

# **Municipal Surtax Grants Guidebook**

**for  
Capital and  
Rehabilitation & Maintenance Projects**



**MAP Broward**  
Mobility Advancement Program  
Brought to you by the  
Penny For Transportation

LAST UPDATED OCTOBER 2021



**BROWARD COUNTY**  
**MOBILITY ADVANCEMENT PROGRAM**  
**Municipal Surtax Grants Guidebook**

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**MOBILITY ADVANCEMENT PROGRAM**  
**Municipal Surtax Grants Guidebook**

## INTRODUCTION

The Mobility Advancement Program Administration (MAP) Guidebook (Guidebook) includes MAP’s requirements and standards for compliance with Project Funding Agreements (PFAs) between municipalities and Broward County (County) for surtax-funded Municipal Capital Projects (MCP), and Municipal Rehabilitation and Maintenance Projects (R&M). This guidebook was specifically created for our municipal partners to serve as an online reference.

For purposes of this guidebook, the term “municipality” refers to a municipality that has an executed interlocal Project Funding Agreement (PFA) for municipal surtax-funded projects with the County. The term “PFA” refers to an executed project specific interlocal agreement between the County and the municipality.

Municipalities with a surtax PFA are responsible for the management of the grant, including:

1. Compliance with the terms of the PFA
2. Project Management
3. Financial Management
4. Procurement and solicitation of services (consistent with the PFA and solicitation package provided to the Surtax General Counsel team)
5. Timely & accurate reporting

If there is a change in the designated municipal single point of contact (SPOC), the Municipality should inform their MAP Contract Manager via email.

This guidebook can be accessed by visiting [mapbroward.broward.org](http://mapbroward.broward.org). Municipal representatives can subscribe to receive updates, news and join the newsletter mailing list by emailing [mapsocial@broward.org](mailto:mapsocial@broward.org).

# THE TRANSPORTATION SURTAX

Broward County voters approved a 30-year, one percent sales surtax for transportation in November 2018. The surtax took effect on January 1, 2019, and the first distribution of surtax revenues was received by Broward County from the Department of Revenue in March 2019.

The Broward County Code of Ordinances, Chapter 31 ½, Article V creates an independent Oversight Board of 9 volunteer professionals, responsible for reviewing project eligibility under Florida Statute 212.055(1), monitoring revenues and expenditures, maintaining overview of ongoing projects, offering transparency and accountability to the public, and proposing project performance improvements to the County Commission.

The Oversight Board reviews and approves all proposed Transportation Surtax expenditures, including County and Municipal projects. These projects are reviewed for eligibility, and if approved, recommended to the Broward County Board of County Commissioner's for funding approval.

## **Surtax Program Goals**

Transportation Surtax funded projects are intended to address the following five goals, targeting our community's biggest transportation problems:

 <b>Create Connectivity</b>	<b>Vehicle-to-Infrastructure connectivity, bridging public transit gaps including pedestrian, bicycling &amp; roadway improvements</b>
 <b>Traffic System Management</b>	<b>Real-time traffic signal synchronization, traffic flow &amp; traffic calming improvements, capacity increase, etc.</b>
 <b>Improve Transit Service</b>	<b>Expansions, investments and improvements for Municipal Community Shuttles, Paratransit, &amp; Transit services, including premium transit infrastructure (rail and bus rapid transit)</b>
 <b>Enhance Multimodal Options</b>	<b>Improve, expand and promote innovative technologies for multimodal travel options, improved safety, and facilitating mode shifts</b>
 <b>Economic Developments and Benefits</b>	<b>Overall program goal of 30% local certified small business participation invests Surtax dollars in our local community, improving &amp; promoting equitable services for all</b>

## **MAP Administration**

The County's Mobility Advancement Program Administration was organized to support and enable the Oversight Board to efficiently perform its functions. MAP staff works one-on-one with municipalities to facilitate planning, coordination of project execution, ensure timely monitoring, and guarantee Transportation Surtax funds are expended efficiently and on eligible projects, upholding the three foundational Transportation Surtax goals of **Accountability**, **Transparency**, and **Resiliency**.



ACCOUNTABILITY



TRANSPARENCY



RESILIENCY

MAP Administration is in charge of coordinating a cooperative and organized process for municipal project applications funded with Transportation Surtax proceeds. MAP Administration works with the Broward Metropolitan Planning Organization (MPO) for the application, evaluation, ranking and recommendation for funding of Municipal Capital Projects (MCPs), and with internal County agencies for the application, evaluation, ranking, and recommendation for funding of Municipal Rehabilitation and Maintenance (R&M) Projects.

Municipal projects recommended for funding are presented to the Oversight Board for eligibility determination, and then to the Board of County Commissioners for funding approval. Awarded municipalities receive “surtax grants” for the approved municipal projects through Project Funding Agreements (PFAs). Municipalities are directly responsible for managing their surtax funded projects.

MAP Administration works closely with the municipalities to ensure awarded projects are appropriately delivered per the PFA. Through ongoing technical assistance, trainings, and monitoring, MAP Administration will serve as contract managers, reviewing programmatic and financial performance of awarded surtax grants.



# SURTAX GRANTS PROCESS

The flow chart below provides an overview of the key steps in the surtax grants process for municipal capital and rehabilitation & maintenance projects. This guidebook will discuss each step in further detail throughout the sections.

## PRE-AWARD ACTIVITIES



## AWARD ACTIVITIES



## POST-AWARD ACTIVITIES

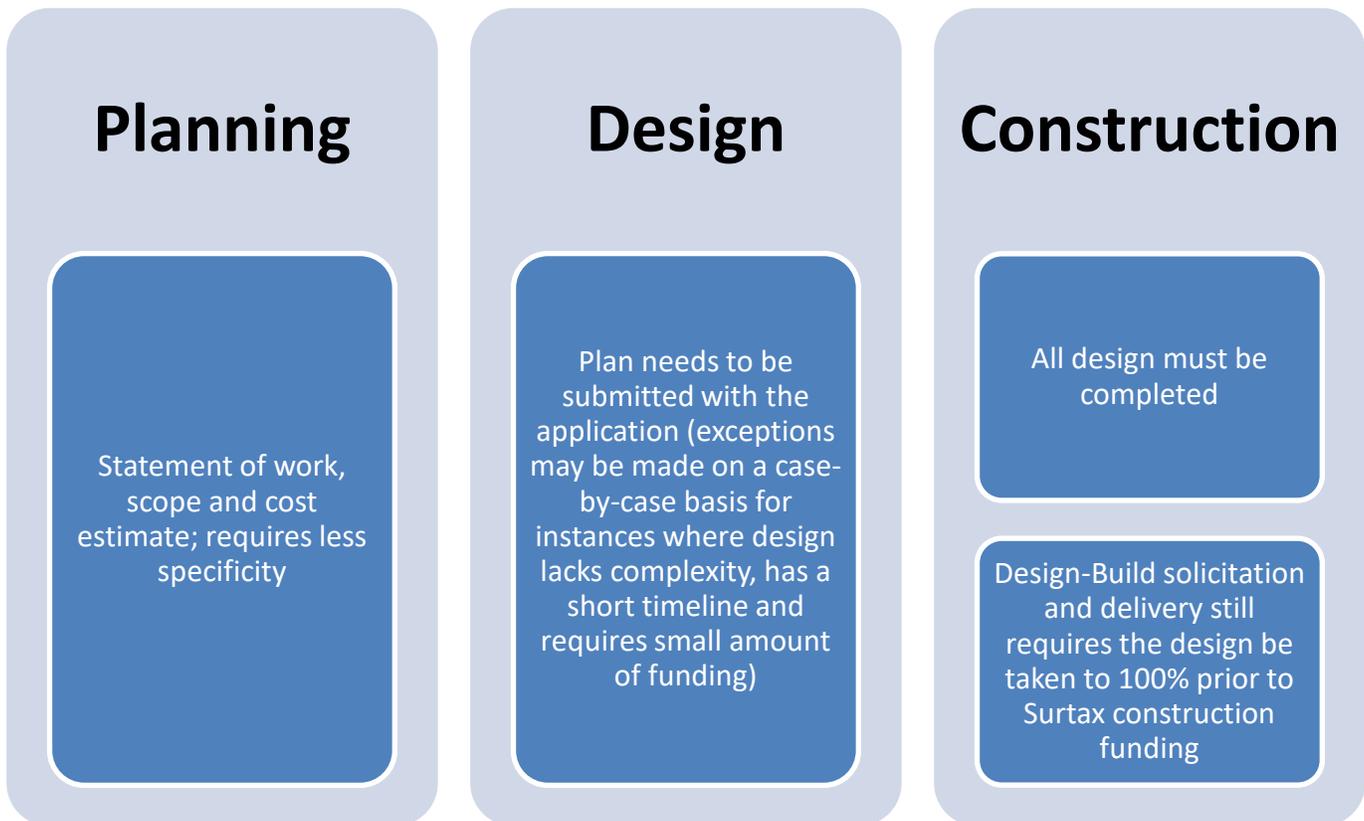


# IDENTIFICATION OF NEED/PROPOSED SOLUTION

Participating municipalities seeking Surtax grant funding should work internally to assure support for the proposed municipal capital project (MCP) and/or rehabilitation and maintenance project (R&M). The proposed projects should align with the surtax goals and address the needs of the public. Each municipality must develop a statement of work, scope, validate cost estimates and submit other required documentation per application criteria. These requirements vary by project category and phase.

## Phases

Municipalities can submit MCP applications for planning, design, and construction phases. R&M project applications are for construction only. Grant submissions must indicate the phase of the proposed project. Each submission must have, at minimum, the following documentation per phase:



- **During project concept development, Planning and Design phase projects should be coordinated with roadway owners (State and/or County)**
- **Construction phase projects require coordination/approval from roadway owners in order to be awarded**

# ROADWAY OWNER COORDINATION

This section includes guidance for municipalities to coordinate project efforts with Florida Department of Transportation (FDOT) and Broward County Public Works, to ensure successful delivery of surtax projects without implications. This document is subject to revision. Municipalities should coordinate with FDOT, the MPO and the County, prior to the submission of their project applications when the project proposes to impact a roadway that is owned by either FDOT, the county, or both.

## ***FDOT Involvement***

The Surtax initiative could fund improvements along many State Highway System (SHS) corridors. With the understanding that projects could directly or indirectly involve FDOT facilities, coordination between the respective partner agencies is imperative.

FDOT's goal is to work in partnership with the Surtax team (both at the County and the Broward MPO) along with the local municipalities to minimize impacts to the traveling public and government agencies. It is expected that the local municipalities, Broward MPO Surtax team, and Broward County Surtax team coordinate closely with FDOT when developing the project scope, vetting the project, and developing the Surtax application for projects on the SHS prior to receiving Surtax Board approval.

Local municipalities are encouraged to coordinate with FDOT early in the development of their applications for Surtax projects. This will allow the municipalities to better define the project scopes and understand FDOT expectations for the project. FDOT will ultimately conduct a multi-disciplined review of the scoping and vetting material provided by the MPO/County for each project. Projects that are modal in nature (Rail, Transit, Aviation, Seaport, etc.) will be coordinated with the Office of Modal Development within FDOT prior to receiving Surtax Board approval. The Broward MPO Surtax team and the Broward Surtax team will coordinate with FDOT to determine the agency best suited to deliver the project while ensuring a balance of workload/resources and delivering the projects to the public in the most efficient governmental agency manner.

