

Draft Unified Planning Work Program

July 1, 2026 – June 30, 2028



Fiscal Years (FY) 2026/2027 – 2027/2028

Broward Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM

FOR TRANSPORTATION PLANNING ACTIVITIES

ADOPTED BY THE BROWARD MPO

MPO Governing Board Chair
On May 14, 2026

PREPARED BY THE BROWARD METROPOLITAN PLANNING ORGANIZATION

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A. Cost Analysis Certification Statement



The Cost Analysis Certification Statement will be added here once it is received from the Florida Department of Transportation.

B. Introduction



Introduction

The Broward Metropolitan Planning Organization's (MPO) fiscal year (FY) 2026/2027 – FY 2027/2028 Unified Planning Work Program referred to throughout the document as the UPWP, documents the agency's Strategic Business Plan activities, work plan, and budget for a two-year period.

The Code of Federal Regulations (CFR) defines a UPWP as “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.” The UPWP documents Federal, State, and local participation in the continuing, comprehensive, and cooperative transportation planning process within the region reflecting the MPO's broader responsibilities as one of multiple MPOs designated for a single urbanized area. A map of the Miami Urbanized Area/Transportation Management Area is shown in Appendix A.

The UPWP is approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). It is used to monitor the expenditure of Federal and State funds and serves as a strategic management tool, enabling the MPO to administer its planning responsibilities with available revenues. The UPWP is required under Chapter 163.01 and 339.175(5) (d) and (e), Florida Statutes. The UPWP is also required under 23 CFR 420.111 and 23 CFR 450.308 with 42 United States Code (U.S.C.) Chapter 126 and 2000d.

Comments received from FHWA, FTA, and the Florida Department of Transportation (FDOT) regarding this UPWP can be found in Appendix B. For a full list of acronyms that appear in this document, please refer to Appendix C.

Overview of the Comprehensive Transportation Planning Activities

The UPWP contains the following Tasks which summarize the major activities of the Broward MPO.

- 1.0 MPO Administration** – This Task contains activities required to manage the transportation planning process and all UPWP work products on a continual basis, including Strategic Business Plan management, UPWP development/administration, information technology (IT) development/improvements, administrative/operational activities required to function as an independent MPO, and management of the Broward MPO Governing Board and its advisory committees.
- 2.0 Data Collection & Analysis** – This Task contains activities needed to monitor travel characteristics such as socioeconomic data and transportation system data. Priorities include but are not limited to data collection and analysis, safety data collection, geographic information system (GIS) development, comprehensive plan support, and management systems development. Data collection and analysis also includes efforts needed to address all Federally required performance measures for MPO planning efforts. The MPO shares data collected with both transportation partners and the public.
- 3.0 Regional Planning** – This Task contains activities related to long- and short-range transportation system planning and coordination, safety, and security. Priorities include but are not limited to the development and maintenance of the Metropolitan Transportation Plan (MTP), which is consistent with State planning efforts and serves as the basis for Broward’s transportation planning and programming decisions. This Task also includes activities related to MTP implementation, including performance measures to measure efficiency and effectiveness. The Task also supports regional transportation planning in coordination with transportation agencies from adjacent counties, road safety, and improved freight capacity with coordination through the MPO’s Freight Transportation Advisory Committee (FTAC) and the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Freight Committee.
- 4.0 Community Planning** – The activities in this Task relate to working with our communities on the planning, implementation and management of efficient transportation solutions. Priorities include support for MPO member governments in development of transportation plans for their communities to support economic

growth, safety, and efficient management of road congestion through the Congestion Management Process (CMP) and other means.

- 5.0 Transportation Improvement Program** – This Task contains activities related to the development of the Transportation Improvement Program (TIP), which includes the annual development of a List of Priority Projects (LOPP). The LOPP is a bridge between projects identified in the MTP and those funded in the Broward MPO’s TIP and FDOT’s State TIP (STIP). The TIP includes projects expected to be built over the next five years, is financially constrained, and addresses both local and regional transportation needs to support economic development.
- 6.0 Regional Transfers** – This Task contains shared regional activities (funded by regional partners) that the Broward MPO supports in conjunction with FDOT Districts Four and Six, the Miami-Dade Transportation Planning Organization (TPO), and the Palm Beach MPO. Current activities under this Task include the development of the Southeast Florida Regional Planning Model (SERPM) and the 2055 Regional Transportation Plan in coordination with the Miami-Dade TPO and the Palm Beach MPO.
- 7.0 Public Participation** – This Task contains all the MPO’s public involvement, education and outreach efforts to support all work Tasks including evaluating the effectiveness of the MPO’s public involvement efforts to successfully develop transportation projects that further the economic development needs of the region. Work includes updates to the MPO’s Public Participation Plan.
- 9.0 Local Services** – This Task contains MPO activities such as transportation planning services provided to MPO Member governments and activities related to the Metro Transportation Engineering & Construction Cooperative (MTECC), which is an independent organization as per Florida Statutes, that designs and constructs road projects. These services are fully funded by respective MPO Member governments through the execution of interlocal agreements with the Broward MPO and/or the collection of local contributions from MPO Member governments.

Planning Priorities for the Broward MPO Planning Area

Priorities reflected herein are consistent with Federal and State government programs and guidance as well as the Broward MPO's adopted MTP and Strategic Business Plan. The previous section summarized the planning priorities for the Broward MPO with more detail provided in the UPWP Planning Tasks listed in this document.

In addition to the planning priorities of the MPO, FDOT and other local agencies have identified planning activities they pursue in coordination with the MPO and other partners. To see the list of FDOT's planning activities, please refer to Appendix D. For other local planning efforts, refer to Appendix E.

Transportation Related Air Quality Planning Activities Anticipated in the Non-attainment Areas

The Broward MPO operates within the Miami Urbanized Area, presently classified as meeting air quality standards.

Planning Tasks to be Performed with Funds Under Title 23, U.S.C. and 49 U.S.C. §53

All administrative, data collection/analysis and Planning Tasks described above (Tasks 1.0 through 7.0) will be performed to some degree with funds under Title 23, U.S.C. and 49 U.S.C. §53. Details of this funding combined with other funding sources allocated to each of the Tasks are specified in the financial tables for each Task in Section D.

Statement of Consolidated Planning Grant (CPG) Participation

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

Public Participation Process Used in the Development of the UPWP

Development of the UPWP included outreach consistent with the Public Participation Plan (PPP) and soliciting input through the MPO Board and its committees, the production and distribution of an electronic flier via social media, and the MPO newsletter. Prior to UPWP adoption, the MPO advertised through newspapers and other media outlets for review and comment. Comments received from the outreach efforts have been compiled and were addressed within the UPWP as feasible. Or, if they fell outside the scope of the UPWP, they were directed to the appropriate implementing agency.

Federal Planning Factors

The Broward MPO is required to incorporate Federal guidance into the planning process. These Federal Planning Factors are updated from time to time as Federal guidance changes. Currently, the 10 Planning Factors considered during the development of plans and programs and reflected in the various Tasks of the Broward MPO's UPWP include:

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 storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Table 1 Federal Planning Factors

TASK DESCRIPTIONS		FEDERAL PLANNING FACTORS									
		1	2	3	4	5	6	7	8	9	10
1.0	MPO Administration	x	x	x	x	x	x	x	x	x	x
2.0	Data Collection and Analysis	x	x	x	x	x	x	x	x	x	x
3.0	Regional Planning	x	x	x	x	x	x	x	x	x	x
4.0	Community Planning	x	x	x	x	x	x	x	x	x	x
5.0	Transportation Improvement Program	x	x	x	x	x	x	x	x	x	x
6.0	Regional Planning Activities Transfers	x	x	x	x	x	x	x	x	x	x
7.0	Public Participation	x	x	x	x	x	x	x	x	x	x

Soft Match Definition, Amount Being Matched & Indirect Cost Rate

“Soft match” is other expenses that are related to a project but will not be charged to the project. Transportation Development Credits, also known as Toll Revenue Credits or the value of third-party in-kind contributions are considered soft matches.

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 to 100% to the extent credits are available. FDOT has adopted the policy to use toll credits for Statewide and metropolitan planning funds. The soft-match amount being utilized to match the FHWA funding in the UPWP is 81.93% of FHWA program funds. The Broward MPO will reimburse actual costs. Thus, no indirect rate will be utilized.

Soft-match amounts are listed as follows:

Table 2 Soft Match

Soft Match					
FDOT uses Transportation Development Credits (Toll Credits) to fulfill the required FHWA - PL & SU and FTA - 5307 non-federal share.					
Fund Type	Agency	Rate	FY 27	FY 28	
1 FHWA - PL*	FDOT	18.07%	\$ 755,397	\$	755,399
2 FHWA - SU*	FDOT	18.07%	\$ 1,874,714	\$	1,984,990
3 FTA - 5307**	FDOT	20.00%	\$ 88,555	\$	54,426
			\$ 2,718,666	\$	2,794,815
*FHWA - PL & SU Cash: 81.93%					
**FTA - 5307 Cash: 80.00%					

C. Organization & Management



Broward MPO Board & Organization

The Broward MPO is a metropolitan-level policy board of local, elected officials, established under the Federal requirements of 23 U.S.C. 134 for the utilization of Federal transportation funds in the urbanized area of Broward County. The State recognizes the Broward MPO as the forum for cooperative decision-making in area-wide transportation planning and programming, and the current structure is consistent with Fixing America's Surface Transportation (FAST) Act legislation.

The Broward MPO has twenty-five (25) voting members. Nineteen (19) voting members are apportioned to the cities according to municipal district maps. The largest cities in each municipal district are the voting members, and the next largest cities are the designated alternates. Five (5) members are apportioned to the County Commission, four (4) of whom also represent Broward County Transit (BCT) and other County transportation departments and one (1) of whom also represents the South Florida Regional Transportation Authority (SFRTA). The 25th Broward MPO voting member is a Broward County School Board member. Finally, there are thirteen (13) alternate municipal members who are eligible to vote when a representative(s) is(are) absent. FDOT has one (1) non-voting member.

See Table 4 below for the current MPO Board governance structure. For more information on the MPO Board, and to view a list of current Board Members, please visit <https://browardmpo.org/our-board>. Each of the voting and alternate members outlined above are parties to the Interlocal Agreement for the Creation of the Broward Metropolitan Planning Organization (Interlocal Agreement) which was effective on August 3, 1977, and amended thereafter, in part, to provide for the current membership of the Organization.

Table 4 MPO Governing Board Voting Members

District	Municipal District Cities	Population (2020)	Voting Members	Votes
1	Coral Springs	134,394	Voting Member	1
	Tamarac	71,897	Voting Member	1
	Margate	58,712	Voting Member	1
	North Lauderdale	44,794	Voting Member	1
	Parkland	34,670	Alternate	
2	Pompano Beach	112,046	Voting Member	1
	Deerfield Beach	86,859	Voting Member	1
	Coconut Creek	57,833	Voting Member	1
	Lighthouse Point	10,486	Alternate	
	Lauderdale-By-The-Sea	6,198	Alternate	
	Hillsboro Beach	1,987	Alternate	
3	Fort Lauderdale	182,760	Voting Member	2
	Sunrise	97,335	Voting Member	1
	Plantation	91,750	Voting Member	1
	Lauderhill	74,482	Voting Member	1
	Oakland Park	44,229	Voting Member	1
	Lauderdale Lakes	35,954	Alternate	
	Wilton Manors	11,426	Alternate	
	Sea Ranch Lakes	540	Alternate	
	Lazy Lakes	33	Alternate	
4	Hollywood	153,067	Voting Member	1
	Hallandale Beach	41,217	Voting Member	1
	Dania Beach	31,723	Alternate	
5	Pembroke Pines	171,178	Voting Member	1
	Miramar	134,721	Voting Member	1
	Davie	105,691	Voting Member	1
	Weston	68,107	Voting Member	1
	Cooper City	34,401	Alternate	
	West Park	15,130	Alternate	
	Southwest Ranches	7,607	Alternate	
	Pembroke Park	6,260	Alternate	
	Broward County Commission			4
	Broward County appointee to SFRTA			1
	School Board of Broward County			1
	FDOT (non-voting member)			
	Total Voting Members			25

Executive & Ad Hoc Committees

The Executive Committee is composed of several Broward MPO Board Members elected by their peers to advise the full MPO Governing Board primarily on business and governance decisions of the Broward MPO. They may also review future agenda items, current projects/initiatives, governance and policy issues, and approve agreements up to a certain amount as specified in the Broward MPO's Procurement Rules (<https://browardmpo.org/procurement/procurement-code>). For more information on the Executive Committee, and to view a list of current Executive Committee Members, please visit <https://browardmpo.org/our-committees/executive-committee>.

Temporary/ad hoc committees may be established by the MPO Governing Board Chair, in accordance with the adopted Rules of the Broward MPO, to address specific issues as needed.

Technical Advisory Committee

The Technical Advisory Committee (TAC) is composed of planners, engineers, and other professionals. This Committee advises the MPO Governing Board from a technical perspective on the decision-making process. For more information on the TAC, and to view a list of current TAC Members, please visit <https://browardmpo.org/our-committees/technical-advisory-committee>.

Citizens' Advisory Committee

The Citizens' Advisory Committee (CAC) is composed of citizen appointments from the MPO Board Members and appointments from service organizations and transportation interest groups. This Committee provides the community perspective on recommendations to the MPO Board. For more information on the CAC, and to view a list of current CAC Members, please visit <https://browardmpo.org/our-committees/citizen-s-advisory-committee-cac>.

Agreements Currently in Effect

For a list of agreements currently in effect between the Broward MPO and other agencies, please see Appendix F.

Operational Procedures & Bylaws

The Broward MPO is an independent agency and as such has developed its own personnel manual, policies, rules and procurement procedures consistent with Federal and State guidelines and requirements.

Rules of the Broward MPO (bylaws) are maintained by the Organization. The Rules spell out the vision and mission of the Broward MPO and describe the Membership and duties of the MPO Governing Board and its Advisory Committees. Quorum, voting and minutes requirements are also included. In addition, the Rules speak to MTP, Regional Transportation Plan (RTP), UPWP and TIP update procedures and policies as well as the duties and responsibilities of the Executive Director and General Counsel. For the latest Rules, please visit <https://browardmpo.org/about-the-mpo/rules>. In addition to the Rules, the Broward MPO adopted its own Procurement Rules which spell out the various types of procurement procedures applicable to the MPO. For the latest version of the Procurement Rules, please visit <https://browardmpo.org/procurement/procurement-code>.

The MPO is also required to have a Continuity of Operations Plan (COOP). The COOP outlines the steps that are to be taken by staff in the event of a long- or short-term emergency, crisis, disaster, or other debilitating loss of resources. In addition to ensuring the safety of MPO personnel, equipment, and records, the COOP ensures that the agency can remain functional so that it can assist with disaster response and recovery efforts. For more information on the COOP, please visit <https://browardmpo.org/about-the-mpo>.

The Broward MPO adopted a comprehensive Public Participation Plan (PPP) in the summer of 2026 as is Federally required every four years. Incorporating measurement tools for evaluating the effectiveness of the Broward MPO's public involvement techniques, the Plan prescribes assertive outreach to the communities within the County. Using the PPP enables the Broward MPO to determine the success of their activities. The PPP undergoes minor modifications on an ongoing basis when needed. Copies are available in eight regional County libraries and may be viewed on the Broward MPO website at <https://www.browardmpo.org/core-products/public-participation-plan-ppp>.

Lastly, the Broward MPO uses its own travel policy and procedures. The MPO utilizes the Federal General Services Administration rates for lodging, meals, and incidentals. For the MPO's current travel policy, please refer to Appendix G.

