

FY 2027 & FY 2028

# UNIFIED PLANNING WORK PROGRAM



**PALM BEACH**  
Metropolitan Planning  
Organization

**Draft: February 12, 2026**

**Scheduled for Adoption: March 19, 2026**



[PalmBeachMPO.org/UPWP](https://PalmBeachMPO.org/UPWP)

301 Datura Street  
West Palm Beach, FL 33401

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## **Unified Planning Work Program**

Fiscal Years 2027 and 2028

Period of July 1, 2026, to June 30, 2028

Palm Beach Metropolitan Planning Organization approval is scheduled for March 19, 2026

This report was prepared in cooperation with the Palm Beach Metropolitan Planning Organization's (MPO) funding partners, including the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged, Palm Beach County, and other participating governments.

Key MPO representatives include Valerie Neilson, Executive Director, Palm Beach MPO; Yvette Drucker, Board Chairperson, Palm Beach MPO; Andrew Uhlir, Transportation Planning Manager / Deputy Director of Programs, Palm Beach MPO; and Brian Ruscher, Transportation Planning Manager / Deputy Director of Multimodal, Palm Beach MPO.

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**FDOT D4 Cost Analysis Certification** *(pending receipt)*

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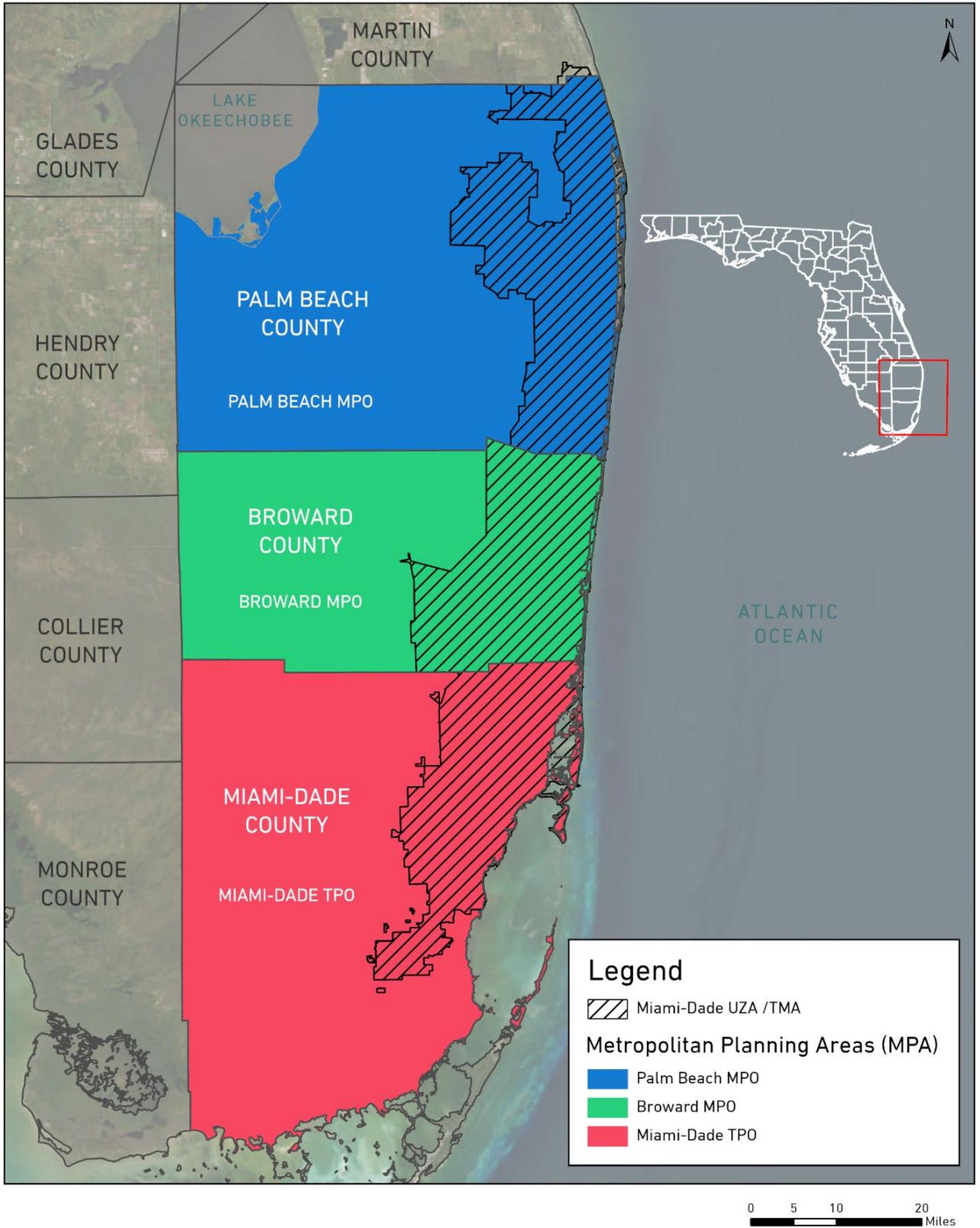
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**Figure 2. Urbanized Ares and MPO Boundaries**

## Available Funding

The planning activities in the UPWP are predominantly funded through federal grant reimbursements, and a smaller portion is 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. ACSU is a state advanced construction SU fund that is intended to be reimbursed with SU funds in the future.

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

Local Funds – dues paid at 10-cents (\$0.10) per capita by members on the MPO Governing Board.

FDOT and Palm Beach MPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, the Federal Highway Administration (FHWA), and the 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, FHWA SU, and FTA 5305d funding in the UPWP is 18.07% of FHWA program funds for a total of \$1,900,120. Eligible expenses are reimbursed on an actual cost basis; therefore, no indirect cost rate is applied.

**Table 1. Available Funding Sources**

Funding Source	Fiscal Year 2027	Fiscal Year 2028	Total
<b>CPG FHWA PL Re-Obligation (Contract G2Y14)<sup>1</sup></b>	\$0	\$0	<b>\$0</b>
<b>CPG Total (Contract XXXXX)</b>	\$2,557,605	\$2,557,605	<b>\$5,115,210</b>
<b>FHWA SU (Contract XXXXX)</b>	\$1,685,000	\$1,583,332	<b>\$3,368,332</b>
<b>FHWA ACSU (Contract TBD)</b>	\$65,000	\$166,668	<b>\$231,668</b>
<b>CTD<sup>2</sup></b>	\$58,875	\$60,053	<b>\$118,928</b>
<b>MPO Local Funds</b>	\$157,707	\$160,861	<b>\$318,568</b>
<b>Total</b>	<b>\$4,524,187</b>	<b>\$4,528,519</b>	<b>\$9,052,706</b>

<sup>1</sup>These are carry forward funds from the prior fiscal year de-obligations. Funding is subject to change based on close out of the FY 2025-2026 UPWP.

<sup>2</sup>CTD funding amounts are estimates and subject to change.

## Planning Priorities and Factors

### Local Priorities

The primary objective of the UPWP is to support the federally required metropolitan transportation planning process by coordinating regional transportation planning activities and guiding the prioritization and use of state and federal transportation funds. The UPWP is further designed to produce required work products that serve the following purposes:

- To progress toward adopted performance measure targets through coordinated transportation decision-making that supports desired system performance outcomes;
- To assist federal and FDOT modal agencies in reviewing, monitoring, and evaluating the metropolitan transportation planning process;
- To advance multimodal transportation planning at the regional and systemwide 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 support a regional approach to transportation planning that facilitates coordination among transportation planning participants and ensures integrated transportation analysis.

### Federal Planning Factors

The Palm Beach MPO is guided by the Federal Planning Factors that states and MPOs are required to address when carrying out the metropolitan transportation planning process. The current federal planning factors were established under the Fixing America’s Surface Transportation (FAST) Act.

### Federal Planning Factors

As part of the FHWA Highway Safety Programs Module 2: Fundamentals of Transportation Planning, the key federally required planning factors or considerations are the same for State DOT's and MPO's, which includes the following. Palm Beach MPO continues to monitor guidelines from FDOT and FHWA regarding the federal planning factors.