There are various approaches to delivering "Surtax Projects" that are on the SHS or within FDOT rights of way, dependent on:

- type of project
- timeframe desired for implementation
- location
- scope
- production needs

**The FDOT point of contact is the District Program Management Administrator; Leslie Wetherell, [leslie.wetherell@dot.state.fl.us](mailto:leslie.wetherell@dot.state.fl.us), (954) 777-4438**

**Broward County point of contact is the Director of Highway Construction & Engineering, Richard Tornese [RTornese@broward.org](mailto:RTornese@broward.org), or Tony Hui, Deputy Director of Public Works, [THui@broward.org](mailto:THui@broward.org)**

## **FDOT Coordination & Delivery**

FDOT will conduct a multidisciplinary review of the coordination request and provide feedback to the Broward County Surtax representative and Broward MPO Surtax representative on best delivery mechanism.

**The following are generally the potential mechanisms for delivering projects with FDOT involvement:**

### **1.0 Permit Projects:**

Projects on the SHS that are conducive to Broward County or the local municipality delivering via a permit with FDOT include:

- Improvements at the intersection/interchange of a local roadway with the SHS
- Improvements that do not move curb lines (or minor curb line changes), do not require right of way acquisition, do not necessitate a major environmental action, and do not conflict with projects in FDOT's Work Program
- Examples projects could include:
  - Sidewalk/shared use path
  - Bus shelters
  - ATMS/ITS/fiber
  - Lighting
  - Signalization
  - Minor turn lane or intersection improvements
  - Landscape/hardscape/streetscape
  - Modal projects, reviewed on a case-by-case basis (more details being developed)

### **2.0 FDOT Managed Projects:**

Projects on the SHS that are conducive to FDOT delivering them include:

- Agreed upon scope of work to add to an existing project on the SHS that FDOT already has in its Work Program
  - Contingent upon local funding (Surtax) being provided for the design/construction/CEI for the added scope of work via a Locally Funded Agreement (LFA)
- Project on the SHS that significantly moves curb lines, within the right of way
  - For example: widening to accommodate a buffered bike lane
  - Contingent upon local funding (Surtax) being provided for the design/construction/CEI for the scope of work via an LFA
- Major widening (capacity improvement) and interchange projects on the SHS (such as 4-lane to 6-lane widening) where a State Environment Impact Report (SEIR) or Project Development and Environment Study (PD&E) would be required prior to the Design phase. Right of Way may also be required.
  - Project would need to be consistent with the MPO's Long Range Transportation Plan, identified on the MPO's List of Priority Projects, and included in the local agency's comp plan
  - Contingent upon local funding (Surtax) being provided for the SEIR (PD&E)/Design/Right of Way/Construction/CEI for the scope of work via an LFA

### **Case by Case Projects:**

- Modal projects reviewed on a case-by-case basis
- Major Transit Capital Investment Projects – See State New Starts Transit Program guidelines; reviewed on a case-by-case basis
- Planning/Feasibility studies reviewed on a case-by-case basis (more details being developed)

A Surtax scope being incorporated into an FDOT project and/or delivered by FDOT is contingent upon being identified early enough in the programming or production processes to ensure the existing projects are not delayed and that FDOT has sufficient production resources to accommodate the additional scope of work.

**Ultimately, two-year advance notice is expected for all requested phases (such as PD&E/Design/Right of Way/Construction).**

Municipalities seeking Surtax grant funding for projects along State Highway System corridors should coordinate efforts with FDOT and the Surtax team (MPO and County) before submitting Surtax project applications.

### **Adjustments for Corridor Projects**

The PFA refers to other Surtax-Funded Projects and other County or State roadway projects as “Corridor Projects”. Municipalities must cooperate in good faith and coordinate the timing of their project with other corridor projects that affect the same or nearby transportation elements. This will avoid duplicative construction and unnecessary disruption of the local transportation network.

If the County determines that the timing of a municipal surtax-funded project requires adjustment due to a Corridor Project, municipalities will receive notice from the MAP Contract Administrator. When the municipality receives the notice, the municipality must use best efforts to suspend any additional work on the project, pending an agreed adjustment to the Project Schedule.

The Parties must cooperate to mutually approve an adjusted Funding Schedule (adjusted only as to timing, absent good cause as determined by Contract Administrator) and Project Schedule. The County may withhold any otherwise scheduled funding until such adjustments are mutually approved by the Parties.

If some or all of the Project costs are modified, as a direct result of a timing adjustment to accommodate a Corridor Project, these modified costs must be addressed in an amendment to the Funding Schedule and, if necessary, an amendment to the Agreement.

**The County may withhold the execution of a project based on corridor delivery analysis, to properly sequence projects, avoid waste, and promote austerity and responsibility in the utilization of surtax funding.**

If the beginning or completion of a phase of the Project is delayed by more than one (1) year, or work suspended for more than one (1) year, the *Funding Schedule* may be unilaterally adjusted as to timing (but not amount) by written notice issued by the Contract Administrator, after consultation with Municipality, to reflect the delay. Any adjustment to the amount of funding for any phase in connection with the delay requires an amended Funding Schedule in accordance with Section 5.3 in the PFA.

# MUNICIPAL SURTAX GRANT APPLICATIONS

Participating municipalities in the [Transportation System Surtax Interlocal Agreement \(Tri-Party ILA\)](#) are eligible for Municipal Capital Project (MCP) and/or Municipal Rehabilitation & Maintenance Project (R&M) funding. This section identifies municipal projects, the application process, and project categories.

## Municipal Capital Projects (MCP)



Municipal Capital Projects (MCPs) are capital improvement projects for primarily **new or expanded roadway systems, sidewalks, bike paths, bridges, transit facilities, and similar transportation elements within a municipality's jurisdiction**

### ELIGIBLE APPLICANTS:

- Municipalities must be party to the [Transportation System Surtax Interlocal Agreement \(Tri-Party ILA\)](#) in order to be considered eligible for Surtax funding

### ELIGIBLE MCP PROJECTS:

- Including but not limited to, new or expanded:
  - Roadway systems
  - Sidewalks
  - Bike paths
  - Bridges
  - Transit Infrastructure (i.e., bus stops, shelters)
  - Similar transportation projects directly addressing MAP's goals See ['Municipal Project Categories'](#) section

### ELIGIBLE MCP PHASES:

- MCP projects can be funded in **Planning, Design and Construction** phases

### REQUIREMENTS:

- MCP projects must meet eligibility requirements under [Florida Statute 212.055\(1\)](#), and Section III of the [Transportation System Surtax Interlocal Agreement \(Tri-Party ILA\)](#) (see ['Municipal Project Eligibility'](#) for more details)

### MCP APPLICATION PROCESS:

- MCPs are submitted by the Municipalities to the MPO utilizing the online application portal
  - Applications must meet all funding criteria specified by the MPO (see ['Municipal Project Eligibility'](#) for more details)
- MPO reviews, ranks, and prioritizes projects
- MPO recommended projects are presented to the Oversight Board for eligibility review and approval
- Once approved by the Oversight Board, MCPs are presented to the Board of County Commissioners for funding approval for each cycle on an annual basis

## **Municipal Rehabilitation & Maintenance Projects (R&M)**

Municipal projects that involve restoring facilities to their safe and functional condition and/or performing preventative maintenance of a currently operating facility to preserve the facility from failure or decline are categorized as Rehabilitation & Maintenance (R&M). Such projects include primarily the maintenance or rehabilitation of roads, sidewalks, bike paths, bridges, or similar transportation elements. **R&M Projects do not include, without limitation, mowing, tree trimming, pressure cleaning, painting, irrigation repairs, landscaping repairs and maintenance, and cleaning and maintenance of catch basins, storm drains, and pipes.**



### **ELIGIBLE APPLICANTS:**

Municipalities must be party to the Transportation System Surtax Interlocal Agreement (Tri-Party ILA) in order to be considered eligible for Surtax funding

### **ELIGIBLE R&M PROJECTS:**

Included but not limited to, maintenance & rehabilitation of:

- Roadway system
- Sidewalks
- Bike paths
- Bridges
- Similar transportation projects directly addressing MAP's goals

### **ELIGIBLE R&M PHASE:**

R&M projects are funded for **construction** phase only (**design costs are not eligible for R&M surtax funds**)

### **REQUIREMENTS:**

- R&M projects must meet eligibility requirements under Florida Statute 212.055(1), and Section III of the Transportation System Surtax Interlocal Agreement (Tri-Party ILA) (see '**Municipal Project Eligibility**' for more details)
- R&M projects cannot exceed the maximum amount established by Broward County for each application cycle
- **R&M projects must be completed within 12 months upon execution of PFA (for the initial cycles & will be reevaluated as necessary)**

### **R&M APPLICATION PROCESS:**

- R&M are submitted by the Municipalities to Broward County through the Surtax Performance Measurement System Management Portal
  - Applications must meet all funding criteria (see '**Municipal Project Eligibility**' for more details)
- R&Ms are evaluated and ranked by the County consistent with project eligibility requirements
- Recommended projects are presented to the Oversight Board for eligibility review and approval
- Once approved by the Oversight Board, R&Ms are presented by MAP Admin to the Board of County Commissioners for funding approval based on availability of revenues

### **FUNDING LIMITATIONS:**

- R&M projects can only be funded once all municipal capital projects are funded in each Fiscal Year, or the Minimum Annual Guarantee (MAG) has been reached for that Fiscal Year

## **Municipal Project Categories**

Municipal Projects are aggregated into project categories that best represent the project descriptions, for presentation and reporting purposes. These project categories will be specific to surtax-funded municipal projects only, with the intent of creating clear and easily identifiable project group types. MAP Admin will utilize the following project categories for both reporting and public-facing communications. The table below identifies the project category and examples of project descriptions best correlating to each category.

<b>Project Category</b>	<b>Description &amp; Examples</b>
Bike/Pedestrian (municipal capital)	Bike lanes, sidewalk construction, crosswalks, multi-use paths, eligible neighborhood greenways
Bridge (municipal capital)	Bridge replacements, new bridges, structural improvements, raising (to accommodate sea level rise)
Congestion Management (municipal capital)	Road expansion, road connections, intersection improvements, traffic circles/roundabouts
Roadway Improvements (municipal capital)	New roads, wayfinding signage, guardrails, ADA accommodations, roadway lighting (see Sec. III (G), global IIA, as amended or page 18 of this Guidebook)
Roadway Resilience (municipal capital)	Public roadway drainage improvements, conversion of span wire to pole and arm mounts (Mast Arm), road raising, etc.
Roadway Safety Improvements (municipal capital)	Projects intended to address conflicts and unsafe conditions, as warranted and eligible
School Zone (municipal capital)	Reconfiguring school safety zones to address utilization, adding features (flashers, signage, guardrails, etc.) in coordination with school/school board
Study (municipal capital)	Eligible planning studies
Transit Infrastructure (municipal capital)	Transit pads, stops and shelters; eligible community shuttle improvements
Rehabilitation & Maintenance (non-capital)	Roadway resurfacing, sidewalk repairs, roadway drainage repairs, bridge repairs, lighting repairs to existing facilities

# CYCLE 1 EVALUATION & RANKING

This section details the evaluation and ranking process utilized for MCPs and R&Ms in Cycle 1. It also indicates the process for Cycle 1 phase conversion requests, and project withdrawals.