D. Planning Tasks



All MPO Planning Tasks include personnel services (including administration/oversight of capital projects), consultant services, travel, and other direct expenses. Tasks do not include capital funding for design, construction and construction engineering inspection. Capital funding is included in the MPO's Transportation Improvement Program.

Task 1.0 MPO Administration

<u>Purpose</u>
To implement the MPO's transportation planning vision by administering the activities identified in the two-year UPWP, managing a structurally independent organization, and communicating information to and between the MPO Governing Board and its advisory committees.
<u>Previous Work Completed</u>
Performed various administrative functions to ensure the ongoing operation of the agency, maintained compliance with Federal and State requirements, coordinated with partners, and performed activities as described in the UPWP.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Provide administrative services and management of all activities and work products identified in the UPWP. • Legal review of all agenda items and contracts. • Manage the day-to-day activities of the MPO, ensuring proper staffing, technical resources, and office infrastructure are available to complete UPWP activities. • Develop and improve the internal operations of the MPO to meet the demands of its mission while supporting the MPO's planning efforts, including any areas of focus identified by our Federal and State funding partners, and the changing transportation/economic environment. 	<ul style="list-style-type: none"> • General management of staff and work products as shown in UPWP. 	<ul style="list-style-type: none"> • Monthly

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Conduct procurement activities in accordance with applicable Federal and State laws and MPO's Procurement Rules. • Provide opportunities for staff to travel to conferences, meetings, and other business functions to stay abreast of developments within the industry as well as best practices. 		
<ul style="list-style-type: none"> • Implement and update the MPO's Strategic Business Plan, including the vision, mission, and structure of the Organization, and engage the MPO Board and/or staff through forums, meetings, retreats, trainings, etc. when necessary. • Keep staff informed of organization, regulatory, policy or workload updates or changes. 	<ul style="list-style-type: none"> • Maintain and update the MPO Strategic Business Plan. • Conduct staff and management meetings. 	<ul style="list-style-type: none"> • As needed • Quarterly
<ul style="list-style-type: none"> • Maintain and update office infrastructure, furniture, equipment and IT infrastructure including secured file server, digital storage, employee workstations, telephone, software packages, and Board Room technology/equipment. • Purchase/rent any equipment necessary to carry out public involvement activities including venue rentals and procurement and maintenance of fleet vehicle(s). 	<ul style="list-style-type: none"> • Maintain and update office IT architecture, hybrid local/cloud server storage, telephone, copiers, software, employee workstations, hosted email services, and Board Room technology/equipment. 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Complete State and Federal certification reviews and address comments and recommendations. 	<ul style="list-style-type: none"> • Complete annual State certification review. • Complete Federal certification review. 	<ul style="list-style-type: none"> • Feb 2027 & 2028 • May 2027
<ul style="list-style-type: none"> • Maintain and process amendments to the UPWP, coordinate with regional partners and incorporate all 	<ul style="list-style-type: none"> • Maintain, amend and modify the UPWP. 	<ul style="list-style-type: none"> • Monthly

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> applicable Federal and State requirements, rules and procedures. Develop next fiscal year UPWP and submit draft document to review agencies. Incorporate agency comments and submit final document to FHWA and FTA for approval. 	<ul style="list-style-type: none"> Develop new UPWP. 	<ul style="list-style-type: none"> May 2028
<ul style="list-style-type: none"> Update the MPO's Interlocal Agreement, Memorandum of Understanding (MOU), grant, and Joint Participation Agreements (JPAs). Prepare and submit financial reports, billings, and progress reports per existing agreements. 	<ul style="list-style-type: none"> Maintain and update agreements, insurances and JPAs. Create monthly progress reports, financial status reports, and monthly invoices. 	<ul style="list-style-type: none"> Monthly Monthly
<ul style="list-style-type: none"> Conduct annual Audit. Assist in any audits conducted by others on the MPO. 	<ul style="list-style-type: none"> Complete annual Audit. 	<ul style="list-style-type: none"> Mar 2027 & 2028
<ul style="list-style-type: none"> Maintain and conduct regular tests of the MPO's Continuity of Operation Plan (COOP). Update related operational documents as needed. 	<ul style="list-style-type: none"> Conduct annual dry run of COOP. Update COOP and related operational documentation accordingly. 	<ul style="list-style-type: none"> May 2027 & 2028
<ul style="list-style-type: none"> Schedule meetings, prepare material (agendas, backup material, minutes, reports, etc.) and maintain active membership for all MPO boards and committees. 	<ul style="list-style-type: none"> Prepare meeting materials and minutes for all MPO boards and committees. Maintain active agency memberships. 	<ul style="list-style-type: none"> Monthly Monthly

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward's 31 municipalities.

Task 1.0			
Estimated Budget Detail for FY 27			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	704,909	3,931,301	4,636,210
Subtotal:	704,909	3,931,301	4,636,210
B. Consultant Services			
Advancing Strategic Initiatives	-	321,194	321,194
Legal Consultant	200,000	-	200,000
IT Consultant	150,000	-	150,000
Subtotal:	350,000	321,194	671,194
C. Travel			
Travel, Training & Mileage	-	130,000	130,000
Subtotal:	-	130,000	130,000
D. Other Direct Expenses			
Occupancy	-	869,100	869,100
Operations and Maintenance	-	643,053	643,053
Furniture and Equipment > \$1,000	-	42,000	42,000
Furniture & Equipment > \$5,000	-	25,000	25,000
MPO Fleet Vehicle	-	35,000	35,000
Subtotal:	-	1,614,153	1,614,153
Total:	1,054,909	5,996,648	7,051,557

Task 1.0			
Estimated Budget Detail for FY 28			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	834,453	3,504,759	4,339,212
Subtotal:	834,453	3,504,759	4,339,212
B. Consultant Services			
Advancing Strategic Initiatives	-	-	-
Legal Consultant	200,000	-	200,000
IT Consultant	-	150,000	150,000
Subtotal:	200,000	150,000	350,000
C. Travel			
Travel, Training & Mileage	-	130,000	130,000
Subtotal:	-	130,000	130,000
D. Other Direct Expenses			
Occupancy	-	884,100	884,100
Operations and Maintenance	-	726,025	726,025
Furniture and Equipment > \$1,000	-	145,000	145,000
Furniture & Equipment > \$5,000	-	35,000	35,000
MPO Fleet Vehicle	-	-	-
Subtotal:	-	1,790,125	1,790,125
Total:	1,034,453	5,574,884	6,609,337

Task 1.0 Budget Category Description Detail	
A. Personnel Services	
Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
B. Consultant Services	
Advancing Strategic Initiatives	Consultant support will be provided on an as-needed basis via MPO-approved task work orders. Some examples of task work orders might include updates to the MPO's Strategic Business Plan, policies, procedures, staff and Board training.
Legal Consultant	Legal services provided to the MPO include attendance of the MPO's General Counsel at all MPO Board meetings and other meetings as required, the drafting of agreements, legal review of documents, support with personnel issues, and other legal activities as necessary to support the agency.
IT Consultant	Monthly hosting, maintenance, and support fees for organization-wide laptops, desktops, and other IT equipment, and technical support.
C. Travel	
Travel, Training & Mileage	Employee and MPO Board Member travel on Broward MPO business including training, conferences, seminars, MPOAC meetings, etc. outside the local area, and mileage inside the local area.
D. Other Direct Expenses	
Occupancy	Monthly rent, common area maintenance and electrical costs for Broward MPO office and Board Room facilities, and liability, property, and cyber insurances.
Operations and Maintenance	Agency ongoing operational costs: legal, administrative services, bank fees, line of credit repayment, financial audit fees, auto insurance fees, agency memberships to various business, technical and professional organizations and/or periodicals, IT managed services, software, equipment, warranties, telephone, internet and telecommunication related services, equipment and

Task 1.0 Budget Category Description Detail	
	<p>software maintenance, broadcasting services, social media, website hosting and maintenance, translation services, transcription services, newspaper subscriptions, meeting notices/broadcasts, meeting space rental, legal ads, human resources benefits, retiree insurance, administrative support, educational reimbursement, job recruitment, sponsorships, office furniture, office supplies, postage and shipping, professional printing, videography, photography, event expenses, etc.</p> <p>The MPO utilizes the following rentals/leases: Konica Minolta Copiers (2), Pitney Bowes DM100 Mailing System (1), AT&T Router (1), RingCentral phones (31) and RingCentral conference phones (2).</p>
Furniture and Equipment > \$1,000	Includes mostly IT items such as replacement monitors for the Board Room, spare laptops, additional peripherals, other IT equipment reserves, and office furniture and equipment.
Furniture and Equipment > \$5,000	Replacement of the MPO's now eight-year-old uninterruptable power supply unit which ensures safe, continuous operation of the sensitive equipment in the MPO Board Room.
MPO Fleet Vehicle	MPO fleet vehicle used by staff to attend various business functions such as meetings, trainings, conferences, and outreach events.

Task 2.0 Data Collection & Analysis

<u>Purpose</u>
To maintain on-going data collection programs, to monitor current and historic operational characteristics of the transportation network, to address performance measure requirements and to analyze the impacts of changing land use, transportation, and other conditions.
<u>Previous Work Completed</u>
Collected traffic count data. Developed countywide program to collect various counts, procured big data and Congestion Management Process (CMP) data software, completed Roadway Level of Service Analysis Report, and adopted performance measure targets to satisfy Federal requirements. In close coordination with FDOT, updated the Urban Area Boundary for Broward based on the latest data from the 2020 Census.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Coordinate with FDOT to obtain all required data to support the Federally required performance measures; support areas of focus identified by Federal and State funding partners, the CMP, and regional planning efforts (including staff time to manage shared funding efforts detailed in Task 6.0); and implement performance-based planning efforts such as the MTP, corridor studies, freight studies, etc. Produce an annual Performance Measures report documenting trends in transportation system performance and the MPO's progress in meeting FAST Act targets, including reporting performance measures using a dashboard on the Broward MPO's website to ensure public access. Coordinate with Broward County Transit (BCT) in setting Transit Asset Management (TAM) targets and Transit 	<ul style="list-style-type: none"> Adopt targets related to MAP-21, FAST Act and MPO goals on an annual basis for Safety, TAM, and Transit Safety performance measures. Produce Annual State of the System Report to track and report on the progress of performance measures (including FTA) such as TAM. 	<ul style="list-style-type: none"> Nov 2026 & 2027 Apr 2027 & 2028

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<p>Safety targets based on the Public Transit Agency Safety Plan as required by Federal law.</p> <ul style="list-style-type: none"> • Monitor, prepare, and update performance measures and standards for transit usage, transit facilities, and passenger amenities. Coordinate transit performance measures with transit properties. 		
<ul style="list-style-type: none"> • Collect traffic counts to support planning efforts. 	<ul style="list-style-type: none"> • Collect traffic, counts to support MPO programs and performance measures. 	<ul style="list-style-type: none"> • May 2027 & 2028
<ul style="list-style-type: none"> • Maintain and update the roadway functional classifications and jurisdictional assignments in cooperation with FDOT and FHWA. • Perform roadway level of service analyses using acceptable techniques, including the latest Highway Capacity Manual, FDOT Quality/Level of Service Handbook and the current Highway Safety Manual. 	<ul style="list-style-type: none"> • Update roadway functional classifications and boundary maps and obtain approval from FHWA. • Complete annual updates of the Roadway Level of Service Analysis Report. 	<ul style="list-style-type: none"> • May 2028 • May 2027 & 2028
<ul style="list-style-type: none"> • Obtain traffic crash data from FDOT. • Identify locations with high numbers of traffic crashes for safety improvements working with FDOT (State and Critical County Roads), Broward County (other county roads) and municipalities (major collectors). • Maintain traffic, transit and highway data, including traffic crash information, in a GIS environment. • Explore emerging mobility and the use of vehicle technologies and smart traffic control devices which can reduce potential crash incidences and improve safety. 	<ul style="list-style-type: none"> • Collect, list and map high crash locations, for all modes, along County and City roads using available traffic crash data. • Monitor emerging mobility vehicle technologies and participate in efforts to promote the use of these technologies. 	<ul style="list-style-type: none"> • Jun 2028 • Monthly

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Coordinate with FDOT (Safety, Statistics and Transportation System Management and Operations [TSM&O] Offices), Broward County Traffic Engineering Division and local governments on data collection efforts. • Coordinate with BCT and SFRTA to obtain all relevant transit related data and analyze ridership data for localized areas, corridors, or sub-regions leading to the planning and execution of projects that increase transportation choices and enhance system connectivity. • Update and maintain GIS software for transportation planning data collection. • Obtain and analyze Census data for demographic changes that impact traffic operations, demand for transportation services and traffic projections. 	<ul style="list-style-type: none"> • Collect and integrate safety, Census, origin/destination, household and other data into planning projects and share data with other agencies. 	<ul style="list-style-type: none"> • Annually
<ul style="list-style-type: none"> • Review traffic studies and evaluate proposed amendments to the Broward County Trafficways Plan and Land Use Plan using the travel demand model. 	<ul style="list-style-type: none"> • Evaluate amendments to County Trafficways Plan and Land Use Plan that assure corridor protection and support the goals of the MPO's MTP. 	<ul style="list-style-type: none"> • As needed
<ul style="list-style-type: none"> • Evaluate proposed capacity improvement projects using Efficient Transportation Decision-Making (ETDM) planning screen. 	<ul style="list-style-type: none"> • With FDOT guidance, annually identify off-system project(s), coordinate with FDOT District Four, and develop project summary for submission to the ETDM system. 	<ul style="list-style-type: none"> • As needed

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward's 31 municipalities.

Task 2.0			
Estimated Budget Detail for FY 27			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	51,329	290,866	342,195
Subtotal:	51,329	290,866	342,195
B. Consultant Services			
Performance Measures Data	-	16,200	16,200
Traffic Count Support	150,000	-	150,000
Cellphone Data Collection	110,000	-	110,000
Subtotal:	260,000	16,200	276,200
Total:	311,329	307,066	618,395

Task 2.0			
Estimated Budget Detail for FY 28			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	86,360	368,165	454,525
Subtotal:	86,360	368,165	454,525
B. Consultant Services			
Performance Measures Data	-	16,200	16,200
Traffic Count Support	-	75,000	75,000
Cellphone Data Collection	-	121,000	121,000
Subtotal:	-	212,200	212,200
Total:	86,360	580,365	666,725

Task 2.0 Budget Category Description Detail

A. Personnel Services

Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
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B. Consultant Services

Performance Measures Data	Annual subscription for data visualization platform to host the MPO's Performance Measures Dashboard and annually update progress toward performance measure targets. In addition, the platform will assist with the following steps regarding the Congestion Management Program (CMP): developing performance measures, collecting data/monitoring system performance, analyzing congestion problems and needs, identifying and assessing CMP strategies, programing and implementing CMP strategies, and evaluating strategy effectiveness.
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Traffic Count Support	Consultant will collect traffic counts at the direction of MPO staff.
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Cellphone Data Collection	Annual subscription for cellphone data that geolocates travel patterns and conducts origin/destination analysis. The data will increase the accuracy of validation for the traffic model and provide a greater level of detail than current data sources for long-range planning and short-term project selection and concept development.
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Task 3.0 Regional Planning

Purpose

To maintain, update and implement the current MTP, develop future MTPs, develop a tri-MPO/Miami Urbanized Area Regional Transportation Plan (RTP), and conduct ongoing freight coordination through the FTAC, MPOAC Freight Committee, and our partners.

