

Surtax Municipal Workshop

Surtax Grants Guidance

June 16, 2021

9:00 a.m.

Agenda

- I. Welcome/Housekeeping
- II. Overview of Municipal Feedback Received
- III. Project Funding- First & Future Advances
- IV. Reporting Requirements
- V. Municipal Surtax Grants Guidebook-Next Steps
- VI. Q&A

Welcome! Housekeeping

- **This Workshop is being recorded** and will be posted to our website ([MAPBroward.Broward.org](https://www.broward.org)) later this week if you wish to refer to it
- All participants will be muted until the conclusion
- However, questions and comments are welcomed at any time during the Workshop Presentation by raising your virtual hand
- You may also place Qs into the chat; those will be read into the record and answered at the conclusion of the Workshop
- Need to refer to the materials from the 1st Workshop (**May 25th**)? Visit our website: Municipal Partners > Surtax Grantee Resources> Trainings <https://www.broward.org/PennyForTransportation/Transparency/Documents/SurtaxMunicipalWorkshopPresentation-FINAL.pdf>

Purpose

- This is the **2nd Municipal Workshop**; during the 1st Workshop, we provided a summary of the Surtax Grantee Guidebook and requested written and verbal feedback from municipal partners
- DRAFT Municipal Surtax Grantee Guidebook was emailed on **May 25th, 2021**, with a deadline for providing feedback of **June 3rd, 2021**
- Feedback received by municipalities is being presented to you today
- Upon conclusion of the Workshop, and in consultation with internal stakeholders, final edits will be made to the Guidebook
- **Publishing the Guidebook on www.MAPBroward.broward.org week of June 20th**
- Guidebook will be reviewed and revised periodically

What municipalities said . . .

- How does the funding for surtax grants work?
- Why do we have to invoice for the first advance payment?
- It is time-consuming/challenging to get our CFO to sign the first invoice, which doesn't even have documentation attached. Can the County allow the municipal surtax grant's project manager to sign just the first advance payment request invoice? Can we streamline the process?
- The Project Funding Agreement outlines reporting requirements that don't reflect reality for many municipal surtax grantees; would the County reevaluate the project reporting requirements for the initial phase of a municipal surtax grant?
- The Guidebook doesn't fully describe the ability for new municipal capital surtax projects (through the MPO) to be programmed into the Five-Year Plan. . .

Project Funding: First Advance

- All Project Funding Agreements (PFAs) are **advance contracts**; meaning funding is provided in advance of the work, ***not on a reimbursable basis***
 - Each PFA describes the remittance schedule and maximum amounts of advance funds allowable
- To get the first advance for each project, ***it was proposed that a municipality would submit an invoice, signed by a Finance Director/CFO***
- Based on feedback from Municipal Partners, this approach has been modified as suggested; for ***the first advance request***, an invoice can be submitted by the **municipality's Project Manager (PM) or Surtax Point-of-Contact (SPOC)**; future invoices could still require sign-off by the CFO or designee
- ***COUNTY AGREES to this approach***

Project Funding: First Advance (*cont.*)

TO GET YOUR FIRST ADVANCE, you will be provided (by your PFA contract administrator—either Alexander Mayorga or Lina Silva) an advance request/“invoice” template including:

- Project name, project ID, phase number (if applicable), and **1st advance amount**, consistent with the Funding Schedule (Exhibit B of the PFA)
- Project Manager or SPOC is responsible for verifying accuracy of template information and placing on municipal letterhead
- Project Manager or SPOC must sign and submit request
- Once the “invoice”/request letter has been received by MAP Admin, 1st advance will be dispersed to the municipality according to their selected payment preference (check or electronic payment)
 - Your MAP contract administrator will verify if your municipality is in the County’s financial system; will reach out to help with registration, if needed, and; to confirm payment information and preference

Advance Request Letter Template

MUNICIPAL LETTERHEAD

DATE

Broward County
Mobility Advancement Program
116 S Andrews Ave Room 406
Fort Lauderdale, FL
33301

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 quarterly amount indicated in Exhibit B, 'Funding Schedule' of the agreement, for **Phase #/Deliverable #**. 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:	
Phase/Deliverable:	
Advance Amount:	