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 2. Federal Planning Factors Matrix**

Federal Planning Factors	UPWP Activities					Agency Expenditures w/ Local Funding
	Engage & Collaborate	Short Range Planning	Long Range Planning	Administer the Agency	Regional Coordination	
Economic Vitality	✓	✓	✓		✓	
Safety	✓	✓	✓		✓	
Security	✓	✓	✓		✓	
Accessibility & Mobility	✓	✓	✓		✓	
Environmental Protection & Quality of Life	✓	✓	✓		✓	
System Integration & Connectivity	✓	✓	✓		✓	
System Management & Operation	✓	✓	✓		✓	
System Preservation	✓	✓	✓		✓	
Resiliency & Reliability	✓	✓	✓		✓	
Travel & Tourism	✓	✓	✓		✓	

## Transportation Planning Activities

### Continuing

Many MPO planning activities continue from previous efforts, as outlined below:

- Continue public engagement through MPO outreach efforts, including social media, events, and responses to public inquiries;
- Assist local governments in evaluating, identifying, and prioritizing funding for multimodal infrastructure projects that improve safety and access for all users;
- Coordinate with Palm Tran and the South Florida Regional Transportation Authority (SFRTA) on transit service planning and updates to their Transit Development Plans (TDPs);
- Monitor federally required performance measures and identify projects and strategies to support achievement of adopted targets;
- Review the Strategic Intermodal System (SIS) Cost Feasible Plan (CFP) for consistency and potential incorporation in the MPO's Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP); and
- Review transportation projects through the Electronic Review Comments (ERC), Multimodal Scoping Checklist (MMS), and other applicable review processes.

### Comprehensive

The MPO's planning activities are comprehensive in nature, addressing all modes of transportation, including walking, bicycling, transit, freight, and personal vehicles, and considering the needs of users of all ages and abilities.

### Cooperative

The MPO works cooperatively with a broad range of partner agencies at the local, regional, state, and federal levels, including:

- **Federal Agencies:** FHWA, FTA, and Federal Railroad Administration (FRA)
- **State Agencies:** Florida Department of Transportation (FDOT), Florida Commission for the Transportation Disadvantaged (CTD), Florida Department of Environmental Protection (FDEP), and Florida Department of Commerce;
- **Metropolitan Planning Organization (MPO) Agencies:** Florida MPO Advisory Council (MPOAC), Southeast Florida Transportation Council (SEFTC), Miami-Dade TPO, Broward MPO, Martin MPO, St. Lucie TPO, and Indian River County MPO;
- **Local Governments:** Palm Beach County (PBC), PBC Municipalities, Water Management & Drainage Districts;
- **Transit Agencies:** Palm Tran and South Florida Regional Transportation Authority (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 and Utility Companies:** Florida East Coast (FEC) Railway, Brightline, CSX Transportation, Tropical Shipping, transportation network companies and mobility providers, and Florida Power & Light (FPL); and
- **Private Business Organizations:** Economic development councils, business development boards, chambers of commerce, and freight and logistics stakeholders.

## Public Participation Process

Public involvement is a fundamental component of the metropolitan transportation planning process. The MPO provides ongoing opportunities for public participation to promote awareness of MPO responsibilities and to support informed transportation decision-making. Outreach activities include participation in public meetings and community events, as well as dissemination of information through the MPO's website, [PalmBeachMPO.org](http://PalmBeachMPO.org), and social media platforms.

Public participation activities are conducted in accordance with the MPO's adopted Public Participation Plan (PPP), which ensures timely public notice, reasonable access to information, opportunities for early and continuous involvement, and consideration of public input in transportation planning decisions. Consistent with the PPP, the Unified Planning Work Program (UPWP) is made available for a minimum 30-day public review and comment period.

The UPWP is developed in cooperation with federal, state, regional, and local transportation partners and reflects input received through the continuing, comprehensive, and coordinated (3-C) transportation planning process. The UPWP is reviewed by the MPO's advisory committees and adopted by the MPO Governing Board.

## ORGANIZATION AND MANAGEMENT

The MPO's Governing Board consists of 21 members: five County Commissioners, 15 elected officials representing the County's 13 largest municipalities, and one Port of Palm Beach Commissioner. The Governing Board provides overall policy direction for the metropolitan transportation planning process and serves as a key coordination mechanism with state agencies on transportation planning.

The MPO's Operating Procedures support the efficient conduct of business by the Governing Board and its advisory committees as the MPO collaboratively plans, prioritizes, and funds the regional transportation system. The Governing Board also coordinates with MPOs statewide through the Florida Metropolitan Planning Organization Advisory Council (MPOAC). MPOAC is composed of an elected official and staff director from each MPO in Florida and provides a forum for coordination, discussion of transportation issues, and input on FDOT plans and programs. Coordination with local municipalities occurs through the Governing Board, advisory committees, and MPO-led planning activities.

In carrying out these responsibilities, the Governing Board is supported by three standing advisory committees. FDOT participates as a non-voting advisory member on the Governing Board and its committees.

- **Technical Advisory Committee (TAC)** – Composed of representatives with technical expertise in transportation planning and engineering from county and municipal governments, airports, seaports, public transit agencies, the School District of Palm Beach County, and the Palm Beach County Health Department.
- **Citizens Advisory Committee (CAC)** – Composed of residents representing a broad cross-section of the community, including minority populations, older adults, persons with disabilities, environmental interests, business and development interests, freight and goods movement, private transportation providers, and the general public.
- **Vision Zero Advisory Committee (VZAC)** – Composed of county and municipal planners, law enforcement and fire rescue representatives, school district and health department staff, active transportation advocacy groups, and other partners as appropriate to support implementation of the MPO's Vision Zero Action Plan, with a focus on pedestrian and bicycle safety.

The MPO serves as the Designated Official Planning Agency (DOPA) for the Palm Beach County Transportation Disadvantaged (TD) Program. In this role, the MPO administers the Transportation Disadvantaged Local Coordinating Board (LCB), which serves as an advisory body to the Florida Commission for the Transportation Disadvantaged (CTD), and works with the Palm Beach County Community Transportation Coordinator (CTC) to identify local service needs and support coordinated transportation services for transportation disadvantaged individuals through the Florida Coordinated Transportation System.

The MPO Governing Board is also a member of the Southeast Florida Transportation Council (SEFTC), which facilitates regional coordination of transportation planning activities among the Palm Beach MPO, Broward MPO, and Miami-Dade TPO.

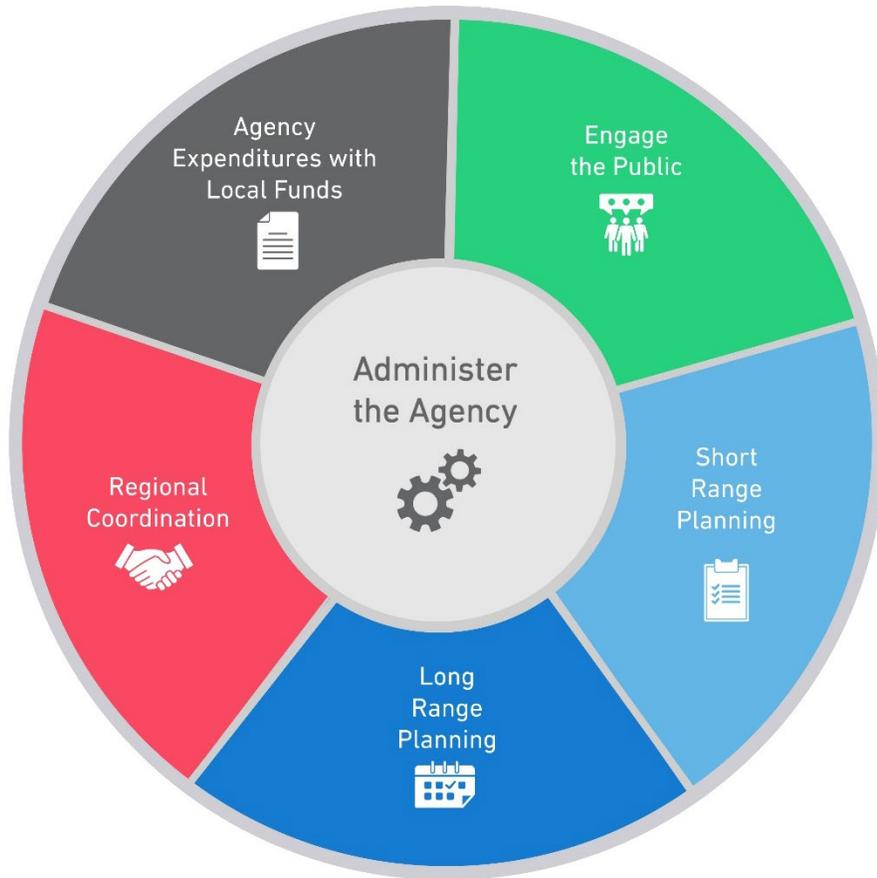
## MPO Agreements

The MPO has executed the following agreements to support and implement the metropolitan transportation planning process:

