000	\$ 2,600	\$ 2,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 199,365	\$ 114,000	\$ 313,365	\$ 313,365

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	591,015
Consultant	\$	5,250
Travel	\$	-
Direct Expenses	\$	4,600
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	600,865

Task 2 Plan the System Short Term						
2025						
Funding Source	FHWA			CTD		FY 2025 Total
Contract Number						
Source Level	PL	SU	Total	State	Total	
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	2025 CTD (State)	2025 CTD (Total)	
Personnel (salary and benefits)	\$ 239,000	\$ 75,000	\$ 314,000	\$ 56,213	\$ 56,213	\$ 370,213
Consultant	\$ 119,500	\$ 672,350	\$ 791,850	\$ -	\$ -	\$ 791,850
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 358,500	\$ 747,350	\$ 1,105,850	\$ 56,213	\$ 56,213	\$ 1,162,063
2026						
Funding Source	FHWA			CTD		FY 2026 Total
Contract Number						
Source	PL	SU	Total	State	Total	
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	2026 CTD (State)	2026 CTD (Total)	
Personnel (salary and benefits)	\$ 258,000	\$ 90,000	\$ 348,000	\$ 56,213	\$ 56,213	\$ 404,213
Consultant	\$ 268,900	\$ 564,100	\$ 833,000	\$ -	\$ -	\$ 833,000
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 526,900	\$ 654,100	\$ 1,181,000	\$ 56,213	\$ 56,213	\$ 1,237,213

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	774,426
Consultant	\$	1,624,850
Travel	\$	-
Direct Expenses	\$	-
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	2,399,276

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

Task 3 Plan the System Long Term				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 131,000	\$ 78,600	\$ 209,600	\$ 209,600
Consultant	\$ 227,500	\$ 72,500	\$ 300,000	\$ 300,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 358,500	\$ 151,100	\$ 509,600	\$ 509,600
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 158,000	\$ 90,000	\$ 248,000	\$ 248,000
Consultant	\$ 19,500	\$ 60,000	\$ 79,500	\$ 79,500
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 177,500	\$ 150,000	\$ 327,500	\$ 327,500

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	457,600
Consultant	\$	379,500
Travel	\$	-
Direct Expenses	\$	-
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	837,100

Task 4 Prioritize Funding				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 131,000	\$ 70,000	\$ 201,000	\$ 201,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 131,000	\$ 70,000	\$ 201,000	\$ 201,000
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 141,000	\$ 80,000	\$ 221,000	\$ 221,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 141,000	\$ 80,000	\$ 221,000	\$ 221,000

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	422,000
Consultant	\$	-
Travel	\$	-
Direct Expenses	\$	-
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	422,000

Task 5 Implement Projects				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 65,000	\$ 34,000	\$ 99,000	\$ 99,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 65,000	\$ 34,000	\$ 99,000	\$ 99,000
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 69,000	\$ 40,000	\$ 109,000	\$ 109,000
Consultant	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 69,000	\$ 40,000	\$ 109,000	\$ 109,000

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	208,000
Consultant	\$	-
Travel	\$	-
Direct Expenses	\$	-
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	208,000

Task 6 Collaborate with Partners				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 235,000	\$ 126,000	\$ 361,000	\$ 361,000
Consultant	\$ 125,166	\$ 24,834	\$ 150,000	\$ 150,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2025 Totals	\$ 360,166	\$ 150,834	\$ 511,000	\$ 511,000
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 253,000	\$ 140,000	\$ 393,000	\$ 393,000
Consultant	\$ 14,000	\$ 11,000	\$ 25,000	\$ 25,000
Travel	\$ -	\$ -	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ -	\$ -
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
2026 Totals	\$ 267,000	\$ 151,000	\$ 418,000	\$ 418,000

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	754,000
Consultant	\$	174,999
Travel	\$	-
Direct Expenses	\$	-
Indirect Expenses	\$	-
Supplies	\$	-
Equipment	\$	-
Total	\$	928,999

