

## Space Coast TPO Operating Manual

Procedure: PR-07-03

Title: Unified Planning Work Program (UPWP)

Approval Signature:



TPO Executive Director

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| Approved: 6-27-2006 |
| Revised: 3-19-2012  |
| Review: March 2015  |

1. **Purpose.** Following the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), 23 U.S.C. 134(f) and (g), 49 U.S.C 5303, 23 C.F.R. 450, 23 C.F.R. 500 and subsection 339.175, F.S., as amended, the TPO is required to biennially develop and adopt a Unified Planning Work Program (UPWP). The UPWP documents the use of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning and research funds to be used in the next two fiscal years by the TPO.
2. **UPWP Content.** The UPWP shall include a description of the work to be accomplished and the cost estimates for each activity. The format for the UPWP shall follow the guidelines outlined in the FDOT MPO/TPO Program Management Handbook. The UPWP shall include a cover page, an Introduction, three (3) sections including Organization and Management, Work Elements and Summary Budget Tables. Each task will generally contain a description of the objective, previous work accomplished, work methodology, responsible agency, budget and funding sources.

3. **Development Schedule.** The development of the UPWP is scheduled around State and Federal deadlines. The TPO may adjust its schedule to meet these deadlines. In December and January, TPO staff shall coordinate with FDOT on statewide and regional tasks and any Planning Emphasis Areas that need to be addressed in the UPWP. In January, the TPO shall obtain the most recent estimates of FHWA and FTA planning funds available for programming in the UPWP.
  - a. The DRAFT UPWP shall be transmitted to reviewing agencies no later than March 15 of the update year.
  - b. All comments and changes must be addressed and incorporated into the FINAL UPWP, which must be approved and adopted by the TPO Board in May of the year the UPWP is updated. The FINAL UPWP shall be distributed as referenced in the FDOT Program Management Handbook.
  - c. By June 1 the FDOT District must transmit the approved UPWP to FHWA recommending approval, conditional approval, or disapproval.
  - d. The UPWP shall be approved by June 30 by FHWA and FTA.
4. **Review of the Draft.** The TPO shall submit a draft UPWP for review and comment to reviewing agencies as required by FDOT. The draft shall also be made available to the public for review and comment for a thirty (30) day period. Methods used for the announcement of the draft shall be determined by TPO staff. These methods may include posting on the TPO's website, notification in a TPO E-news newsletter or other printed media notification. At a minimum, the notification of the draft shall be included as part of the TPO's regular scheduled agenda.

- a. Distribution of draft UPWP. The Draft UPWP shall be distributed, at a minimum, to the agencies listed in the FDOT Program Management Handbook. The Draft UPWP shall also be distributed to the surrounding regional T/MPO's that include, Indian River MPO, Volusia TPO, MetroPlan Orlando, Ocala/Marion County TPO, Lake-Sumter MPO and the Polk MPO. The draft shall be made available on the TPO website.
  - b. Comments. All comments shall be submitted in writing to the TPO. Comments may be e-mailed, faxed or mailed. The deadline for receiving comments shall be no less than thirty (30) days from the day the draft was made available for review. (Generally comments shall be due in mid April.)
  - c. Adoption of Final UPWP. The TPO shall adopt the Final UPWP at its May meeting each year the UPWP is updated. The Final adopted UPWP shall be forwarded to FDOT and FHWA by June 1 of each year.
  - d. Approval by FHWA/FTA. FHWA approval of the UPWP is required by 23 C.F.R. 420.115(a). Approved UPWP's will go into effect on July 1.
5. **Modifications.** The TPO shall monitor the UPWP task balances throughout the year. If an individually funded task requires modification or there are any changes to the total federally authorized funding levels, the TPO must prepare and submit an amendment or revision.
- a. Amendments. An amendment will be processed for changes in revenue forecasts or cost estimates, changes to the scope of FHWA work task(s) or the addition or deletion of work task(s). The TPO may amend the UPWP to add or remove projects. A Resolution will be prepared for TPO Board approval. The amendment will be advertised as part of the TPO's regular

agenda. The approved Resolution will be forwarded to FDOT and FHWA for approval. All amendments must be processed by May of each year.

- b. Revisions. Revisions to the UPWP will be processed and approved by the TPO Executive Director as necessary. Revisions do not change the FHWA approved final total budget or do not change the scope of the FHWA funded task(s). Approval of revisions by FDOT or FHWA are not required. TPO staff will notify FDOT when revisions have been made and will submit updated files when necessary.

6. **Other UPWP Processes**. All other processes related to the development and management of the UPWP that are not specifically mentioned in this procedure above, shall adhere to the guidelines established in the FDOT MPO Program Management Handbook. These processes include, but are not limited to, invoicing, progress reports, de-obligation of PL funds and close-out of PL funds.