- **Interlocal Agreement Creating Palm Beach MPO:** Establishes the MPO in accordance with federal requirements for a continuing, cooperative, and comprehensive (3-C) transportation planning process. Originally established on November 10, 1977. The current continuing agreement among all voting members of the MPO Governing Board and the Florida Department of Transportation (FDOT) was executed on October 13, 2004, and re-established on October 9, 2015.
- **Intergovernmental Coordination and Review (ICAR):** A continuing Joint Participation Agreement among the MPO, FDOT, TCRPC, SFRTA, Port of Palm Beach, and Palm Beach County to coordinate multimodal transportation planning. Executed on April 21, 2008.
- **FDOT/MPO Agreement:** A biennial agreement providing federal transportation planning funds (FHWA PL, FHWA SU, and FTA planning allocations) to support UPWP activities. The agreement for this UPWP is effective July 1, 2026, through June 30, 2028.
- **Transportation Disadvantaged (TD) Planning Grant Agreement:** An annual agreement with the Florida Commission for the Transportation Disadvantaged (CTD) providing state planning funds to support the MPO's responsibilities as the Designated Official Planning Agency (DOPA), in accordance with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code. Effective July 1 through June 30 of each state fiscal year.
- **Southeast Florida Transportation Council (SEFTC) Interlocal Agreement:** A continuing agreement supporting regional transportation planning and coordination in Southeast Florida. Executed on January 9, 2006, and amended on July 14, 2011.
- **Southeast Regional Planning Model (SERPM) MOU:** An agreement among the Palm Beach MPO, Broward MPO, Miami-Dade TPO, and FDOT Districts 4 and 6 for coordination of SERPM development, funding, and maintenance. Effective January 1, 2025, through December 31, 2030.
- **Memorandum of Understanding (MOU) for Administrative Disposition of Assets:** A continuing agreement with FDOT providing administrative support for accounts payable, accounts receivable, and payroll functions. Executed on December 20, 2024.

## REQUIRED ACTIVITIES

The MPO's required activities are organized into six (6) tasks to carry out the 3-C transportation planning process, guided by the MPO'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, **Appendix D** lists the planning activities to be performed by FDOT District 4, and **Appendix E** lists those to be performed by Palm Tran.



**Figure 3. Required Activities**

## Task 1. Engage and Collaborate

**Responsible Agency:** Palm Beach MPO

**Participating Agencies:** FHWA, FTA, FDOT, MPOAC, AMPO, SEFTC, Broward MPO, Miami-Dade TPO, Palm Tran, SFRTA, TCRPC, Palm Beach County, local municipalities, School District, private transportation providers, chambers of commerce, business organizations, and community organizations.

### Purpose

This task supports public engagement and coordination with partner agencies to advance the metropolitan transportation planning process. Activities focus on increasing public awareness and input and working collaboratively with partner agencies through committees, meetings, and events to advance policies, programs, and projects consistent with the MPO's mission and vision.

### Previous Work

The MPO engaged the public and partner agencies through presentations, educational workshops, and outreach with community groups and business organizations, with an emphasis on safety and multimodal transportation. Ongoing activities included safety fairs, Florida Bicycle Month, Walk and Roll to School Days, and publication of the biweekly *Transportation Tuesday* e-newsletter. The MPO maintained and enhanced its website and social media platforms; produced digital and print outreach materials; monitored progress on the Strategic Plan through an Annual Report; and implemented the Public Participation Plan (PPP), including ADA and Title VI compliance activities.

At the regional level, the MPO coordinated with FDOT, local governments, and South Florida Commuter Services on joint outreach efforts and partnered with the Broward MPO and Miami-Dade TPO to plan the annual Safe Streets/Roads Summit. In 2025, the Palm Beach MPO hosted the Summit. Through the Southeast Florida Transportation Council (SEFTC), the MPO supported coordinated public engagement and partner collaboration related to the 2050 Regional Transportation Plan (RTP) and development of the annual prioritized Transportation Regional Incentive Program (TRIP) project list.

MPO staff also participated in partner agency committees, working groups, meetings, workshops, and site visits to promote awareness of and encourage participation in the metropolitan transportation planning process. These efforts included participation with MPOAC, AMPO, SEFTC, RTTAC, SFRTA, Palm Tran, and other local, regional, statewide, and national partners to support coordination on transportation planning initiatives and identify multimodal transportation needs, safety priorities, and implementable improvements.

Activities to Be Performed

Table 3. Task 1 Activities for Fiscal Years 2027 and 2028

	Activity	Deliverable(s)	Completion Date
<b>A*</b>	Prepare, collect, and disseminate public information and input, including compiling feedback from online and in-person engagement; developing photo, video, and written content; producing outreach materials; maintaining the MPO website and digital platforms; monitoring media; and issuing required public notices. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$20,000 FY 2027</li> <li>▪ \$20,000 FY 2028</li> </ul>	Newsletters; website updates; outreach materials; social media content; public notices	Monthly
<b>B</b>	Track public engagement activities, document and respond to public comments, and survey input received through online tools and in-person meetings.	Public involvement activity reports; responses to public comments	Monthly, As Needed
<b>C</b>	Conduct direct public engagement activities to inform and actively solicit input, including presentations, surveys, tabling, workshops, and community events.	Presentations; surveys; outreach events	As Needed
<b>D</b>	Maintain and update the Public Participation Plan (PPP) and support ADA and Title VI compliance monitoring.	PPP updates; compliance monitoring	As Needed
<b>E</b>	Coordinate and collaborate with partner agencies through meetings, committees, and joint activities related to transportation planning initiatives.	Partner agency coordination and meeting participation	Monthly, As Needed
<b>F</b>	Administer and support MPO Governing Board and advisory committee meetings.	Agendas; minutes; presentations	Monthly
<b>G*</b>	Plan and conduct workshops, local and regional summits, mobile tours, site visits, and other educational or engagement events. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$75,000 FY 2027</li> <li>▪ \$100,000 FY 2028</li> </ul>	Workshops; summits; site visits; educational events	As Needed

\*MPO staff may utilize outside consultants to support the work performed on these activities up to amounts as approved by the Governing Board through a public Request for Proposal (RFP) process. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as RFPs are developed.