## **Application Cycles**

Cycle 1 refers to the municipal surtax grants awarded in FY 2020, both capital (MCPs) and rehabilitation and maintenance (R&M), consistent with the terms of the global ILA's 1<sup>st</sup> Amendment. Per the 1<sup>st</sup> Amendment, the MPO was to rate, rank, and prioritize MCPs, while the County was to establish a rating and ranking process for R&M projects. All municipal Cycle 1 projects were required to have been contained in the original surtax plan to be eligible for award.

## **Municipal Capital Project Evaluation & Ranking Process**

Cycle 1 MCPs were prioritized, ranked, and recommended by the Broward Metropolitan Organization (MPO), based on a modified Complete Streets and Localized Initiatives evaluation tool (modified CSLIP) with additional points attributed to each MCP's ability to alleviate traffic congestion and improve connectivity; factors such as shovel-readiness, level of service, incident delay, proximity to transit, population density, employment density, equity, and resiliency.

Specific Cycle 1 prioritization criteria, and all MCP cycle information can be found at

**<https://www.browardmpo.org/current-projects-studies/surtax>**

## **Rehabilitation & Maintenance Project Evaluation & Ranking Process**

R&M project applications, submitted via the online **Surtax Performance Measurement System Management Portal**, were reviewed, ranked, and prioritized by a team of County transportation planning experts, based on **need and equity**. Ranking and evaluation criteria for R&M projects includes:

- a) The age and condition of the facilities;
- b) Multimodal components;
- c) Sustainability components;
- d) Socio-economic factors (including, without limitation, gas tax revenues distributed, household income, and miles of roadway under municipal jurisdiction);
- e) Construction-readiness of the project;
- f) Geographic and equitable distribution of Transportation Surtax Proceeds countywide; and
- g) Other transportation-related projects occurring or scheduled to occur in the vicinity, including to avoid unnecessary disruption of traffic and inefficient or duplicative work

Updates and technical assistance documents will be maintained on our website for our Municipal partners, under the 'Surtax Grantee Resources' tab **Municipal Partners (broward.org)**

### **CYCLE 1 MCP Phase Conversion Requests**

Following the execution of the Second Amendment to the global interlocal agreement, municipality's approved for Cycle 1 funding may request for an MCP phase conversion and request funding for a phase previously recommended by the MPO be designated to another phase of the same MCP. For example, funding for a design phase can be requested to be applied towards that same MCPs construction phase. To be considered for an MCP phase conversion, Municipalities must:

1. Submit a written request to the County requesting an MCP phase conversion
2. Demonstrate the previously recommended phase of the MCP is completed or other circumstances render funding of that phase futile (e.g., the phase was funded with other resources)
3. The substituted phase to be funded has been considered statutorily eligible by the Oversight Board

**The funding amount previously recommended by the MPO for the designated phase is the maximum amount that the County will apply towards the substituted phase.**

**Any questions related to conversion requests should be directed by the municipality's legal representatives to the Surtax General Counsel: [hbrannon@broward.org](mailto:hbrannon@broward.org)**

**To see how previous MCP conversion requests for Cycle 1 were handled, view the March 26<sup>th</sup>, 2021 Oversight Board Meeting available here: <https://www.broward.org/PennyForTransportation/OversightBoard/Pages/Meetings.aspx>**

### **MCP Withdrawal**

Upon written notice to the County and the MPO, Municipalities may withdraw an MCP (i.e., cancel its application for Transportation Surtax funding for the applicable project) **at any time prior to executing a Surtax Funding Agreement**. Notice of withdrawal should be on municipal letterhead, signed by the City Mayor or City Manager, addressed to the County Administrator and MPO's Director of Transportation Policy.

# ELIGIBILITY CRITERIA

This section includes the criteria used by the Oversight Board for eligibility determination of Municipal Capital and Rehabilitation & Maintenance projects.

## **Municipal Project Eligibility**

Municipal Capital Projects and Rehabilitation & Maintenance projects funded with Transportation Surtax proceeds must meet eligibility under **Florida Statute 212.055(1)**, in addition to the eligibility criteria included in Section III of the **Second Amendment to the Transportation System Surtax Interlocal Agreement (Tri-Party ILA)**:

- A. **Street lighting:** Improvements to lighting systems along a public road that are ancillary to road improvements and illuminate the right-of-way for vehicles, pedestrians, and bicyclists, are eligible projects. A lighting justification report consistent with Broward County and FDOT policies and the criteria outlined in the then-current version of the Florida Greenbook is required for these improvements to be eligible.
- B. **Drainage:** Improvements to a public road stormwater system that address drainage deficiencies are eligible, provided the drainage improvements only address stormwater runoff from a public roadway. A drainage analysis is required for drainage projects and may include the width of the road right-of-way plus up to ten feet on each side of the right-of-way to calculate the eligible size of the stormwater system. Increases to the stormwater system to accommodate a drainage area greater than the eligible size are not eligible. Improvements to address runoff from private roads and/or developments are not eligible.
- C. **Sound Walls:** Improvements that are consistent with the then-applicable FDOT noise decibel level criteria and the Broward County criteria for noise abatement projects are only eligible if the improvements meet all of the following criteria:
  - Any requested sound wall is due to a road project that adds through lanes to an existing road, alters the road alignment significantly, or constructs a new road;
  - The traffic noise study indicates the projected exterior noise level approaches or exceeds 67 decibels (dBA) or increases the existing noise level by 15 dBA or more; and
  - FDOT compliant modeling shows the proposed wall will reduce the noise level at least five (5) dBA with a typical design goal of ten (10) dBA reduction.
- D. **Fiber-optic:** Fiber-optic improvements supporting only communications for the County's public transportation system are eligible, provided that the proposed improvements have received approval from the maintaining and operating agency(ies). A shared conduit that includes use for any purpose other than the County's public transportation system is not eligible for funding through Transportation Surtax Proceeds.
- E. **Landscaping:** Only landscaping improvements within the public road right-of-way that are ancillary to a road improvement project and meet the applicable design criteria are eligible.

- F. **Parking:** Improvements used for park-and-ride or other transit-oriented development parking that serve the public are eligible. Garages directly related to a public transportation project that serve the public are eligible, provided the parking fees do not exceed costs associated with operating and maintaining the facility.
  
- G. **Road Improvements:** New roads, widening, resurfacing, and repairs of existing roads, pavement markings, signage, guardrails, ADA accommodations, and traffic calming projects are eligible. High-end decorative lighting, decorative road signage, brick pavers, and similar items are not eligible.

**The Oversight Board's Role in Eligibility Determination:**

The Oversight Board reviews all recommended projects, including MCPs and R&M projects, presented by the Surtax team (MPO and County). Municipalities are notified and invited to attend, providing an opportunity to present and respond to any questions regarding their project application. The Oversight Board reviews each project and makes recommendations based on eligibility determination, to the County Commission. The County Commission then appropriates funding for the recommended projects, and MAP Administration issues award letters to municipalities receiving Surtax grants.

# FUNDING CYCLES

Municipal Projects originally included in the Transportation Plan were reviewed and ranked for project funding recommendations, based on prioritization and available Fiscal Year (FY) surtax revenues. This section provides guidance on the surtax funding cycles, including Cycle 1 and the Five-Year Plan.

## Surtax Funding Cycles

Surtax funding is subject to the County Commission's decisions regarding budgeting and appropriation of Transportation Surtax Proceeds for each applicable Fiscal Year. Surtax cycles follow the County's Fiscal Year, beginning October 1<sup>st</sup> through September 30<sup>th</sup>. Cycle 1 utilizes FY2020 funding, Cycle 2 FY2021, and so forth. *FY2020 funding for Cycle 1 includes carried forward monies from FY2019. Note: funding cycles are based on Fiscal Year allocation of funding. Although funding cycles match MPO's application cycles, funding for projects is not based on year of application, but on ranking, prioritization, and availability of revenues. Per the terms in the global ILA, as amended, Cycle 1 MCPs preserve their ranking; meaning they are prioritized by the MPO for funding within the minimum annual guarantee (MAG) until all are fully funded. Applications in the MPO's Cycle 2 "new" MCP process may only be recommended for funding if the County requests recommendations from the MPO in excess of the MAG in any given year.*

## Cycle 1 Funding

Cycle 1 funding allocated for MCPs and R&Ms utilizes partial FY2019 and FY2020 surtax revenues, consistent with the **original Global Interlocal Agreement**. As described in more detail in the *Cycle 1 Evaluation & Ranking* section of this guidebook, Cycle 1 funding was approved by the Oversight Board and the County Commission for the following:

Municipal Project Category	# of Applications Reviewed & Ranked	# of Approved Projects	Approved Funding Amount
MCP	110	97	\$65.8 Million
R&M	62	40	\$55.5 Million
<b>Total Cycle 1 Municipal Projects Funded</b>		<b>137 (MCP &amp; R&amp;M)</b>	<b>\$121.3 Million</b>

Of the 110 MCPs ranked by the MPO, 13 projects were withdrawn from consideration, deferred at the request of the applicable Municipality, or were deemed statutorily ineligible. In total, 97 municipal capital projects were identified as statutorily eligible and approved for Cycle 1 funding.

A total of 62 R&M applications submitted in FY2020 were properly reviewed and ranked by the County. The total cost of the 62 R&M projects alone exceeded the available revenues from FY2019 and FY2020 after funding MCPs, allowing for funding of only 40 R&M projects in Cycle 1. Approved R&M projects not funded in FY2020 will be funded in future funding cycles, subject to the availability of revenues, as determined by the County, until all approved R&M projects have been funded.

To view the list of all MCPs & R&Ms approved for funding in Cycle 1, visit <https://www.broward.org/PennyForTransportation/Partners/Pages/ProjectInformation.aspx>

## **Five-Year Plan**

The Five-Year Plan includes Transportation Surtax funded MCPs identified as eligible over a period of the next five fiscal Years. MAP Administration will present the projects annually to the County Commission for their funding approval and appropriation of Transportation Surtax proceeds for each applicable Fiscal Year. The first Five-Year Plan starts with Funding Cycle 2 (FY2021) through Funding Cycle 6 (FY2025). The Five-Year Plan acts as the basis for annual surtax funding appropriations and offers surtax grantees certainty in long-range programming and planning for transportation projects and surtax revenues.

**Municipalities may advance funds from another funding source to begin a surtax grant project in an outyear of the Five-Year Plan and request reimbursement in the year the project is programmed for funding provided that:**

*For Cycle 1 awards, funds expended prior to the date the PFA becomes effective are not eligible for reimbursement*

- 1. the Municipality obtains written approval from the County Administrator about advancing the specific project prior to the year of surtax funding;**
- 2. the County Commission appropriates the funding for that MCP project; and**
- 3. the Municipality acts, even while utilizing the non-surtax source, as if it were under contract and complies with all terms and conditions of the Surtax Funding Agreement for the applicable project.**

**A municipality should consult with its legal counsel and coordinate with MAP Administration to discuss accelerating a project in the Five-Year Plan to ensure there are not coordination or project delivery efficiency considerations that could impact the project's eligibility for reimbursement.**

The Municipal Five-Year Plan includes recommended funding for subsequent phases of Planning- and Design-phase capital projects approved by the County Commission in Cycle 1 (FY2020). The current Five-Year Plan (through FY2025) **includes funding for 32 projects, 30 of which will be fully funded.** The criteria for inclusion in the Five-Year Plan are the project's ranking, the expected availability of funds, and corridor delivery considerations that increase efficiency and minimize disruptions. Due to funding availability, not all projects deemed eligible by the Oversight Board were incorporated in the Five-Year Plan. The County has received the MPO's project funding recommendation for the new fifth year of the Five-Year Plan, which includes funding for up to 7 projects, depending on updated cost estimates and availability of revenues. The new Five-Year Plan (FY2022-FY2026), effective October 1, 2021, will be reviewed and approved by the Oversight Board and incorporated into the County's FY2022 Capital Budget.

