



MPOAC

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2024/2025 & 2025/2026

UPWP DRAFT: MARCH 15, 2024
UPWP FINAL: MAY 15, 2024

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status.

Federal Aid Project Number: 00AC-060-M

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(Funds provided by FHWA)

**Florida Metropolitan Planning
Organization Advisory Council
(MPOAC)**

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Required Forms

The following pages contain the required resolution, statements, and certifications:

- MPOAC Resolution
- Debarment and Suspension Certification
- Lobbying Certification for Grants, Loans, and Cooperative Agreements
- Disadvantaged Business Enterprise Utilization
- Title VI/Nondiscrimination Assurance with Appendices A and E

MPOAC Resolution 2024-01

A RESOLUTION OF THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) ADOPTING THE MPOAC UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEARS 2024/2025 - 2025/2026.

Whereas. The MPOAC is established by Florida Law pursuant to Section 339.175 F.S. to assist Florida's MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion;

Whereas, The MPOAC adopts a Unified Planning Work Program for two fiscal years that describes the various tasks to be accomplished by the MPOAC in the performance of its duties;

Whereas, The MPOAC adopts the Unified Planning Work Program with the concurrence of the Federal Highway Administration, the Federal Transit Administration and the Florida Department of Transportation and in compliance with all comments received from those same agencies; and

Whereas, The MPOAC Governing Board authorized Chair Commissioner Mayra Uribe to approve the Unified Planning Work Program.

NOW, THEREFORE BE IT RESOLVED THAT THE FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL HEREBY ADOPTS ITS UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEARS 2024/2025-2025/2026.

PASSED AND DULY ADOPTED this 25 day of April 2024.

(Subject to ratification by the full Governing Board at its April 25th meeting.)

Mayra Uribe
Mayra Uribe (May 16, 2024 17:00 EDT)

Mayra Uribe, MPOAC Governing Board Chair

Attested to:

Mark E. Reichert
Mark E. Reichert (May 16, 2024 13:57 EDT)

Mark E. Reichert, Executive Director

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

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

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

- (1) The Florida MPOAC hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Florida MPOAC also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Mayra Uribe
Mayra Uribe (May 16, 2024 17:00 EDT)

Name: Commissioner Mayra Uribe
Title: Chair, MPOAC (or designee)

05/16/2024

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
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LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Florida MPOAC that:

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

Mayra Uribe
Mayra Uribe (May 16, 2024 11:00 EDT)

Name: Commissioner Mayra Uribe
Title: Chair, MPOAC (or designee)

05/16/2024

Date

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

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

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

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

Mayra Uribe

Mayra Uribe (May 16, 2024 17:00 EDT)

Name: Commissioner Mayra Uribe
Title: Chair, MPOAC (or designee)

05/16/2024

Date

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

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TITLE VI/ NONDISCRIMINATION ASSURANCE

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

The Florida MPOAC further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

Mayra Uribe

Mayra Uribe (May 16, 2024 17:00 EDT)

Name: Commissioner Mayra Uribe
Title: Chair, MPOAC (or designee)

05/16/2024

Date

APPENDICES A and E

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

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

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

Introduction

The Unified Planning Work Program (UPWP) is a two-year statement of work identifying the tasks, activities, and funding for the Florida Metropolitan Planning Organization Advisory Council (MPOAC). The UPWP covers fiscal years 2024/2025 and 2025/2026, from July 1, 2024, through June 30, 2026. The UPWP provides the basis for funding transportation planning activities with Federal funds.

The FDOT and the MPOAC participate in the Consolidated Planning Grant. 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 the FHWA Florida Division administers. 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 by 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

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 "soft match" provision allows the federal share to be increased up to 100% to the extent credits are available. The soft match to federal dollars is calculated to be an 81.93%/18.07% ratio as required and allowed using the sliding scale provision. For Fiscal Years 2024/2025 and 2025/2026, there are \$800,000 of federal PL dollars, which are soft matched by \$176,400 of toll credits.

The development of this UPWP included various opportunities for public involvement. The FDOT, FHWA, FTA, and each MPO were provided a copy of the draft UPWP via electronic format with a request to submit comments over a two-week period. The draft UPWP was also displayed on the MPOAC website for a similar time frame and included in the April 2024 MPOAC meeting agenda package. The MPOAC website is regularly updated with current information and is regularly accessible by the public and MPOAC partner organizations.