Task 7 Administer the Agency				
2025				
Funding Source	FHWA			FY 2025 Total
Contract Number				
Source Level	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (Total)	
Personnel (salary and benefits)	\$ 548,589	\$ 239,411	\$ 788,000	\$ 788,000
Consultant	\$ 268,300	\$ 177,967	\$ 446,267	\$ 446,267
Travel	\$ 51,000	\$ 42,000	\$ 93,000	\$ 93,000
Direct Expenses	\$ 253,500	\$ 115,100	\$ 368,600	\$ 368,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 168,500	\$ 31,500	\$ 200,000	\$ 200,000
Equipment	\$ 30,000	\$ 13,000	\$ 43,000	\$ 43,000
2025 Totals	\$ 1,319,889	\$ 618,978	\$ 1,938,867	\$ 1,938,867
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source	PL	SU	Total	
MPO Budget Reference				
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (Total)	
Personnel (salary and benefits)	\$ 554,000	\$ 300,000	\$ 854,000	\$ 854,000
Consultant	\$ 202,000	\$ 190,000	\$ 392,000	\$ 392,000
Travel	\$ 54,000	\$ 50,000	\$ 104,000	\$ 104,000
Direct Expenses	\$ 271,600	\$ 135,000	\$ 406,600	\$ 406,600
Indirect Expenses	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 79,000	\$ 40,000	\$ 119,000	\$ 119,000
Equipment	\$ 30,000	\$ 20,000	\$ 50,000	\$ 50,000
2026 Totals	\$ 1,190,600	\$ 735,000	\$ 1,925,600	\$ 1,925,600

	FY 2025 & 2026 TOTAL	
Personnel (salary and benefits)	\$	1,642,000
Consultant	\$	838,267
Travel	\$	197,000
Direct Expenses	\$	775,200
Indirect Expenses	\$	-
Supplies	\$	319,000
Equipment	\$	93,000
Total	\$	3,864,467

Input the individual subtasks for each budget category and the total amount used by your MPO

8 Transfer to Other Agencies				
2026				
Funding Source	FHWA			FY 2026 Total
Contract Number				
Source Level	PL	SU	Total	
Detail				
MPO Budget Reference	CPG			
Lookup Name	026 FHWA (PL)	026 FHWA (SU)	026 FHWA (Total)	
Consultant				
SERPM 10		\$ 65,000	\$ -	\$ 65,000
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Consultant Subtotal	\$ -	\$ 65,000	\$ 65,000	\$ 65,000
Total	\$ -	\$ 65,000	\$ 65,000	\$ 65,000

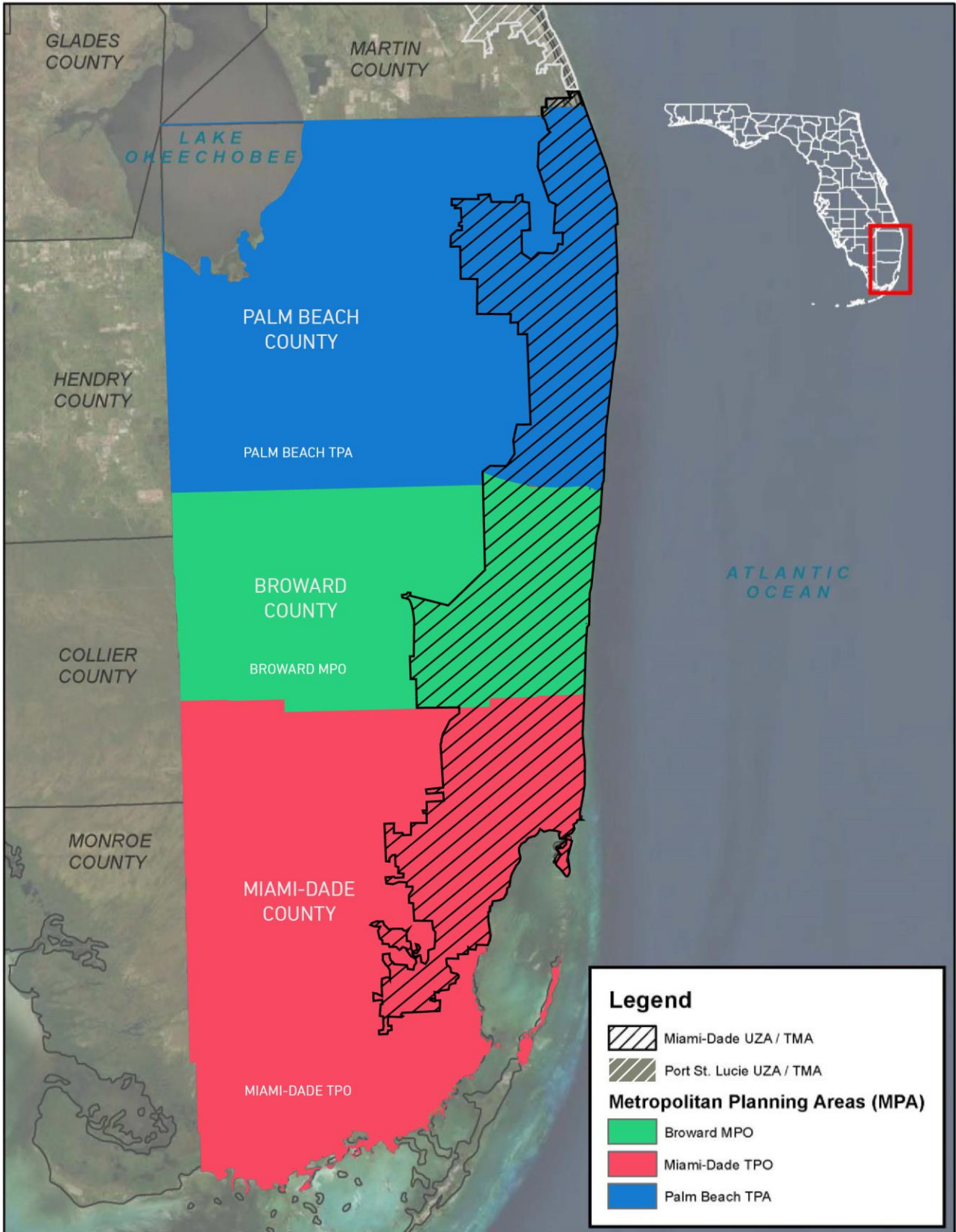
8 Transfer to Other Agencies Detailed Breakdown