Previous Work Completed

Managed the 2045 RTP update in coordination with the Palm Beach and Miami-Dade MPOs, adopted a 2050 MTP which included all Federally mandated performance measures, and developed and submitted discretionary grant applications. Amended and modified 2050 MTP in accordance with Federal guidelines. Completed a Congestion Management Process (CMP). Developed socio-economic data inputs for the development of the SERPM 9 Model used in the 2050 MTP. Completed Infrastructure Hardening Plan to identify critical and vulnerable transportation infrastructure for integration and prioritization in the 2055 MTP.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Develop the 2055 Metropolitan Transportation Plan including revenue forecasting, SERPM, public participation, needs assessment, cost feasible plan, draft 2055 MTP document, and final adoption in December 2029. Update, maintain, and implement the 2050 MTP. This includes, but is not limited to, updates to the allocation of Federal and State funding for cost feasible transportation projects which are identified using a transportation model (SERPM). Update MTP performance measures criteria based on new regulations and timelines/targets. Incorporate performance-based planning and programming toward the achievement of transportation system performance outcomes. 	<ul style="list-style-type: none"> MTP public participation and education. 2055 MTP adoption. Process amendments for the 2050 MTP. Update Performance Measures criteria. 	<ul style="list-style-type: none"> Monthly Jun 2028 Feb 2027 & 2028 As needed

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Advance infrastructure hardening project recommendations including transportation policy, planning, prioritization, and stakeholders and public outreach; rehabilitation or reconstruction of existing facilities in high-risk areas; new facilities in new rights-of-way in high-risk areas; system operations; and system maintenance. 	<ul style="list-style-type: none"> • Advance infrastructure hardening project recommendations. 	<ul style="list-style-type: none"> • As needed
<ul style="list-style-type: none"> • Coordinate with Miami-Dade TPO, Palm Beach MPO, FDOT, and other regional agencies on regional planning activities such as performance measures and updates and amendments to the RTP in support of a regional transportation planning and public involvement process, enhancing the integration of local and regional transportation planning and ensuring multi-jurisdictional coordination for the Miami Urbanized Area. This includes the SERPM transportation model development and maintenance shared funding efforts detailed in Task 6.0. 	<ul style="list-style-type: none"> • Coordinate with regional planning partners and provide support to the Southeast Florida Transportation Council (SEFTC), its technical committee, and subcommittees as they conduct regional transportation planning activities. 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Ensure the safe and efficient movement of goods, considering all freight transportation modes including trucking, rail, waterborne, air and pipeline and including the inter-jurisdictional coordination and cooperation between the freight industry and Broward’s seaport and airports. • Coordinate with neighboring MPOs and the FDOT on regional freight issues including the impacts of emerging mobility on the industry, the development and monitoring of performance measures, etc. • Coordinate with agencies and municipalities on data collection efforts and plans and studies affecting the port and airports as well as port and airport efforts affecting local partners. 	<ul style="list-style-type: none"> • Participate with FDOT, SFRTA, the airport and the port in the development of a series of reports outlining freight issues germane to Broward County and Southeast Florida and outline future approach for consideration into the MPO planning process. 	<ul style="list-style-type: none"> • As needed

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Participate in the update and implementation of the Florida Transportation Plan as well as planning and implementation effort for the Strategic Intermodal System. Provide support services to the MPO's FTAC and the MPOAC Freight Committee including the annual Freight Priorities Program. 	<ul style="list-style-type: none"> Provide support for the MPO's FTAC and the MPOAC Statewide Freight Committee. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> SMART METRO Regional Digital Twin – Continue development of an IT-based platform of integrated data sources, analytics and modeling tools that will enable the Broward MPO and its partners to perform complex scenario planning to inform transportation-related and other investment decisions. 	<ul style="list-style-type: none"> Development of Digital Twin and associated work products. 	<ul style="list-style-type: none"> Ongoing

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward's 31 municipalities.

Task 3.0				
Estimated Budget Detail for FY 27				
Budget Category and Description	FHWA			Total
	PL	SU	FHWA*	
A. Personnel Services				
Salary & Fringe	69,723	395,100	200,000	664,823
Subtotal:	69,723	395,100	200,000	664,823
B. Consultant Services				
2055 MTP	-	-	-	-
MPOAC Freight Committee Support	95,000	-	-	95,000
Regional Digital Twin SMART	-	-	5,000,000	5,000,000
Prioritization Process Pilot Program (PPPP)	-	-	1,800,000	1,800,000
Subtotal:	95,000	-	6,800,000	6,895,000
Total:	164,723	395,100	7,000,000	7,559,823

* Discretionary Grants - **FHWA:** SMART & PPPP Grants

Task 3.0				
Estimated Budget Detail for FY 28				
Budget Category and Description	FHWA			Total
	PL	SU	FHWA*	
A. Personnel Services				
Salary & Fringe	74,937	319,469	-	394,406
Subtotal:	74,937	319,469	-	394,406
B. Consultant Services				
2055 MTP	-	300,000		300,000
MPOAC Freight Committee Support	-	105,000		105,000
Regional Digital Twin SMART	-	-	5,000,000	5,000,000
Prioritization Process Pilot Program (PPPP)	-	-	-	-
Subtotal:	-	405,000	5,000,000	5,405,000
Total:	74,937	724,469	5,000,000	5,799,406
* Discretionary Grant - FHWA: Smart Grant				

Task 3.0 Budget Category Description Detail

A. Personnel Services

Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
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B. Consultant Services

2055 MTP	Develop, maintain, and update (every five years) the Broward MPO's 25-year MTP. This includes, but is not limited to, updates to the allocation of Federal and State funding for cost feasible transportation projects over the next 25 years to address Broward's future growth and transportation needs which are identified using a transportation model (SERPM) and includes a five-year update of the RTP between the Miami-Dade TPO, Broward MPO, and Palm Beach MPO.
MPOAC Freight Committee Support	The consultant will provide support for the MPOAC Freight Committee meetings and for the annual Freight Priorities Program.
Regional Digital Twin SMART	At-scale platform implementation to advance SMART METRO Digital Twin's capabilities to ensure projects meet or exceed performance metrics related to safety, efficiency, and optimization of the transportation network and benefits-to-costs, while integrating impacts across economic development, land use, stormwater management, and environmental assets. (Subject to funding appropriations.)
Prioritization Process Pilot Program (PPPP)	Develop a data-driven, transparent, and automated prioritization tool to support the development of the MPO's prioritization processes. The tool will evaluate, score, and rank transportation projects using measurable criteria aligned with Federal, State, regional, and local goals to bridge geospatial evaluation with community needs.

Task 4.0 Community Planning

<u>Purpose</u>
To work with our communities on the planning, implementation and management of efficient transportation solutions. Priorities include support for MPO member governments in development of transportation plans for their communities to support economic growth, safety, and address road congestion.
<u>Previous Work Completed:</u>
Evaluated and selected projects and programmed funding for various competitive funding programs, hosted in-person and virtual trainings and community engagement events. Continued to implement projects inclusive of all elements. Completed transportation master plans that establish clear, data-driven implementation strategies. Advanced concept development for projects identified in the 2050 MTP to move them toward design and project delivery.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Advance transportation projects identified in the MTP and ensure coordination with implementing agencies to program, fund, and monitor implementation through the LOPP and TIP. 	<ul style="list-style-type: none"> • Advance transportation projects to implementation. 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Provide education opportunities and technical assistance for transportation project administration and delivery. • Continue working with FDOT and partner agencies to ensure seamless connections of the transportation system. • Manage, promote and update technical resources. 	<ul style="list-style-type: none"> • Conduct implementation activities such as training and guidance. • Monitor the implementation of transportation projects. 	<ul style="list-style-type: none"> • Monthly • Monthly
<ul style="list-style-type: none"> • Monitor projects implemented as part of the 2016 Transportation Investment Generating Economic Recovery (TIGER) Grant. Monitor of projects is required under the TIGER grant agreement. 	<ul style="list-style-type: none"> • Continue monitoring projects from the 2016 TIGER Grant. 	<ul style="list-style-type: none"> • Monthly

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Provide subrecipient monitoring for FTA 5307 funded projects including, planning, project development, cost estimating, FTA application, project design and construction monitoring and processing funding reimbursements in accordance with FTA regulations. Carryover activity. • Work with municipalities and transit operators to develop and implement Transportation Development Plans (TDP), transit corridors, and community circulator service. • Manage MPO user accounts and regularly submit through the FTA's Transit Award Management System (TrAMS) required FTA documentation. 	<ul style="list-style-type: none"> • Monitor all subrecipients of FTA 5307 funding including all activities. • Review and assist with TDP development with SFRTA and BCT. • Manage TrAMS and FTA-required documentation. 	<ul style="list-style-type: none"> • Monthly • Monthly • Quarterly
<ul style="list-style-type: none"> • Update, manage and implement MPO competitive funding programs in coordination with FDOT. • Annually solicit for applications, evaluate, rank and receive approval for the list of projects to advance. 	<ul style="list-style-type: none"> • Update competitive funding programs consistent with the direction in the MTP. • Complete annual cycles of competitive funding programs. 	<ul style="list-style-type: none"> • Jun 2028 • Apr 2027 & 2028
<ul style="list-style-type: none"> • Coordinate with FDOT, Broward County and local governments in the development and implementation of advanced traffic management systems and TSM&O options for congested corridors. 	<ul style="list-style-type: none"> • Review TSM&O plans for consistency as necessary. 	<ul style="list-style-type: none"> • As needed
<ul style="list-style-type: none"> • Conduct required activities as specified in the Florida Commission for the Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged (CTD). 	<ul style="list-style-type: none"> • Enter into Grant Agreement with the CTD on an annual basis and complete all required tasks. • Facilitate Local Coordinating Board meetings. 	<ul style="list-style-type: none"> • Quarterly • Quarterly

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
	<ul style="list-style-type: none"> Attend annual required training. 	<ul style="list-style-type: none"> Annually 2026 & 2027
<ul style="list-style-type: none"> Support local planning efforts by local partners such as transportation master plans, safety studies, feasibility studies, corridor studies, subarea plans, origin-and-destination studies, and traffic studies. 	<ul style="list-style-type: none"> Provide support for local transportation masterplans and other planning efforts. 	<ul style="list-style-type: none"> Jun 2028
<ul style="list-style-type: none"> Ensure compliance with all required Federal programs. 	<ul style="list-style-type: none"> Update all required Federal plans, programs, and documents. 	<ul style="list-style-type: none"> Jun 2028
<ul style="list-style-type: none"> Monitor Federal and State legislation to identify bills that impact local transportation funding. Monitor transportation grant opportunities. Provide regional coordination and prepare grant applications to secure funding for transportation projects and programs. 	<ul style="list-style-type: none"> Analyze transportation bills/legislation and apply for grant opportunities when feasible to remain competitive with other urban areas throughout the county. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Concept Development – Conduct planning and conceptual/pre-design project development studies on MTP safety and high-priority projects to advance and prepare these projects for design and construction by the MPO’s implementing partners. These studies will build upon previous planning and refine specific transportation needs or deficiencies and prepare plans with recommended improvements and associated planning-level cost estimates. The project development team will lead efforts to monitor projects through their lifecycle (i.e., planning through construction) including monitoring public support, funding, development of regular reports, and risk management. 	<ul style="list-style-type: none"> Project concept development plans and planning-level cost estimates for safety projects for submittal to implementing partners. 	<ul style="list-style-type: none"> Jun 2028

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Continue to develop Commute Broward to advance the congestion management goals of the MPO with the support of the Greater Fort Lauderdale Transportation Management Association (TMA). Promote Commute Broward program and its activities with local/regional planning partners, businesses, and the public and ensure consistency with the MPO's planning efforts. 	<ul style="list-style-type: none"> Provide support for the Commute Broward program. 	<ul style="list-style-type: none"> Ongoing through Jun 2028
<ul style="list-style-type: none"> Conduct Fort Lauderdale railroad underpass feasibility study for five intersections crossing the Florida East Coast (FEC) Railway corridor in central Broward County within the City of Fort Lauderdale. 	<ul style="list-style-type: none"> Development of a development concept alternative for five roadway underpasses under the FEC Railway. 	<ul style="list-style-type: none"> Jun 2027
<ul style="list-style-type: none"> Conduct studies along corridors to identify and recommend corridor and intersection improvements that enhance safety and traffic operations, explore opportunities for economic development along the corridor, and incorporate infrastructure hardening strategies to harden the roadway against extreme weather events. Findings will guide future investments and support coordinated planning with local and regional partners. 	<ul style="list-style-type: none"> Conduct corridor studies that identify needs, examine opportunities for infrastructure hardening, result in conceptual planning-level designs, etc. 	<ul style="list-style-type: none"> Feb 2027
<ul style="list-style-type: none"> Update and maintain the CMP to identify strategies that manage congestion and improve safety, mobility, and connectivity. Advance the projects/countermeasures developed in the CMP for further study and implementation. 	<ul style="list-style-type: none"> Update CMP. Advance CMP projects into the MTP or TIP. 	<ul style="list-style-type: none"> Jun 2028 Annually

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward's 31 municipalities.

Task 4.0

Estimated Budget Detail for FY 27

Budget Category and Description	FHWA			FTA	FRA	HUD	State	Total
	PL	SU	FHWA*	5307**	FRA*	HUD*	CTD	
A. Personnel Services								
Salary & Fringe	135,765	769,337	21,210	354,218	388,235	197,682	67,893	1,934,340
Subtotal:	135,765	769,337	21,210	354,218	388,235	197,682	67,893	1,934,340
B. Consultant Services								
General Planning Support	170,000	-						170,000
Project Concept Development	560,000	-						560,000
Greater Ft. Laud. Transp. Management. Assn.	50,000	-						50,000
***Transportation Masterplans	175,000	-						175,000
Reconnecting Communities	-	-	675,000					675,000
Broward Safety Action Plan Update	-	-	-					-
Subtotal:	955,000	-	675,000	-	-	-	-	1,630,000
Total:	1,090,765	769,337	696,210	354,218	388,235	197,682	67,893	3,564,340

* Discretionary Grants: **FHWA:** Reconnecting Comm., **FRA:** Rail Crossing Elimination Program, **HUD:** Lyons Road Safety

** **FTA** Grants: Pembroke Pines Hub, SE 17th Street Hub, Sunrise Hub (Josh Lee)

***These funds satisfy §11206(b), 2.5% PL funding set aside requirement for planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The required 2.5% PL allocation for FY 26/27 is \$85,625. Total funding in FY 26/27 is \$175,000 of \$3,424,993 PL.

Task 4.0

Estimated Budget Detail for FY 28

Budget Category and Description	FHWA			FTA	HUD	FRA	State	Total
	PL	SU	FHWA*	5307**	HUD*	FRA*	CTD	
A. Personnel Services								
Salary & Fringe	204,693	872,638	-	277,703	-	-	67,893	1,422,927
Subtotal:	204,693	872,638	-	277,703	-	-	67,893	1,422,927
B. Consultant Services								
General Planning Support	170,000	-	-	-	-	-	-	170,000
Project Concept Development	560,000	-	-	-	-	-	-	560,000
Greater Ft. Laud. Transp. Management. Assn.	50,000	-	-	-	-	-	-	50,000
***Transportation Masterplans	175,000	-	-	-	-	-	-	175,000
Reconnecting Communities	-	-	-	-	-	-	-	-
Broward Safety Action Plan Update	200,000	-	-	-	-	-	-	200,000
Subtotal:	1,155,000	-	-	-	-	-	-	1,155,000
Total:	1,359,693	872,638	-	277,703	-	-	67,893	2,577,927

* Discretionary Grants: **FHWA:** FTL Railroad Underpass Study, **FRA:** Rail Crossing Elimination Program, **HUD:** Lyons Road Safety

** **FTA** Grants: Pembroke Pines Hub, SE 17th Street Hub, Sunrise Hub (Josh Lee)

***These funds satisfy §11206(b), 2.5% PL funding set aside requirement for planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The required 2.5% PL allocation for FY 27/28 is \$85,625. Total funding in FY 27/28 is \$175,000 of \$3,424,993 PL.