Overview of Tasks

The specific transportation planning activities to be undertaken these two fiscal years by the MPOAC are organized into three major tasks:

- 1) **Administration:** This task includes activities required to administer and manage the MPOAC effectively and continually, including financial management, maintaining memberships in professional organizations, updating the website, maintaining consulting services for legal counsel, research, technical assistance and support, development of the UPWP, and organizing meetings for Boards, committees, and working groups, as needed.
- 2) **Forum for Cooperative Decision-Making:** This task establishes a forum for cooperative decision-making among Florida's MPOs and other public and private partners to assist in carrying out the cooperative, comprehensive, and continuing (3-C) transportation planning process. This includes coordination with statewide initiatives, plans, and programs and identifying topics of MPO's interest to provide a forum for disseminating information,

engaging in collaborative discussion, and working with partner organizations to identify solutions.

- 3) **Training and Technical Activities:** This task includes necessary activities to support the MPOAC's Boards, Committees, and Working Groups in making informed decisions. This includes training MPO Governing Board Members on the transportation planning process and their role as decision-makers. In addition, it includes preparing studies, reports, workshops, training materials, and other technical activities to assist MPOs in making informed decisions.

Appendix A includes a matrix identifying how each task relates to the Federal Planning Factors and the State's Planning Emphasis Areas.

Organization and Management

The MPOAC was created by the 1984 Florida Legislature pursuant to Section 339.175(11), Florida Statutes. The MPOAC was created with the primary purpose and duty to:

“Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and

“To serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.”

The 1993 Florida Legislature expanded the MPOAC's authority. It allowed the MPOAC to “employ an executive director and such other staff as necessary to adequately perform the council's functions, within budgetary limitations.” The legislation assigned the MPOAC to the Florida Department of Transportation (FDOT), Office of the Secretary, for fiscal and accountability purposes but specified that the MPOAC “shall otherwise function independently of the control and direction of the Department.”

The MPOAC bylaws define the roles and responsibilities of the Governing Board, the Staff Directors' Advisory Committee, and the Executive Committee and outline the MPOAC's operational procedures. The currently approved bylaws (last updated October 2022) are available on the MPOAC website.

The MPOAC comprises a 27-member Governing Board, an Executive Committee, and a 27-member Staff Directors' Advisory Committee. The governing board may establish additional committees or working groups to support the MPOAC in meeting its objectives.

The MPOAC employs an Executive Director, an Executive Assistant, and a General Counsel under a legal services contract, as well as additional consulting services for research, technical support, and staff augmentation. FDOT assists in the operation of the MPOAC by providing office space and other related services.

Governing Board

The MPOAC Governing Board consists of one representative and one or two alternate representatives from each of Florida's MPOs, sometimes doing business as Transportation Planning

Organizations (TPOs), Metropolitan Transportation Planning Organizations (MTPOs) and Transportation Planning Agencies (TPAs), or a unique name:

Bay County TPO	Hernando/Citrus MPO	Okaloosa-Walton TPO
Broward MPO	Hillsborough TPO	Palm Beach TPA
Capital Region TPA	Indian River County MPO	Pasco County MPO
Charlotte County-Punta	Lake-Sumter MPO	Polk TPO
Gorda MPO	Lee County MPO	River to Sea TPO
Collier MPO	Martin MPO	Sarasota/Manatee MPO
Florida-Alabama TPO	MetroPlan Orlando	Space Coast TPO
Forward Pinellas	Miami-Dade TPO	St. Lucie TPO
Gainesville MTPO	North Florida TPO	
Heartland Regional TPO	Ocala/Marion County TPO	

The powers and duties of the Governing Board include entering into contracts in accordance with Chapter 287 to support the activities of the MPOAC; establishing bylaws and making rules to effectuate its powers, responsibilities, and obligations; assisting metropolitan planning organizations in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law; and serving as a clearinghouse for review and comment by metropolitan planning organizations on the Florida Transportation Plan (FTP) and on other issues required to comply with federal or state law in carrying out the urbanized area transportation and systematic planning instituted pursuant to statute.

Executive Committee

The Executive Committee consists of the MPOAC Governing Board Chair and Vice-Chair, a member of the Governing Board serving at-large, and the Staff Directors' Advisory Committee Chair and Vice-Chair. The Executive Committee provides policy direction for the MPOAC between Governing Board meetings and provides an annual evaluation of the MPOAC Executive Director. Additionally, the MPOAC Executive Committee may act to approve any action that the MPOAC Governing Board would otherwise take if the Governing Board were unable to meet due to an emergency. Any action taken by the Executive Committee during a time that the MPOAC Governing Board cannot meet shall be brought to the next meeting of the Governing Board for ratification. The Executive Committee also acts as the Budget Committee and the Bylaws Committee.

Staff Directors' Advisory Committee

The MPOAC Staff Directors' Advisory Committee consists of one representative and one or two alternate representatives from each organization represented on the MPOAC Governing Board.

The Staff Directors' Advisory Committee is responsible for guiding the MPOAC regarding transportation issues that may come before the MPOAC Governing Board for action. The Committee is a forum for discussing and formulating recommendations to the Governing Board, which will later be forwarded to appropriate governmental bodies or other individuals. Recommendations are related to statewide concerns regarding all transportation-related issues.