Sincerely,

If your municipality has more than one project, an advance request letter/"invoice" is needed per project

Reporting Requirements

Municipalities voiced concerns about complying with PFA reporting timeframes outlined in Exhibit C:

- Does reporting run from the date of PFA execution? Or does it run from date funds are received? Or is it tied to the Plan of Record being produced?
- If no activity has occurred, do reports need to be submitted with “N/A” on every area?
- Municipalities have asked for reporting to more directly tie to the project type and phase (Planning, Design, or Construction)
- ***COUNTY AGREES: two approaches will be established***

Reporting Requirements

- For reporting purposes, 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
- In limited instances 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, each municipal project manager will be invited to a grantee meeting with the County's contract manager for the project **and** receive calendar reminders of when, and what type of, reports are due

Other Comments

- Other comments received by municipalities have already been incorporated into the Guidebook, highlights of which are:
 - Need more specifics about how to register for updates and newsletters about the MAP Broward program
 - The process for updating a municipality's surtax-point-of contact (SPOC) needs to be highlighted
 - Hyperlink to the global ILA 2nd Amendment (page 17)
 - Graph related to municipal surtax grant cycles should more clearly reflect that the Cycle 1 projects retain their rank
 - NEW Municipal Capital Projects (MCPs) may only be funded if the County chooses to fund above the 10% Minimum Annual Guarantee (MAG) of annual surtax revenues or existing Cycle 1 MCPs drop off
- We received a comment suggesting the Project Manager be permitted to sign off on invoices and/or financial reports instead of the CFO/Finance Director:
 - This will be acceptable **only if** MAP Administration receives official delegation of responsibility from the CFO/Finance Director to the PM, on municipal letterhead, signed by the City Manager

PAGE	SECTION	SUGGESTIONS	INCLUDED IN GUIDEBOOK
4	INTRODUCTION	Provide directions on how to subscribe to receive updates from MAP Broward, and how a municipality should inform the county of any SPOC/PM updates	✓
15	CYCLE 1 EVALUATION & RANKING	Add 'application cycles' section to define MPO's MCP application cycles versus fiscal years	✓
17	ELIGIBILITY CRITERIA	Add link to 2 nd amendment	✓
18	FUNDING CYCLES	Include note differentiating funding cycles from application cycles	✓
21	CBE GOAL ASSIGNMENT	Update language to reflect an OESBD goal assignment review is required for all external solicitations (regardless of project cost). Add language indicating written notification from OESBD of goal assignment, including a 'no CBE goal' assignment when applicable	✓
28	SURTAX ADVANCE FUNDING	Add 'advance letter request' / "1 st invoice" section to detail process for first and all other future advances, discuss the letter required on municipal letterhead, and reference template available as an appendix	✓
35	STANDARD PROJECT MILESTONES	Include language to identify exceptions to Plan of Record (POR) based on project type & duration	✓
48	PROJECT SIGNAGE/BRANDING	Update language to include the word 'inches' for embedded markers	✓
51	APPENDIX B	Include advance request template	✓
28	INVOICES	Project Manager should be able to sign off on invoices and/or financial reports instead of the CFO/Finance Director	✗

Municipal Surtax Grants Guidebook

The Municipal Surtax Grants Guidebook will be available on our website mapbroward.broward.org under the **'Surtax Grantee Resources'** tab

The screenshot shows the website's navigation bar with the following items: Appointing Authority, Oversight Board, Transparency & Accountability, Projects, Municipal Partners, and FAQ's. The 'Municipal Partners' dropdown menu is open, showing a list of links: Municipal ILA FAQs - Cycle 1, Surtax Grantee Resources (highlighted with a yellow oval and a yellow arrow), Municipal Contract Contacts, Project Information, Current MPO Municipal Capital Project (MCP) Process, and Inaugural Report. Below the navigation bar, the main content area features a header 'About Mobility Advancement Program (MAP)' and a section titled 'MAP's 5 Goals' with a numbered list: 1 Create Connectivity, 2 Improve Transit Service, 3 Traffic System Management, 4 Enhance Multimodal Options, and 5 Ensure Economic Development and Benefits. Below this is a section for 'MAP's 3 Foundational Elements' with items 1 Transparency, 2 Accountability, and 3 Resiliency. A 'VIEW REPORT' button is visible at the bottom of the page.