FTA Project Summary

Project: Pembroke Pines Hub

Sponsor: Broward MPO

Grant Recipient: Broward MPO (Direct Recipient)

Grant Subrecipient: City of Pembroke Pines

Award Number: FL-2020-012-01

FM Number: 4334293

Completed by: Approximately 30 months from Notice to Proceed, but no later than March 30, 2036.

Study / Plan Short Title: Pembroke Pines Mobility Hub Capital Improvements

Programmed Year: FY 2019 STIP (page 939)

Status: In-progress, Final Design Underway in FY 2026, Construction Anticipated in FY 2027

Project Schedule: Period of Performance Start Date, Feb 12, 2020; Current End Date, March 30, 2036

Brief scope of work / deliverables: Capital improvements of the priority recommendations from the Pembroke Pines Mobility Hub Plan. These capital improvements are a combination of mobility, safety, and transit elements to improve the safety, connectivity, and quality of service for the transit rider.

Federal Share (80%): \$2,624,000 **Funding Source:** FHWA transfer to FTA (FTAT "FLEX")

Nonfederal Share (20%): \$656,000 **Funding Source:** State Toll Revenue Credits (Soft Match / Letter dated February 8, 2024, signed by FDOT, Gabrielle Matthews)

Total Amount: \$3,280,000

FTA Project Summary

Project: 17th Street Hub (FTL)

Sponsor: Broward MPO

Grant Recipient: Broward MPO (Direct Recipient)

Grant Subrecipient: City of Fort Lauderdale

Award Number: FL-2020-012-01

FM Numbers: 4334282

Completed by: Approximately 30 months from Notice to Proceed, but no later than March 30, 2036.

Study / Plan Short Title: 17th Street Mobility Hub Capital Improvements

Programmed Year:

FY 2019 STIP (page 939) / FLEX \$3,000,000 (Portion of FY 2019 Flex FHWA FL19-008)

FY 2021 STIP (page 851) / FLEX \$4,560,000 (FY 2021 Flex FHWA FL21-003)

Status: In-progress, Final Design Underway in FY 2026, Construction Anticipated in FY 2027

Project Schedule: Period of Performance Start Date, Feb 12, 2020; Current End Date, March 30, 2036

Brief scope of work / deliverables: Capital improvements of the priority recommendations from the SW/SE 17th Street Mobility Hub Concept Plan. These capital improvements are a combination of mobility, safety, and transit elements to improve the safety, connectivity, and quality of service for the transit rider.

Federal Share (80%): \$7,560,000 **Funding Source:** FHWA transfer to FTA (FTAT "FLEX" FL19-008 & FL21-003)

Nonfederal Share (20%): \$1,890,000 **Funding Source:** State Toll Revenue Credits (Soft Match / Letter dated February 8, 2024, signed by FDOT, Gabrielle Matthews)

Total Amount: \$9,450,000

FTA Project Summary

Project: Sunrise Hub (Josh Lee)

Sponsor: City of Sunrise

Grant Recipient: Broward MPO (Direct Recipient)

Grant Subrecipient: City of Sunrise

Award Number: FL-2025-036 (Community Project Funding award #2023-CMPJ-030)

FM Numbers: 456334-1

Completed by: Approximately 24 months from Notice to Proceed, but no later than March 30, 2036.

Study / Plan Short Title: Josh Lee Boulevard Capital Improvements

Programmed Year: FY 2025 (STIP page 884)

Status: In-progress, Final Design Underway in FY 2026, Construction Anticipated in FY 2027

Project Schedule: Approximately 24 months from Notice to Proceed, but no later than March 30, 2036.

Brief scope of work / deliverables: Capital improvements for Josh Lee Boulevard, including lane elimination, ADA enhancements, pedestrian lighting, sidewalks, protected and buffered multiuse path, transit shelters and amenities, functional landscape opportunity areas to improve the safety, connectivity, and quality of service for the transit rider.

Federal Share: \$2,500,000 **Funding Source:** Consolidated Appropriations Act, 2023, Community Project Funding award #2023-CMPJ-030.

Nonfederal Share: \$2,200,000 **Funding Source:** City of Sunrise Local Fund

Total Amount: \$4,700,000 (Based on 2022 City of Sunrise Engineering Estimate)

Task 4.0 Budget Category Description Detail

A. Personnel Services

Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
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B. Consultant Services

General Planning Support	Provide technical support for coordination and implementation of projects, including facilitation of stakeholder meetings, monitoring and tracking project progress; the development of grant applications; and the development of strategies to reduce congestion as well as training and outreach assistance with CMP projects.
Concept Development	Conduct planning and conceptual/pre-design project development studies on MTP safety and high-priority projects to advance and prepare these projects for design and construction by the MPO's implementing partners. These studies will build upon previous planning and refine specific transportation needs or deficiencies and prepare plans with recommended improvements and associated planning-level cost estimates. The project development team will lead efforts to monitor projects through their lifecycle (i.e., planning through construction) including monitoring public support, funding, development of regular reports, and risk management.
Greater Ft. Laud. Transp. Management Assn.	The consultant will use the findings from the Transportation Demand Management Study conducted by the Greater Fort Lauderdale TMA and Broward MPO to examine how transportation demand management (TDM) strategies influence business competitiveness, workforce retention, household prosperity, and broader economic development outcomes. The study will also make strategic recommendations for where and how to execute TDM measures. The study will catalogue existing transportation management initiatives (TMIs), transportation management associations (TMAs), and TDM-related programs active in the Miami Urbanized Area together with relevant planning studies, capital projects, and statewide guidance documents.

Task 4.0 Budget Category Description Detail	
	Analysis will map these efforts against countywide travel patterns, first/last-mile conditions, family commuting needs, and designated growth areas. The study will make strategic recommendations for where and how to execute TDM measures and provide decision-makers with clear, actionable strategies to deploy TMs and TMAs as tools for improving transportation efficiency, enhancing business competitiveness, and advancing family prosperity in Broward County.
Transportation Master Plans	Supplement staff to perform technical analysis, concept development, scope of work, cost estimates, graphic renderings, and report writing.
Reconnecting Communities	Consultant will assist in the planning, community outreach, and developing planning-level concepts and cost estimates of roadway underpasses beneath the existing FEC Railway corridor at five locations.
Broward Safety Action Plan Update	Update the High Injury Network/High Risk Network to cover 2022-2026 and develop a tool to automate. Update Safety Analysis and determine changes over time. Update prioritization to identify three additional corridors for concept development. Update online tools on BSAP website, including Safety Dashboard and Speed Map. Review and update lists of Policy, Program and Project recommendations. Administer BSAP oversight committee and evaluate progress of BSAP on an annual basis.

Task 5.0 Transportation Improvement Program

<u>Purpose</u>		
To annually update the five-year Transportation Improvement Program (TIP) and the List of Priority Projects (LOPP) for all modes of transportation.		
<u>Previous Work Completed</u>		
Developed and adopted the TIP, LOPP, and published the Annual Listing of Obligated Projects.		
<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Annually prepare a draft Broward MPO TIP that includes programming of surface transportation priorities for review and adoption by the MPO Board. Coordinate with FDOT on Work Program development in preparation for MPO Board review and approval of FDOT's draft Tentative Work Program. Annually request input for the draft TIP from transportation partners (i.e., municipalities and local governments), ensuring that all projects are consistent with adopted plans and address, where feasible, areas of focus identified by our Federal and State funding partners. Coordinate with transportation partners on other TIP projects. Ensure the TIP is consistent with the adopted MTP. Educate the public and incorporate their input into the TIP in accordance with Federal standards. Annually produce municipal TIP reports. 	<ul style="list-style-type: none"> Adopt the FY 2027 – FY 2031 TIP, including performance measures, targets, and progress towards achieving them. Adopt the FY 2028 – FY 2032 TIP including performance measures, targets, and progress towards achieving them. Approve the FY 2028-2032 Draft Tentative Work Program. Approve the FY 2029-2033 Draft Tentative Work Program. Upload Municipal FY 2027-2031 TIP report on Broward MPO website. 	<ul style="list-style-type: none"> Jul 2026 Jul 2027 Dec 2026 Oct 2027 Oct 2026

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
	<ul style="list-style-type: none"> • Upload Municipal FY 2028-2032 TIP report on Broward MPO website. 	<ul style="list-style-type: none"> • Oct 2027
<ul style="list-style-type: none"> • Annually develop and adopt a LOPP in coordination with our transportation partners that considers areas of focus identified by our Federal and State funding partners. • Annual review and update to project scopes and cost estimates. 	<ul style="list-style-type: none"> • Annually update and adopt LOPP. • Update database. 	<ul style="list-style-type: none"> • Jun 2027 & 2028 • Jun 2027 & 2028
<ul style="list-style-type: none"> • Prepare and publish the Annual Listing of Obligated Projects in local newspapers, on the MPO’s website, and in the TIP. 	<ul style="list-style-type: none"> • Publish the 2026 and 2027 Annual Listing of Obligated Projects for which Federal funds were obligated in the previous Federal fiscal year. 	<ul style="list-style-type: none"> • Nov 2026 & 2027
<ul style="list-style-type: none"> • Process amendments/modifications to the TIP. 	<ul style="list-style-type: none"> • Amend/modify TIP. 	<ul style="list-style-type: none"> • As needed
<ul style="list-style-type: none"> • Apply performance-based programming as per the FAST Act, including analysis of project delivery of programmed projects in the TIP. 	<ul style="list-style-type: none"> • Conduct analysis of the TIP. 	<ul style="list-style-type: none"> • Jun 2027 & 2028
<ul style="list-style-type: none"> • Update and utilize the Interactive TIP tool. • Further enhance project tracking application that tracks projects from the MTP through the TIP implementation process. The project tracker includes a database of project information including scope of work, cost estimates, and meeting notes with partners. • Create GIS data and maps that support the TIP and the LOPP. 	<ul style="list-style-type: none"> • Update and verify geography for existing projects in the TIP and update Interactive TIP tool map accordingly. • Continue enhancing the project tracker tool. 	<ul style="list-style-type: none"> • Jun 2027 & 2028 • Jun 2028

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.

Task 5.0			
Estimated Budget Detail for FY 27			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	28,642	162,306	190,948
Subtotal:	28,642	162,306	190,948
B. Consultant Services			
Interactive TIP	10,000	-	10,000
Project Tracker	50,000	-	50,000
Subtotal:	60,000	-	60,000
Total:	88,642	162,306	250,948

Task 5.0			
Estimated Budget Detail for FY 28			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	62,465	266,300	328,765
Subtotal:	62,465	266,300	328,765
B. Consultant Services			
Interactive TIP	-	10,000	10,000
Project Tracker	50,000	-	50,000
Subtotal:	50,000	10,000	60,000
Total:	112,465	276,300	388,765

Task 5.0 Budget Category Description Detail

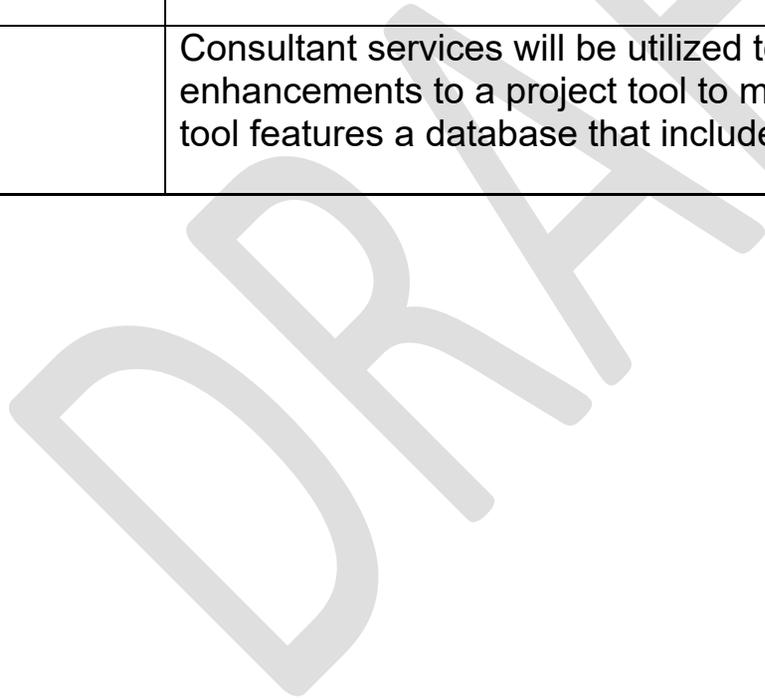
A. Personnel Services

Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
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B. Consultant Services

Interactive TIP	Monthly maintenance and hosting for the MPO's Interactive TIP tool. The Interactive TIP is a tool that assists all TIP users, especially the public, to find and review TIP projects and to better keep track of the Federal, State and local funds. Consulting services include database management, hosting of the Interactive TIP and data transfer from FDOT's Work Program.
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Project Tracker	Consultant services will be utilized to assist MPO staff with making further enhancements to a project tool to monitor projects from the MTP to TIP. This tool features a database that includes scopes of work, cost estimates, etc.
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Task 6.0 Regional Transfers

<u>Purpose</u>
To fund, in collaboration with regional partners, the maintenance of the SERPM transportation model to forecast regional travel patterns.
<u>Previous Work Completed</u>
Development and maintenance of the SERPM 9.0 model which the Southeast Florida MPOs used to develop their 2050 MTPs. Development and maintenance of the 2050 RTP.

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • FDOT District Four is leading this activity. Fund, in coordination with regional partners (FDOT Districts Four and Six, the Miami-Dade TPO, and Palm Beach MPO), the development of SERPM. The SERPM model is the tool that the MPOs within Southeast Florida use to forecast future growth and transportation needs. SERPM is updated every five years to support the development of RTPs and MTPs, and other regional planning efforts. (Staff activities related to SERPM are contained in Task 3.0.) 	<ul style="list-style-type: none"> • Fund the development of SERPM 10. 	<ul style="list-style-type: none"> • Annually
<ul style="list-style-type: none"> • Palm Beach MPO will be leading this activity. Fund, in coordination with regional partners (the Miami-Dade TPO and Palm Beach MPO), the development of the 2055 RTP. Provide administrative and technical support to develop the 2055 RTP, including input on 2055 goals and objectives, regional priority projects, and financial forecasts. 	<ul style="list-style-type: none"> • Fund the development of the 2055 RTP. 	<ul style="list-style-type: none"> • June 2028

Responsible agencies: Broward Metropolitan Planning Organization in consultation with the Florida Department of Transportation (Districts Four and Six), the Miami-Dade TPO, and the Palm Beach MPO.

