

# BROWARD COUNTY MOBILITY ADVANCEMENT PROGRAM APPLICATION GUIDANCE

## APPLICANT OVERVIEW

Eligible Surtax program applicants are all local Municipalities within Broward County, including unincorporated areas. Each Municipality adopting the Second Amendment will be responsible for creating an online application account that will be used in submitting updates to previous submission(s) or New Municipal Capital Project (MCP) applications. Additionally, applicants:

- Must be familiar with eligibility requirements as outlined in Section 212.055(1) in the Florida Statutes, as well as the eligibility criteria outlined in the Second Amendment;
- Should designate a staff person responsible for coordination with the MPO for application submittal, and if selected, project implementation; and
- May submit an unlimited number of new MCP applications.

## WHAT IS A PROJECT AND WHAT WILL BE NEEDED?

A project is an MCP proposed by one or more Municipalities for Surtax funding in one or more fiscal years. A project can be for planning, design, construction, or design-build. If considering design-build, keep in mind that the County will allow applicants to submit New MCPs as design-build, but additional application requirements may apply.

When applying for either of these phases, or any combination, a project will be considered ready when we receive all specified information regarding the project along with proof of commitment. Such information includes materials describing purpose and need, costs and funding sources, and an implementation plan. Proof of commitment relates to resolutions of support from governing bodies and any public outreach activities that show support from your local community.

## THINGS TO KNOW ABOUT THE SUBMISSION PROCESS

- You only have **28 days to complete submission**, starting on March 26 and ending on April 22.
- Projects will be **reviewed in the order that they are submitted**.
- During the 28 days, you have **access to MPO staff** to ensure your submittal is complete. The MPO Project Manager will assign staff members as needed to work with municipal staff to complete applications.
- All **documents must be submitted using our online portal**.
- If an application is not complete by the close of the period, the MPO will be an available resource to assist in submitting it the following year.
- We rank New MCPs every year, so don't feel rushed to submit an application!

## CHARACTERISTICS OF A COMPLETE APPLICATION

- General Project Information
  - Project Name
  - Project Location
  - Project Type
  - Project Work Mix
  - Project Costs
- Public Outreach Plan
- Implementation Plan
  - Scope of Work
  - Staff Allocation Plan (including possible consultants)
  - Time Frame
- Amount of Surtax Funding Requested
- Resolution of Support
- Independent Cost Estimate
- If the County requests, Participate in a Before/After Study or Data Collection Activity (At No Additional Cost to You)

## FOR MORE INFORMATION

If you have questions about this process please contact:

**Bryan Caletka**  
Director of Transportation Policy  
[caletkab@browardmpo.org](mailto:caletkab@browardmpo.org)  
(954) 876-0070

## MARCH 2021

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact: Erica Lychak, Communications Manager/Title VI Coordinator at (954)876-0058 or [LychakE@browardmpo.org](mailto:LychakE@browardmpo.org).