Q&A

- At this time, any questions received in the chatbox will be read into the record and answered
- We will unmute participants to take additional questions; please raise your “virtual hand” to indicate you would like to speak
- **Please keep yourself muted unless speaking**
- In the event we are unable to answer a question, it will be provided to staff member who can; you will receive a response in writing later (and may be included in the FAQs section)
- This entire Workshop is being recorded and will be available on our website in a few business days

Thank you for your time

- Without your input on the Guidebook and surtax grant processes, we cannot build a collaborative, effective program
- The Mobility Advancement Program is an opportunity to create lasting change and transformative mobility solutions
- Please remember to connect with us on social media @MAPBroward
- And use the Public Project Dashboard on the MAP Broward website or scanning the QR code

MAP Brought to you by The Penny for Transportation

Project Search and Filter

Activate Municipal Boundaries

Filter By Municipality

- Coconut Creek
- Cooper City
- Coral Springs
- County Regional Facility
- Dania Beach
- Davie
- Deerfield Beach
- Fort Lauderdale
- Hallandale Beach
- Hillsboro Beach
- Hollywood
- Lauderdale Lakes
- Lauderdale-By-The-Sea
- Lauderhill
- Lazy Lake
- Lighthouse Point
- Margate
- Miramar
- Municipal Services District
- North Lauderdale
- Oakland Park
- Parkland
- Pembroke Park
- Pembroke Pines
- Plantation
- Pompano Beach
- Sea Ranch Lakes
- Southwest Ranches
- Sunrise
- Tamarac
- Tribal Land
- Unincorporated
- West Park
- Weston
- Wilton Manors

Surtax-Funded Projects

680

Year 2019-2025

Projects List

- Coconut Creek Pkwy Mast Arm
- Winfield Blvd. Improvements
- Firefighters Pk-Winfield Blvd. Bridge
- City Bicycle/Pedestrian Greenway System
- Pembroke Road and Miramar Pkwy Expansion
- Bus Shelter Improvement
- Pembroke Road Bike Lane
- Pembroke Road Bike Lane
- Neighborhood Traffic Calming Program
- Neighborhood Traffic Calming Program
- SW 64th Terrace Sidewalk and Traffic Calming
- SW 4th / 7th Ave Bridge
- SE 3rd Ave Bridge
- NW 31st Ave Bridge
- Oakland Park Blvd Bridge
- Flamingo Road Bridge
- CDK and FEC Crossing Study
- Citywide Mast Arm Conversion
- Landscape Improvement
- Lox Road Improvements
- Traffic Light - Hillsboro Boulevard and University Drive
- Construction of Bike Lanes on Parkside Drive
- Dixie Highway/Atlantic Boulevard Improvements Project

NOTE: Use the following button located in the map viewer to open/close the map legend.

Map of Broward County showing project locations.

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Communicating about MAP Broward projects

- In addition to the Public Project Dashboard, there are other great ways to communicate about your surtax-funded projects!
- Join us tomorrow for a Special Event at the Traffic Management Center, 2300 West Commercial Blvd, 2nd Floor Training Room starting at 9:30AM—2PM (*municipal marketing/PIOs were invited, but SPOCs are also welcome*)
- The event will include a lunch panel focused on the diversity of our region and ways to communicate more inclusively about your projects
- A representative from Next Door will describe ways to maximize impact while utilizing the popular tool
- And every municipality will receive its own unique branding kit for surtax-funded projects!
- For more information, call (954) 357-9505

Closing

- Please review the Guidebook and familiarize yourself with the processes outlined therein, even before your Project Funding Agreement(s) is finalized
 - Haven't received a Project Funding Agreement yet? Make sure you have submitted all the required documentation on the Project Checklist (under Municipal Partners tab on our website) for your specific project's phase (Planning, Design, Construction); R&M projects are all Construction-phase
- Please take the opportunity to review the PFA's terms and conditions on your own and with the MAP Admin contract contact assigned to your municipality when you receive the invitation or whenever you have any questions!