Other Committees and Working Groups

To support the MPOAC in meeting its objectives, the Governing Board may establish additional committees or working groups. The following list of committees and working groups the Governing Board has previously established:

- Policy and Technical Committee
- Freight and Rail Committee
- Strategic Directions Plan Working Group
- Noteworthy Practices Working Group

Task 1 Administration

Purpose

The purpose of this task is to manage and carry out the role of the MPOAC effectively. Work and products within this task are largely recurring and include financing and managing the effective daily operation of the MPOAC. This includes:

- purchase or leasing of capital equipment,
- maintaining legal services for MPOAC operations and meetings,
- arranging for and holding quarterly meetings of the MPOAC Governing Board, the MPOAC Staff Directors' Advisory Committee, the MPOAC Freight and Rail Committee, meetings of the Policy and Technical Committee and Executive Committee,
- maintaining the MPOAC.org website,
- payment and processing of invoices and requisitions,
- administration of travel funds, conducting personnel actions and evaluations, and all other administrative actions.
- maintaining memberships with partner organizations nationally and in Florida, namely the Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), the Intelligent Transportation Society of Florida (ITSFL), the Florida Public Transportation Association (FPTA) and the Floridians for Better Transportation (FBT) (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida).
- acquire and maintain contracts for legal services and research and support services.

Previous Work Completed

Under this task, the MPOAC completed the following work:

- Compliance with Requirements: Fully adhered to all federal and state standards for the payment and processing of invoices, requisitions, and personnel actions over the past two years, ensuring that all financial and administrative processes were conducted in accordance with established guidelines.
- Travel and Conferences: Executed travel to meetings and conferences in strict compliance with federal and state travel provisions, facilitating essential participation and representation of MPOAC at key events.
- Capital Equipment: Purchased capital equipment following appropriate procurement procedures, ensuring transparency and compliance with purchasing guidelines.
- Membership Maintenance: Successfully maintained annual memberships with key organizations such as the Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), the Intelligent Transportation Society of Florida (ITSFL), the Florida Public Transportation Association (FPTA), the Mileage-Based User Fee Alliance (MБУFA, and Floridians for Better Transportation (FBT). These memberships provide valuable networks, resources, and opportunities. The MPOAC Executive Director and individual MPO members hold positions on boards and participate in conferences and activities related to these organizations.

- **UPWP Production and Expenditure Tracking:** Produced the FY 2022/2023-2023/2024 UPWP and effectively tracked expenditures during this period, ensuring financial transparency and accountability according to requirements and established guidelines.
- **Legal Services:** Ensured legal compliance and guidance by engaging a contractual legal consultant who participated in meetings of the Governing Board, Staff Directors’ Advisory Committee, Executive Committee, and the Policy and Technical Committee. Legal advice was provided as needed to support decision-making and governance.
- **Website Maintenance:** Kept the MPOAC.org website updated with the latest information, meeting notices, agendas, minutes, and relevant news, serving as a vital communication tool for members and the public.
- **Meeting Facilitation:** Coordinated logistics for the Governing Board, Staff Directors’ Advisory Committee, Executive Committee, and all other committees, including managing the logistics of organizing a meeting and the production of meeting notices, agendas, presentations, and minutes.
- **Strategic Directions Plan:** During FY 2015/16, the MPOAC prepared a Strategic Directions Plan containing a vision statement, guiding principles, and goals to ensure organizational effectiveness. In FY 2024, the MPOAC kicked off an update to the Strategic Directions Plan to emphasize their commitment to proactive, forward-looking management. The Strategic Directions Plan provides the MPOAC with a guide to align efforts and address current and future MPO needs strategically.

Activities

Description of Activity	Resulting Products	Completion Date	Completed By
Conduct financial management tasks like record-keeping, invoices, requisitions, and travel and capital expenditures	Budget, invoices, and financial reports in compliance with fiscal and operational requirements	Ongoing	MPOAC Staff
Membership maintenance in partner organizations	Active memberships in AMPO, NARC, ITSFL, FPTA, and FBT,	Ongoing	MPOAC Staff
Participation in partners’ and professional organizations’ activities, including conferences and meetings	Travel and participation in relevant activities of other organizations that the MPOAC partners with or that it pays a membership for, such as conferences, meetings, and other activities	Ongoing	MPOAC Staff
Website maintenance and content update	Updated MPOAC.org website, including new content, meeting information, membership updates, graphics, and information	Ongoing, with periodic updates as needed	MPOAC Staff with consultant support
Collaborate and participate in the Florida Metropolitan	Collaboratively support the implementation of the FMPP,	Quarterly	MPOAC Staff