**Table 4. Task 1 Budget for Fiscal Years 2027 and 2028**

<b>Year 1: FY 2027</b>			
<b>Budget Category</b>	<b>FHWA</b>		<b>FY 2027 Total</b>
	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$389,021	\$209,473	<b>\$598,494</b>
<b>Consultants</b>			
A – Provide Outreach Support	\$15,000	\$5,000	<b>\$20,000</b>
G – Conduct workshops, summits	\$37,500	\$37,500	<b>\$75,000</b>
<b>Consultants Subtotal</b>	<b>\$52,500</b>	<b>\$42,500</b>	<b>\$95,000</b>
<b>FY 2027 Total</b>	<b>\$441,521</b>	<b>\$251,973</b>	<b>\$693,494</b>
<b>Year 2: FY 2028</b>			
<b>Budget Category</b>	<b>FHWA</b>		<b>FY 2028 Total</b>
	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$420,143	\$226,231	<b>\$646,374</b>
<b>Consultants</b>			
A – Provide Outreach Support	\$15,000	\$5,000	<b>\$20,000</b>
G – Conduct workshops, summits	\$50,000	\$50,000	<b>\$100,000</b>
<b>Consultants Subtotal</b>	<b>\$65,000</b>	<b>\$55,000</b>	<b>\$120,000</b>
<b>FY 2028 Total</b>	<b>\$485,143</b>	<b>\$281,231</b>	<b>\$766,374</b>

## Task 2. Short Range Planning

**Responsible Agency:** Palm Beach MPO

**Participating Agencies:** FHWA, FTA, FDOT, MPOAC, AMPO, SEFTC, Broward MPO, Miami-Dade TPO, Palm Tran, SFRTA, TCRPC, Palm Beach County, local municipalities, School District, the Palm Beach County Health Department, the freight industry, neighboring MPOs, and community organizations.

### Purpose

This task supports the development and implementation of short-range multimodal transportation plans and programs that advance a safe, efficient, and connected transportation system. Activities focus on data-driven planning, project evaluation, and coordination with partner agencies to ensure transportation investments align with the MPO's Vision, adopted plans, and governing board priorities. This includes planning and evaluation for all transportation modes; coordination of land use and transportation; assessment of emerging technologies such as connected and autonomous vehicles; and prioritization of funding within the five-year Transportation Improvement Program (TIP) consistent with the Long Range Transportation Plan (LRTP).

### Previous Work

The MPO supported short-range planning efforts through studies, audits, and evaluations related to Vision Zero, safety, multimodal, and transit-oriented development. Activities included walk and bike audits, participation in FDOT-led Road Safety Audits (RSAs), and evaluations of intersections with rail safety concerns.

In coordination with Palm Tran, Palm Beach County, and local municipalities, the MPO advanced roadway and transit improvements through initiatives such as the 561 Mobility Vision Plan, the Southwest of Downtown Mobility Plan, the extension of Tri-Rail service, transit shelters, and Transit Signal Priority.

MPO staff developed and maintained data visualization and mapping tools, including public-facing dashboards, to support decision-making and improve accessibility to transportation data for partner agencies and the public.

The MPO continued annual coordination with FDOT on development of the List of Priority Projects (LOPP), the Draft Tentative Work Program (DTWP), and adoption of the TIP. MPO staff also participated in state and local project design reviews to ensure consistency with adopted plans, policies, and multimodal planning objectives.

Activities to Be Performed

Table 5. Task 2 Activities for Fiscal Years 2027 and 2028

	Activity	Deliverable(s)	Completion Date
A*	Plan and advance a multimodal transportation system through systemwide, mode-specific, and Vision Zero plans addressing motorized and non-motorized travel, freight, ports, and emerging technologies. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$550,000 FY 2027</li> <li>▪ \$300,000 FY 2028</li> </ul>	System-wide planning efforts	Annually
		TDP Updates	As needed
		Vision Zero Action Plan report and activities	June 2027/ June 2028
B	Plan and administer the Transportation Disadvantaged (TD) program, including TDSP updates, CTC evaluations and selections, LCB coordination, and review of Section 5310 applications.	TDSP update	Annually by November
		CTC evaluation	Annually by June
		LCB meetings	Quarterly
C*	Develop corridor studies and transportation plans and provide technical assistance to local governments. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$478,038 FY 2027</li> <li>▪ \$250,000 FY 2028</li> </ul>	Transportation plans and studies	As Needed
		Corridor-specific plans and studies	As Needed
D	Collect, analyze, maintain, and publish transportation and GIS data, including demographic, traffic, safety, transit, non-motorized, and freight data.	Updated GIS datasets	As Needed
		Open Data Hub updates	
E	Develop, adopt, and maintain the Transportation Improvement Program (TIP), including the annual call for projects, List of Priority Projects (LOPP), Transportation Regional Incentive Program (TRIP) list, FDOT Work Program review, TIP document, database, online map, and amendments.	Project applications and vetting	Mar 2026/ Mar 2027
		LOPP	Jul 2026/ Jul 2027
		TRIP Priority List	Feb 2026/ Feb 2027
		FDOT Draft Work Program review	Oct 2026/ Oct 2027
		Adopted TIP and amendments	June 2026 / June 2027 / As Needed

	Activity	Deliverable(s)	Completion Date
F	Review and provide input on transportation projects developed by partner agencies, including ETDM, PD&E, multimodal scoping, and design plans. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$20,000 FY 2027</li> <li>▪ \$20,000 FY 2028</li> </ul>	Project reviews and comments	As Needed

\*MPO staff may utilize outside consultants to support the work performed on these activities up to amounts as approved by the Governing Board through a public Request for Proposal (RFP) process. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as RFPs are developed.

**Table 6. Task 2 Budget for Fiscal Years 2027 and 2028**

<b>Year 1: FY 2027</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>CTD<sup>1</sup></b>	<b>FY 2027 Total</b>
	<b>PL</b>	<b>SU</b>	<b>State</b>	
Personnel (salary and benefits)	\$349,565	\$129,352	\$58,875	<b>\$537,792</b>
<b>Consultants</b>				
A – Conduct Corridor and Safety Studies <sup>2</sup>	\$250,000	\$300,000		<b>\$550,000</b>
C – Develop and assist with transportation plans <sup>2</sup>	\$225,243	\$252,795		<b>\$478,038</b>
F – Provide review and input on projects	\$10,000	\$10,000		<b>\$20,000</b>
<b>Consultants Subtotal</b>	<b>\$485,243</b>	<b>\$562,795</b>		<b>\$1,048,038</b>
<b>FY 2027 Total</b>	<b>\$834,808</b>	<b>\$692,147</b>	<b>\$58,875</b>	<b>\$1,585,830</b>
<b>Year 2: FY 2028</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>CTD<sup>1</sup></b>	<b>FY 2028 Total</b>
	<b>PL</b>	<b>SU</b>	<b>State</b>	
Personnel (salary and benefits)	\$377,530	\$143,232	\$60,053	<b>\$580,815</b>
<b>Consultants</b>				
A – Conduct Corridor and Safety Studies <sup>2</sup>	\$123,000	\$177,000		<b>\$300,000</b>
C – Develop and assist with transportation plans <sup>2</sup>	\$102,500	\$147,500		<b>\$250,000</b>
F – Provide review and input on projects	\$8,200	\$11,800		<b>\$20,000</b>
<b>Consultants Subtotal</b>	<b>\$233,700</b>	<b>\$336,300</b>		<b>\$570,000</b>
<b>FY 2028 Total</b>	<b>\$611,230</b>	<b>\$479,532</b>	<b>\$60,053</b>	<b>\$1,150,815</b>

<sup>1</sup>CTD funding amounts are subject to change and are shown as estimates.

<sup>2</sup>These funds satisfy the requirements for the 2.5% PL set aside for Complete Streets planning, [§ 11206(b)]. The total amount of funds used by the MPO for Complete Streets Planning for FY 2027 is \$475,243 of \$2,557,605 PL, and for FY 2028 is \$225,500 of \$2,557,605 PL. 2.5% of the total PL allocation for each fiscal year is \$63,940.

## Task 3. Long Range Planning

**Responsible Agency:** Palm Beach MPO

**Participating Agencies:** FHWA, FTA, FDOT, SEFTC, Broward MPO, Miami-Dade TPO, Palm Tran, SFRTA, TCRPC, Palm Beach County, local municipalities, the School District of Palm Beach County, the freight industry, neighboring MPOs, and community organizations.

### Purpose

This task supports the development, maintenance, and implementation of the Long Range Transportation Plan (LRTP), also known as the Metropolitan Transportation Plan (MTP), which establishes a 25-year framework for multimodal transportation investments in Palm Beach County. Activities focus on long-term planning, performance-based decision-making, data development, and coordination with partner agencies to guide future transportation investments.