2026						
Funding Source			FHWA			FY 2026 Total
Source Level			PL	SU	Total	
MPO Budget Reference			CPG			
SERPM 10 Development						
Lead Agency:	FDOT (D-4)	No		\$ 250,000	\$ 250,000	\$ 250,000
(Other contributing Agencies)	FDOT (D-6)	Yes			\$ -	\$ -
	Miami-Dade TPO	Yes		\$ 100,000	\$ 100,000	\$ 100,000
	Broward MPO	Yes		\$ 85,000	\$ 85,000	\$ 85,000
	Palm Beach	Yes		\$ 65,000	\$ 65,000	\$ 65,000
SERPM 10 Development Subtotal			\$ -	\$ 500,000	\$ 500,000	\$ 500,000
Total			\$ -	\$ 500,000	\$ 500,000	\$ 500,000

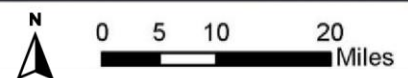
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APPENDIX D

Map of Miami Urbanized Area



Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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APPENDIX E

FDOT D4 Planning Activities FY 25 to FY 26

The following list of Planning Activities is provided:

1. Strategic Intermodal System (SIS) Planning
2. Interchange Reviews
3. State Highway System Corridor Studies
4. Systems Planning and Reviews
5. Freight Planning and Reviews
6. Travel Demand Model Development
7. Travel Demand Model Maintenance & Support
8. Federal Functional Classification (including Urban Boundary Updates)
9. Traffic Characteristic Inventory Program
10. Roadway Characteristics Inventory
11. GIS Application Development and System Maintenance
12. Promoting and Coordinating Safety for all Modes of Transportation, including Bicycle and Pedestrian
13. Transportation Alternatives Program Development
14. Complete Streets Studies
15. Modal Development and Technical Support
16. Commuter Services
17. ETDM/Community Impact Assessment
18. Growth Management Impact Reviews
19. Annual Traffic Count Program
20. Resiliency
21. Land use (Consistency throughout state, county, and local municipalities)
22. Transportation System Management and Operation (TSM&O)

FDOT District Four will undertake Planning Activities consistent with the following goals (in no particular order):

- The Seven goals of the Florida Transportation Plan (FTP), which include:
 - Safety & Security
 - Infrastructure
 - Mobility
 - Choices
 - Economy
 - Community
 - Environment

- The **2024 Florida Planning Emphasis Areas** (published by USDOT in the December 30, 2021 Letter) which include:
 - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
 - Equity and Justice⁴⁰ in Transportation Planning
 - Complete Streets
 - Public Involvement
 - Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
 - Federal Land Management Agency (FLMA) Coordination
 - Planning and Environment Linkages (PEL)
 - Data in Transportation Planning
- The FDOT Secretary's list of the "vital few" agency emphasis areas, which include:
 - Safety
 - Workforce Management
 - Technology
 - Communities
 - Resiliency
 - Robust Supply Chain

Please note that FDOT has elected not to identify deliverables, completion dates, funding sources, or amounts for their planning activities. Instead, FDOT noted that the list is representative of (but shall not constrain) the typical planning activities that are performed by FDOT District 4 on either a continuous basis or intermittently as needed, using State and Federal funds authorized for Planning purposes. Finally, FDOT states their activities may be undertaken at any time during the two-year UPWP cycle at the discretion of District 4 based on identified needs.

