

Unified Planning Work Program (UPWP) Work Tasks

Fiscal Years 2023 - 2024



Task 1. Engage the Public

- Monitor public participation at TPA Board and advisory committee meetings and other outlets
- Present information and seek input from local governments, chambers of commerce, neighborhood associations, etc. to support economic development, promote community health and enhance safety
- Distribute concise and relevant TPA information electronically
- Solicit public input via social media
- Issue Public Notices in accordance with federal regulations, state guidelines, and the PPP
- Monitor and update the TPA website with current events, meeting agendas, reports, etc.
- Prepare outreach materials for various planning initiatives (i.e., videos, print material, etc.)
- Monitor countywide statistical data of participants and beneficiaries of TPA programs and activities
- Monitor ADA and Title VI compliance and process all complaints
- Gather photos and video of TPA-related activities, events, and transportation projects



Task 2. Plan the System - Short Range

- Plan the fixed route transit system, including multimodal corridor studies, transit supportive land use analysis, and health impact assessments to improve access to transit service; TDP updates; and analysis of rail crossing safety and quiet zone eligibility
- Plan the TD system, including Service Plan updates, CTC evaluations, LCB meetings and 5310 applications
- Plan the non-motorized transportation system, including evaluating pedestrian and bicycle priority networks, resurfacing projects and high crash locations for ped/bike infrastructure improvements
- Plan the freight system including freight project prioritization and stakeholder coordination
- Implement and monitor actions identified in Vision Zero Action Plan
- Conduct and assist local governments with mobility and multimodal plans and corridor studies
- Collect, analyze and maintain transportation and GIS data



Task 3. Plan the System - Long Range

- Process amendments to the adopted LRTP
- Develop transportation data related to the LRTP and travel demand model plus transportation facility updates
- Update the freight system plan, participate in committees and coordinate with stakeholders
- Develop the 2050 LRTP, including the below activities:
- Update Goals, Objectives, and Performance Measures (PM)
- Coordinate review and inclusion of transportation projects from partner agencies
- Public Engagement
- Coordination with TPA committees and partner agencies
- Perform Efficient Transportation Decision Making (ETDM) screening, environmental justice and Title VI reviews



Task 4. Prioritize Funding

- Administer the TPA's annual competitive funding programs
- Develop and update the Transportation Improvement Program (TIP) through the following process:
 1. Develop an annual List of Priority Projects (LOPP) including SRM, LI, TA, and Safety Projects
 2. Review FDOT Draft Work Program for consistency with LRTP and priorities of TPA Governing Board
 3. Prepare TIP, including an interactive online map
 4. Process required TIP amendments and modifications as needed
- Prepare annual list of projects for which Federal funds were obligated in the previous fiscal year

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Task 5. Implement Projects

- Monitor implementation of LRTP projects and projects in TPA funding programs
- Update the performance measures dashboard (inclusive of the CMP) to track progress and serve as a resource
- Provide input on TIP existing and proposed transportation projects constructed by partner agencies



Task 6. Collaborate with Partners

- Develop, implement and update the Regional Transportation Plan
- Adopt a prioritized TRIP project list through SEFTC
- Serve on partner agency committees and/or provide input in transportation planning documents
- Conduct ad-hoc work groups, workshops or peer exchanges to educate and learn from stakeholders
- Coordinate with SEFTC and partner agencies for regional participation and collaboration



Task 7. Administer the Agency

- Administer TPA Governing Board and advisory committee meetings
- Monitor the UPWP for FY 23-24, process modifications and amendments, coordinate tasks with participating agencies, submit progress reports and invoices to FDOT and adopt the FY 25-26 UPWP
- Monitor, update and implement the Strategic Plan
- Provide training for staff and Board members at conferences, workshops and business meetings
- Perform financial tasks including grant reimbursement, audit reports, budget and invoice payments
- Participate in joint FDOT/TPA and federal certification reviews
- Procure services, supplies, and equipment (RFPs, contracts, etc.)
- Hire additional TPA personnel to support the TPA's administration and planning processes
- Establish and update agreements, operating procedures and Continuity of Operations Plan (COOP)
- Monitor the release of 2020 U.S. Census results, including any re-designation or re-affirmation process
- Obtain legal services to support the TPA's federal planning process and defend the TPA against claims
- Monitor DBE participation and report payments
- TIP project management database
- Performance Measures interactive tracking website
- Automated pedestrian and bicycle counts at signals
- Geospatial Mapping software and online publishing



Task 8. Transfers to Other Agencies

- Regional Transportation Plan (RTP) development by Miami-Dade TPO including performance measures, regional transportation network, financial forecasts, scenario planning and project identification
- SERPM 8/9 Model Maintenance (by FDOT District 4) including administrative and technical support
- SERPM 9 Development (by Miami-Dade TPO) using a 2020 base year and 2050 future year to predict travel demand patterns and markets for regional transit and highway projects and to analyze future trends



Task 9. Agency Expenditures with Local Funds

- Maximize Agency Effectiveness: Advocacy activities including travel, consultant fees and peer exchanges
- Improve Public Engagement: Promotional items, activities and sponsorships
- Enhance Staff Performance: Certification/licensing dues, staff enhancement expenses and professional dues
- Balance to TPA Reserve Fund