The LRTP addresses all modes of transportation, including roadways, transit, freight (roadway, rail, seaport, and airport), and non-motorized networks such as bicycle facilities, sidewalks, and shared-use paths. The LRTP is updated every five years. The 2050 LRTP was adopted on December 12, 2024, and this UPWP initiates early work toward development of the 2055 LRTP, which is due in December 2029.

This task also includes ongoing monitoring of federal performance measures and the Congestion Management Process (CMP), as well as development of the Regional Transportation Plan (RTP) led by the Palm Beach MPO.

### Previous Work

The MPO updated the LRTP to a 2050 planning horizon and continues to process amendments as needed. The 2050 LRTP update included public engagement, existing conditions analysis, travel demand model updates, goals and objectives development, needs assessment, and preparation of the Cost Feasible and Illustrative project lists.

Federal performance measures and the CMP were incorporated into interactive dashboards to support data-driven decision-making and provide accessible information to committees, stakeholders, and the public.

Activities to Be Performed

**Table 7. Task 3 Activities for Fiscal Years 2027 and 2028**

	Activity	Deliverable(s)	Completion Date
<b>A</b>	Process amendments to the adopted LRTP, including an annual call for projects.	LRTP Amendments	As Needed
<b>B*</b>	Develop and maintain transportation data, travel demand model inputs, and scenario planning tools to support the LRTP. Evaluate automated and machine learning tools for data updates and scenario analysis.	Updated model inputs	As Needed
		Evaluation of automation and machine learning tools	Jun 2027
<b>C*</b>	Develop the 2055 LRTP, including financial forecasts; goals, objectives, and performance measures; project coordination; public engagement; and coordination with MPO committees and partner agencies. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$200,000 FY 2027</li> <li>▪ \$308,772 FY 2028</li> </ul>	Financial forecast Performance Measures Needs Plan Cost Feasible Plan LRTP document	Dec 2029
<b>D</b>	Update and maintain systemwide the performance measures dashboard and Congestion Management Process (CMP), and coordinate with FDOT, transit providers, and partners on required target adoption.	Updated performance measures & dashboard	As Needed
<b>E</b>	Lead development of the 2055 Regional Transportation Plan (RTP), including coordination with regional partners on goals and objectives, designated networks, financial forecasts, scenario development, and regional priority projects.	2055 RTP and technical memoranda, as needed	Kickoff: Jan 2028 Adopt: Jun 2030

\*MPO staff may utilize outside consultants to support the work performed on these activities up to amounts as approved by the Governing Board through a public Request for Proposal (RFP) process. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as RFPs are developed.

**Table 8. Task 3 Budget for Fiscal Years 2027 and 2028**

<b>Year 1: FY 2027</b>			
<b>Budget Category</b>	<b>FHWA</b>		<b>FY 2027 Total</b>
	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$83,477	\$44,949	<b>\$128,426</b>
<b>Consultants</b>			
C – Develop & Maintain LRTP	\$100,000	\$100,000	<b>\$200,000</b>
<b>Consultants Subtotal</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>
<b>FY 2027 Total</b>	<b>\$183,477</b>	<b>\$144,949</b>	<b>\$328,426</b>
<b>Year 2: FY 2028</b>			
<b>Budget Category</b>	<b>FHWA</b>		<b>FY 2028 Total</b>
	<b>PL</b>	<b>SU</b>	
Personnel (salary and benefits)	\$90,155	\$48,545	<b>\$138,700</b>
<b>Consultants</b>			
C – Develop & Maintain LRTP	\$185,891	\$122,881	<b>\$308,772</b>
<b>Consultants Subtotal</b>	<b>\$185,891</b>	<b>\$122,881</b>	<b>\$308,772</b>
<b>FY 2028 Total</b>	<b>\$276,046</b>	<b>\$171,426</b>	<b>\$447,472</b>

## Task 4. Administer the Agency

**Responsible Agency:** Palm Beach MPO

**Participating Agencies:** FHWA, FTA, and FDOT

### Purpose

This task supports administration of the federally required continuing, cooperative, and comprehensive (3-C) transportation planning process. Activities ensure the Palm Beach MPO operates in a transparent, efficient, and fiscally responsible manner and provides a fair and impartial setting for effective regional decision-making.

### Previous Work

MPO staff performed required administrative activities to support the 3-C planning process, including support for the MPO Governing Board and advisory committees; preparation and updating of required documents; coordination and support for audits; and submission of monthly and quarterly progress reports and reimbursement requests.

Internal operations were strengthened through updates to Procurement Policies, Financial Policies, the Personnel Handbook, Operating Procedures, and the Continuity of Operations Plan (COOP). A Succession Plan was also developed to support organizational continuity and stability of core functions.

The MPO issued Requests for Proposals and awarded contracts for General Planning Services and Annual Financial Statement Preparation and Auditing Services, and executed contract extensions for legal, janitorial, website, and accounting support services. In FY 2025, the MPO implemented a new integrated accounting system and improved its human resources and payroll processing system.

In coordination with FDOT and local agencies, the MPO completed federally required updates to the Planning Area Boundary, Urban Area Boundary, and Roadway Functional Classification following the decennial census. The MPO also executed a Memorandum of Understanding with FDOT to enable reimbursement through Interlocal Agreements for advanced administrative services funding.

Activities to Be Performed

**Table 9. Task 4 Activities for Fiscal Years 2027 and 2028**

	Activity	Deliverable(s)	Completion Date
<b>A*</b>	Maintain certification of the urban transportation planning process, including UPWP administration, grant reimbursement reporting, Strategic Plan updates, and joint federal and state certifications. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$20,000 FY 2028</li> </ul>	UPWP progress reports	Monthly & Quarterly
		UPWP amendments and modifications	As needed
		FY 2029–2030 UPWP	May 2028
		Strategic Plan updates	June 2027, June 2028
		Joint certifications	June 2027, June 2028
<b>B*</b>	Perform financial management activities, including grant reimbursements, audits, accounting, payroll, contract management, invoice processing, inventory, and financial reporting. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$93,000 FY 2027</li> <li>▪ \$94,000 FY 2028</li> </ul>	Certified Annual Financial Report Federal Single Audit	February 2027, February 2028
		FDOT audit(s) Financial reports	March 2027, March 2028
		Grant Reimbursements	Monthly
		Accounting and financial reporting system	Ongoing Service
<b>C</b>	Support travel and professional development for MPO staff and Governing Board members.	Professional development activities and associated costs	As Needed
<b>D*</b>	Administer personnel, human resources, operating procedures, and the Continuity of Operations Plan (COOP), including hiring, onboarding, and ongoing personnel support. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$10,000 FY 2027</li> <li>▪ \$10,000 FY 2028</li> </ul>	Staff hiring and onboarding Personnel support Operating Procedures and COOP Updates	As Needed
<b>E*</b>	Provide legal services to support the administration of the federal planning process, risk management, and human resources. <i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$75,000 FY 2027</li> <li>▪ \$80,000 FY 2028</li> </ul>	Legal reviews	Monthly
		Legal defense documents	As Needed
		HR legal support	As Needed
<b>F</b>	Maintain supplies, software, and tools to support agency operations and planning activities, including public involvement, project management, performance measures, GIS, and data publishing.	Planning and operations software	Ongoing
<b>G*</b>	Provide information technology services and website maintenance.	IT and website services	Ongoing

	Activity	Deliverable(s)	Completion Date
	<i>Consultant supported efforts:</i> <ul style="list-style-type: none"> <li>▪ \$41,000 FY 2027</li> <li>▪ \$44,200 FY 2028</li> </ul>		
<b>H*</b>	Procure facilities, equipment, supplies, and services necessary for ongoing operations, including rent, utilities, communications, insurance, and office maintenance.	Facilities and operational services	Monthly / As Needed

\*MPO staff may utilize outside consultants to support the work performed on these activities up to amounts as approved by the Governing Board through a public Request for Proposal (RFP) process. Details regarding all consultant-supported activities will be submitted to FDOT/FHWA for review and approval as RFPs are developed.