**To see surtax municipal projects in the Five-Year Plan, visit the Surtax Municipal Resources page on our site: <https://www.broward.org/PennyForTransportation/Partners/Pages/ProjectInformation.aspx>**

# PROJECT FUNDING AGREEMENT

Each Municipality awarded a Surtax Grant will need to enter into a Project Funding Agreement (PFA) with the County to receive Transportation Surtax funds. The Transportation Surtax Counsel Legal Team will work with each municipality for negotiations and finalization of the agreement(s). This section gives an overview of the PFA, highlighting key steps for PFA execution. Each PFA is project-specific, and municipalities should review their finalized PFA for scope, deliverables, timelines, and other requirements.

## **Project Funding Agreement**

An executed Project Funding Agreement (PFA) between the County and each Municipality is needed in order to receive Transportation Surtax proceeds. Prior to executing a PFA, Transportation Surtax Counsel and legal staff works with each municipality to ensure all required information has been submitted and reviewed. Required information and documents for the issuance of a PFA are detailed in a project checklist provided to each municipality.

**The following steps are needed for the PFA process:**

- 1. Municipality requests County Business Enterprise (CBE) goal assignment:**
  - a. Scope of Work and required checklists are submitted to the Office of Economic and Small Business Development (OESBD)
  - b. Goal Assignment Forms are to be submitted to Sandy Michael McDonald, Director of OESBD at [smmcdonald@broward.org](mailto:smmcdonald@broward.org)
- 2. Awarded Municipality completes & submits project checklist and required documents to the Transportation Surtax Counsel Legal Team at [hbrannon@broward.org](mailto:hbrannon@broward.org)**
- 3. Municipality submits Scope of Work and required documents for each project to Surtax General Counsel Legal Team at [hbrannon@broward.org](mailto:hbrannon@broward.org)**

Municipalities are required to comply with the terms of the PFA, in addition to all applicable federal, state, and local laws, codes, ordinances, rules and regulations including American with Disabilities Act. 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973.

## **1. CBE Goal Assignment**

The County Business Enterprise (CBE) program participation is required for surtax-funded projects equal to and above \$250,000, unless otherwise exempt by law. The 30-year goal for CBE participation is 30%, and individual project goals will be assigned according to project scopes, consistent with procedures established by the Office of Economic and Small Business Development (OESBD).

**All projects solicited externally (not done in-house), regardless of the total project cost, must be reviewed by OESBD for a CBE goal assignment.** A CBE goal assigned to surtax-funded projects will be subject to the availability of subcontracting opportunities, the availability of subcontractors, and consideration of good faith efforts to meet such goal consistent with the County's CBE program. Exceptions will apply to agreements that are subject to other participation goals (e.g., federal DBE program), agreements that are

expressly exempt from the County's Procurement Code, agreements that are otherwise ineligible by state or federal law, and agreements to which goals are not assigned by the County (e.g., sole source, sole brand, and emergency agreements).

A Small Business Development Specialist will be working with each municipality to ensure adherence to the policy and offer guidance throughout the process. Municipalities need to submit the scope of work, along with the Goal Assignment Form.

The CBE goal assignment takes approximately 20 days. The County's review process will not be an impediment to the municipal procurement process. Written notification will be provided by OESBD after review of the municipality's Goal Assignment Form submission, including notification of 'no CBE goal' assignment, if applicable.

## **2. Required Project Checklist**

Awarded Municipality completes & submits required checklist based on project type and submits to the Surtax Legal Team:

- a. Construction Checklist (broward.org)
- b. Design Checklist (broward.org)
- c. Planning Checklist (broward.org)

## **3. Municipality Submits Scope of Work for Each Project**

Scope of Work is submitted to The Transportation Surtax Counsel Legal Team at [hbrannon@broward.org](mailto:hbrannon@broward.org). It should describe the project in detail.

### **a. Construction**

Scope should include adequate resources to monitor and inspect construction performance to ensure compliance with standard construction standards and practices, monitor construction progress and schedules, perform necessary design services during construction, perform testing, prepare change orders, mitigate claims, and prepare signed-and-sealed as-built drawings.

### **b. Design**

Scope of Work should include preparation of signed and sealed construction plans and specifications in accordance with applicable State, County, and local standards; permit approvals; public involvement; and cost estimate.

### **c. Planning**

Scope of Work (Existing conditions should be described. Work to be performed should include alternative development, data collection (if necessary), alternative analysis, recommended alternative, and cost estimate.)

## **4. Draft PFA is created and sent to Municipality for review and negotiations**

The Transportation Surtax Counsel Legal Team works with the municipalities in **discussion of scope, schedule, and budget** to finalize the PFA and execute it.

## **5. PFA Execution**

The final PFA is sent to the municipalities for execution, first signed by the municipality and then signed by the County (County Commission approval is not required to expedite effectiveness).

## **6. Funding is advanced consistent with the terms of the executed PFA**

Once the PFA is fully executed, it will turn into a grant agreement in the County's financial system and funds will be advanced to the municipality consistent with the specific terms of the PFA (Funding Schedule).

## **Municipality solicits for services or construction (unless being done using a Continuing Services Agreement (CSA) or in-house)**

Municipalities have the option of soliciting, utilizing an existing contract, or completing the project with in-house resources, depending on the project. The municipality must provide the proposed contract/ proposed solicitation and supporting documentation to the Surtax Legal Team for review and written approval from the County Attorney's Office before moving to step 4. For projects using a CSA, the contract must meet the County's requirements and municipalities must receive written approval from the County Attorney's office before moving to step 2.

Solicitations for services are published by each municipality and should specify the County Business Enterprise (CBE) goals assigned, as applicable. Procurement of services or materials relating to the surtax-funded project must comply with **Section 255.20** and **Section 287.055**, Florida Statutes.

**Before solicitations go to city commissions for review and approval, the final cost and scope need to be reviewed and approved by the Surtax legal team. The Surtax legal team will determine if the final project documents are consistent with the required contractual provisions and meet the commitments. If there are material changes to the final documents, the municipality needs to resubmit for review and approval.**

MAP's Procurement Strategist is an available resource to municipalities when planning major procurements. Jeff Napier, available via email at [JNapier@Broward.org](mailto:JNapier@Broward.org), is available to assist in developing coordinated procurement strategies that achieve program objectives, comply with regulations, and leverage synergies across the portfolio of surtax procurement activities.

## **Modifications to Executed PFA**

Any proposed modifications to the executed PFA need to be submitted by the municipality to the Contract Administrator in writing, along with appropriate documentation depending on the nature of the request. The county will review each submitted written request and approve or reject the modification request within fifteen (15) calendar days after receipt of notice and full supporting documentation. Each modification request will be reviewed on a case-by-case basis to determine if an amendment to the PFA is appropriate, or if the modification constitutes a material change in scope.

## **Material Changes to the Project**

A material change increases the maximum funding amount, or materially modifies the Project's scope and/or schedule. Any material change that does not increase the Maximum Funding Amount in the PFA will require prior written approval from the Contract Administrator. Proposed material changes may require amendments and/or review by the Oversight Board for Statutory eligibility.

- If the **modification to the Project increases the Maximum Funding Amount**, the following is required:
  - An Amendment to the PFA
  - Oversight Board review for statutory eligibility & funding amount increase
  - Approval by the Board of County Commissioners
- **Modifications to the construction phase of a project exceeding the amount provided in the *Funding Schedule*** requires:
  - approval by the Contract Administrator
  - Review by the Oversight Board for statutory eligibility and allocation of additional funding
- Any modification considered an **owner enhancement** must be paid for solely by the municipality with non-surtax funds.
  - Examples of owner enhancements include decorative lighting, decorative paving and improvements that are not within the public right of way.
  - Municipality's legal counsel should contact Surtax General Counsel to discuss owner enhancements.
- Any recommended **change in the Project Schedule** that modifies the start or completion dates for any phase, by more than sixty days (60), requires prior written approval by the Contract Administrator.
- Nonmaterial changes to the Project do not require County approval and may be approved by the Project Manager.

## **PFA Term & Extensions**

The term of the PFA for each municipal project begins on the "effective date" which is the date the agreement is fully executed by the municipality and the County. Please note: The initiation of the term and "effective date" does not necessarily coincide with the start date for Reporting Requirements outlined in Exhibit C.

**The agreement may be renewed for a maximum of two (2) additional, one (1) year terms by written approval of the Project Manager and the County Administrator at least (30) days prior to the expiration of the current term. Any extension beyond the two additional, one-year terms requires approval by Board of County Commissioners and the governing board of the Municipality.**

# SURTAX FUNDING

This section outlines: eligible and ineligible expenses; invoicing; how municipalities will receive funding; withholding of funds; and overpayments. Municipalities will receive funds after a PFA has been fully executed, the project has been established in the County's financial system, and within 30 days after the first advance payment request has been submitted. Funding will be advanced specific to each project as detailed in each PFA's Funding Schedule. This section provides general guidance; however, each individual project must follow the funding schedule stated in the PFA. Funding will vary depending on the project type, phase, and agreed deliverables.

## **Eligible Expenses**

Surtax funding will only cover amounts, costs or expenses indicated in the project specific PFA as eligible. Contract monitoring will assess whether invoices include ineligible expenses under Florida Statutes, the multi-party ILA, or project-specific funding agreement and will notify municipalities and legal counsel in every case where there is a question of eligibility. Questions of eligibility are legal in nature and will be resolved by Surtax General Counsel and the Oversight Board.

## **Ineligible Expenses**

Expenses identified as ineligible under **212.055(1)(d), F.S.** during the Oversight Board's consideration of the project, or by Surtax Legal Counsel based on Eligibility Criteria outlined in the Global ILA, Section III, during PFA negotiations, will not be included with the Funding Schedule of the PFA. Any ineligible costs associated with the larger project will not be funded by the County and must be paid by the Municipality from non-surtax funds. The Municipality must agree to utilize the surtax funding on eligible surtax-related project costs only. The following expenses are ineligible under the PFA:

- **Any costs incurred by municipality before execution of PFA (applicable to Cycle 1)**
- **Costs incurred after expiration date of PFA**
- **Costs not expressly permitted in the PFAs Project Description & Project Schedule (Exhibit A) & Funding Schedule (Exhibit B)**
- **Amounts that Contractor, Consultant or Subcontractor are contractually responsible to pay to the Municipality or County (liquidated damages for exceeding project schedule, audit costs, etc.)**
- **Amounts attributable to good or services received under contract that was not approved by the County**
- **Audit costs incurred by Municipality**
- **Legal and accounting fees incurred by Municipality**
- **Costs for operation, support, or maintenance of the Project (see Appendix A for County Maintenance Schedule)**
- **Interest expenses incurred by Municipality**
- **Municipality's personnel costs with indirectly performing the Project (Note this is allowed only if Municipality is directly performing the Project)**
- **Increased or additional costs due to changes in the quality of materials, furnishings, finishes, aesthetics, or any other cost reasonably determined by County to be "owner enhancements"**

## **Funding Schedule**

The County will provide the Municipality with funding for surtax projects, utilizing the Funding Schedule (Exhibit B) indicated in each executed PFA. Presented below are the main funding schedule takeaways consistent for all surtax-funded projects:

**Funding Amounts** stated in Funding Schedule (**Exhibit B**) are **MAXIMUM** amounts payable for the Phase(s) stated. Subsequent phase advancements will only be paid in accordance with the Funding Schedule once invoicing and documentation has been appropriately submitted and approved by MAP Administration.