Planning Partnership (FMPP) meetings	including travel and participation in quarterly FMPP meetings, and relevant activities		
Maintain legal counsel	Legislative analysis, written legal opinion and advice, support at meetings	As needed	Legal consultant managed by MPOAC Executive Director
Arrange meeting logistics, advertise notices, and prepare agendas, materials, and minutes for all MPOAC Boards, Committees, and Working Groups	Meeting notices posted in the Florida Administrative Weekly, Agendas, Meeting Material Packages, and related materials	Quarterly or as needed	MPOAC Staff with consultant support
Development and distribution of UPWP, prepare amendments, modifications, and track expenditures	Draft and finalize the UPWP covering 2025/2026 and 2026/2027, and develop expenditure tracking reports	Annually	MPOAC Staff with consultant support
Prepare and/or update the MPOAC's Strategic Directions Plan	Draft and finalize a Strategic Directions Plan document, amendments, and modifications (as necessary), along with workshops and meetings	Ongoing	MPOAC Staff with consultant support

Budget

Task 1 Administration				
Year 1, 2024/2025				
Fund Source	FHWA	Federal	State	
Source Level	PL	Soft Match ¹	In-Kind Match ¹	FY 2024 - 2025 Total
Personnel (salary and benefits)	\$151,250	\$33,351	\$0	\$184,601
Consultant	\$84,125	\$18,550	\$0	\$102,675
Travel Expenses	\$45,000	\$9,923	\$0	\$54,923
Direct Expenses	\$232,000	\$51,156	\$69,768	\$352,924
Total	\$512,375	\$112,979	\$69,768	\$695,122
Year 2, 2025/2026				
Fund Source	FHWA	Federal	State	
Source Level	PL	Soft Match ¹	In-Kind Match ¹	FY 2025 - 2026 Total
Personnel (salary and benefits)	\$158,813	\$35,018	\$0	\$193,831
Consultant	\$84,125	\$18,550	\$0	\$102,675
Travel Expenses	\$48,000	\$10,584	\$0	\$58,584
Direct Expenses	\$232,000	\$51,156	\$69,768	\$352,924
Total	\$522,938	\$115,308	\$69,768	\$708,014

Note: The Direct Expense line item includes membership dues totaling \$192,056.65 for FY 2024/2025 and \$196,066.00 for FY 2025/2026. The membership dues for AMPO and NARC cover the membership cost for all MPOs in Florida. The membership dues in FY 2024/2025 for each organization are: AMPO, \$110,056.65; NARC, \$80,000.00; Floridians for Better Transportation, \$1,000.00; Intelligent Transportation Society of Florida, \$500.00; Florida Public Transportation Association, \$500.00.

¹ Non-cash, non-federal soft match

Task 2 Forum for Cooperative Decision-Making

Purpose

This task establishes a forum for cooperative decision-making among Florida's MPOs and other public and private partners participating in the cooperative, comprehensive, and continuing (3-C) transportation planning process. This includes coordination on statewide or federal initiatives, plans, and programs, for example, including but not limited to the Florida Transportation Plan (FTP), the Florida Strategic Highway Safety Plan (SHSP), the Florida Highway Safety Implementation Plan (HSIP), the Florida Freight Mobility and Trade Plan, and the Strategic Intermodal System (SIS) Plan. This also includes identifying topics of MPO's interest to provide a forum for disseminating information, engaging in collaborative discussion, and working with partner organizations like the FDOT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Transportation Commission (FTC), Space Florida, and other organizations. Topics of interest could include but are not limited to, performance measure implementation, public transportation, environment, complete streets, community planning, safety, operations, and management. The MPOAC organizes quarterly in-person meetings with its membership that serve as the principal forum. These meetings are central to the MPOAC's function, providing a frequent and reliable forum for information dissemination through sharing resources and presentations and engagement on various topics through facilitated discussions.

Previous Work Completed

Under this task, the MPOAC completed the following work:

- The MPOAC participated in the policy and technical committees organized by the FDOT to develop the FTP and SIS Plan updates.
- The MPOAC worked closely with FDOT staff to implement the federal transportation performance measure rules, including publishing an updated summary of MPO performance targets across Florida. The partnership with FDOT has been recognized as one of the best, if not the best, models of cooperation in the nation, resulting in numerous presentations by the MPOAC and FDOT, including to New York AMPO, Minnesota DOT, USDOT, SASHTO, AASHTO, AMPO, NARC, TRB, and Florida APA.
- MPOAC also coordinated with the FDOT to assemble a complete set of transportation performance measure reporting data sets in multiple formats for use by the individual MPOs for consistency and ease of use across the state.
- The MPOAC worked with the FDOT Transit Office to incorporate transit issues into the MPO planning process, the FDOT Systems Implementation Office to implement the SUNTrail program, and the FDOT Office of Environmental Management (OEM) to implement state assumption of federal environmental review responsibilities.
- The MPOAC also worked with the Florida Department of Economic Opportunity (DEO), the Florida Department of Environmental Protection (DEP), the Florida Commission for the Transportation Disadvantaged, and other local, regional, and state organizations that promote environmental, community planning, and sustainable development objectives and transportation options.