APPENDIX F

Palm Tran FTA Planning Activities FY 25 to 26

Palm Tran Planning Activities FY 2025 – 2026

Planning activities are:

- Mobility on Demand Zone Assessments
- Transportation Network Company Zone Assessments
- ADA Transition Plan
- Existing Service Efficiency Assessments
- Bus Shelters and Amenities Placement Analysis
- Transit Hub/Super Stop Placement Analysis
- Enhanced Transit Renderings
- Bus Stop Consolidation
- (Origin-Destination, Demographic) Onboard Survey

DRAFT

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APPENDIX G

UPWP Statements, Assurances and Policies

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

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POLICY PLANNING
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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 Palm Beach TPA 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 Palm Beach TPA 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.S.D.O.T.

Palm Beach TPA



Name: Valerie Neilson, AICP
Title: Palm Beach TPA Executive Director

April 22, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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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 Palm Beach TPA that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Palm Beach TPA, 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 Palm Beach TPA 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.

Palm Beach TPA



Name: Valerie Neilson, AICP

Title: Palm Beach TPA Executive Director

April 22, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Palm Beach TPA that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of TPA 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 Palm Beach TPA 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 Palm Beach TPA in a non-discriminatory environment.

The Palm Beach TPA 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.

Palm Beach TPA



Name: Valerie Neilson, AICP
Title: Palm Beach TPA Executive Director

April 22, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
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TITLE VII/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Palm Beach TPA assures the Florida Department of Transportation (FDOT) 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 Palm Beach TPA further assures FDOT 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 FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT 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.

Palm Beach TPA



Name: Valerie Neilson, AICP
Title: Palm Beach TPA Executive Director

April 22, 2024
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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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.

FLORIDA DEPARTMENT OF TRANSPORTATION
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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 Metropolitan Planning Organization (MPO)

Greg Stuart, Executive Director



Greg Stuart (May 24, 2022 17:03 EDT)

Signature

May 24, 2022

Date

Witness

For the Miami-Dade Transportation Planning Organization (TPO)

Aileen Bouclé, 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-OEHqnSyy54lBV4qTFUB

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

-  Document created by Paul Calvaresi (calvaresip@browardmpo.org)
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-  Document emailed to Valerie Neilson (vneilson@palmbeachtpa.org) for signature
2022-05-24 - 9:03:21 PM GMT
-  Email viewed by Valerie Neilson (vneilson@palmbeachtpa.org)
2022-05-24 - 9:18:16 PM GMT- IP address: 32.140.91.6
-  Document e-signed by Valerie Neilson (vneilson@palmbeachtpa.org)
Signature Date: 2022-05-24 - 9:20:41 PM GMT - Time Source: server- IP address: 32.140.91.6
-  Agreement completed.
2022-05-24 - 9:20:41 PM GMT



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APPENDIX H
TPA Travel Policy

H. Jury Duty and Witness Duty

Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required unless the employee is the plaintiff or defendant. Employees are required to submit a copy of the summons or subpoena to appear in court to their supervisor before such leave is granted.

I. Parental Leave

1. The purpose of paid parental leave, also known as maternity/paternity leave, is to enable eligible employees to care for and bond with a newborn, newly adopted, newly placed foster child, or with a child newly placed in the employee's guardianship, or in loco parentis (qualified placement). The paid parental leave program is available to both male and female eligible employees who have been employed by the TPA full-time for at least six (6) months.
2. An "eligible employee" includes a mother, father, stepparent, legal guardian, individual who is in loco parentis, or certified domestic partner of the parent at the time of the birth or date of the adoption or placement of the child.
3. Eligible employees will be granted a maximum of six (6) weeks of paid parental leave. An eligible employee who is the birthing mother may receive an additional two (2) weeks of paid leave, if it is deemed medically necessary for the birthing mother's physician, by written documentation.
4. In no case will an employee receive more than one period of paid paternal leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or qualified placement event occurs within that 12-month period.
5. Employees are required to return to work for one-year following use of the paid parental leave. Further, any employee who fails to return to work due to a voluntary termination shall repay the TPA in an amount equivalent to the value of the paid parental leave taken, either directly or through deductions from his or her final paycheck if the balance is sufficient to cover the amount owed, or through a combination thereof.
6. Upon termination of employment with the TPA, an employee will not be paid for any unused paid parental leave.