### **INVOICING/EXPENSE SUMMARY**

Municipalities must submit the following with each invoice (expense summary):

1. Updated progress schedule
2. Documentation of **all** payments made to Contractor for funding being requested
3. Statement indicating cumulative amount of County Business Enterprise (CBE) participation to date
4. Attestation that all surtax funds expended, and amounts sought, are eligible, signed by Chief Financial Officer (CFO)/Finance Director or designee formally identified by City Manager

### **ADDITIONAL INVOICE REQUIREMENTS**

1. All costs being presented must have the following supporting documentation:
  - a) approved invoices\*
  - b) proof of payment
  - c) time records

\*must include detail and nature of the amounts expended

## **Phases - Funding Schedule**

When applicable, the Project's *Funding Schedule* will be in phases or deliverables.

- The funding for these phases or deliverables must be executed in sequential order
- Any modification to the project scope, reduction of funding amount(s), change of schedule, phase(s) or deliverable(s) requires, at minimum, written approval from MAP Administration. Any material changes, or requests to increase the Maximum Funding Amount, requires an amendment to the PFA, with approval from the Oversight Board.
- An amended *Funding Schedule* must also be attached to the invoice packet for the next phase(s) or deliverable(s) being modified

## **Maximum Funding Amount**

The Maximum Funding Amount is the maximum project amount payable to the Municipality by the County and a limitation of the County's obligation to provide funding to Municipality for the project.

Subtotal amounts for the applicable phases and in the *Funding Schedule* are the maximum amounts payable for the applicable portions of the project, and limitations on County's obligation to provide funding to Municipality for the project.

**The County is not liable for funding to the Municipality above the applicable amounts stated in the *Funding Schedule* (Exhibit B of the PFA) or the Maximum Funding Amount.**

## **Advance Payment**

Advanced funding will vary depending on project type and will be clearly specified in each individual PFA. Depending on the phase of the project, funding may be up-front, quarterly, or monthly.

<b>Planning Projects</b>	May be eligible for 100% upfront payments of cost-estimate. County can withhold a specified percentage of project funding until final project deliverables are submitted.
<b>Design Projects</b>	Will vary depending on each project and will receive advance funding as described in the PFA. Invoices must be received and accepted before future advances will be processed.
<b>Construction Projects</b>	May receive advances as frequently as monthly, dependent on the actual project scope. Invoices must be received and accepted before future advances will be processed.

## **Advance Payment Request**

Once a PFA has been fully executed, the municipality must submit an advance payment request to receive their first payment, in accordance with the Funding Schedule (Exhibit B of the PFA). MAP contract managers will complete the advance request template for each project and send it to the municipal single point-of-contact (SPOC). The SPOC is responsible for verifying accuracy of template information, including the project name, project ID, phase/deliverable, and first advance amount. Once verified, the template should be placed on the municipality's official letterhead, signed, and submitted via email to the designated MAP contract manager (**see Appendix B for 'Advance Request template'**).

**For the first advance only**, the advance request can be signed by the Project Manager (PM) or municipal SPOC. When the advance request is signed by the PM or SPOC instead of the CFO/Finance Director, MAP contract managers will include a memo to accompany the request. A Project Manager acting in the capacity of CFO/Finance Director will be acceptable **only if** MAP Administration receives official delegation of responsibility from the City Manager or Chief Administrative Officer to the PM, on the Authorized Municipal Signatories & Designation Form (**see Appendix C for 'Authorized Municipal Signatories & Designation Form'**). This form will be provided to you upon execution of the PFA.

MAP contract managers will ensure municipalities are registered in the County's financial system and will update information and preferred method of payment (check or electronic payment) as needed.

## **Invoices/Expense Summaries**

Invoices must be submitted to report expenditures incurred associated with the first advance payment, and all following advances. Invoices submitted to MAP Admin by the Municipality need to be accompanied by the Expense Summary as the coversheet, along with documentation to support the expenditures incurred and paid with Surtax funding (**see Appendix D for 'Expense Summary template'**). The Expense Summary will include the phase/deliverable being reported on and total expenses incurred. Additionally, the Expense Summary must also identify the phase/deliverable of the next advance, when applicable, in accordance with the Funding Schedule (**Exhibit B**) of each PFA. Further instructions for completion of the Expense Summary report will be provided with the template.

## **A. Expense Summary Documentation**

Expense Summaries must include the following documentation to be considered proper and to facilitate the next advance:

- Copies of all invoices, payments made to Contractor or Consultant (if applicable), along with supporting documentation \*
- Signature from the Chief Administrative Officer and Chief Financial Officer (or other formally designated representative by the City Manager), certifying all funding amounts received and utilized to date by the Municipality are eligible as determined in the PFA

\*Additional requirements **may vary by project** and will be indicated in the 'Funding Schedule **Exhibit B**' of the PFA. If applicable, the following documentation will also be required with the invoice submissions:

- For Consultants (if applicable):
  - All costs invoiced should include certified payrolls, time records, invoices, contracts, or vouchers as backup documentation
- For Construction contractor (if applicable):
  - Pay application documents consistent with AIA Document [G702](#) and [G703](#)

## **B. Submitting an Expense Summary**

Expense Summaries must be uploaded to the SharePoint link provided by your contract manager until a portal is fully operational.

### **Final Invoice/Expense Summary and Reconciliation**

The municipality must submit the final Invoice/Expense Summary to County no later than **one hundred twenty (120) days** after the completion of the Project, unless otherwise stated in the Funding Schedule or approved by the Contract Administrator. Expenses not reported by the final deadline will be the sole responsibility of the municipalities.

The final Expense Summary must be accompanied by:

- A complete summary of all expenses incurred, and all amounts paid for the project
- All funding, proceeds, interest, or other amounts received relating to the Project
- Any unpaid invoice amounts still owing, disputed charges, or other unresolved issues relating to the Project that may impact the financial accounting of the Project (collectively, the "Final Reconciliation")

Municipality must provide any backup or additional documentation requested relating to the Final Reconciliation if requested by the Contract Administrator. If County or Municipality identifies any error or omission in the Final Reconciliation, Municipality must resubmit a corrected final invoice and corrected Final Reconciliation.

County must pay the correct final invoice after review and approval of the Final Reconciliation.

### **Leverage**

If a municipality receives funding for a surtax-funded project from another source, including municipal funds, this should be reported as leverage on the Financial Report, as indicated in the PFA. Non-surtax funding awarded/committed, should be specified, indicating the funding source(s) and amount(s). Leverage also relates to non-surtax funding sources that occurred before or may occur after a surtax-funded phase.

### **Surtax-Funded Projects Funded with Other Sources (Non-Leverage)**

In any instance, where a municipality has received an award for a surtax project, where the next phase of that project is programmed in the current Five-Year plan, and such municipality seeks funding for the next phase of the project from a non-surtax source (Federal, state, or other), the Contract Administrator must be notified both at the time of application and award, if applicable. Should a municipality receive funding from a non-surtax source for a project that was programmed in the Five-Year plan, the municipality will have to formally express (in writing from the City Manager or Commission) its decision to accept the other funding source (i.e., grants) in lieu of the planned surtax funding within ten (10) business days of receipt of the award letter or other notification. Funding from other sources in this scenario will be considered leverage only if the previous phase of the project was funded by surtax.

### **Segregation of Surtax Funds**

- A separate general ledger fund must be maintained to account for all surtax related financial transactions
  - Project-specific accounts for each surtax grant received should be maintained within the surtax fund in the general ledger
- Municipality will have to demonstrate that the expenses recorded in their surtax general ledger fund are actual eligible expenses
- The expenses must have appropriate supporting documentation consistent with the Exhibit B ‘Funding Schedule’ (Invoicing/Application for Funding Documentation) of the PFA
- The municipality should be able to generate a Surtax Financial Report and provide this information to MAP on a quarterly basis, consistent with Exhibit C ‘Reporting Requirements’, “Sample Financial Report”
- Any interest earned by Municipality on any funds provided under the PFA, must be credited against the funding due from the County

### **Withholding by County**

- The County may withhold, in whole or in part, payment to the extent necessary to ensure utilization of the funds in accordance with this Agreement, applicable law, and the Board-approved transportation surtax program.
- Failure of Municipality or the Project to comply with the Reporting Requirements or the Performance Metrics will be a basis for withholding or limiting future funding for the Project.
  - The amount withheld must not be subject to payment of interest by County.
- Payment may be withheld by County for the duration of any failure of Municipality to comply with a term, condition, or requirement of this Agreement; County must promptly pay the amount withheld to Municipality when Municipality’s noncompliance with the applicable terms and conditions of this Agreement is cured to the reasonable satisfaction of Contract Administrator.

# SURTAX GRANT MONITORING

As an extension of the Oversight Board's and Broward County's responsibility to provide programmatic and financial oversight of every aspect of the surtax program, grant monitoring will be conducted for each municipal contract. This section provides an overview of the different monitoring assessments municipalities can expect for this initial phase.

## **Monitoring**

At a minimum, each municipal surtax grant will be assessed for:

- **Project Execution**
- **Financial Compliance**
- **Contract Compliance**

MAP Administration staff will conduct contract and financial compliance monitoring to ensure project delivery is consistent with all statutory and regulatory requirements, including those of the PFA, and any other standards included in this guidebook. A municipality's contract and financial compliance is a factor in receiving funds, grant renewal, amendment, and the scoring of future applications for funding. Additionally, the Program Management Office (PMO) will monitor project execution of all surtax-funded projects.

Contract and Financial monitoring will occur as needed, on a case-by-case basis. These monitoring assessments will be completed by MAP Administration staff, and where appropriate, external contracted CBE firms may participate in for financial compliance reviews and invoice processing. A section for each individual monitoring has been created in this guidebook for additional guidance.

## **Access Requirements**

County personnel should have reasonable access during all announced and unannounced visits for examination of surtax grants to review:

- All documents, records and data related to the project execution under a PFA
- Documentation related to bidding, bid award, and all construction related documentation
- Subcontracts with consultants, vendors related to the surtax-funded project including payroll, bills, invoices
- Access to surtax-funded job sites, facilities, assets, etc.
- Permits, inspection records, reports
- Observation of project delivery, performance reviews, and project quality assurance
- Pictures, videos, etc.
- Review of performance and financial reports

## **Contract Records**

Contract records include any and all information, materials, and data of every kind and character including, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, drawings, receipts, vouchers, and memoranda, and any and all documents pertaining to rights, duties, obligations, or performance relating to the surtax project. Contract records include hard copy and electronic records, written policies and procedures, time sheets, payroll records and registers, cancelled payroll checks, estimating work sheets, correspondence, invoices and related payment documentation, general ledgers, insurance rebates and dividends, and any other records relevant to the project.