- The MPOAC transmitted Intelligent Transportation System (ITS), autonomous vehicle, and safety information to MPOs and participated on the FDOT Strategic Highway Safety Plan Steering and Executive Committees, the Transportation Asset Management Plan Steering Committee, the Bicycle and Pedestrian Partnership Council, and the FDOT's Safe Mobility for Life Coalition and initiatives.

Activities

Description of Activity	Resulting Products	Completion Date	Completed By
Coordination on statewide or federal initiatives, plans, and programs	Meetings, presentations, and coordination with state and/or federal partners; input from the MPOAC members; and, as needed, develop necessary documents and reports	Ongoing	MPOAC Staff with consultant support
Provide a forum for disseminating information, engaging in collaborative discussion, and working with partner organizations based on MPO's interests	Include agenda items in quarterly meetings for presentations, discussions, and working sessions to address relevant topics and information	Quarterly	MPOAC Staff with consultant support

Budget

Task 2 Forum for Cooperative Decision-Making				
Year 1, 2024/2025				
Fund Source	FHWA	Federal	State	FY 2024 - 2025 Total
Source Level	PL	Soft Match ¹	In-Kind Match ¹	
Personnel (salary and benefits)	\$62,435	\$13,767	\$0	\$76,202
Consultant	\$37,400	\$8,247	\$0	\$45,647
Travel Expenses	\$0	\$0	\$0	\$0
Direct Expenses	\$0	\$0	\$0	\$0
Total	\$99,835	\$22,014	\$0	\$121,849
Year 2, 2025/2026				
Fund Source	FHWA	Federal	State	FY 2025 - 2026 Total
Source Level	PL	Soft Match ¹	In-Kind Match ¹	
Personnel (salary and benefits)	\$62,435	\$13,767	\$0	\$76,202
Consultant	\$37,400	\$8,247	\$0	\$45,647
Travel Expenses	\$0	\$0	\$0	\$0
Direct Expenses	\$0	\$0	\$0	\$0
Total	\$99,835	\$22,014	\$0	\$121,849

¹ *Non-cash, non-federal soft match*

Task 3: Technical Activities and Training

Purpose

This task includes necessary activities to support the MPOAC’s Boards, Committees, and Working Groups in making informed decisions. This includes training MPO Governing Board Members on the transportation planning process and their role as decision-makers. In addition, it includes preparing studies, reports, workshops, legislative updates, training materials, and other technical activities to assist MPOs in the transportation planning process.

Previous Work Completed

- As of 2023/2024, the MPOAC has held 30 Weekend Institute (twice by special request). Since its inception in 2006/2007, the Weekend Institute has had a total attendance of 409 MPO Governing Board members from all of Florida’s 27 MPOs. In 2021, the MPOAC Weekend Institute was offered twice virtually. During the past several fiscal years, MPOAC Institute workshops have been held many times, providing MPO-related training to local elected officials, county and municipal officials, and MPO staff and committee members across Florida.
- The MPOAC Institute training materials are updated annually to reflect changes in transportation policy, laws, and practices and have been made available to MPOs across the state for their use.
- The MPOAC prepares detailed summaries of state legislation about transportation and MPOs during and following the close of Florida legislative sessions.
- The MPOAC submitted comments to appropriate officials on various proposed rules and guidance documents, including Statewide and Nonmetropolitan Transportation Planning, Metropolitan Transportation Planning, and MPO Coordination and Planning Area Reform.
- Through the Policy and Technical Committee, the MPOAC, with support from consultant staff and consultation with FDOT, prepared a multi-scenario analysis to distribute FHWA Planning Funds for the MPOAC and the MPOs. This included peer-state research and data collection related to the release of the 2020 Census.
- The MPOAC provided technical assistance to the Emerald Coast Regional Council in evaluating alternatives and considerations for handling the urban area growth results of the 2020 Census. The MPOAC offered the ECRC four alternatives and held meetings with executive leadership and board members to review and discuss the options.