Task 6.0							
Estimated Budget Detail for FY 27							
MPO Regional Activities Fund Transfers			FHWA		State		Total
			PL	SU	D	DS	
SERPM 10 Development - Lead Agency: FDOT D-4 *							
Transfer to:	FDOT (D-4)	448678-2-12-01			125,000		125,000
Transfer from:	<i>FDOT (D-6)</i>	448678-2-12-01				125,000	125,000
Transfer from:	<i>Miami-Dade TPO</i>	448678-6-12-01		100,000			100,000
Transfer from:	Broward MPO	448678-4-12-01		85,000			85,000
Transfer from:	<i>Palm Beach MPO</i>	448678-5-12-01		65,000			65,000
	Subtotal:		0	250,000	125,000	125,000	500,000
2055 Regional Transportation Plan Development - Lead Agency: Palm Beach MPO							
Transfer to:	<i>Palm Beach MPO</i>						-
Transfer from:	Broward MPO						-
Transfer from:	<i>Miami-Dade TPO</i>						-
	Subtotal:		0	0	0	0	0
	Total:		0	250,000	125,000	125,000	500,000

* Funds to be transferred in FY 2027 to FPN 448678-4

Task 6.0							
Estimated Budget Detail for FY 28							
MPO Regional Activities Fund Transfers			FHWA		State		Total
			PL	SU	D	DS	
SERPM 10 Development - Lead Agency: FDOT D-4							
Transfer to:	FDOT (D-4)	448678-2-12-01					-
Transfer from:	<i>FDOT (D-6)</i>	448678-2-12-01					-
Transfer from:	<i>Miami-Dade TPO</i>	448678-6-12-01					-
Transfer from:	Broward MPO	448678-4-12-01					-
Transfer from:	<i>Palm Beach MPO</i>	448678-5-12-01					-
Subtotal:			0	0	0	0	0
2055 Regional Transportation Plan Development - Lead Agency: Palm Beach MPO *							
Transfer to:	<i>Palm Beach MPO</i>			166,668			166,668
Transfer from:	Broward MPO	D426-014-B		166,666			166,666
Transfer from:	<i>Miami-Dade TPO</i>			166,666			166,666
Subtotal:			0	500,000	0	0	500,000
Total:			0	500,000	0	0	500,000

* Funds to be transferred to separate FPN D426-014-B

Task 6.0 Budget Category Description Detail

Regional Transfers

SERPM 10 Development	Coordinate with regional partners (FDOT Districts Four and Six, the Miami-Dade TPO, and Palm Beach MPO) on the development of SERPM. The SERPM model is the tool that the MPOs within Southeast Florida use to forecast future growth and transportation needs. SERPM is updated every five years to support the development of regional and local transportation plans, and other regional planning efforts. For this UPWP cycle, FDOT District Four serves as the lead agency for SERPM development. The Broward MPO will transfer \$85,000 to FDOT District Four in FY 27 for this effort.
2055 RTP Development	While the three MPOs of the Miami Urbanized Area remain as separate entities because of the unique situations in each county, each acknowledge the need for strong regional coordination to ensure the region's transportation system functions seamlessly. The three MPOs continue to collaborate, develop and maintain the RTP. For the 2055 RTP update, the Palm Beach MPO serves as the lead agency and provides administrative services for SEFTC and its subcommittees. The Broward MPO will transfer \$166,666 in FY 28 to the Palm Beach MPO for this effort.

Task 7.0 Public Participation

<p><u>Purpose</u></p> <p>To create opportunities for the public to learn and provide feedback about transportation issues, proposals, plans, programs, and projects.</p>
<p><u>Previous Work Completed</u></p> <p>Provided information and solicited public input on plans, programs, and projects and engaged stakeholders and members of the public through public meetings, community events, social media, e-blasts, newsletters, press releases, videos, and other methods.</p>

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Maintain, implement, and update (when necessary) the MPO’s PPP for all tasks and activities identified in the UPWP by creating public awareness of the MPO plans and programs (through various forms of social media, participation in various MPO and partner events, training sessions, and other methods), providing information (such as brochures, newsletters, maps, etc.), and collecting feedback from the public and other stakeholders. • Involve and educate the public in the development of transportation plans and programs such as the MTP, TIP, UPWP, RTP, grant funded programs, and other transportation related programs and plans. • Coordinate and host both in-person and virtual outreach events throughout Broward County. 	<ul style="list-style-type: none"> • Produce communications media such as e-blasts, newsletters, press releases, graphics and renderings, videos, social media posts, and broadcasts to highlight, provide information, and solicit feedback on MPO plans, programs, initiatives, activities and events. • Host in-person and virtual education and outreach events. 	<ul style="list-style-type: none"> • Monthly • Quarterly through Jun 2028

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> Administer, maintain, and publish regular updates to the MPO website. 	<ul style="list-style-type: none"> Update and maintain MPO communications tools. 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> Engage in general public outreach to seek out new, innovative means of interacting with and involving the public in the transportation planning process. 	<ul style="list-style-type: none"> Develop and implement innovative public outreach. 	<ul style="list-style-type: none"> Ongoing

Responsible agencies: Broward Metropolitan Planning Organization in coordination with the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, South Florida Regional Transportation Authority, Broward County, and Broward’s 31 municipalities.

DRAFT

Task 7.0			
Estimated Budget Detail for FY 27			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	114,625	649,543	764,168
Subtotal:	114,625	649,543	764,168
B. Consultant Services			
Website Support	-	50,000	50,000
PIO Consultant	-	60,000	60,000
MODS Education Program	-	25,000	25,000
Public Outreach Support	600,000	-	600,000
Subtotal:	600,000	135,000	735,000
Total:	714,625	784,543	1,499,168

Task 7.0			
Estimated Budget Detail for FY 28			
Budget Category and Description	FHWA		Total
	PL	SU	
A. Personnel Services			
Salary & Fringe	157,085	669,678	826,763
Subtotal:	157,085	669,678	826,763
B. Consultant Services			
Website Support	-	50,000	50,000
PIO Consultant	-	60,000	60,000
MODS Education Program	-	25,000	25,000
Public Outreach Support	600,000	-	600,000
Subtotal:	600,000	135,000	735,000
Total:	757,085	804,678	1,561,763

Task 7.0 Budget Category Description Detail

A. Personnel Services

Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
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B. Consultant Services

Website Support	Ongoing hosting, support, and maintenance of the MPO's website.
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PIO Consultant	Consultant will support the MPO's public involvement team and provide other guidance and support as requested to meet the needs of the public involvement team in real time.
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MODS Education Program	Collaborative effort with the Fort Lauderdale Museum of Discovery and Science to create an education program geared towards youth that focuses on current and future transportation issues facing our region.
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Public Outreach Support	The consultant will assist the MPO with strategies, activities and tools such as e-townhalls and educational videos on MPO core products, programs and initiatives, helping the MPO maintain a proactive and consistent presence on the MPO's existing social media platforms; provide comprehensive and rigorous media and advertising; assist with website updates; assist the MPO in the evaluation of public outreach and communication efforts; and develop project visualizations such as renderings and/or videos to showcase Broward MPO projects.
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Task 9.0 Local Activities

<u>Purpose</u>		
<p>To provide Broward County and municipal member governments with various transportation planning and advocacy services fully funded by respective member governments through interlocal agreements. This includes, through MTECC, an alternative method to project development and delivery with an emphasis on Federally funded (often LAP) off-State highway system transportation projects.</p>		
<u>Previous Work Completed</u>		
<p>Developed evaluation criteria, reviewed, ranked and submitted recommended program of municipal projects to Broward County for Surtax funding as part of an interlocal agreement with the County. Held multiple outreach and information gathering meetings with participating municipal governments as part of an interlocal agreement for transportation planning services. Adopted Federal and State legislative priorities annually and worked with advocacy consultants to promote priorities in Washington D.C. and Tallahassee.</p>		
<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Consultants to perform MPO Board- and Executive Committee-directed advocacy services in support of State and Federal legislative issues, transportation funding and other related issues. • Consultants to provide regular legislative updates to the MPO Executive Committee and MPO Board. 	<ul style="list-style-type: none"> • Promote Federal and State legislative priorities. 	<ul style="list-style-type: none"> • Ongoing
<ul style="list-style-type: none"> • Lead efforts to prepare, review, update and maintain interlocal agreements between the MPO, MTECC, FDOT, and member governments, as required, including legal support. • Negotiate new tri-party MTECC LAP agreement with FDOT for use with municipal partners. 	<ul style="list-style-type: none"> • Host MTECC Board meetings including preparation of meeting space, staffing for meeting, agenda preparation, public notice, preparation of minutes, etc. for about eight meetings per year. 	<ul style="list-style-type: none"> • About eight times per year through Jun 2028

<u>Required Activities</u>	<u>Work Product(s)</u>	<u>Completion Date(s)</u>
<ul style="list-style-type: none"> • Provide administrative support through staff and consulting resources consistent with MPO commitments to member governments. • Provide various financial accounting and recordkeeping services through staff and consultant resources to ensure the proper expenditure of funding for services provided through the interlocal agreements. • Provide overall administrative services and staffing to review and support the activities of the interlocal agreements. • Provide contract and procurement support, guidance, and implementation consistent with all Federal, State and local laws, as applicable, as provided for in interlocal agreements. 		
<ul style="list-style-type: none"> • Carry out activities, provide support and coordination between member governments, the MPO and MTECC. • Provide updates to the MPO Executive Committee and MPO Board as necessary. 	<ul style="list-style-type: none"> • Participate in coordination meetings with MTECC, FDOT and member governments. Prepare and review interlocal agreements to support LAP delivery of Federally funded off-State highway system multimodal transportation and safety projects. 	<ul style="list-style-type: none"> • Ongoing
<ul style="list-style-type: none"> • Provide technical assistance to Broward MPO Member governments for local activities such as, but not limited to, transportation masterplans, studies, and other technical assistance. 	<ul style="list-style-type: none"> • Provide ongoing technical assistance to MPO Member governments for local activities. 	<ul style="list-style-type: none"> • Ongoing

Responsible agencies: Broward Metropolitan Planning Organization in consultation with current and future parties to interlocal agreements, MTECC, FDOT and member governments.

Task 9.0			
Estimated Budget Detail for FY 27			
Budget Category and Description	Local		Total
	Local Contribution	*MTECC Services	
A. Personnel Services			
Salary & Fringe		52,135	52,135
Subtotal:	-	52,135	52,135
B. Consultant Services			
State of Florida Advocacy	50,000		50,000
Federal Advocacy	120,000		120,000
Subtotal:	170,000	-	170,000
C. Travel			
Travel & Training	10,000		10,000
Subtotal:	10,000	-	10,000
D. Other Direct Expenses			
Memberships	8,500		8,500
Refreshments	10,000		10,000
MTECC Expenses	-	1,000	1,000
Subtotal:	18,500	1,000	19,500
Total:	198,500	53,135	251,635
*Metropolitan Transportation Engineering and Construction Collaborative (MTECC)			

Task 9.0			
Estimated Budget Detail for FY 28			
Budget Category and Description	Local		Total
	Local Contribution	*MTECC Services	
A. Personnel Services			
Salary & Fringe		56,204	56,204
Subtotal:	-	56,204	56,204
B. Consultant Services			
State of Florida Advocacy	50,000		50,000
Federal Advocacy	120,000		120,000
Subtotal:	170,000	-	170,000
C. Travel			
Travel & Training	10,000		10,000
Subtotal:	10,000	-	10,000
D. Other Direct Expenses			
Memberships	8,500		8,500
Refreshments	10,000		10,000
MTECC Expense		1,000	1,000
Subtotal:	18,500	1,000	19,500
Total:	198,500	57,204	255,704
*Metropolitan Transportation Engineering and Construction Collaborative (MTECC)			

Task 9.0 Budget Category Description Detail

A. Personnel Services

Salary & Fringe	MPO Employee Gross Salaries & Fringe Benefits
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B. Consultant Services

State of Florida Advocacy	Using its local contribution dollars, the MPO employs advocacy teams to monitor and influence State legislation with the goal being to enable favorable policy outcomes for the Broward region.
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Federal Advocacy	Using its local contribution dollars, the MPO employs advocacy teams to monitor and influence Federal legislation with the goal being to enable favorable policy outcomes for the Broward region.
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C. Travel

Advocacy Travel	Travel for advocacy purposes will be covered with local contribution dollars.
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D. Other Direct Expenses

Memberships	Memberships in various professional organizations.
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Refreshments	Refreshments for various meetings or events.
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MTECC Expenses	MPO direct expenses associated with various MTECC activities.
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E. Summary Financial Tables



**TABLE 1A
FY 2027 AGENCY PARTICIPATION**

TASK	DESCRIPTION	FHWA	FTA	FDOT	CITY	FRA		HUD	STATE	LOCAL		TOTAL	CONSULTANT
		PL, SU, DG*	5307	SOFT MATCH**	MATCH***	FRA	MATCH^	HUD^^	CTD	CONTRIBUTION	MTECC	MINUS MATCH*	AMOUNT
GRANT													
1.0	MPO Administration	7,051,557		1,555,253								7,051,557	671,194
2.0	Data Collection and Analysis	618,395		136,390								618,395	276,200
3.0	Regional Planning	7,559,823		123,471								7,559,823	6,895,000
4.0	Community Planning	2,556,312	354,218	498,809	148,750	388,235	97,059	197,682	67,893			3,564,340	1,630,000
5.0	Transportation Improvement Program	250,948		55,347								250,948	60,000
7.0	Public Participation	1,499,168		330,649								1,499,168	735,000
	PLANNING TOTALS	19,536,203	354,218	2,699,919	148,750	388,235	97,059	197,682	67,893	-	-	20,544,231	10,267,394
REGIONAL TRANSFERS & LOCAL													
6.0	Regional Transfers^^^	85,000		18,747								85,000	85,000
9.0	Local Activities									198,500	53,135	251,635	170,000
	TOTALS	19,621,203	354,218	2,718,666	148,750	388,235	97,059	197,682	67,893	198,500	53,135	20,880,866	10,522,394

* PL - Planning, SU - Surface Transportation (Urban Area), DG - Discretionary/Competitive Grant
 ** FDOT Non-Cash Match - FHWA & FTA
 *** City of Fort Lauderdale 20% match for the Reconnecting Communities Grant
 ^ Cities along the FEC and Broward Co. 20% local match for the Rail Crossing Elimination grant
 ^^ City of Sunrise 20% match for the Sunrise (Josh Lee) grant
 ^^ Original allocation of SU funds are included in Regional Transfers under Task 6.0 in the amount of \$85,000 to be transferred to a separate FPN#.

**TABLE 1B
FY 2028 AGENCY PARTICIPATION**

TASK	DESCRIPTION	FHWA	FTA	FDOT	CITY	FRA		HUD	STATE	LOCAL		TOTAL	CONSULTANT
		PL, SU, DG*	5307	SOFT MATCH**	MATCH***	FRA	MATCH^	HUD^^	CTD	CONTRIBUTION	MTECC	MINUS MATCH	AMOUNT
GRANT													
1.0	MPO Administration	6,609,337		1,457,719								6,609,337	350,000
2.0	Data Collection and Analysis	666,725		147,049								666,725	212,200
3.0	Regional Planning	5,799,406		176,313								5,799,406	5,405,000
4.0	Community Planning	2,232,331	277,703	546,777					67,893			2,577,927	1,155,000
5.0	Transportation Improvement Program	388,765		85,744								388,765	60,000
7.0	Public Participation	1,561,763		344,454								1,561,763	735,000
	PLANNING TOTALS	17,258,327	277,703	2,758,056	-	-	-	-	67,893	-	-	17,603,923	7,917,200
REGIONAL TRANSFERS & LOCAL													
6.0	Regional Transfers^^^	166,666		36,759								166,666	166,666
9.0	Local Activities									198,500	57,204	255,704	170,000
	TOTALS	17,424,993	277,703	2,794,815	-	-	-	-	67,893	198,500	57,204	18,026,293	8,253,866

* PL - Planning, SU - Surface Transportation (Urban Area), DG - Discretionary/Competitive Grant
 ** FDOT Non-Cash Match
 *** City of Fort Lauderdale 20% match for the Reconnecting Communities Grant
 ^ Cities along the FEC and Broward Co. 20% local match for the Rail Crossing Elimination grant
 ^^ City of Sunrise 20% match for the Sunrise (Josh Lee) grant
 ^^ Original allocation of SU funds are included in Regional Transfers under Task 6.0 in the amount of \$166,666 to be transferred to a separate FPN#.