# PROGRAM MANAGEMENT OFFICE

As another level of grant monitoring, the Program Management Office (PMO) is responsible for project execution oversight; on behalf of the County Administration. The PMO will focus on:

- (1) Monitoring adherence to the project's Plan of Record
- (2) Review and acceptance of certain Project deliverables; identified in the (PFA)
- (3) If formally requested, providing technical guidance to a municipal grantee

## **Mission**

Optimizing the value delivered to Broward County by:

- Enabling and ensuring alignment of all Surtax-funded projects to the committed goals and objectives of the Broward County Surtax program
- Adhering to the operating policies and guidelines of the County
- Delivering consistency and predictability in the County's execution and management (of County-led projects)

## **Expected Outcomes**

- Improved outcomes for projects funded by the Surtax
  - Improved project planning
  - Scope definition and management
  - Execution planning; timelines, costs
  - Proactive risk/issue management; identification, analysis, and management
  - For the County, identification of gaps in skills and/or training \*
- \* County will make access available to the Municipalities for certain continuing education products

## **Municipal Project Management Liaison Role**

**Objective:** Monitoring *execution of Municipal-led Surtax projects and leverage expertise and experience-when requested - to **support the Municipalities in their role as the accountable party for project execution***

**Key Activities:**

- County Surtax PMO Representative for the municipal projects
- Review each municipality's project plan of record; in order to fully understand the objective, approach, and major milestones
- Guide the authorized municipal designees (e.g., City Engineer, Dir. of Public Works, City Manager, etc.) re: County's execution oversight process (including compliance requirements, templates, etc.)
- On request, may provide guidance to the municipalities re: their management plans
- Support any queries from County leadership, Surtax Stakeholders and Surtax Administration

## **PMO Guiding Principles and Key Assumptions**

- Deliver on the County’s Oversight mandate
- The Municipality is ACCOUNTABLE for compliance with the Project Funding Agreement
- The Municipality is ACCOUNTABLE for the Project; Planning, Execution, Management of consultants/contractors, etc.
- The Municipality is the PROJECT MANAGER
- County PM Liaison will NOT interact with the Municipality’s solicitation process and/or its consultants/contractors
- County PM Liaison does not perform CEI functions, site inventory checks or review contractor/municipality invoices
- Any activities other than project execution oversight, are per written request from the Municipality
- The Plan of Record (POR) is the basis of execution oversight
  - POR is the updated project plan; agreed to by consultant/contractor and municipality and committed to County

## **Operating Assumptions**

- For clarity and continuity, all communications between the Municipality and the PMO must be through or with the identified Municipal Project Manager who will be the Municipal Single Point of Contact (SPOC) related to PMO
- All Municipal submittals related to project execution are to be made via MAP portal (in development)
- Common Municipal submittals; with attestation
  - Plan of Record (POR)
  - Monthly status reporting; including revisions to POR
  - Other compliance criteria; including PFA-required deliverables

## **Municipal PM Liaison – Key Engagement Activities**

PFA PHASE	ENGAGEMENT ACTIVITY
Concept/Application	None
Post-PFA Execution	Meeting with Municipality to: review key execution compliances Terms & Conditions
Pre-Solicitation	On written request, provide guidance for proactive issue management
Post-Award/NTP	Review Plan of Record (POR); updated project plan
Project Execution	On-going; site visits and review progress with Municipalities to support PMO meetings, as appropriate. Includes activities, schedule, financial burn rate
Project Complete	Confirmation of completion milestones
Contract Closeout	Post-mortem review with Mobility Advancement Program Administration (MAP Admin)

\*Note: shaded overlay highlights activities essential to the PM Liaison role

**PM Liaison’s Municipal Site Visit**

**IS ...**

- Visual affirmation of project progress
- Confirmation of completion

**• IS NOT ...**

- Verification of site inventory
- Project asset management
- Construction, Engineering & Inspection (C.E.I.)
- Negotiating issue resolution
- Approval of means & methods

**Standard Project Milestones**

Project Type	Milestones Required	Notes
<b>PLANNING</b>	Project START	Consultant Planner/EOR to provide interim milestones; as applicable
	Project END	
<b>DESIGN</b>	Project START	<p><u>Exception:</u> Design projects less than \$250K and/or project duration:</p> <ul style="list-style-type: none"> <li>• 6 weeks or less; 0 intermediate milestones</li> <li>• 6 weeks to 3 months; 1 intermediate milestone decided by Municipality</li> </ul> <p>The Engineer of Record (EOR) provides and certifies the Critical Milestone activities; which serve as the basis for the POR</p>
	<b>Preliminary</b> (for projects longer than 3 months) (aka 30%/Phase I)	
	<b>Design Development</b> (for projects longer than 3 months) (aka 60%/Phase II)	
	<b>Complete – subject to change</b> (for projects longer than 3 months) (aka 90%/Phase III)	
	Project END (i) Complete – not subject to change (ii) Plans signed & sealed	
<b>CONSTRUCTION</b>	TBD; proposed by the CEI provider and agreed to by the Municipality (Including START & END) <u>NOTE:</u> for capital projects, the plan of record is expected to be developed after the first CPM (received from the contractor)	Based on the CPM, the CEI provider/EOR identifies and certifies the Critical Milestone activities; which serve as the basis for the POR submitted and certified by the Municipality

- The Project Plan of Record (POR) is a project plan the Municipality is committed to executing; and based on agreement with its consultant/contractor/Engineer of Record. An example is shown below for reference.
- All POR should include a Project START and a Project END.
- The Municipality determines, provides, and certifies the Critical Milestone Activities which serve as the basis for the POR (between Start and End).
- ALL ILA/PFA executed projects (Planning, Design and Construction) should provide and certify a POR with exception to:
  - Design project cost less than \$250K and/or
  - Project duration: 6 weeks or less; 0 intermediate milestones\*

\*(for project duration 6 weeks to 3 months; 1 intermediate milestone decided by Municipality)

The PMO will hold monthly project reviews for all projects; including those led by the County. A designated liaison will work with the municipality's project manager or Single Point of Contact (SPOC) to conduct the oversight function and represent the status of the Municipality-led project to the PMO.

Below is the 'Surtax PMO Project Status Report' template for information required for monthly status reporting. Please note, the template may change in the future, but the information sets will remain.





**Project Execution “Cheat Sheet”**

PFA PHASE		CONCEPT	POST - PFA EXECUTION	PRE-SOLICITATION	POST AWARD / NTP	PROJECT EXECUTION	PROJECT COMPLETE	CONTRACT CLOSEOUT
Expected Activities	Broward County, PM Liaison	None	Meet with Municipality to: review key execution compliance Terms and Conditions	<i>On request</i> , provide guidance for proactive issue management	Review Plan of Record (POR); Submitted by Municipality	<i>On-going</i> ; review meetings with Municipality and site visits to support monthly PMO meetings	Confirm project scope of work completion per PFA.	Sync-up with MAP re: execution performance assessment
	Municipality Project Manager			Draft solicitation requirements and submit draft to Surtax Legal Counsel for review	Certify and submit the Plan of Record (POR) within first 30 Days; post NTP  Notify PM Liaison of project START	Certify and submit the Monthly Status Report (include required deliverables where applicable)	Notify PM Liaison of project END	

# FINANCIAL MONITORING

Financial and Administrative monitoring will focus on reviewing general program and fiscal practices, expenditure of funds, including invoice and billing review, to ensure appropriate use of funds based on the eligibility criteria.

## **Financial Monitoring**

The project, and all surtax funding received or expended by the municipality, is subject to audits and reviews by the Contract Administrator, Finance Manager for MAP Administration, the County Auditor, external auditor(s), CBE accounting firms and Oversight Board engaged performance or financial auditors. Municipalities must fully cooperate and provide all necessary materials and access.

Monitoring will focus on :

- Ensuring appropriate use of funds based on eligibility criteria (see 212.055 (1)(d), Florida Statutes, and Section III of the Global Interlocal Agreement as amended)
- Reviewing fiscal practices, expenditure of surtax funds, including invoice and billing review

## **Certified Business Enterprise CPA Firms**

MAP Administration will use Certified Business Enterprise (CBE) Certified Public Accounting (CPA) firms for financial monitoring of selected surtax grants. Certain indicators, such as invoice irregularities, project type and project maximum-not-to exceed amounts will help determine when a municipality requires an independent CBE CPA firm review. Additionally, the use of CBE CPA firms will further the overall program goal of using local certified firms on surtax funded projects and initiatives.

## **Audit**

If an audit or inspection discloses the use of surtax funds for: (1) ineligible expenses as identified in Florida Statute 212.055(1), "Global" ILA or the PFA, (2) overpricing, (3) overcharges to the County of any nature in excess of five percent (5%) of the total contract billings reviewed by the County, the reasonable actual cost of the County's audit must be reimbursed to the County by Municipality in addition to any required adjustments for the overcharges. Any adjustments or payments due as a result of such audit or inspection must be made by the Municipality to the County within thirty (30) days after presentation of the County's findings to the Municipality.

## **Overpayment**

Prior to the grant closeout, any funding provided by the County exceeding actual amounts paid by the Municipality for the project must be promptly refunded to the County upon Municipality's discovery of an overpayment, County's request for refund, or sixty (60) days after completion of the Project, whichever occurs first. For purposes of this calculation, any interest expense(s) incurred by Municipality are not an allowable cost.

Any refunds, credits, liquidated damages, insurance proceeds (after payment of any applicable deductible), claim or litigation proceeds (after payment of attorneys' fees and costs), or other amounts received by or credited to Municipality by or on behalf of Contractor, Consultant, or any Subcontractor must be either credited against future funding due from County under same PFA or paid by Municipality to County within thirty (30) days after its receipt, as elected by County. All amounts will be restituted to the surtax fund.

The total proceeds amount credited or refunded to County must not exceed the total funding provided by County under the PFA.

The municipality must promptly notify County of any amount of proceeds received by or credited to municipality, and of any claims filed or asserted relating to the Project.

- For unresolved claims or litigation, the Parties must cooperate to ensure any proceeds are first credited or repaid to the benefit of County before any other allocation.

Municipalities must promptly notify County of any amount so received or credited or any claims filed or asserted relating to the project that exceed five (5%) of the cost of the applicable phase or deliverable stated in the Funding Schedule (and if none stated, then the cost of the project).

# CONTRACT COMPLIANCE

Municipalities awarded surtax grants are responsible for maintaining contract compliance with their PFAs. An identified point-of-contact from each city will have access to their designated MAP contract manager for ongoing technical assistance and guidance to ensure contract compliance (see [Appendix E](#)).

The goal of contract compliance is to ensure municipalities are meeting all contractual obligations, abiding to the project description, schedule, deliverables, budget, and any other requirements identified in the PFA. This section identifies guidance for managing and monitoring the PFA.