Activities

Description of Activity	Resulting Products	Completion Date	Completed By
Offer two Weekend Institutes training sessions annually, which include arranging logistics, updating	Facilitation of two Weekend Institutes and updated training materials	At a minimum, twice a year	MPOAC Staff with consultant support

materials, and preparation activities			
Track relevant transportation and MPO legislative activity annually	Prepare a legislative summary at the close of the session and provide members with periodic updates	Annually and as needed	MPOAC Staff with consultant support
Review changes to policies, rules, and programs at the state and federal level relevant to MPOs	Prepare comments on proposed rules, policies, and regulations to inform the MPOAC membership and provide input to federal and state partners	As needed	MPOAC Staff with consultant support
Conduct national and statewide research on industry best practices and standards	Prepare documents, reports, and graphics in a clear and valuable format for the MPOs and the MPOAC membership.	As needed, based on relevant topics and concerns of MPOs and the MPOAC membership	MPOAC Staff with consultant support
Provide technical assistance to MPOs	Prepare presentations, conduct research, and support MPOs, as requested	As requested by the membership	MPOAC Staff with consultant support

Budget

Task 3 Technical Activities and Training				
Year 1, 2024/2025				
Fund Source	FHWA	Federal	State	
Source Level	PL	Soft Match ¹	In-Kind Match ¹	FY 2024 - 2025 Total
Personnel (salary and benefits)	\$47,600	\$10,496	\$0	\$58,096
Consultant	\$128,475	\$28,329	\$0	\$156,804
Travel Expenses	\$0	\$0	\$0	\$0
Direct Expenses	\$0	\$0	\$0	\$0
Total	\$176,075	\$38,825	\$0	\$214,900
Year 2, 2025/2026				
Fund Source	FHWA	Federal	State	
Source Level	PL	Soft Match ¹	In-Kind Match ¹	FY 2025 - 2026 Total
Personnel (salary and benefits)	\$48,600	\$10,716	\$0	\$59,316
Consultant	\$128,475	\$28,329	\$0	\$156,804
Travel Expenses	\$0	\$0	\$0	\$0
Direct Expenses	\$0	\$0	\$0	\$0
Total	\$177,075	\$39,045	\$0	\$216,120

¹ *Non-cash, non-federal soft match*

Budget Summary by Fiscal Years

Table 1 SFY 2024/2025 Funding Sources by Task

	FHWA PL	Federal Soft Match¹	State In-Kind Match¹	Totals
Fiscal Year	2024/2025	2024/2025	2024/2025	2024/2025
Total Budget	\$788,285	\$173,817	\$69,768	\$788,285
Task 1 Administration	\$512,375	\$112,979	\$69,768	\$512,375
Task 2 Forum for Cooperative Decision-Making	\$99,835	\$22,014	\$0	\$99,835
Task 3 Technical Activities and Training	\$176,075	\$38,825	\$0	\$176,075
Total	\$788,285	\$173,817	\$69,768	\$788,285

Table 2 SFY 2025/2026 Funding Sources by Task

	FHWA PL	Federal Soft Match¹	State In-Kind Match¹	Totals
Fiscal Year	2025/2026	2025/2026	2025/2026	2025/2026
Total Budget	\$799,848	\$176,366	\$69,768	\$799,848
Task 1 Administration	\$522,938	\$115,308	\$69,768	\$522,938
Task 2 Forum for Cooperative Decision-Making	\$99,835	\$22,014	\$0	\$99,835
Task 3 Technical Activities and Training	\$177,075	\$39,045	\$0	\$177,075
Total	\$799,848	\$176,366	\$69,768	\$799,848

¹ Non-cash, non-federal soft match

Table 3 Summary of Funding and Tasks for FY 2024/2025 and 2025/2026

Fiscal Year	FHWA PL		Federal Soft Match ¹		State In-Kind Match ¹	
	2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026
	\$788,285	\$799,848	\$173,817	\$176,366	\$69,768	\$69,768
Task 1 Administration						
Personnel (salary and benefits)	\$151,250	\$158,813	\$33,351	\$35,018	\$0	\$0
Consultant	\$84,125	\$84,125	\$18,550	\$18,550	\$0	\$0
Travel Expenses	\$45,000	\$48,000	\$9,923	\$10,584	\$0	\$0
Direct Expenses	\$232,000	\$232,000	\$51,156	\$51,156	\$69,768	\$69,768
Subtotal	\$512,375	\$522,938	\$112,979	\$115,308	\$69,768	\$69,768
Task 2 Forum for Cooperative Decision-Making						
Personnel (salary and benefits)	\$62,435	\$62,435	\$13,767	\$13,767	\$0	\$0
Consultant	\$37,400	\$37,400	\$8,247	\$8,247	\$0	\$0
Subtotal	\$99,835	\$99,835	\$22,014	\$22,014	\$0	\$0
Task 3 Technical Activities and Training						
Personnel (salary and benefits)	\$47,600	\$48,600	\$10,496	\$10,716	\$0	\$0
Consultant	\$128,475	\$128,475	\$28,329	\$28,329	\$0	\$0
Subtotal	\$176,075	\$177,075	\$38,825	\$39,045	\$0	\$0
Total	\$788,285	\$799,848	\$173,817	\$176,366	\$69,768	\$69,768