**TABLE 2A
FY 2027 FUND SUMMARY**

TASK	DESCRIPTION	FY 2027 FUND SUMMARY														LOCAL		TOTAL
		PL		FHWA SU		FHWA^		FTA 5307^^			FRA FRA^		HUD HUD^	STATE CTD	Local Contribution	MTECC Services	MINUS SOFT MATCH	
		Federal (81.93%)	*FDOT Soft Match (18.07%)	Federal (81.93%)	*FDOT Soft Match (18.07%)	Federal	**City of FTL Local Match (20%)	Federal (80%)	*FDOT Soft Match (20%)	***City of Sunrise Match (20%)	Federal (80%)	***Broward Co. Soft Match (20%)	Federal (100%)	State (100%)				
GRANTS																		
1.0	MPO Administration	1,054,909	232,665	5,996,648	1,322,588													7,051,557
2.0	Data Collection & Analysis	311,329	68,665	307,066	67,725													618,395
3.0	Regional Planning	164,723	36,330	395,100	87,141	7,000,000												7,559,823
4.0	Community Planning	1,090,765	240,573	769,337	169,681	696,210	125,000	354,218	88,555	23,750	388,235	97,059	197,682	67,893				3,564,340
5.0	Transportation Improvement Program	88,642	19,550	162,306	35,797													250,948
7.0	Public Participation	714,625	157,614	784,543	173,035													1,499,168
PLANNING TOTALS		3,424,993	755,397	8,415,000	1,855,967	7,696,210	125,000	354,218	88,555	23,750	388,235	97,059	197,682	67,893	-	-		20,544,231
REGIONAL TRANSFERS & LOCAL																		
6.0	Regional Transfers***			85,000	18,747													85,000
9.0	Local Activities														198,500	53,135		251,635
TOTALS		3,424,993	755,397	8,500,000	1,874,714	7,696,210	125,000	354,218	88,555	23,750	388,235	97,059	197,682	67,893	198,500	53,135		20,880,866

* FDOT uses Transportation Development Credits to fulfill the required FHWA PL & SU and FTA 5307 non-Federal share
 ** City of Ft. Lauderdale to provide required 20% local match for the Reconnecting Communities grant
 *** Cities along the FEC and Broward Co. to provide required 20% local match for the Rail Crossing Elimination grant
 **** City of Sunrise 20% match for the Sunrise (Josh Lee) grant
 ^ Discretionary Grants: **FHWA** : Smart (Task 3.0), Reconnecting Communities and PPPP (Task 4.0), **HUD** : Lyons Road Safety, **FRA** : Rail Crossing Elimination Program
 ^^ FTA 5307 Grants: Pembroke Pines Hub, Ft. Lauderdale Hub Extension, SE 17th Street Hub, Sunrise Hub (Josh Lee)
 ^^ Original allocation of SU funds are included in Regional Transfers under Task 6.0 in the amount of \$85,000 to be transferred to a separate FPN#.

**TABLE 2B
FY 2028 FUND SUMMARY**

TASK	DESCRIPTION	FY 2028 FUND SUMMARY														LOCAL		TOTAL
		PL		FHWA SU		FHWA^		FTA 5307^^			FRA FRA^		HUD HUD^	STATE CTD	Local Contribution	MTECC Services	MINUS SOFT MATCH	
		Federal (81.93%)	*FDOT Soft Match (18.07%)	Federal (81.93%)	*FDOT Soft Match (18.07%)	Federal	**City of FTL Local Match (20%)	Federal (80%)	*FDOT Soft Match (20%)	***City of Sunrise Match (20%)	Federal (80%)	***Broward Co. Soft Match (20%)	Federal (100%)	State (100%)				
GRANTS																		
1.0	MPO Administration	1,034,453	228,153	5,574,884	1,229,566													6,609,337
2.0	Data Collection & Analysis	86,360	19,047	580,365	128,002													666,725
3.0	Regional Planning	74,937	16,528	724,469	159,785	5,000,000												5,799,406
4.0	Community Planning	1,359,693	299,887	872,638	192,464			277,703	54,426					67,893				2,577,927
5.0	Transportation Improvement Program	112,465	24,805	276,300	60,939													388,765
7.0	Public Participation	757,085	166,979	804,678	177,475													1,561,763
PLANNING TOTALS		3,424,993	755,399	8,833,334	1,948,231	5,000,000	-	277,703	54,426	-	-	-	-	67,893	-	-		17,603,923
REGIONAL TRANSFERS & LOCAL																		
6.0	Regional Transfers***			166,666	36,759													166,666
9.0	Local Activities														198,500	57,204		255,704
TOTALS		3,424,993	755,399	9,000,000	1,984,990	5,000,000	-	277,703	54,426	-	-	-	-	67,893	198,500	57,204		18,026,293

* FDOT uses Transportation Development Credits to fulfill the required FHWA PL & SU and FTA 5307 non-Federal share
 ** City of Ft. Lauderdale to provide required 20% local match for the Reconnecting Communities grant
 *** Cities along the FEC and Broward Co. to provide required 20% local match for the Rail Crossing Elimination grant
 **** City of Sunrise 20% match for the Sunrise (Josh Lee) grant
 ^ Discretionary Grants: **FHWA** : Smart (Task 3.0), Reconnecting Communities and PPPP (Task 4.0), **HUD** : Lyons Road Safety, **FRA** : Rail Crossing Elimination Program
 ^^ FTA 5307 Grants: Pembroke Pines Hub, Ft. Lauderdale Hub Extension, SE 17th Street Hub, Sunrise Hub (Josh Lee)
 ^^ Original allocation of SU funds are included in Regional Transfers under Task 6.0 in the amount of \$166,666 to be transferred to a separate FPN#.

**TABLE 3A
FY 2027 OPERATING BUDGET**

Budget Category and Description	FHWA			FTA	FRA	HUD	STATE	LOCAL	Total
	PL	SU	*DG	5307	*DG	*DG	CTD	Local	
Task 1.0 MPO Administration									
Personnel Services	704,909	3,931,301							4,636,210
Consultant Services	350,000	321,194							671,194
Travel & Training	-	130,000							130,000
Direct Expenses	-	1,614,153							1,614,153
Occupancy	-	869,100							869,100
Operation & Maintenance	-	643,053							643,053
Furniture & Equipment > \$1,000	-	42,000							42,000
Furniture & Equipment > \$5,000	-	25,000							25,000
MPO Fleet Vehicle	-	35,000							35,000
Task Total	1,054,909	5,996,648	-	-	-	-	-	-	7,051,557
Task 2.0 Data Collection & Analysis									
Personnel Services	51,329	290,866							342,195
Consultant Services	260,000	16,200							276,200
Task Total	311,329	307,066	-	-	-	-	-	-	618,395
Task 3.0 Regional Planning									
Personnel Services	69,723	395,100	200,000						664,823
Consultant Services	95,000	-	6,800,000						6,895,000
Task Total	164,723	395,100	7,000,000	-	-	-	-	-	7,559,823
Task 4.0 Community Planning									
Personnel Services	135,765	769,337	21,210	354,218	388,235	197,682	67,893		1,934,340
Consultant Services	955,000	-	675,000	-	-	-	-		1,630,000
Task Total	1,090,765	769,337	696,210	354,218	388,235	197,682	67,893	-	3,564,340
Task 5.0 Transportation Improvement Program									
Personnel Services	28,642	162,306							190,948
Consultant Services	60,000	-							60,000
Task Total	88,642	162,306	-	-	-	-	-	-	250,948
Task 7.0 Public Participation									
Personnel Services	114,625	649,543							764,168
Consultant Services	600,000	135,000							735,000
Task Total	714,625	784,543	-	-	-	-	-	-	1,499,168
PLANNING TOTALS	3,424,993	8,415,000	7,696,210	354,218	388,235	197,682	67,893	-	20,544,231
Task 6.0 Regional Transfers									
**Regional Transfers		85,000							85,000
Task Total	-	85,000	-	-	-	-	-	-	85,000
Task 9.0 Local Activities									
Personnel Services								52,135	52,135
Consultant Services								170,000	170,000
Travel & Training								10,000	10,000
Direct Expenses								19,500	19,500
MTECC Expense								1,000	1,000
Memberships								8,500	8,500
Refreshments								10,000	10,000
Task Total	-	-	-	-	-	-	-	251,635	251,635
TOTAL BUDGET	3,424,993	8,500,000	7,696,210	354,218	388,235	197,682	67,893	251,635	20,880,866

* Discretionary Grants

**Original allocation of SU funds are included in Regional Transfers under Task 6.0 in the amount of \$85,000 to be transferred to a separate FPN#.

**TABLE 3B
FY 2028 OPERATING BUDGET**

Budget Category and Description	FHWA			FTA	FRA	HUD	STATE	LOCAL	Total
	PL	SU	*DG	5307	*DG	*DG	CTD	Local	
Task 1.0 MPO Administration									
Personnel Services	834,453	3,504,759							4,339,212
Consultant Services	200,000	150,000							350,000
Travel & Training	-	130,000							130,000
Direct Expenses	-	1,790,125							1,790,125
<i>Occupancy</i>	-	884,100							884,100
<i>Operation & Maintenance</i>	-	726,025							726,025
<i>Furniture & Equipment > \$1,000</i>	-	145,000							145,000
<i>Furniture & Equipment > \$5,000</i>	-	35,000							35,000
<i>MPO Fleet Vehicle</i>	-	-							-
Task Total	1,034,453	5,574,884	-	-	-	-	-	-	6,609,337
Task 2.0 Data Collection & Analysis									
Personnel Services	86,360	368,165		-					454,525
Consultant Services	-	212,200							212,200
Task Total	86,360	580,365	-	-	-	-	-	-	666,725
Task 3.0 Regional Planning									
Personnel Services	74,937	319,469	-						394,406
Consultant Services	-	405,000	5,000,000						5,405,000
Task Total	74,937	724,469	5,000,000	-	-	-	-	-	5,799,406
Task 4.0 Community Planning									
Personnel Services	204,693	872,638	-	277,703	-	-	67,893		1,422,927
Consultant Services	1,155,000	-	-	-	-	-	-		1,155,000
Task Total	1,359,693	872,638	-	277,703	-	-	67,893	-	2,577,927
Task 5.0 Transportation Improvement Program									
Personnel Services	62,465	266,300							328,765
Consultant Services	50,000	10,000							60,000
Task Total	112,465	276,300	-	-	-	-	-	-	388,765
Task 7.0 Public Participation									
Personnel Services	157,085	669,678							826,763
Consultant Services	600,000	135,000							735,000
Task Total	757,085	804,678	-	-	-	-	-	-	1,561,763
PLANNING TOTALS	3,424,993	8,833,334	5,000,000	277,703	-	-	67,893	-	17,603,923
Task 6.0 Regional Transfers									
**Regional Transfers	-	166,666							166,666
Task Total	-	166,666	-	-	-	-	-	-	166,666
Task 9.0 Local Activities									
Personnel Services								56,204	56,204
Consultant Services								170,000	170,000
Travel & Training								10,000	10,000
Direct Expenses								19,500	19,500
<i>MTECC Expense</i>								1,000	1,000
<i>Memberships</i>								8,500	8,500
<i>Refreshments</i>								10,000	10,000
Task Total	-	-	-	-	-	-	-	255,704	255,704
TOTAL BUDGET	3,424,993	9,000,000	5,000,000	277,703	-	-	67,893	255,704	18,026,293

*Discretionary Grants

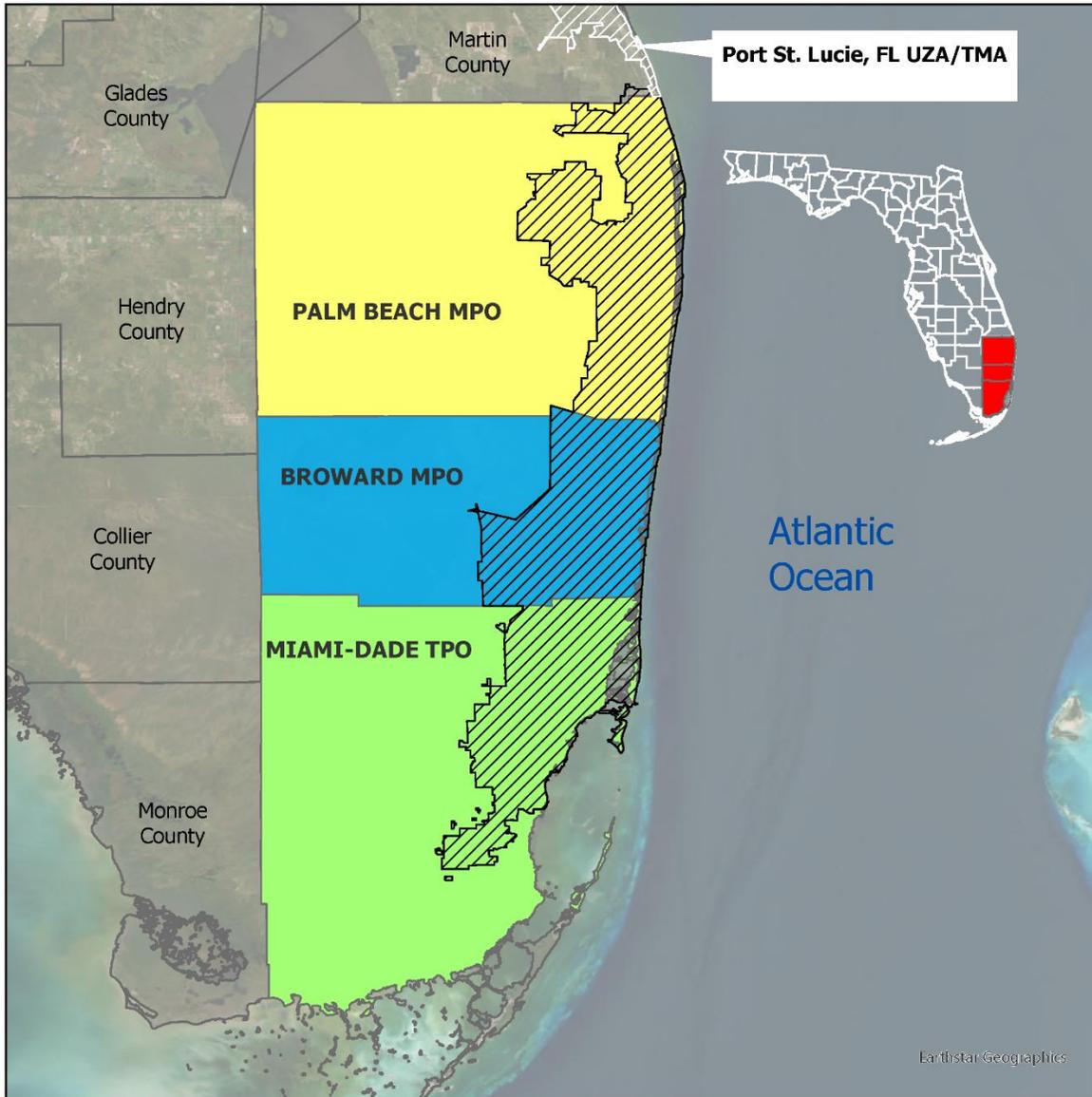
**Original allocation of SU funds are included in Regional Transfers under Task 6.0 in the amount of \$166,666 to be transferred to a separate FPN#.

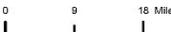
F. Appendices



Appendix A – Miami Urbanized Area/Transportation Management Area Map

Appendix A Miami Urbanized Area/Transportation Management Area Map



<p>Prepared By:</p>  <p>Broward MPO Metropolitan Planning Organization BrowardMPO.org</p>	<p>Legend</p> <ul style="list-style-type: none">  Miami-Dade UZA / TMA  Port St. Lucie UZA / TMA <p>Metropolitan Planning Areas (MPA)</p> <ul style="list-style-type: none">  Broward MPO  Miami-Dade TPO  Palm Beach MPO 	<p><small>This map is provided "as is" without warranty or any representation of accuracy, timeliness, or completeness. The MPO makes no warranties, expressed, or implied, as to the use of this map. The owner of this map acknowledges and accepts the limitations of the map, including the fact that the data coverages are dynamic and in constant state of maintenance, correction, and update. For complaints, questions or concerns about civil rights or nondiscrimination, or for special requests under the American with Disabilities Act, please contact Carl Ema Admin Officer/Title VI Coordinator at (854) 876-0033 or emac@browardmpo.org</small></p> <p>Map Date: January 28, 2008 Image Date: N/A Created by: Broward MPO</p>	 
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Appendix B – FHWA, FTA & FDOT Comments

Comments from FHWA, FTA, and FDOT will be added here once their review of the UPWP is complete.