Contract compliance monitoring for both Capital and Rehabilitation and Maintenance projects will primarily focus on the following:

- Consistency of project with description and schedule in the PFA (includes review of documentation related to bidding, bid award, and all construction related documentation)
- Accurate timing and reporting or required reports indicated in the PFA
- Alignment of the terms and project scope in the PFA between the County and municipality with any resulting contracts (prime or subcontracts) managed by the municipality using surtax funds
- Consistency with MAP branding guidelines stated in the PFA and this guidebook
- Invoice review as indicated in the Funding Schedule of the PFA

A MAP Admin Municipal Contract Manager has been designated for each participating municipality to provide assistance and serve as a point of contact for the Municipal Surtax funded projects (see [Appendix E for contact information and contract designation](#)).

## **Municipal Project Responsibility**

The municipality is responsible for the construction, method, technique, sequence, and procedures utilized to perform the project. The county does not have an obligation or any agreement with the subcontractors, vendors, suppliers or any portion of the goods or services required to perform the project.

The county will ensure municipalities are abiding by the PFA and will monitor the supervision and payments made to the contractors, consultants and/or subcontractors utilized for the surtax-funded project. More information regarding project monitoring from the county will be detailed in the MAP Monitoring section of this guidebook.

## **Project Description & Schedule**

Surtax-funded projects are required to follow the project description and schedule identified in **Exhibit A- Project Description & Project Schedule**. Exhibit A also includes the deliverables with descriptions, deadlines, and acceptance criteria. Municipalities are responsible for timely submission of quantifiable, measurable, and verifiable units of Deliverables.

## **Deliverables**

The PFA includes specific deliverables for each project, with required acceptance criteria and deadlines. The deliverables timeline in the PFA will be modified once a Plan of Record (POR) is completed for those projects where one is developed. Municipalities will need to submit a Project Deliverables Attestation Form when submitting required deliverables ([See Appendix F for Project Deliverables Attestation Form template](#)).

## **Funding Schedule**

Surtax-funding will be provided to the municipalities in accordance with their **Exhibit B** (Funding Schedule) of the PFA. The county will only fund the amounts, costs and expenses identified in the Funding Schedule. Invoices from the municipalities need to follow the Funding Schedule.

## **Reporting Requirements**

In accordance with Exhibit C of the PFA, each Municipality must provide the required written reports to the Contract Administrator. Unless stated otherwise by the Contract Administrator, reporting periods will be determined based on either:

- **Notice-to-Proceed (NTP)** - primarily for Construction-phase projects
- **First advance** - if an NTP is not applicable for the project
- Where the surtax grant is a component of a larger project that is already underway, reporting timeframes may be tied to PFA execution date.

To ensure complete clarity about reporting obligations, MAP contract managers are available to provide information and technical assistance to municipal project managers and SPOCs, will schedule grantee meetings, and will set up calendar reminders of when, and what type of, reports are due. **Form templates are available online for download here : <https://www.broward.org/PennyForTransportation/Pages/forms.aspx>**

Reporting deadlines:

- Monthly reports must be provided within thirty (30) days after the end of the applicable month
- Quarterly reports must be provided within forty-five (45) days after the end of the applicable quarter
- Annual report must be provided within one hundred eighty (180) days after the end of the fiscal year

<b>Report</b>	<b>Due</b>	<b>How to Submit</b>
<a href="#"><u>Authorized Municipal Signatories &amp; Designation Form</u></a>	Submitted once PFA is executed and as needed if there are changes to the authorized signatories	SharePoint Link (One form per project)
<a href="#"><u>First Advance Request</u></a>	Submitted once the PFA has been executed to request payment of the first advance, in accordance with the project's Funding Schedule (Exhibit B).  The form is completed by MAP Admin Contract Manager and sent to municipal SPOC for review and signature. Letter must be submitted on municipal letterhead by the municipality.	SharePoint Link (One report per project)
<a href="#"><u>Surtax Municipal Project Monthly Report (Project Schedule and Material Project Changes &amp; Impacts)</u></a>	Monthly (30 days after end of month)  Submit to report monthly schedule updates, and material and nonmaterial changes both requested and approved.	SharePoint Link (One report per project)

Report	Due	How to Submit
<a href="#">Expense Summary Report (Invoice/Payment Application)</a>	<p>Must be submitted to report expenses incurred, and request next advance (if applicable), according to Funding Schedule (Exhibit B)*</p> <p>*Please note, a Final Expense Summary (Invoice) must be submitted to the County no later than 120 days after completion of project.</p>	<p>SharePoint Link (One report per project)</p>
<a href="#">Deliverables and Attestation of Municipal Grant Project Deliverables</a>	<p>Deliverables document phases funded and justify future advances. They are due whenever the municipality finalizes a funded phase and requests funding of the next phase, along with the expense summary associated with the deliverables. For one-time-payment projects, deliverables are due no later than 120 days after the end of the contract.</p>	<p>SharePoint Link (One report per project)</p>
<p>Surtax Financial Quarterly Report (Coming Soon)</p>	<p>Quarterly (45 days after applicable quarter)**</p> <p>Q1: OCT-DEC (Due 2/15) Q2: JAN-MAR (Due 5/15) Q3: APR-JUNE (Due 8/15) Q4: JULY-SEPT (Due 11/15)</p> <p>**If the due date falls on a weekend or holiday, please submit report on the following business day.</p>	<p>SharePoint Link (One report per project)</p>
<p><b>Program Management Office (PMO) Reports</b></p>		
<p><a href="#">Surtax PMO Project Progress and Status Report (accompanied by an attestation form, the same used for deliverables)</a></p>	<p>Monthly (Monday of the 2nd week of the month)</p> <p>Proposed Schedule: (dates may change if there are conflicts with holidays, County leadership mandates, emergency events, etc..)</p> <p><b>2021:</b> 8/9, 9/6, 10/11, 11/8, 12/6 <b>2022:</b> 1/10, 2/7, 3/7, 4/11, 5/9, 6/6</p>	<p>SharePoint Link (One report per project)</p>

**Office of Economic and Small Business Development (OESBD) Reports**

<b>Office of Economic and Small Business Development (OESBD) Reports</b>		
<a href="#">Monthly CBE Utilization Report</a>	Monthly (No later than 10 business days after the end of the month)	Submit to <a href="mailto:sbsurtax@broward.org">sbsurtax@broward.org</a> in the format and means defined by OESBD

**Performance Audits**

As indicated in Article 8.2 of the PFA, any funds received, maintained, or expended relating to a surtax-funded project are subject to the Oversight Board's review, critique, and analysis for the duration of the Project continuing 5 years after completion of the project, expiration or termination of this Agreement, or resolution of any audit findings. Municipality shall fully cooperate and provide any and all requested Contract Records as may be requested by the Oversight Board.

**Conflict of Interest**

Planning Services Agreements associated with the Broward Metropolitan Planning Organization (MPO) are solely optional and allow for municipalities to select a vendor and/or services from a menu. These agreements **do not automatically pose as a conflict**. Municipalities should confer with their legal representatives to assure work authorizations under any contracted planning services agreement(s) avoid potential or actual conflicts of interest.

Contracting prohibitions **do apply** to municipalities contracting with the MPO for the MPO to perform any of the following services:

1. Design, construction, oversight, or management services relating to surtax-funded projects or proposed surtax-funded projects
2. Planning, oversight or reporting services relating to municipal community surtax funding
3. Grant writing or grant consultation services in connection with any surtax-funded projects or proposed surtax-funded projects

These contracting prohibitions **do not apply** to any state- or federally mandated services provided by the MPO as stated in section 6.7.2.1 of the PFA. Additionally, contracting prohibitions may be waived if it would demonstrate significant state or federal matching funds for any surtax-funded project or proposed surtax-funded project, in the best interest for Broward County. A conflict-of-interest waiver request must be submitted by the municipality to the County Administrator in writing and needs to be approved in writing.

**Equal Employment Opportunity and CBE Compliance Municipal Project Responsibility**

Article 10 of the PFA specifies municipal responsibilities for Equal Employment Opportunity and CBE Compliance. Contracts between municipalities and their subcontractors utilized for surtax-funded projects should include the following language, to remain compliant with the PFA:

“No Party may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy or gender identity and expression in the performance of this Agreement”.

Municipalities must be fully compliant with applicable requirements of the County Business Opportunity Act, Section 1-81, et seq., Broward County Code of Ordinances, with the award and administration of any contract or agreement related to the surtax-funded project.

To remain contractually compliant, municipalities are expected to utilize CBE Firms for at least 30% of total project costs. **Agreements exempt from CBE goal assignments must have advance written approval by the County's Director of OESBD.** Goal assignments are designated on a case-by-case basis. Goal assignment exemptions may include sole source, sole brand and emergency agreements, agreements subject to DBE or SBE revenues, or other federal participation goals, and design projects under a total project cost value of \$200,000.

CBE firms utilized by municipalities must be certified by OESBD. In the event a CBE firm is unable to perform or needs to be replaced, the municipality is responsible for informing their OESBD liaison and MAP contract manager, in writing. OESBD will review the request, and if the CBE firm is terminated, upon approval by the OESBD Director, another certified CBE firm needs to be utilized to meet the assigned CBE goal for each project.

If terminations of CBE firms are a result to any modifications to the project, and no other CBE firm is eligible to perform the requirements of the modified project, the municipality needs to inform the county in writing and OESBD may adjust the commitment by written notice to the municipality.

A municipality cannot terminate a CBE firm for convenience without prior written consent from OESDB.

Written monthly reports are due to the municipality and contract administrator no later than ten (10) business days after the end of the month, regarding Contractor's and Consultant's compliance with the goal assignment. As stated in the PFA, County staff should be allowed to perform onsite reviews to monitor Contractor's and Consultant's progress towards project, and compliance with contractual and CBE obligations.

For more information regarding OESBD goal assignments and contacts, visit the **Economic and Small Business Development (broward.org)** page.

# APPENDICES

## APPENDIX A: COUNTY MAINTENANCE SCHEDULE

The County uses the following maintenance schedule for roadway-related projects. Municipalities may use this as a guidance reference for roadway-related projects.

Maintenance Item	Approximate Schedule	
	Inspection	Maintenance
Pavement Markings	Every 2 years	As needed, 5 years minimum
Raised Reflective Pavement Markers (RPMs)	Every 2 years	As needed
Rapid Flashing Beacons	Annually	As needed
Traffic Control Signs	Every 2 years	Replace as needed
Street Lighting	Annually	As needed
Pavement	Annually	Mill and resurface every 15 years
Storm Drains	Clean in accordance with NPDES permit requirements	Repair as needed
Sidewalks	As needed	Repair as needed
Bridges	Every 2 years	Repair as needed

## APPENDIX B: ADVANCE REQUEST TEMPLATE

Your MAP Contract Manager will complete and send this form for review and submission to receive the first advance once the municipal surtax Project Funding Agreement has been fully executed. Municipalities must submit the signed form on municipal letterhead.

### MUNICIPAL LETTERHEAD

#### DATE

Broward County  
Mobility Advancement Program  
1 North University Drive  
Suite 1400A  
Plantation, FL  
33324

We are requesting the following advance for the Surtax-funded project mentioned below, consistent with the executed Project Funding Agreement. This request is for the Maximum-Not-To-Exceed amount indicated in Exhibit B, 'Funding Schedule' of the agreement, for Deliverable 1. After the first advance, a complete invoice with evidence of actual expenditures for the previous advance will be submitted, prior to the disbursement of any future advances.