**Table 10. Task 4 Budget for Fiscal Years 2027 and 2028**

<b>Year 1: FY 2027</b>			
<b>Budget Category</b>	<b>FHWA</b>		<b>FY 2027</b>
	<b>PL</b>	<b>SU</b>	<b>Total</b>
Personnel (salary and benefits)	\$518,846	\$279,379	<b>\$798,225</b>
<b>Consultants</b>			
A – UPWP, Strategic Plan	\$0	\$0	<b>\$0</b>
B – Accounting/Payroll/Audit	\$51,150	\$41,850	<b>\$93,000</b>
D – Administrative support	\$5,000	\$5,000	<b>\$10,000</b>
E – Legal and Human Resources	\$41,250	\$33,750	<b>\$75,000</b>
G – IT & Web Maintenance Services	\$22,550	\$18,450	<b>\$41,000</b>
<b>Consultants Subtotal</b>	<b>\$119,950</b>	<b>\$99,050</b>	<b>\$219,000</b>
Travel*	\$36,300	\$29,700	<b>\$66,000</b>
<b>Direct Expenses</b>			
Facilities	\$257,291	\$110,268	<b>\$367,559</b>
Graphics and Legal Advertising	\$17,050	\$13,950	<b>\$31,000</b>
Administrative Services and Fees	\$15,750	\$6,750	<b>\$22,500</b>
<b>Direct Expenses Subtotal</b>	<b>\$290,091</b>	<b>\$130,968</b>	<b>\$421,059</b>
Supplies**	\$102,704	\$44,016	<b>\$146,720</b>
Equipment**	\$29,908	\$12,818	<b>\$42,726</b>
<b>FY 2027 Total</b>	<b>\$1,097,799</b>	<b>\$595,931</b>	<b>\$1,693,730</b>
<b>Year 2: FY 2028</b>			
<b>Budget Category</b>	<b>FHWA</b>		<b>FY 2028</b>
	<b>PL</b>	<b>SU</b>	<b>Total</b>
Personnel (salary and benefits)	\$560,354	\$301,729	<b>\$862,083</b>
<b>Consultants</b>			
A – UPWP, Strategic Plan	\$8,000	\$12,000	<b>\$20,000</b>
B – Accounting/Payroll/Audit	\$51,700	\$42,300	<b>\$94,000</b>
D – Administrative support	\$4,100	\$5,900	<b>\$10,000</b>
E – Legal and Human Resources	\$44,000	\$36,000	<b>\$80,000</b>
G – IT & Web Maintenance Services	\$24,310	\$19,890	<b>\$44,200</b>
<b>Consultants Subtotal</b>	<b>\$132,110</b>	<b>\$116,090</b>	<b>\$248,200</b>
Travel*	\$39,270	\$32,130	<b>\$71,400</b>
<b>Direct Expenses</b>			
Facilities	\$277,874	\$119,089	<b>\$396,963</b>
Graphics and Legal Advertising	\$17,600	\$14,400	<b>\$32,000</b>
Administrative Services	\$16,590	\$7,110	<b>\$23,700</b>
<b>Direct Expenses Subtotal</b>	<b>\$312,064</b>	<b>\$140,599</b>	<b>\$452,663</b>
Supplies & Software**	\$110,920	\$47,537	<b>\$158,457</b>
Equipment & Improvements**	\$30,468	\$13,058	<b>\$43,526</b>
<b>FY 2028 Total</b>	<b>\$1,185,186</b>	<b>\$651,143</b>	<b>\$1,836,329</b>

\*Palm Beach MPO 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 MPO understands that supply purchases over \$1,000 and individual equipment purchases over \$5,000 will be submitted to FHWA for review and approval.

## Task 5. Regional Coordination

**Responsible Agency:** Palm Beach MPO

**Participating Agencies:** FDOT, SEFTC, Broward MPO, and Miami-Dade TPO.

### Purpose

This task supports regional transportation planning coordination and shared funding responsibilities among Southeast Florida partners. Activities include administration of the Southeast Florida Transportation Council (SEFTC), development of the Regional Transportation Plan (RTP), and maintenance and advancement of the Southeast Regional Planning Model (SERPM) to forecast regional travel demand. The Task 5 budget identifies funding commitments by each partner and the agency responsible for administering each activity.

### Previous Work

SEFTC collaborated to maintain and update the Southeast Regional Planning Model (SERPM), a scenario-based travel demand model used to support regional and local transportation planning across Southeast Florida. SERPM is updated every five years. During this period, MPO staff worked with regional partners to implement SERPM Version 9.

SEFTC also adopted the 2050 Regional Transportation Plan (RTP), which identifies long-term transportation investment needs, evaluates future development and investment scenarios, and advances a shared regional vision.

Initial coordination began on the development of the 2055 RTP. Beginning in January 2028 (the second half of FY 2028), the Palm Beach MPO will lead SEFTC administration and development of the 2055 RTP.

Memorandums of Understanding (MOUs) were initiated among the Miami-Dade TPO, Broward MPO, Palm Beach MPO, and FDOT Districts Four and Six to support continued SERPM development and initiation of the 2055 RTP. These MOUs address SERPM maintenance and training, development of SERPM Version 10, and preparation of the 2055 RTP.

Activities to Be Performed

**Table 11. Task 5 Activities for Fiscal Years 2027 and 2028**

Activity		Deliverable(s)	Completion Date
A	<p><i>Lead: FDOT District 4</i></p> <p>Provide administrative and technical support for SERPM maintenance, training, documentation, and model usability, including support for regional and local planning efforts.</p>	SERPM training workshops	Annually/As Requested
		Performance measures report on modeling modules	June 2028
B	<p><i>Lead: FDOT District 4</i></p> <p>Develop SERPM Version 10, covering the Miami Urbanized Area, including 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 2055 LRTP plan and 2055 RTP updates.</p> <p><i>Palm Beach MPO transfer to FDOT District 4:</i></p> <ul style="list-style-type: none"> <li>▪ \$65,000 FY 2027</li> <li>▪ FPN No: 448678-5-12-01</li> </ul>	<p>Model estimate and design report</p> <p>Data collection and development report</p> <p>Model calibration, validation, and sensitivity testing plan</p> <p>SERPM networks, user guide, scripts, and program code</p>	June 2028
C*	<p><i>Lead: Palm Beach MPO</i></p> <p>Provide administrative and technical support to develop the 2055 RTP in coordination with Broward and Miami-Dade MPOs, including goals and objectives, regional networks, financial forecasts, scenario development, and regional priority projects.</p> <p><i>Transfer from Broward &amp; Miami-Dade MPOs:</i></p> <p>FPN No: XXXXXX-X-XX-XX for FY 2028</p> <p><i>Consultant Supported Efforts:</i></p> <ul style="list-style-type: none"> <li>▪ \$500,000 FY 2028</li> </ul>	2055 RTP and technical memoranda, as needed	<p>Kickoff: Jan 2028</p> <p>Adoption: June 2030</p>

\*MPO staff may utilize outside consultants to support these activities as approved by the Governing Board through a public Request for Proposal (RFP) process. Consultant-supported activities will be submitted to FDOT/FHWA for review and approval as RFPs are developed.

Financial participation by the MPO and partner agencies is shown below, including the lead agency, funding sources, and amounts by fiscal year for each of the shared regional tasks.

**Table 12. Task 5 Budget for Fiscal Years 2027 and 2028**

<b>Year 1: FY 2027</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>State (D/DS)</b>	<b>FY 2027 Total</b>
	<b>PL</b>	<b>ACSU</b>		
<b>Consultants</b>				
<b>SERPM 10 Development</b>				
Transfer to: FDOT D4 (Lead) 448678-2-12-01			\$125,000	<b>\$125,000</b>
Transfer from: FDOT D6 448678-2-12-01			\$125,000	<b>\$125,000</b>
Transfer from: Palm Beach MPO 448678-5-12-01		\$65,000		<b>\$65,000</b>
Transfer from: Broward MPO 448678-4-12-01		\$85,000		<b>\$85,000</b>
Transfer from: Miami-Dade TPO 448678-6-12-01		\$100,000		<b>\$100,000</b>
<b>FY 2027 Total</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$500,000</b>
<b>Year 2: FY 2028</b>				
<b>Budget Category</b>	<b>FHWA</b>		<b>State</b>	<b>FY 2028 Total</b>
	<b>PL</b>	<b>SU</b>		
<b>Consultants</b>				
<b>RTP 2055 Development*</b>				
Transfer to: Palm Beach MPO (Lead Agency)		\$166,668		<b>\$166,668</b>
Transfer from: Broward MPO		\$166,666		<b>\$166,666</b>
Transfer from: Miami-Dade TPO		\$166,666		<b>\$166,666</b>
<b>FY 2028 Total</b>	<b>\$0</b>	<b>\$500,000</b>		<b>\$500,000</b>

\* Funding transferred under a separate Financial Management number.