2.5 Travel

- A. Applicability. The TPA's travel policy applies to all TPA staff, Governing Board members, appointed officials, advisory committee members, interns, and other authorized officials traveling on official business paid for by the TPA.
- B. Authorization. The TPA Governing Board Chair must authorize travel by the Executive Director, any Governing Board members, all committee members, and all community representatives. The

Executive Director must authorize travel for all TPA staff. Travel must be authorized in advance of the travel occasion to be eligible for TPA payment. The number of individuals traveling to any one event shall be monitored and limited to maintain the local operational capacity of the TPA and to maximize the beneficial purposes of the travel occasion for the TPA. TPA staff shall report all authorized travel to the full Governing Board as soon as practicable following the travel occasion.

- C. Travel Costs. All authorized parties traveling on official business for the TPA are expected to seek advanced registration discount rates, to travel by the most economical and efficient means to/from the travel occasion, and to select reasonably priced lodging accommodations for the travel occasion.
1. Registration. The TPA shall pay actual registration costs for authorized travel either by direct payment to the vendor or as a reimbursement for traveler-paid registration fees.
 2. Transportation. The traveler must compare the cost and time associated with means of travel by personal vehicle, travel by rental car, travel by public or private surface transit, and travel by commercial or general airplane. The TPA will pay or reimburse the traveler for the most economical (cost) and efficient (time) travel option to/from the event, even if the traveler elects to use another option. The Traveler is responsible for providing the full cost comparisons at the time of the travel request. Travel by personal vehicle shall be reimbursed utilizing the federal mileage rate, as amended from time to time.
 3. Lodging Expenses. The traveler is expected to plan in advance and with sufficient notice to stay on the premises for a travel-related event. The TPA will pay or reimburse up to the amount for the standard room accommodations or lowest cost option available in the negotiated event room block. In such case where the negotiated room block rate is not available or does not exist, the traveler must compare the available lodging within a 3 mile radius and select the most economical and efficient alternative. Exceptions to these requirements may be made by the Executive Director on a situational basis based on safety, meeting events, and/or logistics.
 4. Meal Allowances. The TPA shall pay for meals when travel occurs during meal times: 1) for all overnight travel events, and 2) for same-day travel to a destination at least 100 miles away from the TPA office. The payment shall be in the following amounts:
 - a. Breakfast: \$10.00
 - b. Lunch: \$15.00
 - c. Dinner: \$30.00
 5. Incidental Travel Expenses. The TPA shall reimburse for incidental travel expenses including tolls, local transportation costs (cab fares, TNC fares, transit fares, bike share, etc.), parking, etc. pursuant to federal and state regulations.

6. Traveler Conduct. TPA staff and Board members are expected to attend applicable training sessions offered during normal business hours and to adhere to all travel and rules of conduct policies.
7. Travel Advances. The TPA will not authorize travel advances. The TPA will either prepay by direct payment to the vendor or pay a reimbursement to the traveler for travel-related costs.

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APPENDIX I

Comments and Responses



UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Palm Beach**

UPWP Draft # or Date: **3/15/2024**

Review #: **1**

Date of Review: **3/18/2024**

Reviewed By: **Marsha Taylor-Long, FDOT D4**

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**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: 1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: 1**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- Statement of nondiscrimination? **Yes | If yes, page number: 1**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 1**
- FINAL UPWP: Adoption date and space for revision dates? **Yes | If yes, page number: 1**

Critical

Revise FAP No. to read "0097-062-M" **This has been updated.**

Revise FM (FPN) No. to read "439325-5-14-01, 439325-5-14-02" **This has been updated.**

Required Content

Does the UPWP have the following information?

Unified Planning Work Program (UPWP)

Review Checklist

- Introduction? [Yes | If yes, page number: 1 \(pdf page 6\)](#)
- Organization and Management? [Yes | If yes, page number: 10 \(pdf page 15\)](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 13 - 37 \(pdf page 18 -42\)](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 42 \(pdf pages 47 – 59\)](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 38 – 40 \(pdf pages 43-45\)](#)
- District Planning Activities? [Yes | If yes, page number: Appendix E \(pdf page 62-64\)](#)
- 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)). [Yes | If yes, page number: 33 -35 \(pdf pages 38 -40\)](#)
- DRAFT UPWP:
 - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 41 \(pdf page 46\)](#)
 - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 51 \(pdf page 79-82\)](#)
 - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: ii \(pdf page 3\)](#)
 - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: Appendix G, page 50 \(pdf pages 67-78\)](#)
- FINAL UPWP:
 - The signed Resolution adopting the UPWP? [Select response | If yes, page number: xx](#)
 - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response | If yes, page number: xx](#)
 - The signed Cost Analysis Certification Statement? [Select response | If yes, page number: xx](#)
 - The signed FHWA Certifications and Assurances? [Select response | If yes, page number: xx](#)
 - UPWP Comments? [Select response | 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: 51 \(pdf page 79-82\)](#)