DRAFT

Appendix C – Acronyms

APR	Annual Progress Report	LOPP	List of Priority Projects
BCR	Broward Commuter Rail	LRT	Light-rail Transit
BCT	Broward County Transit	MPO	Metropolitan Planning Organization
BRT	Bus Rapid Transit	MPOAC	Metropolitan Planning Organization Advisory Council
BSAP	Broward Safety Action Plan	MTECC	Metro Transportation Eng. & Construction Cooperative
CAC	Citizens' Advisory Committee	MTP	Metropolitan Transportation Plan
CFR	Code of Federal Regulations	NEPA	National Environmental Policy Act
CIG	Capital Investment Grants	PD&E	Project Development and Environment
CMP	Congestion Management Process	PL	Metropolitan Planning Funds
COOP	Continuity of Operations Plan	PPP	Public Participation Plan
CPG	Consolidated Planning Grant	PPPP	Prioritization Process Pilot Program
CTD	Florida Commission for the Transportation Disadvantaged	PREMO	Premium Mobility Program
ETDM	Efficient Transportation Decision Making	RTP	Regional Transportation Plan
FAP	Federal Aid Project	SEFTC	Southeast Florida Transportation Council
FAST	Fixing America's Surface Transportation Act	SERPM	Southeast Regional Planning Model
FDOT	Florida Department of Transportation	SFRTA	South Florida Regional Transportation Authority
FEC	Florida East Coast Railway	SU	Surface Transportation Program Urban Funds
FHWA	Federal Highway Administration	TAC	Technical Advisory Committee
FONSI	Finding of No Significant Impact	TAM	Transit Asset Management
FPN	Financial Project Number	TDM	Transportation Demand Management
FTA	Federal Transit Administration	TDP	Transit Development Plan
FTAC	Freight Transportation Advisory Committee	TIGER	Transportation Investment Generating Economic Recovery
GIS	Geographical Information System	TIP	Transportation Improvement Program
GPC	General Planning Consultant	TMA	Transportation Management Association
HFB	High-frequency Bus	TMI	Transportation Management Initiative
IT	Information Technology	TPO	Transportation Planning Organization
JPA	Joint Participation Agreement	TSM&O	Transportation System Management and Operations
LAP	Local Agency Program	UPWP	Unified Planning Work Program

Appendix D – FDOT District Four Planning Activities

Planning Activities:

1. Strategic Intermodal System 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 – Maintenance and Support
7. Federal Functional Classification (including Urban Boundary Updates)
8. Traffic Characteristic Inventory Program
9. Roadway Characteristics Inventory
10. Geographic Information System Application Development and System Maintenance
11. Promoting and Coordinating Safety for all Modes of Transportation, including Bicycle and Pedestrian
12. Transportation Alternatives Program Development
13. Complete Streets Studies
14. Modal Development and Technical Support
15. Commuter Services
16. Efficient Transportation Decision Making/Community Impact Assessment
17. Growth Management Impact Reviews
18. Annual Traffic Count Program
19. Resiliency
20. Land Use (Consistency throughout State, county, and local municipalities)
21. Transportation System Management and Operation

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

- The Seven goals of the Florida Transportation Plan.
- The 2024 Florida Planning Emphasis Areas (published by the United States Department of Transportation in the December 30, 2021 Letter).
- The FDOT Secretary's list of the "vital few" agency emphasis areas.

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Appendix E – Broward County Agencies Planning Activities (Non-MPO)

Broward County Transit

1. Broward County Transit Development Plan

Project Description: Broward County Transit (BCT) conducts a major update of its Transit Development Plan (TDP) every five years and an Annual Progress Report (APR) yearly. Effective July 9, 2024, the State legislature implemented changes to Florida Administrative Code 14-73.001 that revised the requirements for TDP Major Updates and APRs. These revisions streamline the APR by removing several previous requirements and establishing the primary purpose of the APR as an update and extension of the Ten-Year Operating and Capital Program. BCT has chosen to retain certain elements of the previous APR requirements, such as the inclusion of an assessment on the performance of goals and objectives over the past year. In addition, the TDP ensures BCT's eligibility for State Transit Block Grant funding from the Florida Department of Transportation.

The TDP Annual Progress Report will be completed by March of each fiscal year, and will include the following:

- Brief overview of TDP process
- Updated 10-year Schedule of Projects table
- Updated Financial Plan table with previous year removed and a new 10th year added
- Updated List of Priority Projects table
- Documents Progress and achievements on coordination efforts with local MPO, including coordination on UPWP, TIP, and Corridor Development Studies during the previous year
- Analysis of any discrepancies between the Plan and its implementation for the past year, and steps that will be taken to attain original goals and objectives
- Comparison of the previous year's accomplishments to the original implementation Plan

Project Cost: \$120,000 (local funds)

Schedule: 2027, 2028

2. BCT General Planning Consultant Services

Project Description: BCT will execute two contracts for General Planning Consultant (GPC) Services for a maximum five-year term. GPC services provide BCT with additional professional consultant support for a wide variety of tasks needed for the optimal planning, operations, and management of BCT services. BCT's GPC includes, but is not limited to, the following areas of expertise:

- Transportation planning and program support
 - Capital project planning and development
 - Transportation planning, analysis, and performance measurement
 - Environmental planning
- Operations
- Maintenance and capital facilities
- Paratransit
- Specification/Project research and development
- Information Technology Systems
- Customer service/marketing
- Fixed asset management systems
- Rail section support
- Systems safety and security

Project Cost: \$20 million (local funds)

Schedule: 2026/27 – 2030/31

3. BCT Premium Mobility Program

Project Description: BCT has defined a program of premium transit projects that meet the needs of the County and achieves the objectives set forth by Mobility Advancement Program MAP Broward, including creating connectivity, improving transit service, managing congestion, enhancing multimodal options, and committing to local economic development and benefits.

The Broward County Commission unanimously passed a motion to approve the Premium Mobility Program (PREMO) on June 13, 2023. The PREMO network consists of the following commuter rail, light-rail transit (LRT), bus rapid transit (BRT) and high-frequency bus (HFB) corridors:

- Broward Commuter Rail (BCR) South
- BCR North
- Oakland Park Boulevard BRT
- Airport – Seaport – Convention Center LRT
- Downtown Connection LRT
- Broward Boulevard LRT
- US 441/SR 7 BRT
- Powerline Road BRT
- University Drive BRT
- Commercial Boulevard BRT
- Sunrise Boulevard BRT
- Sample Road HFB
- US 1/Federal Highway South HFB
- US 1/Federal Highway South HFB
- US 1/Federal Highway North HFB
- Atlantic Boulevard HFB
- Sheridan Street HFB
- Dixie Highway HFB



Project Development and Environmental (PD&E) studies will be conducted for the commuter rail, LRT, and BRT corridors before advancing projects to final design and construction. These studies will evaluate existing conditions including transit market conditions, conduct preliminary engineering and design, evaluate potential environmental impacts, and explore opportunities for economic development such as transit-oriented development.

PD&E studies underway:

- BCR South

PD&E study for the BCR South project began in 2022. The project completed the National Environmental Policy Act (NEPA) process with an approved Finding of No Significant Impact (FONSI) and finished 30% design in 2024.

Currently, the project is in the FTA Capital Investment Grants Program (CIG) Project Development phase, ready to be advanced into the Engineering phase of the CIG Program. The total project cost is \$712M. The revenue service is anticipated in 2032.

- Airport-Seaport-Convention Center LRT

PD&E study for the BCR South project began in 2022. The project completed (NEPA) with an approved FONSI and finished 30% design in 2024.

Currently, the project is in the FTA CIG Project Development phase, ready to be advanced into the Engineering phase of the CIG Program. The total project cost is \$712 million. The revenue service is anticipated in 2032.

- Oakland Park Boulevard BRT

PD&E study for the Oakland Park Boulevard BRT project began in 2023. Currently, the project team is preparing the Project Environmental Impact Report and 30% design for the project. The cost of the study is expected to be \$12 million. The anticipated completion date of the study is 2026.

The total cost of the Oakland Park Boulevard BRT project is estimated to be \$285 million and the target revenue service date is 2030. As the project advances through the PD&E and design phase, the project cost and schedule will be updated. The project is planning to use local funds only.

- Downtown Connection and Mall Connector LRT

A feasibility study for the Downtown Connector and Mall Connector projects just began in February 2026. The purpose of the study is to evaluate current conditions of the corridor and evaluate different technologies and alignments to advance the viable alternatives to be evaluated during the PD&E study. The cost of the feasibility study is estimated to be \$2 million. The study is anticipated to be completed by early 2027.

Planned PD&E studies:

- BCR North: PD&E study is anticipated to begin early 2027. The estimated cost of the PD&E study is \$20 million. The study is anticipated to be completed by 2029.
- US 441/SR 7 BRT: PD&E study is anticipated to begin early 2027. The estimated cost of the PD&E study is \$10 million. The study is anticipated to be completed by 2029.
- Powerline Road BRT: PD&E study is anticipated to begin early 2027. The estimated cost of the PD&E study is \$7.5 million. The study is anticipated to be completed by 2029.
- University Drive BRT: PD&E study is anticipated to begin early 2027. The estimated cost of the PD&E study is \$8.8 million. The study is anticipated to be completed by 2029.
- Commercial Boulevard BRT: PD&E study is anticipated to begin 2028. The estimated cost of the PD&E study is \$5.5 million. The study is anticipated to be completed by 2030.
- Sunrise Boulevard BRT: PD&E study is anticipated to begin 2028. The estimated cost of the PD&E study is \$10 million. The study is anticipated to be completed by 2030.

City of Fort Lauderdale

Community Shuttle Planning and Restoration

The City of Fort Lauderdale received \$150,000 from the FTA's Route Planning Restoration Program to develop a Transit Needs Assessment Report. The Report will assess shifts in travel behavior and transit needs of the community in the aftermath of the COVID-19 pandemic, as well as explore solutions that align the City's community shuttle service with the changing transit demand to recover ridership.

New River Crossing Analysis

The City of Fort Lauderdale received grant funding of \$974,000 through the Regional Infrastructure Accelerators Program for technical assistance with the New River Crossing project. The scope of the project is limited to economic development, environmental review, public benefit, property impacts, and traffic. The study will analyze four possible alternatives for crossing the New River in downtown Fort Lauderdale including a new low-level bascule bridge, a mid-level bascule bridge, a high-level fixed bridge, and a tunnel.

Urban Core Mobility Master Plan

The Fort Lauderdale City Commission identified a priority to create a downtown urban core where residents and guests can move around safely without a vehicle. This plan will focus on the Downtown Regional Activity Center and identify implementation strategies to transform the densifying downtown urban core into a place where there are safe mobility options to get around, including policy and construction measures. The City is allocating \$250,000 of local funds for this effort.

Safe Streets for All Planning Grant

The City of Fort Lauderdale received grant funding of \$392,000 through the United States Department of Transportation Safe Streets and Roads for All Grant Program to develop a supplemental planning document to the MPO's BSAP and will match with \$98,000 for a total project cost of \$490,000. The project will update the city's Vision Zero Plan, develop four Road Safety Audits, and develop two Concept Corridor Plans for safety improvements on priority corridors.

Railroad Crossing Safety and Congestion Analysis Study

The City of Fort Lauderdale received grant funding of \$280,000 from the Federal Railroad Administration for funding of a Railroad Crossing Safety and Congestion Analysis Study which the City will match with \$70,000 for a total project cost of \$350,000. The proposed planning project will study 15 crossings within the City along the Florida East Coast Railway corridor with the goal of providing the City with an in-depth analysis of vehicle interactions with the crossings and driver delays. This data will be used to determine methods, such as grade separation, to improve safety and reduce traffic congestion.

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City of Oakland Park

Northeast 36th Railroad Crossing Elimination

The City of Oakland Park is requesting \$1 million in Railroad Crossing Elimination Program funding and will provide a local match of \$250,000 in State appropriations for a total project of \$1,250,000 for Task I – Project Planning and Task II – Project Development to eliminate the railroad crossing on Northeast 36th Street between Northeast 12th Avenue and SR 811/North Dixie Highway and construct a pedestrian overpass. This planning and development project will include project administration and management, conceptualization, and design. To maintain pedestrian connectivity, the proposed pedestrian bridge will link the east side of the FEC tracks at Northeast 12th Avenue to the west side of SR 811/North Dixie Highway. The project will remove the crossing, enhance pedestrian safety, and improve the area's aesthetics. The project performance measures will reduce grade crossing incidents and increase the number of pedestrian crossings.

Comprehensive Safety Action Plan

In response to high Countywide crash rates and Florida's Target Zero initiative, the City of Oakland Park is advancing Vision Zero by seeking \$200,000 in Safe Streets and Roads for All Grant funding, with a \$50,000 local match from the City, to develop a Comprehensive Safety Action Plan. The Plan will analyze crash data, identify high-risk locations, assess existing policies, and prioritize safety improvements such as enhanced pedestrian and bicycle infrastructure, traffic calming measures, and safer intersections. Developed in coordination with the Broward MPO's regional safety efforts, the Plan will place a strong emphasis on equity, public engagement, and outreach to disadvantaged and diverse communities disproportionately affected by transportation hazards. Ultimately, the Plan will guide short-, mid-term, and long-term safety projects while supporting the broader goal of eliminating traffic fatalities and serious injuries in Oakland Park.

Appendix F – Agreements Currently in Effect

- (1) Interlocal Agreement for Creation of the Broward Metropolitan Planning Organization (current applicable Interlocal Agreement executed April 24, 2000; First Amendment recorded September 30, 2002; Addendum recorded September 13, 2005; Second Amendment recorded September 18, 2006; Third Amendment recorded February 10, 2016).
- (2) Intergovernmental Coordination and Review Public Transportation Collaborative Planning Agreement (executed November 20, 2007).
- (3) Interlocal Agreement Creating the Southeast Florida Transportation Council for Regional Transportation Planning and Coordination in South Florida (executed January 9, 2006; First Amendment executed September 2009; Second Amendment executed July 14, 2011).
- (4) FDOT/Metropolitan Planning Organization Agreement (effective July 1, 2026, through June 30, 2028). This Agreement expires and is replaced every two years and is for the allocation of FHWA/PL and STP/STBG/SU funds to the MPO.
- (5) Florida Commission for the Transportation Disadvantaged Planning Grant Agreement (executed annually on July 1 and effective until June 30). This agreement is for the allocation of transportation disadvantaged funds to the MPO.
- (6) Amended and Restated Third Memorandum of Understanding (MOU) Between the Broward Metropolitan Planning Organization, the Miami-Dade Transportation Planning Organization, the Palm Beach Transportation Planning Agency, the Florida Department of Transportation District Four and District Six for Coordination of the Southeast Regional Planning Model (SERPM) Related Activities (executed June 25, 2024; effective January 1, 2025, through December 31, 2030).
- (7) Interlocal Agreement for the Creation of the Metro Transportation Engineering & Construction Cooperative (recorded May 31, 2022; First Amended and Restated and recorded January 17, 2023)
- (8) Agreement for Services (Interlocal Agreement between the MPO and MTECC for administrative and support services) (executed October 13, 2022)
- (9) Subrecipient Agreement Between Broward Metropolitan Planning Organization and South Florida Regional Transportation Authority for Fare Interoperability (executed February 12, 2026).
- (10) FY 2023 Community Project Funding Grant Agreement No. B-23-CP-FL-0383 (Lyons Road Pedestrian Mobility Safety Project [B-23-CP-FL-0383] between the Department of Housing and Urban Development and the Broward MPO) (executed February 22, 2024).