## Task 6. Agency Expenditures with Local Funds

### Purpose

This task authorizes the use of local funds to support discretionary activities that strengthen MPO leadership, public engagement, staff development, and long-term financial stability.

### Activities to Be Performed

- **Maximize Agency Effectiveness** – Activities that support MPO leadership engagement, coordination, and informed decision-making, including peer exchanges, board education, coordination efforts, and related travel or professional services.
- **Improve Public Engagement** – Outreach and engagement efforts, including promotional materials, meeting support items, and targeted initiatives aligned with the MPO’s mission and vision.
- **Enhance Staff Performance** – Professional development activities, including professional memberships, certifications, licensing dues, and team-building activities.
- **Balance to MPO Reserve (Local Fund)** – Allocation of remaining funds to the MPO’s local reserve account to support long-term financial stability.

**Table 13. Task 6 Activities for Fiscal Years 2027 and 2028**

	Activity	Completion Date
<b>A</b>	<i>Maximize Agency Effectiveness:</i> Leadership engagement, coordination, peer exchanges, board education, and related professional services	As Needed
<b>B</b>	<i>Improve Public Engagement:</i> Outreach materials, meeting support items, and engagement activities	As Needed
<b>C</b>	<i>Enhance Staff Performance:</i> Professional development activities, including memberships, certifications, licensing dues, and team-building.	As Needed
<b>D</b>	Balance to MPO Local Reserves Fund	As Needed

**Table 14. Task 6 Budget for Fiscal Years 2027 and 2028**

<b>Year 1: FY 2027</b>		
<b>Budget Category</b>	<b>Local</b>	<b>FY 2027 Total</b>
Maximize Agency Effectiveness	\$55,000	<b>\$55,000</b>
Improve Public Engagement	\$47,000	<b>\$47,000</b>
Enhance Staff Performance	\$25,000	<b>\$25,000</b>
Balance to MPO Reserve Fund	\$30,707	<b>\$30,707</b>
<b>FY 2027 Total</b>	<b>\$157,707</b>	<b>\$157,707</b>
<b>Year 2: FY 2028</b>		
<b>Budget Category</b>	<b>Local</b>	<b>FY 2028 Total</b>
Maximize Agency Effectiveness	\$55,000	<b>\$55,000</b>
Improve Public Engagement	\$50,000	<b>\$50,000</b>
Enhance Staff Performance	\$25,000	<b>\$25,000</b>
Balance to MPO Reserve Fund	\$30,861	<b>\$30,861</b>
<b>FY 2028 Total</b>	<b>\$160,861</b>	<b>\$160,861</b>

## **APPENDIX A**

### Acronyms

<b>Acronym</b>	<b>Definition</b>
<b>ADA</b>	Americans with Disabilities Act
<b>CAC</b>	Citizen's Advisory Committee
<b>CMP</b>	Congestion Management Process
<b>COOP</b>	Continuity of Operations Plan
<b>CPG</b>	Consolidated Planning Grant
<b>CTC</b>	Community Transportation Coordinator
<b>CTD</b>	Commission on Transportation Disadvantaged
<b>DBE</b>	Disadvantaged Business Enterprise
<b>ERC</b>	Electronic Review Comments
<b>ETDM</b>	Efficient Transportation Decision Making
<b>FAST</b>	Fixing America's Surface Transportation
<b>FAU</b>	Florida Atlantic University
<b>FDEP</b>	Florida Department of Environmental Protection
<b>FDOT</b>	Florida Department of Transportation
<b>FEC</b>	Florida East Coast
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GIS</b>	Geographic Information System
<b>LCB</b>	Local Coordinating Board
<b>LOPP</b>	List of Priority Projects
<b>L RTP</b>	Long Range Transportation Plan
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MPOAC</b>	Metropolitan Planning Organization Advisory Council
<b>PBAU</b>	Palm Beach Atlantic University
<b>PBC</b>	Palm Beach County
<b>PBCHD</b>	Palm Beach County Health Department
<b>PBSC</b>	Palm Beach State College
<b>PL</b>	Metropolitan Planning
<b>PM</b>	Performance Measures

<b>Acronym</b>	<b>Definition</b>
<b>PPP</b>	Public Participation Plan
<b>RTP</b>	Regional Transportation Plan
<b>SEFTC</b>	Southeast Florida Transportation Council
<b>SERPM</b>	Southeast Florida Regional Planning Model
<b>SFRPC</b>	South Florida Regional Planning Council
<b>SFRTA</b>	South Florida Regional Transportation Authority
<b>STBG</b>	Surface Transportation Block Grant (SU)
<b>TAC</b>	Technical Advisory Committee
<b>TCRPC</b>	Treasure Coast Regional Planning Council
<b>TD</b>	Transportation Disadvantaged
<b>TDP</b>	Transit Development Plan
<b>TDSP</b>	Transportation Disadvantaged Service Plan
<b>TIP</b>	Transportation Improvement Program
<b>TMA</b>	Transportation Management Area
<b>TPO</b>	Transportation Planning Organization
<b>TRIP</b>	Transportation Regional Incentive Program
<b>UPWP</b>	Unified Planning Work Program
<b>UZA</b>	Urbanized Area
<b>VZAC</b>	Vision Zero Advisory Committee

## **APPENDIX B**

### Resolution Adopting the FYs 2027 and 2028 UPWP

## **APPENDIX C**

### Funding Source & Budget Summary

Funding Source

Contract	Funding Source	Source Level			FY 2027 Funding Source				FY 2028 Funding Source			
			2027	2028	Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
	CTD	State	\$ 58,875	\$ 60,053	\$ -	\$ -	\$ 58,875	\$ -	\$ -	\$ -	\$ 60,053	\$ -
		CTD TOTAL	\$ 58,875	\$ 60,053	\$ -	\$ -	\$ 58,875	\$ -	\$ -	\$ -	\$ 60,053	\$ -
	FHWA	PL	\$ 2,557,605	\$ 2,557,605	\$ 564,090	\$ 2,557,605	\$ -	\$ -	\$ 564,090	\$ 2,557,605	\$ -	\$ -
		SU	\$ 1,750,000	\$ 1,750,000	\$ 385,970	\$ 1,750,000	\$ -	\$ -	\$ 385,970	\$ 1,750,000	\$ -	\$ -
		FHWA TOTAL	\$ 4,307,605	\$ 4,307,605	\$ 950,060	\$ 4,307,605	\$ -	\$ -	\$ 950,060	\$ 4,307,605	\$ -	\$ -
	Local	MPO Local Funds	\$ 157,707	\$ 160,861	\$ -	\$ -	\$ -	\$ 157,707	\$ -	\$ -	\$ -	\$ 160,861
		Local TOTAL	\$ 157,707	\$ 160,861	\$ -	\$ -	\$ -	\$ 157,707	\$ -	\$ -	\$ -	\$ 160,861
		TOTAL	\$ 4,524,187	\$ 4,528,519	\$ 950,060	\$ 4,307,605	\$ 58,875	\$ 157,707	\$ 950,060	\$ 4,307,605	\$ 60,053	\$ 160,861