Project Name:	
Project ID:	
Deliverable:	
Advance Amount:	

Sincerely,

(Chief Financial Officer/Finance Director)

# APPENDIX C: AUTHORIZED MUNICIPAL SIGNATORIES & DESIGNATION FORM

To download template, visit: <https://www.broward.org/PennyForTransportation/Pages/forms.aspx>



**MAP Broward**  
Mobility Advancement Program  
Brought to you by the  
Penny For Transportation

**BROWARD COUNTY - MOBILITY ADVANCEMENT PROGRAM  
AUTHORIZED MUNICIPAL SIGNATORIES & DESIGNATION FORM**

Municipal Surtax Project ID:

Per Article 5, Section 5.2, of the Surtax Project Funding Agreement (PFA) between County and Enter Name of Municipality, the following individuals are authorized to sign and certify Advance Payment Requests and Surtax Expense Summaries on behalf of the Municipality.

<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Chief Administrative Officer Printed Name	Signature
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Chief Financial Officer/Finance Director Printed Name	Signature

**Project Manager**

The Project Manager for the above-referenced project, responsible for submitting reports and deliverables as defined by surtax guidance, is:

<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Printed Name	Signature
<input style="width: 90%; height: 20px;" type="text"/>	
Title	

**Designated Persons**

*(Only complete this section if additional persons will be designated as authorized signators)*

By signing this form, I Enter Name of City Manager, designate the person(s) below with authority to submit payment applications/Expense Summaries, and financial reports as required by the PFA and consistent with surtax guidance.

<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Printed Name and Title	Signature
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Printed Name and Title	Signature
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
City Manager's Signature	Date

**Please submit an updated form to your MAP Admin contract manager if there are changes to the authorized signators**

## APPENDIX D: EXPENSE SUMMARY TEMPLATE

To download template, visit: <https://www.broward.org/PennyForTransportation/Pages/forms.aspx>

		<b>BROWARD COUNTY - MOBILITY ADVANCEMENT PROGRAM</b> <b>SURTAX-FUNDED MUNICIPAL PROJECT EXPENSE SUMMARY</b>	
<b>Municipality:</b>			
<b>Project ID:</b>			
<b>Project Phase:</b>	Select Phase of Project: Planning, Design, Construction		
<b>Current Phase/Deliverable:</b> <i>(From Funding Schedule)</i>	<i>(Enter Phase Number &amp; Description)</i>		
<b>Total Current Phase Expenses Incurred:</b>	\$		-
<b>Next Phase/Deliverable:</b> <i>(From Funding Schedule)</i>	<i>(Enter Phase Number &amp; Description)</i>		
<b>Next Phase/Deliverable Amount:</b> <i>(From Funding Schedule)</i>	\$		-
<b>Certification as Required by Section 5.2 of Municipal Interlocal Agreement for Surtax-Funded Projects</b>			
<p>By signing this form we certify to the best of our knowledge and belief that this information is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Municipal Interlocal Agreement for Surtax-Funded Projects; and certify that all funding amounts sought are statutorily eligible for funding under Section 212.055, Florida Statutes. We are aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.</p>			
Authorized Official Signature:	_____		_____
	Chief Administrative Officer or Designee*		Date
Authorized Official Signature:	_____		_____
	Chief Financial Officer or Designee*		Date

## APPENDIX E: MAP CONTRACT CONTACTS

**Alexander Mayorga**  
*Program Performance Coordinator*  
Office: (954) 357-9503  
Cell: (954) 405-1898  
[amayorga@broward.org](mailto:amayorga@broward.org)

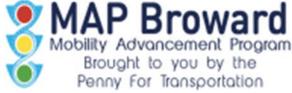
- Cooper City
- Dania Beach
- Davie
- Hallandale Beach
- Hollywood
- Miramar
- Pembroke Park
- Pembroke Pines
- Plantation
- Southwest Ranches
- Sunrise
- West Park
- Weston

**Lina Silva**  
*Program Project Coordinator*  
Office: (954) 357-9506  
Cell: (954) 405-1928  
[lsilva@broward.org](mailto:lsilva@broward.org)

- Coconut Creek
- Coral Springs
- Deerfield Beach
- Fort Lauderdale
- Hillsboro Beach
- Lauderdale by the Sea
- Lauderdale Lakes
- Lauderhill
- Lighthouse Point
- Margate
- North Lauderdale
- Oakland Park
- Parkland
- Pompano Beach
- Tamarac
- Wilton Manors

# APPENDIX F: PROJECT STATUS AND DELIVERABLES SUBMISSION FORM

To download template, visit: <https://www.broward.org/PennyForTransportation/Pages/forms.aspx>



**SUBMISSION AND ATTESTATION OF MUNICIPAL SURTAX GRANT PROJECT DELIVERABLES**

Municipality: \_\_\_\_\_ Project ID: \_\_\_\_\_

**Summary of Deliverables**

No.	Description	Duration/Deadline	Acceptance Criteria

I certify that I have reviewed and verified the deliverables submitted for the above referenced surtax project and, that to the best of my knowledge and belief, it is a true and correct statement of the work performed, meeting all acceptance criteria as required in the executed Project Funding Agreement.

Municipal Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR COUNTY USE ONLY**

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**PMO Review** (If applicable)

Deliverables reviewed satisfactorily meet the criteria

Deliverables reviewed **do not** satisfactorily meet the criteria (see notes)

**Notes:**

*(Certain deliverables to be reviewed by PMO include **Monthly Project Status Report** and **Project Plan of Record/update**)*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

# EXHIBITS

These are sample exhibits extracted from the Project Funding Agreement

## EXHIBIT A: PROJECT DESCRIPTION AND PROJECT SCHEDULE

This is a sample Exhibit A of the Project Funding Agreement for reference:

**EXHIBIT A**  
**Project Description and Project Schedule**  
**[SAMPLE FORM – TO BE MODIFIED ON A PROJECT-SPECIFIC BASIS]**

**1. Project:**

[insert for applicable project]

**2. Deliverables:**

Municipality shall provide quantifiable, measurable, and verifiable units of Deliverables as set forth below. Each Deliverable must specify the required minimum level of work to be performed and the criteria for evaluating successful completion of the Deliverable.

**DELIVERABLES: Phase**

No.	Description	Duration/Deadline	Acceptance Criteria

**3. Project Schedule:**

[insert for applicable project including solicitation, if applicable]

## EXHIBIT B: FUNDING SCHEDULE

This is a sample Exhibit B of the Project Funding Agreement for reference:

### EXHIBIT B Funding Schedule

**Funding Amounts:** The amounts stated in this Funding Schedule are the maximum amounts payable for the Phase(s) stated, and shall be invoiced and paid only in accordance with the remainder of this Funding Schedule (as may be amended from time to time) and the terms and conditions of the Agreement. In the event of a conflict between anything stated in this Funding Schedule and anything stated elsewhere in the Agreement, the provisions stated in Articles 1 through 11 of the Agreement shall govern and control.

**Invoicing/Application for Funding Documentation:** Municipality shall submit the following with each invoice or Application for Funding (as defined below): an updated progress schedule; documentation of all invoices received from or payments made to Contractor or Consultant for which funding is sought; a statement indicating the cumulative amount of CBE participation to date; and a certification that all funding amounts sought are statutorily eligible for funding under Section 212.055, Florida Statutes.

**Additional Invoicing Requirements:** If checked, the checked requirements apply to all invoices/Applications for Funding under this Agreement:

- All costs invoiced shall be supported by properly certified payrolls, time records, invoices, contracts, or vouchers evidencing appropriate detail the amounts invoiced/expended and the nature and purpose of such amounts.
- Pay Application documents consistent with AIA Document G702 and G703
- \_\_\_\_\_

**Funding Parameters:** The checked expenses are ineligible for funding under this Agreement:

- Costs incurred by Municipality prior to the execution of this Agreement
- Costs incurred after the expiration of this Agreement
- Costs that are not expressly permitted in Exhibit A or B
- Amounts that Contractor, Consultant, or Subcontractors are contractually responsible to pay, credit, or reimburse to Municipality or County (e.g., liquidated damages for not meeting the Project Schedule, audit costs, etc.)
- Amounts attributable to good or services received under a contract or other arrangement that was not approved by County
- Audit costs incurred by Municipality
- Legal and accounting fees and expenses
- Costs for operation, support, or maintenance of the Project
- Interest expenses incurred by Municipality
- Municipality's staff or other personnel costs in directly performing the Project [uncheck this box if Municipality is directly performing the Project]

## EXHIBIT C: REPORTING REQUIREMENTS (Sample Financial Report)

### Sample Financial Report

Project Name:	
Quarterly Period:	

#### Section A: Total/Maximum Project Funding

1.	Surtax Maximum Funding Amount (per Section 5.4)	\$
2.	Non-Surtax Funding Awarded/Committed	\$
3.	<b>Total Project Funding (Total lines 1 + 2)</b>	\$
4.	Less Proceeds (as defined in Section 5.6)	(\$ )
5.	<b>Adjusted Project Funding (Line 3 minus Line 4)</b>	\$

#### Section B: Funding Received to Date

		Quarter Reported	Fiscal Year to Date	Total
6.	Surtax Funding Received	\$	\$	\$
7.	Non-Surtax Funding Received	\$	\$	\$
8.	<b>Total Project Funding Received (Total lines 6 + 7)</b>	\$	\$	\$

#### Section C: Expenditures to Date

		Quarter Reported	Fiscal Year to date	Total
9.	Surtax Funding Expended	\$	\$	\$
10.	Non-Surtax Funding Expended	\$	\$	\$
11.	<b>Total Project Funding Expended (Total lines 9 + 10)</b>	\$	\$	\$

#### Section D: Available Funding to Date

12.	<b>Adjusted Project Funding (Line 5 above)</b>	\$
13.	Total Project Funding Expended to Date (Line 11 above)	\$
14.	<b>Available Project Funding to date (Line 12 minus line 13)</b>	\$

#### Section E: Contract Financials (complete for each of Contractor and Consultant)

Original Contract amount	\$
Changes (increases or decreases)	\$
<b>Revised contract amount</b>	\$
Total Work Completed to Date	\$
Retainage Held to Date	\$
<b>Total Earned Less Retainage</b>	\$
<b>Total Amount Paid to Date</b>	\$
Work Completed this Quarter	\$
Retainage Held for Work Completed this Quarter	\$
Retainage Released this Quarter	\$
Amount Paid this Quarter	\$

## EXHIBIT C: REPORTING REQUIREMENTS (Sample Financial Report)

### Section F: Quarterly Detailed Expenditures (for Quarter Reported)

Invoice No.	Invoice Date	Vendor Name	Description of Work	Invoice Amount	Amount Paid

### Section G: Project Schedule & Status

15.	Project Schedule Completion Date	
16.	Total Project Schedule Time Remaining	
17.	Amount Project Is Ahead/Behind Schedule	<input type="checkbox"/> Ahead by ___ Days <input type="checkbox"/> Behind by ___ Days
18.	Explanation for Change in Project Schedule:	
19.	Project Run Rate (Actual vs. Planned Expenditures)	
20.	Percentage of Project Phases/Milestones Met	%

### Section H: Performance Metrics

A. [insert for applicable project type]

B. Pavement Serviceability Rating (PSR): Report PSR prior to commencement of Project, current PSR, and projected PSR upon completion of Project.