- (11) Interlocal Agreement Between the Broward Metropolitan Planning Organization and the Town of Davie for Administrative Services (executed July 24, 2024). This Agreement is for Administrative Services provided to the MPO from the Town of Davie.
- (12) Memorandum of Understanding Between the Florida Department of Transportation and Broward Metropolitan Planning Organization for Administrative Disposition of Assets (executed April 25, 2023).
- (13) 5307 FHWA SU Flex Capital; Transit Mobility Hubs; Broward MPO, Miami FL UZA (FL-2020-012-01) (Pembroke Pines & 17th Street Mobility Hub) (executed September 4, 2024).
- (14) City of Sunrise Capital FY 2023-CMPJ-030 (FL-2025-036-00) (multimodal transportation improvements along Josh Lee Boulevard between the Federal Transit Administration and the Broward MPO) (executed May 15, 2025).
- (15) Grant Agreement Under the Fiscal Year 2023 Reconnecting Communities Pilot (RCP) Program (Connect FTL - Reconnecting Disadvantaged People to the Other side of the Railroad Tracks between the United States Department of Transportation and Broward MPO) (executed November 25, 2024).
- (16) Grant Participation and Reimbursement Agreement for the Implementation of the Reconnecting Communities and Neighborhoods Program Grant “Connect FTL” Planning Study Within the City of Fort Lauderdale, Florida (executed January 28, 2025).
- (17) Grant Agreement No. 69A36525420200RCEFL Between the Federal Railroad Administration and the Broward MPO for the Broward County Sealed Corridor Project (executed May 30, 2025; effective May 1, 2025, to August 31, 2028).
- (18) Memorandum of Understanding Between the Broward Metropolitan Planning Organization, the Miami-Dade Transportation Planning Organization, and the Palm Beach Metropolitan Planning Organization for Coordination of the 2055 Regional Transportation Plan and Related Activities (executed February 20, 2026; effective through December 31, 2032).

Appendix G – Broward MPO Travel Policy

The Broward MPO travel policy applies to all MPO employees, interns, MPO Board Members and other travelers on official business paid for by the Broward MPO.

Travelers on official business for the Broward MPO must exercise sound judgment in determining both the need for travel and in expenditure of resources. Unless otherwise noted, the MPO's Travel Policy is designed to comply with [2 CFR Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) and [Florida Statutes Section 112.061 – Per diem and travel expenses of public officers, employees, and authorized persons; statewide travel management system](#). The Broward MPO adheres to the federal [General Services Administration \(GSA\) per diem rates](#) for all travel-related reimbursements. This policy applies to lodging, meals, and incidental expenses incurred during official business travel. In compliance with Federal and State guidelines, all costs must be reasonable, allowable and necessary.

PROCEDURE

1. Under no circumstances are travelers on Broward MPO business permitted to accept gratuitous upgrades to first class if the situation would conflict with other provisions of this Policies and Procedures Manual.
2. Pre-planning by management and travelers to obtain advance registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.
3. Travel, whether by public transportation, privately owned automobile or a for-hire conveyance, shall be over the most direct, practical, and economic route. Any deviations from a direct route must be explained on the voucher and approved by the Executive Director or designee.
4. Travel and Training Guidelines

All travel covered by this policy must be for the direct benefit of the Broward MPO. All travelers are required to attend applicable training sessions offered during normal business hours and adhere to all travel and rules of conduct policies. Travelers whose travel expenses will be reimbursed by an outside agency must indicate on the appropriate form designated by MPO's Executive Director or designee.

 - a. Pre- and Post-Travel Accountability
 1. Although travel costs have been included in the Broward MPO budget. Travelers shall obtain written approval to travel, attend meetings, etc., before making any commitment to pay registration fees, to purchase a transportation ticket or to incur any other cost. Each traveler shall complete a Travel Request Form (Authorization Form) for estimated individual expenses and submit it to the Executive Director or designee. A meeting agenda or meeting program shall be attached to the Authorization Form. In no event shall an Authorization Form be submitted for approval unless funds to pay for the proposed travel are available in the applicable Unified Planning Work Program Task.
 2. In an emergency, when the traveler cannot obtain prior written authorization, verbal approval will be obtained, and travel documents shall be completed immediately upon the traveler's return to work.
 3. When the Authorization Form has been approved and funds certified as available, the traveler is then authorized to be absent from work, to incur expense and to be reimbursed, (but not more than the Authorization Form without further approval), and to initiate invoices to prepay room deposits, registration or tuition fees, and refundable tickets on common carriers.
 4. Within seven (7) business days of completing travel (or as otherwise directed by the MPO Executive Director or designee) the traveler will submit a Contractor Travel Form (Expense

Report). Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached to the Expense Report. All items for which a receipt cannot or was not obtained must be explained in writing on a Lost Receipt Affidavit. Any item without a receipt, other than straight per diem for meals and incidentals, is subject to denial. Miscellaneous expenses must be itemized. Completed Expense Reports should be submitted to the Executive Director or designee.

5. All travel expenses must be incurred directly by the employee and submitted for reimbursement in accordance with established procedures above. Use of personal funds is required; expenses will not be prepaid by the organization.
 - a. Purchasing Card (P-Card) usage for travel-related expenses is restricted to Level I and Level II employees. Such use is subject to prior approval and will be considered solely at the discretion of the Executive Director. Use of the P-Card for travel-related expenses for employees higher than Level II may be considered on a case-by-case basis solely at the discretion of the Executive Director. Employees must obtain written authorization before incurring any travel charges on a P-Card. Failure to comply with this policy may result in denial of reimbursement.
 6. The Executive Director or designee shall review the Expense Report before approving it and obtain an explanation on any questionable item. If costs exceed the amount of expense authorized by the appropriate official, and the traveler requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Executive Director or designee. All Expense Reports must be submitted to the Executive Director or designee, within ten (10) working days of completing travel (or as otherwise directed by the MPO Executive Director or designee).
 7. The Executive Director or designee will review the expenses for acceptability. If additional information is needed for approval, the Expense Report shall be returned to the traveler for revision.
- b. Transportation
 1. Travelers are expected to use the travel mode that is most advantageous to the MPO. This would include using bus or airport van service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location). Travelers must utilize the Travel Cost Comparison Form to justify the lowest cost of travel.
 - c. Fleet Vehicles
 1. Fleet vehicles for use by staff on MPO business and that these should be considered first when planning shorter trips. For more information about this option, please consult the Broward MPO's Fleet Vehicle Policy & Procedures document.
 - d. Private Vehicles
 1. For travel outside the tri-county area/immediate vicinity (Palm Beach, Broward, and Miami-Dade Counties), mileage shall be reimbursed at the current prevailing Internal Revenue Service (IRS) Mileage Rate. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement. Travelers deviating from the most direct route will have to bear the extra cost. By order of the Governor, no traveler will drive a vehicle without first fastening his/her seat belt and ensure that the other occupants also comply.
 2. Travelers will be held responsible for any damages resulting from negligence, including but not limited to talking or texting on cell phones or other devices, running red lights, other traffic citations, etc.
 - e. Taxicabs and Other Ground Transportation
 1. Reimbursement for taxicabs/ridesharing services (i.e. Uber or Lyft) to and from airports, train stations, etc., will be made only when receipts are provided.
 2. The use of coach class trains and other public transportation is a reimbursable alternative. Travelers must demonstrate that it is the most economical form of transportation, considering the cost and time of travel. First/business class trains are subject to the same rules as airlines.
 - f. Car Rentals
 1. Prior approval must be received from the appropriate official if the traveler must rent a car. Car

rentals must be mid-size or smaller unless there is appropriate business justification for use of a larger vehicle. Any upgrades must be paid for by the traveler and will not be reimbursed by the MPO. Unless otherwise instructed by the MPO Executive Director or designee, travelers on MPO business who rent vehicles shall purchase rental insurance only if this insurance is not included in the State of Florida rental contract.

2. If available as an option, travelers shall select prepaid fuel and tolls when utilizing rental vehicles. If this option is not available, travelers shall return rental vehicles with the same amount of fuel as required by the rental agreement.

g. Airline

1. Airline reservations may be booked if approved by the appropriate official and should be made with at least a 14-day advance purchase for better pricing. The Executive/Administrative Assistant or the traveler may book the reservations. Air Travelers shall attach the purchase receipt with itinerary to the Expense Report.
2. All airline tickets should be refundable whenever possible.
3. Booking fees charged by third-party travel companies such as Booking.com, Expedia, Orbitz, Allianz, are not reimbursable. If the allowable charges cannot be clearly separated from other fees, then the entire cost of the tickets will not be reimbursed.
4. Upgraded tickets (i.e. first class, business class, etc.) are not reimbursable; however, you may book a standard refundable ticket first and later upgrade to first-class. This way the basic refundable fare can be separately itemized for reimbursement.
5. Airfare costing more than the refundable, basic, least expensive, accommodations class (economy) offered by commercial airlines are unallowable except when such accommodations would:
 - a. Require circuitous routing.
 - b. Require travel during unreasonable hours.
 - c. Excessively prolonged travel.
 - d. Result in additional costs that would offset the transportation savings; or
 - e. Offer accommodations not reasonably adequate for the traveler's medical needs. The traveler must justify and document these conditions on a case-by-case basis for the use of upgraded tickets to be allowable in such cases.
6. Baggage fees charged by commercial carriers to transport personal luggage or business materials/equipment are reimbursable. Receipts for baggage fees are required. Reimbursement for more than one bag requires justification. Additional fees, such as overweight baggage charged by the airline, are not reimbursable unless supported with a business justification.
7. Airlines may have optional fees/upgrades that are not included in the base airfare such as preferred seating and priority boarding. These are considered personal preferences for the traveler and will not be reimbursed. Optional fees may appear in "bundle" packages that also include allowable charges. If the allowable charges cannot be clearly separated, then the entire cost of the bundle package will not be reimbursed.

5. Reimbursable Local Travel

- a. Travelers within the tri-county area/immediate vicinity shall not be reimbursed for lodging and/or meals unless extenuating circumstances exist and then only when justifiable cause is documented in writing and approved by the Executive Director or designee.
- b. Travelers within the tri-county area/immediate vicinity shall not be reimbursed for mileage, parking, or toll fees for local travel (mileage, parking, and toll fees for travel beyond the tri-county area/immediate vicinity are eligible for reimbursement).
- c. Reimbursement shall be at the prevailing IRS and/or GSA rate.

6. Lodging

- a. Travelers should utilize the [GSA lodging rates](#) (published by locality and month) as a reasonable guide in selecting hotel accommodations. Nightly rates more than the GSA lodging rates must be justified on the Expense Report. For example, a lower hotel rate may not be available near the

location of a business meeting, or securing accommodations within the approved rate may require additional transportation costs—ultimately making the lower-rate option impractical or more expensive overall. Travelers may accept the conference rate while staying at a hotel that is hosting the conference. The approving official is responsible for the reasonableness of amounts authorized. Any excessive charges will be subject to denial at the Executive Director's discretion.

- b. When traveling within the State of Florida, the traveler must seek exemption from Florida tax on hotel room rentals. All travelers will be provided a MPO Tax Exempt Certificate and Broward MPO ID Badge to present to the hotel staff. If the hotel does not honor the tax exemption, please indicate on your travel form that the certificate was presented to the hotel but was denied. Sales tax reimbursement may be denied to the traveler if an exemption was available.
 - c. Booking fees charged by third-party travel companies such as Booking.com, Expedia, Orbitz, Allianz, are not reimbursable. If the allowable charges cannot be clearly separated from other fees, then the entire cost of lodging will not be reimbursed.
7. Meals and Tips
- a. The traveler should claim the meals and incidental (M&I) per [GSA Per Diem Rates](#) corresponding to their destination of travel or use the standard rate for the County if specified rates for their location are not provided. Reimbursement for meals and tips does not require receipts.
 - b. Travelers who engage in daily, routine travel within the tri-county area/immediate vicinity shall not be reimbursed for meals unless extenuating circumstances exist and then only when justifiable cause is documented in writing and approved by the Executive Director or designee.
 - c. On the first and last day of travel, travelers should claim the amount provided by GSA (which is equal to 75% of the total daily per diem). If meals are provided, the per diem rate will be reduced in accordance with the GSA rate.
 - d. In accordance with [41 CFR 301-11.17 & 18](#), Allowable Travel Expenses, meals provided by a common carrier or complimentary meals offered by a hotel/motel do not impact the per diem.
 - e. M&I Expense allowance must be adjusted if meals are included in the registration fee paid by the MPO meals unless extenuating circumstances exist and then only when justifiable cause is documented in writing and approved by the Executive Director or designee.
 - f. M&I Total - The full daily amount may be claimed for a single calendar day of travel when that day is neither the first nor last day of travel.
8. Other
- a. Registration fees for functions related to Broward MPO business may be reimbursed when a traveler is expected to attend due to the nature of the position.
 - b. Out-of-State travel by personal or rental vehicle requires prior written approval by the Executive Director. Approval to use a personal or rented vehicle provides the traveler(s) a substitute for an airline ticket; therefore, in route expenses other than gasoline/vehicle expense will not be reimbursed, and mileage cost beyond the cost of reimbursable airfare and travel within the vicinity will not be reimbursed without approval by the Executive Director. Travel time more than the most advantageous mode of travel to the Broward MPO will be chargeable as PTO to the traveler(s).
 - c. Dry cleaning, laundry and pressing services are reimbursable when official travel extends beyond seven (7) days, but only if reasonable and necessary for the traveler to complete their official business portion of the trip and supported by receipts.
 - d. Unallowable expenses include toiletries, newspapers, movies, etc.
9. Administrative Requirements
- a. All expenses should be reasonable, allowable, and necessary. A complete set of backup documentation (sent as one file to Accounts Payable) is required to process reimbursement.
 - b. Use the current version of the Contractor Travel Form in SharePoint for each trip. Use the correct form for the year of travel. Reimbursement rates may change from year to year.
 - c. Use the proper date format (mm/dd/yyyy) for all forms, especially on the signature line level.
 - d. Use the correct GSA Calculator [Per diem rates | GSA](#) for meals, incidentals, and lodging. Do not use any other calculator. Include a copy of the GSA rates with your Expense Report in your backup.

- e. Do not include tips in your receipts on your Expense Report, as they are not reimbursable.
- f. Make sure all proper attachments are included with the Expense Report before sending the package out for review and approval and locking the document. These include:
 - 1. Contractor Travel Form (Signed by your supervisor and the Budget Manager).
 - 2. Travel Request Form (signed by you and your supervisor) containing all travel expenses, including items purchased on your behalf with the MPO P-Card.
 - 3. Agenda of conference/training/meeting/event. Include final or post-conference agenda, highlighting all meals provided whether you participated or not. Meals provided must be deducted from meal allowance (Per Diem).
 - 4. Include all receipts except food (hotel, rideshare, parking fees, tolls, car rentals, airline receipts, train ticket receipts, incidental expenses, etc.)
 - a. If a receipt is lost, provide credit card details showing the expense if possible. Redact out any personal details. Also complete the Lost Receipt Affidavit located in SharePoint.
 - 5. Copies of maps (i.e. Map Quest) if claiming mileage.
- g. Travel within business hours must be to and from home base (MPO Office).
- h. If items were purchased on your behalf with the P-Card, please provide the completed Contractor Travel Form and backup to the P-Card holder for processing.
- i. Boarding Passes (paper or electronic) are not required as back up. The itinerary and paid receipt with the price breakdown is sufficient.
- j. If registration fees are not refundable, and you cannot attend the conference, the traveler must request a credit from the vendor that can apply to a future registration.

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