## Summary Budget: Agency Participation

Funding Source Contract Fiscal Year Total Budget	CTD		FHWA		Local	
	2027	2028	2027	2028	2027	2028
	\$ 58,875	\$ 60,053	\$ 4,307,605	\$ 4,307,605	\$ 157,707	\$ 160,861
<b>Task 1 Engage and Collaborate</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 598,494	\$ 646,374	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 95,000	\$ 120,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 693,494	\$ 766,374	\$ -	\$ -
<b>Task 2 Short Range Planning</b>						
Personnel (salary and benefits)	\$ 58,875	\$ 60,053	\$ 478,917	\$ 520,762	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 1,048,038	\$ 570,000	\$ -	\$ -
Sub Total	\$ 58,875	\$ 60,053	\$ 1,526,955	\$ 1,090,762	\$ -	\$ -
<b>Task 3 Long Range Planning</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 128,426	\$ 138,700	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 200,000	\$ 308,772	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 328,426	\$ 447,472	\$ -	\$ -
<b>Task 4 Administer the Agency</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ 798,225	\$ 862,083	\$ -	\$ -
Consultant	\$ -	\$ -	\$ 219,000	\$ 248,200	\$ -	\$ -
Travel	\$ -	\$ -	\$ 66,000	\$ 71,400	\$ -	\$ -
Direct Expenses	\$ -	\$ -	\$ 421,059	\$ 452,663	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 146,720	\$ 158,457	\$ -	\$ -
Equipment	\$ -	\$ -	\$ 42,726	\$ 43,526	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 1,693,730	\$ 1,836,329	\$ -	\$ -
<b>Sub Total Tasks 1-4</b>	<b>\$ 58,875</b>	<b>\$ 60,053</b>	<b>\$ 4,242,605</b>	<b>\$ 4,140,937</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Task 6 Agency Expenditures with Local Funds</b>						
Maximize Agency Effectiveness	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
Improve Public Engagement	\$ -	\$ -	\$ -	\$ -	\$ 47,000	\$ 50,000
Enhance Staff Performance	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Balance to MPO Local Reserves Fund	\$ -	\$ -	\$ -	\$ -	\$ 30,707	\$ 30,861
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 157,707	\$ 160,861
<b>5 Regional Coordination</b>						
Consultant	\$ -	\$ -	\$ 65,000	\$ 166,668	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ 65,000	\$ 166,668	\$ -	\$ -
Sub-Total (less the de-obligated funds)	\$	118,928	\$	8,615,210	\$	318,568
Total De-ob. Funds (PL)	\$	-	\$	-	\$	-
Total De-ob. (Other Source)	\$	-	\$	-	\$	-
<b>TOTAL PROGRAMMED</b>	<b>\$ 58,875</b>	<b>\$ 60,053</b>	<b>\$ 4,307,605</b>	<b>\$ 4,307,605</b>	<b>\$ 157,707</b>	<b>\$ 160,861</b>

Includes funding for annual employee salary adjustments of up to 6 percent per fiscal year, based on COLA and/or performance. COLA is tied to Consumer Price Index (CPI) data published by the U.S. Department of Labor, Bureau of Labor Statistics. Projections also include an additional 2 percent per fiscal year to account for staffing transitions or position changes throughout the FY 2027–2028 UPWP period.

## **APPENDIX D**

### **FDOT D4 Planning Activities FY 27 to FY 28**

**The following is a list of FDOT Planning Activities:**

- Strategic Intermodal System (SIS) Planning
- Interchange Reviews
- State Highway System Corridor Studies
- Systems Planning and Reviews
- Freight Planning and Reviews
- Travel Demand Model Development
- Travel Demand Model Maintenance & Support
- Federal Functional Classification (including Urban Boundary Updates)
- Traffic Characteristic Inventory Program
- Roadway Characteristics Inventory
- GIS Application Development and System Maintenance
- Promoting and Coordinating Safety for all Modes of Transportation, including Bicycle and Pedestrian
- Transportation Alternatives Program Development
- Complete Streets Studies
- Modal Development and Technical Support
- Commuter Services
- ETDM/Community Impact Assessment
- Growth Management Impact Reviews
- Annual Traffic Count Program
- Resiliency
- Land use (Consistency throughout state, county, and local municipalities)
- 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 FDOT Secretary's list of the "vital few" agency emphasis areas 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 E**

### **Palm Tran FTA Planning Activities FY 27 to FY 28**

### **Palm Tran Planning Activities FY 2027 – 2028**

- Mobility on Demand Zone Implementation
- Existing Service Efficiency Assessments
- Bus Shelters and Amenities Placement and Analysis
- Bus Stop Consolidation
- Transportation Network Company Future Zone Recommendation
- Transit Signal Priority Implementation

**APPENDIX F**  
MPO Travel Policy

**MPO RESOLUTION 2025-14**

**A RESOLUTION OF THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION (MPO) AMENDING THE PERSONNEL HANDBOOK**

**WHEREAS**, the Palm Beach MPO, a public agency created and operating pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, and Sections 163.01 and 339.175, Florida Statutes, is the designated and duly constituted body responsible for the urban transportation planning process for Palm Beach County; and

**WHEREAS**, the MPO has adopted personnel rules and regulations, commonly referred to as the Personnel Handbook, to ensure that employees and prospective employees are treated in a manner consistent with applicable employment laws and regulations; and

**WHEREAS**, the Personnel Handbook establishes employment policies and procedures, including salaries, benefits, paid leave, and travel; and

**WHEREAS**, since the Personnel Handbook was last updated, there have been changes in federal and state employment laws, as well as changes to the MPO's operational standards, necessitating a revision to the Handbook; and

**WHEREAS**, the Personnel Handbook amendment, attached as "Exhibit A," is being proposed by MPO General Counsel and staff to clarify language to ensure legal consistency, align reimbursements with federal and state policies, and limit paid parental leave eligibility to employees with at least one year of service; and

**WHEREAS**, the Updated Personnel Handbook supersedes all existing MPO personnel policies;

**NOW THEREFORE, BE IT RESOLVED BY THE PALM BEACH MPO THAT:**

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

**SECTION 2.** The MPO Governing Board hereby approves the revised Personnel Handbook attached as "Exhibit A." The amendment sets forth new text, which is underlined, and deletes existing text with ~~stricken through~~ language.

**SECTION 3.** This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by Gregg Weiss who moved its adoption. The motion was seconded by Maria Marino, and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 30<sup>th</sup> day of October 2025.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION

By:   
Councilmember Chelsea Reed, Chair  
MPO Governing Board Chair

ATTEST:



Ruth Del Pino, MPO Agency Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Milton Collins, MPO General Counsel

7. Upon termination of employment with the MPO, an employee will not be paid for any unused paid parental leave.

## 2.5 Travel

- A. **Applicability.** The travel policy applies to all staff traveling on official business paid for by the MPO.
- B. **Authorization.** The Executive Director must authorize travel for all staff. Travel must be authorized in advance of the travel occasion to be eligible for payment. Travel by the Executive Director shall be reviewed and approved by the Finance and Operations Manager to ensure accuracy and budget compliance. The number of individuals traveling to any one event shall be monitored and limited to maintain the local operational capacity of the MPO and to maximize the beneficial purposes of the travel occasion for the MPO.
- C. **Travel Costs.** All authorized parties traveling on official business for the MPO 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 MPO 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 MPO 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 MPO will pay or reimburse up to the amount for the standard room accommodation 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 MPO 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 MPO 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 MPO 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. MPO 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 MPO will not authorize travel advances. The MPO will either prepay by direct payment to the vendor or pay a reimbursement to the traveler for travel-related costs.

## **APPENDIX G**

### Comments and Responses

### **Comments and Responses**

The UPWP was made available for public review on the Palm Beach MPO website from January 28 to March 19. The document was presented as an informational item to the Palm Beach MPO committees on February 4, 2026 and to the Governing Board on February 19, 2026. The final document was presented to the committees on March 4 and 5 and is scheduled for adoption by the MPO Governing Board at their public meeting on March 19, 2026.

The UPWP document was also made available to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT) for review and comment.

No public comments have been received to date. Comments and MPO responses will be provided in the Appendices once submitted.



**PALM BEACH**  
**Metropolitan Planning**  
**Organization**



[PalmBeachMPO.org/UPWP](http://PalmBeachMPO.org/UPWP)