Critical

Funding Source Budget Table and Summary Budget Table: include the contract # (D4 will provide) in the Final UPWP. **This will be updated once the Contract # is provided.**

Introduction

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 1 \(pdf page 6\)](#)
- Overview of MPO's comprehensive transportation planning activities? [Yes | If yes, page number: 8 8 \(pdf page 13\)](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 3 – 4 \(pdf page 8 - 9\)](#)
- 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

Unified Planning Work Program (UPWP)

Review Checklist

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: 2 \(pdf page 7\)](#)

- 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 **\$262,299**? [Yes | If yes, page number: 2 \(pdf page 7\)](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes ☒](#) [No ☐](#) [Page number: 7 \(pdf page 12\)](#)
- 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: 5 -6 \(pdf page 10 – 11\)](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 7 – 8 \(pdf page 12 – 13\)](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [No | If yes, page number: 1 \(pdf page 6\) confirm in an air quality attainment area](#)

[No comment](#)

[Click here to enter comments](#)

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: 10 – 11 \(pdf page 15 - 16\)](#)
- Discussion of agreements, including date executed:
 - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 11 \(pdf page 16\)](#)
 - Public Transportation Grant Agreements (prior year FTA funds)? [Yes | If yes, page number: 11 \(pdf page 16\)](#)
 - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 11 \(pdf page 16\)](#)
 - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [No | If yes, page number: xx](#)
 - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [No | If yes, page number: 11 \(pdf page 16\)](#)

Unified Planning Work Program (UPWP)

Review Checklist

- Discussion and identification of operational procedures and bylaws including date executed:
 - Continuity of Operations (COOP): [No | If yes, page number: xx](#)
 - MPO Bylaws: [No | If yes, page number: xx](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
 - Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: Appendix G \(pdf page 70\)](#)
 - Debarment and Suspension Certification? [Yes | If yes, page number: Appendix G \(pdf page 68\)](#)
 - Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: Appendix G \(pdf page 69\)](#)
 - Title VI/Nondiscrimination Assurances? [Yes | If yes, page number: Appendix G \(pdf page 71\)](#)
 - Appendices A and E? [Yes | If yes, page number: Appendix G \(pdf page 72\)](#)
- 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

Continuity of Operation (COOP) and MPO Bylaws was not discussed or identified in document. Please add.
This was added in Task 7. Administer the Agency.

Work Elements/Tasks Sheets

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

- MPO Administration? [Yes | If yes, page number: 29 – 32 \(pdf page 34 - 37\)](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: 22 – 23 \(pdf page 27 - 28\)](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: 19 - 21 \(pdf page 24 - 26\)](#)
- MPO Regional Activities Task (if required)? [Yes | If yes, page number: 33 – 35 \(pdf page 38 - 40\)](#)

No comment

[Click here to enter comments](#)

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? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task 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? [Yes](#)
- 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? [Yes | If yes, page number: 36 \(pdf page 41\)](#)

No comment

[Click here to enter comments](#)

Work Elements/Tasks Sheets Budget Tables

Unified Planning Work Program (UPWP)

Review Checklist

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? [Yes](#)

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? [Yes](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 15, 18, 21, 23, 25, 28, 32, 34- 35, and 37 \(pdf page 20, 23, 26, 28, 30, 33, 37, 39 – 40, and 42 respectively\)](#)

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

- Personnel Services? [Yes | If yes, page number: 32 \(pdf page 37\)](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes | If yes, page number: 32 \(pdf page 37\)](#)
- Travel? [Yes | If yes, page number: 32 \(pdf page 37\)](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes | If yes, page number: 32 \(pdf page 37\)](#)
- Direct Expenses? [Yes | If yes, page number: 32 \(pdf page 37\)](#)
- 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: xx](#)

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)? [Yes](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Yes](#)

[No comment](#)

[No comment](#)

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

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: 34 – 35 \(pdf page 39 – 40\)](#)