¹ *Non-cash, non-federal soft match*

Appendix A: Relationship of UPWP to Federal Planning Factors and Federal and State Planning Emphasis Areas Matrix

Table 4 Relationship of UPWP Tasks to Federal Planning Factors

FEDERAL PLANNING FACTORS	Task 1	Task 2	Task 3
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X
Increase the safety of transportation system for motorized and non- motorized users.	X	X	X
Increase the security of transportation system for motorized and non-motorized users.	X	X	X
Increase the accessibility and mobility of people and for freight.	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X
Promote efficient system management and operation.	X	X	X
Emphasize the preservation of the existing transportation system.	X	X	X
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	X	X	X
Enhance travel and tourism.	X	X	X

Table 5 Relationship of UPWP Tasks to Federal Planning Emphasis Areas

FEDERAL PLANNING EMPHASIS AREAS	Task 1	Task 2	Task 3
Tackling the Climate Crisis	X	X	X
Equity and Justice40	X	X	X
Complete Streets	X	X	X
Public Involvement		X	
Strategic Highway Network/US DOD Coordination			
FLMA Coordination			
Planning and Environmental Linkages	X	X	X
Data in Transportation Planning		X	

Table 6 Relationship of UPWP Tasks to State Planning Emphasis Areas

STATE PLANNING EMPHASIS AREAS	Task 1	Task 2	Task 3
Safety	X	X	X
Equity	X	X	X
Resilience	X	X	X
Emerging Mobility	X	X	X

Appendix B: MPOAC Responses to Comments Received

The Draft UPWP was available for public comment for 18 days, beginning on March 20, 2024. To solicit comments, the Draft UPWP was published on the MPOAC website and presented at the April 25, 2024, quarterly meeting of the MPOAC Staff Directors' Advisory Committee and the MPOAC Governing Board. An email containing a weblink to the MPOAC website where the draft UPWP was located was sent to the MPOAC membership and partners. The following comments were received:

- 1. Comment: Please show the 2.5% set aside for complete streets in the task and budget tables. It can be shown in bike/ped activities/symposiums and through noteworthy practices.**
 - MPOAC Response: The MPOAC does not receive any PL Complete Streets funding, so should not be held to this set aside requirement.
- 2. Comment: Page 17, foot note #2 and Page 22 foot note #2. Explain the deobligation footnote. “*De-obligated \$5,000 from 2023/2024 UPWP to cover the increase in legal counsel expenses*”. When did you deobligate? If FY23/24, the request needs to be placed in GAP and Approved in GAP. Also highlight in the task table.**
 - MPOAC Response: In the draft UPWP, a footnote on page 17 states, “Non-cash, non-federal soft match.” The purpose of this footnote is to indicate that the Federal Soft Match and State In-Kind Match columns in the tables directly above the footnote are non-cash soft matches; in other words, the MPOAC is not receiving the amounts in these columns as additional monies or budgets. This non-cash soft match is explained on page 11 by the language required and provided by FDOT. In addition to the first footnote, Page 22 includes a second footnote that indicated, “De-obligated \$5,000 from 2023/2024 UPWP to cover the increase in legal counsel expenses.” The MPOAC did not de-obligate funds. This footnote is removed.
- 3. Comment: For FPTA conferences, are any funds allocated for MPOAC/MPOs for scholarships to attend/participate in person? If so, how is this notated in the activities/budget tables? FMPP travel? Why is it not captured in the activities?**
 - MPOAC Response: The MPOAC does not fund a scholarship to attend or participate in the FPTA conference. Under Task 1: Administration, an activity is included to reflect the MPOAC's collaboration efforts, participation, and travel in FMPP meetings.
- 4. Comment: Task 1. How are you funding these memberships, dues, meeting and travel? Need to show the funding in task table. “memberships with partner organizations nationally and in Florida, namely the Association of Metropolitan Planning Organizations (AMPO), the National Association of Regional Councils (NARC), the Intelligent Transportation Society of Florida (ITSFL), the Florida Public Transportation Association (FPTA) and the Floridians for Better Transportation (FBT) (note: AMPO and NARC dues cover the cost of membership for all MPOs in Florida). “**
 - MPOAC Response: The MPOAC has one funding source, an off-the-top allocation from the FHWA Planning Funding (PL) allocated to the state; this is the MPOAC's budget. All membership dues mentioned in the UPWP are paid with the MPOAC's budget. Travel and participation in any of the meetings or activities associated with

these memberships are included in Task 1: Administration activities. Additional information on the cost of individual membership is included in the notes below the Task 1 budget tables.

5. Comment: Page 23 – Recalculate the Federal Soft Match subtotal for task 1.

- MPOAC Response: The formulas and calculations have been reviewed and double-checked. No issues were identified with the subtotal for Task 1. It's likely that this comment is based on an earlier draft of the UPWP.