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

Unified Planning Work Program (UPWP)

Review Checklist

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes](#) | If yes, page number: 34 – 35 (pdf page 39 – 40)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes](#) | If yes, page number: 34 – 35 (pdf page 39 – 40)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Yes](#) | If yes, page number: 34 – 35 (pdf page 39 – 40)
- Show activities the funds are being used for? [No](#) | If yes, page number: 33 – 35 (pdf page 38 - 40)
- Do all participating MPOs use identical:
 - Descriptions of the activities to be completed [Yes](#) | If yes, page number: 34 – 35 (pdf page 39 – 40)
 - Task name, activity description(s), and budgeted funds [Yes](#) | If yes, page number: 34 – 35 (pdf page 39 – 40)

[No comment](#)

[Click here to enter comments](#)

Funding Source Budget Table

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

[Yes](#)

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***)? [Yes](#) | If yes, page number: 42 (pdf pages 48 – 49)
 - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
 - 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.) [Yes](#)
- 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)? [Select response](#)
 - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
 - 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.) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Select response](#)

[No comment](#)

[Click here to enter comments](#)

Total Year 2 contract amounts:

- DRAFT UPWP:

Unified Planning Work Program (UPWP)

Review Checklist

- 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)? [Yes](#) | [If yes, page number: 42 \(pdf page 48 - 49\)](#)
 - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- 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)? [Select response](#)
 - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Select response](#)

[No comment](#)

[Click here to enter comments](#)

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? [Select response](#)
- 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? [Select response](#)

[No comment](#)

[Click here to enter comments](#)

Summary Budget Table

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

[Yes](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

General UPWP Comments

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

[Choose a category](#) [Click here to enter comments](#)

Federal Highway Administration – Draft UPWP Response to Comments

Federal Comments	Response to Comments																																																																																										
Please provide documentation verifying funding levels available to the MPO to FHWA and FTA prior to the final UPWP submission. The UPWP will be approved only for the levels of funding available and verified from the Central Office PL fund Coordinator and the Districts' Work programs for STBG levels. Currently, we do not have the amounts of SU funds that are programmed for the MPO.	Funding levels are shown in the work program. <table><tr><th colspan="9">TRANSPORTATION PLANNING</th></tr><tr><td colspan="2">Item Number: 439325 5</td><td colspan="7">Project Description: PALM BEACH UPWP FY 2024/2025-2025/2026</td></tr><tr><td>District: 04</td><td>County: PALM BEACH</td><td colspan="5">Type of Work: TRANSPORTATION PLANNING</td><td colspan="2">Project Length: 0.000</td></tr><tr><td colspan="2">Extra Description:</td><td colspan="7">2022 TPA PRIORITY LI 1</td></tr><tr><th>Phase / Responsible Agency</th><th><2025</th><th>2025</th><th>2026</th><th>2027</th><th>2028</th><th>2029</th><th>>2029</th><th>All Years</th></tr><tr><td colspan="9">PLANNING / RESPONSIBLE AGENCY NOT AVAILABLE</td></tr><tr><td>Fund: PL-METRO PLAN (85% FA; Code: 15% OTHER)</td><td></td><td>2,528,405</td><td>2,571,365</td><td></td><td></td><td></td><td></td><td>5,099,770</td></tr><tr><td>SU-STP, URBAN AREAS > 200K</td><td></td><td>1,911,000</td><td>2,006,000</td><td></td><td></td><td></td><td></td><td>3,917,000</td></tr><tr><td>Phase: PLANNING Totals</td><td></td><td>4,439,405</td><td>4,577,365</td><td></td><td></td><td></td><td></td><td>9,016,770</td></tr><tr><td>Item: 439325 5 Totals</td><td></td><td>4,439,405</td><td>4,577,365</td><td></td><td></td><td></td><td></td><td>9,016,770</td></tr></table>	TRANSPORTATION PLANNING									Item Number: 439325 5		Project Description: PALM BEACH UPWP FY 2024/2025-2025/2026							District: 04	County: PALM BEACH	Type of Work: TRANSPORTATION PLANNING					Project Length: 0.000		Extra Description:		2022 TPA PRIORITY LI 1							Phase / Responsible Agency	<2025	2025	2026	2027	2028	2029	>2029	All Years	PLANNING / RESPONSIBLE AGENCY NOT AVAILABLE									Fund: PL-METRO PLAN (85% FA; Code: 15% OTHER)		2,528,405	2,571,365					5,099,770	SU-STP, URBAN AREAS > 200K		1,911,000	2,006,000					3,917,000	Phase: PLANNING Totals		4,439,405	4,577,365					9,016,770	Item: 439325 5 Totals		4,439,405	4,577,365					9,016,770
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Item: 439325 5 Totals		4,439,405	4,577,365					9,016,770																																																																																			
The UPWP does not demonstrate that the 2.5% set-aside for Complete Streets is met for the MPO PL funds. Please revise the UPWP to identify how this requirement has been met.	A footnote was added to the Activities in Task 2 Budget table.																																																																																										
Regional Planning -Table 21. Task 8 Budget for Fiscal Years 2025 and 2026 does not reflect anything for FY 2025. Is Palm Beach TPA transferring \$166,666 to Miami-Dade TPO? This transfer is reflected in Broward MPO's and Miami-Dade TPO's UPWPs.	There is no anticipated transfer in FY 2025. Note that in the Broward MPO UPWP FY 2025 & FY 2026 Task 6, the FY 2025 includes a note that the funds were transferred in FY 2023. Note that the Miami-Dade TPO does not include any anticipated transfer and does not include the note.																																																																																										
Page 3/Table 1: Prior to closing out the FY2023-2024, did the TPA amend the UPWP to include the full apportionments? If not, with the remaining apportionment that was not programmed be apart of the carry forward funds?	Yes, the remaining apportionment that was not programmed will be a part of the carry forward funds shown in the first line of contract G1031 in FY 2024. This amount is anticipated to change from \$166,666 to \$250,000 of PL in the final version. Once the remaining balance after FY 23-24 closeout is complete, we will amend that into the 2nd year of FY 2026.																																																																																										
Page 3/Table 2: When the TPA's partners receive discretionary awards that are required to be amended into the UPWP, will this table be amended to reflect the funding sources referenced in the document?	Appendix E displays the FDOT D4 Planning Activites and Appendix F displays the Palm Tran FTA Planning Activites.																																																																																										
Task 2/3/6: If there are any tasks related to the fulfillment of PTASP, be sure to highlight these efforts.	The TPA does not do any tasks specific tasks on the Public Transportation Agency Safety Plans (PTSAP) other than integration of the safety measures and																																																																																										