6. Comment: Page 19 – Specific TAMP Plan and the federal initiatives. How do you provide a forum for disseminating information, engaging collaborative discussion, and working with partners organization based on MPOs interest.

- MPOAC Response: The MPOAC organizes quarterly in-person meetings that include its Governing Board and the Staff Directors of each MPO. These meetings are central to the MPOAC's function, providing a frequent and reliable forum for information dissemination and engagement on various topics, including TAMP and other state or federal initiatives. The meeting schedule is set a year in advance to ensure that MPOs can actively participate.

During these meetings, the MPOAC ensures that MPOs receive the latest updates related to any state or federal initiative or topics of interest. This includes but is not limited to, new regulatory requirements, opportunities for state and federal funding, and information sharing on transportation planning. Updates and information are shared by providing meeting participants with necessary resources and documents related to the topic.

In addition, the MPOAC invites experts from partner organizations and federal and state agencies to present on the relevant topics. These presentations aim to help MPOs understand the topic and ask clarifying questions of the presenter/expert. MPOAC meetings often feature roundtable discussions where MPO representatives can share ideas, concerns, challenges, and solutions related to topics of interest. These discussions encourage peer learning, collaboration, collective problem-solving, and sharing case studies or best practices from MPOs that successfully implement strategies or projects.

Depending on the specific topic or MPO needs, the MPOAC may refer topics to existing subcommittees or create new working groups to explore the topic further. These groups are tasked with delving deeper into specialized subjects, such as research, data collection, and defining processes or standards. Furthermore, these subcommittees or working groups can be charged with establishing a unified voice on the topic on behalf of the MPOs.

The MPOAC incorporates feedback mechanisms in its meetings, allowing MPOs to express their specific concerns and interests related to any topics of interest. The feedback shapes the agenda and focus of subsequent meetings.

As part of the "Previous Work Completed" under Task 2: Forum for Cooperative Decision Making, it's noted that the MPOAC participated in the Transportation Asset Management Plan (TAMP) Steering Committee. The MPOAC's Executive Director participated as a Steering Committee member in the state's efforts to develop and oversee the review and update of the TAMP. As part of this process, the MPOAC

collaborated on developing the Transportation Performance Measures Consensus Planning Document and developed model language for the inclusion of performance measures and targets in MPOs Long-Range Transportation Plans (LRTP) and TIPs. Throughout the MPOAC's participation on the Steering Committee, the Executive Director would have disseminated information to MPOs during the MPOAC meetings, engaged in collaborative discussions with the MPOs on the topic, and sought feedback from them. Any takeaways from these efforts would have informed the MPOAC's Executive Director's input in their role on the Steering Committee.

For any other state or federal initiative or MPO topic of interest, the MPOAC follows a similar process for providing a forum for disseminating information, engaging in collaborative discussion, and working with partner organizations. The Purpose section of Task 2 summarizes this information.

7. Comment: Task Table Activities need to answer the basics: who, what, when, where, why, and how much.

- MPOAC Response: In the draft UPWP, each task section includes content and tables that answer the basics of who, what, when, where, and why. The MPOACs UPWP was developed by following the applicable guidance in the FDOT MPO Handbook. It's important to note that the MPOAC's function differs from that of MPOs. MPOs are directly involved in the planning and allocating of transportation resources within their metropolitan areas and developing core products as required by state and federal legislation; the MPOAC serves as a statewide advisory and coordinating entity that supports the collective interests and activities of multiple MPOs. The MPOAC does not have specific core products to produce. Therefore, the activities of the MPOAC differ from those of a typical MPO. Thus, the UPWP reflects the MPOAC's function and activities. The following bullet list indicates how the content in the draft UPWP answers the basics:
 - i. **Purpose:** explains *why* the MPOAC has this specific task.
 - ii. **Previous Work Completed:** describes *what* the MPOAC has accomplished in the past under this task.
 - iii. **Description of Activity:** describes *what* specific activities the MPOAC will engage in under the task.
 - iv. **Resulting Products:** describes *how* the MPOAC will achieve the task and notes resulting products, where applicable.
 - v. **Completion Date:** describes *when* or the frequency of an activity. Most of the MPOAC activities occur on an ongoing basis. Where possible, specific frequencies or timeframes are noted.
 - vi. **Completed By:** indicates *who* will oversee and perform the activity.
 - vii. **Budget:** indicates *how much* of the MPOAC's budget is allocated for that task, including all activities.
 - viii. The MPOAC's function is managed in Tallahassee at the address noted on the cover of the UPWP. This location answers the *where* for activities mentioned throughout the UPWP. However, the MPOAC holds meetings and activities in different parts of the state. In addition, some activities can include travel outside of the state (like attending a conference).