Federal Comments	Response to Comments
	targets into our federal performance measures requirements. This is accomplished in Task 5: Implement Projects. If there is additional work required, please let us know.
Task 2: Any planning activity funded with 5307 and discretionary funds that will be applied to a FTA grant should be documented with the following information: sponsor, completed by, study/plan short title, programmed year, status (ie: (bi-)annual, carried forward from xxx, new, underway, etc.), project schedule, brief scope of work/deliverables, funding source, and federal/nonfederal/total amounts. This information is needed to verify consistency with the applying agency's TrAMS application.	The UPWP only programs specific FTA 5305 funding in the current UPWP. This upcoming UPWP is a consolidated planning grant. However, it does not utilize 5307 funding. If we need to be showing certain 5307 funding that our transit agencies get, or additional discretionary funding, please let us know.
Appendix C Page 1 Funding Source Table: Verify that the PL funds for FY25 and FY26. It appears there is a rounding error resulting in the table not reflecting the sum of each task.	This is updated.
Appendix C Page 2 Agency Participation Table: ☒ Verify the costs illustrated on the table and the cost referenced for each task due to the cost not being reflective. This comment is also applicable to other tables within the appendix. ☒ There are multiple federal sources (PL/SU) documented in this draft which this table does not advise which funding sources are applied.	This is updated.
For TMAs 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.	Appendix E displays the FDOT D4 Planning Activities and Appendix F displays the Palm Tran FTA Planning Activities.

Federal Comments	Response to Comments
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 copy of the document.	This is updated.
When submitting the final UPWP for approval, please include a copy of all the reviewing agencies' comments and how the MPO addressed each comment. This can be included as an appendix in the UPWP.	These will be provided by final adoption.
Funding source tables should document the total cost and the federal/nonfederal shares. The tables only illustrate the federal amounts; thus, the proportions are not verifiable.	The majority of the Task Budget tables only include Federal PL and SU funding. The other funding sources (State and Local) show up when funding is programmed for those Tasks. Task 9 includes the local funds.
If an activity was not completed within the prescribed target dates and the completion date rolled to another year, be sure to highlight the activity in the end products. Be sure to do the same for the associated funds.	It is not anticipated that there will be any deobligation from FY 2024 and will go through a future amendment if needed.



PALM BEACH **Transportation** **Planning Agency**



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