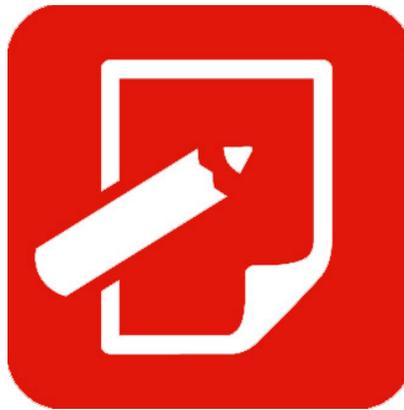
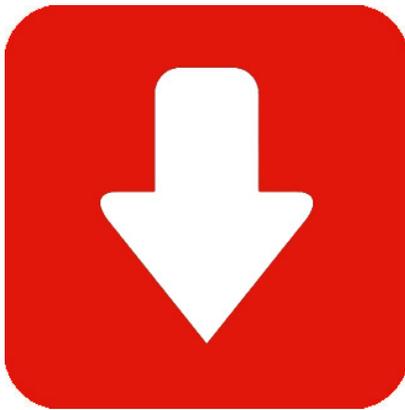


Unified Planning Work Program

UPWP Revision Form | **USER'S GUIDE**



**USER'S
GUIDE**



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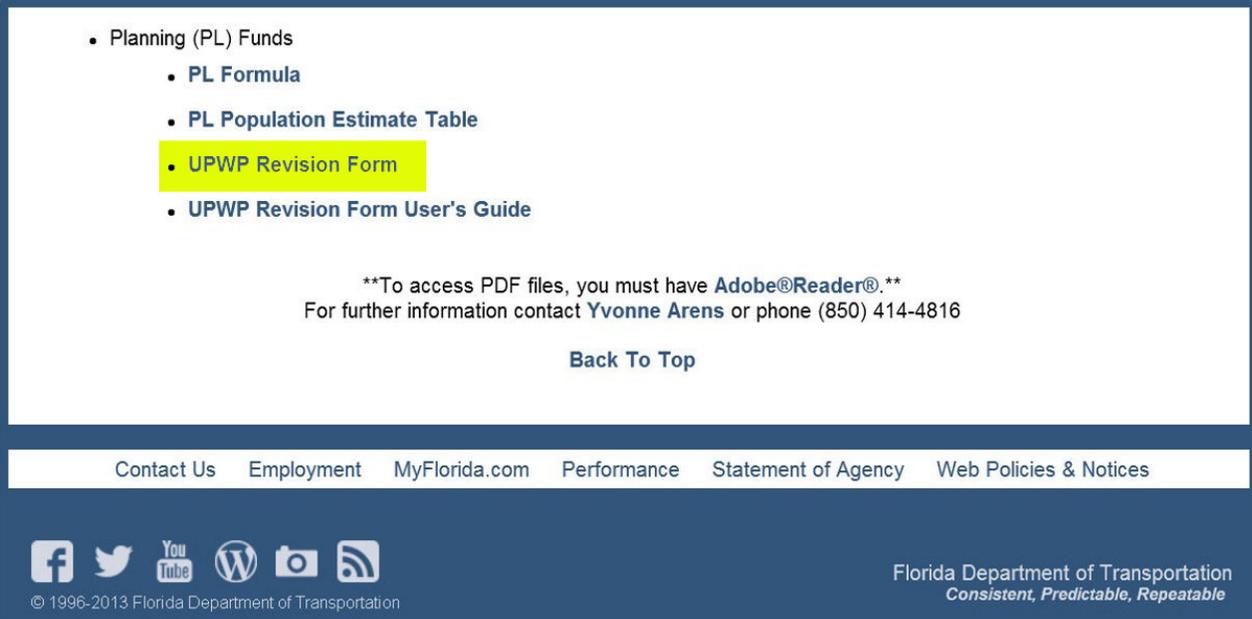
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Purpose of User's Guide

The **Unified Planning Work Program (UPWP) Revision Form** is an electronic PDF form that allows Metropolitan Planning (MPOs) to submit UPWP revisions to their Florida Department of Transportation (FDOT) District liaisons electronically via e-mail as an Adobe Acrobat file rather than providing a written transmittal letter. The **UPWP Revision Form User's Guide** is designed to explain the process of filling-out and submitting the UPWP Revision Form. The current version of the UPWP Revision Form includes changes from previous versions of the Form which the Guide helps to clarify. The Guide has been developed for Florida's MPOs; however other agencies may find the Guide useful.

Accessing the Form

The *UPWP Revision Form* is available for download by visiting the Metropolitan and Regional Planning Support page of the Office of Policy Planning (OPP) which can be found on the FDOT website at: <http://www.dot.state.fl.us/planning/Policy/metrosupport/>. The form is located under the "Planning (PL) Funds" bullet toward the bottom of the page (see below). Also, on this page additional products and information prepared via coordination between the OPP and MPOs are available for download.



- Planning (PL) Funds
 - PL Formula
 - PL Population Estimate Table
 - **UPWP Revision Form**
 - UPWP Revision Form User's Guide

To access PDF files, you must have **Adobe®Reader®.**
 For further information contact **Yvonne Arens** or phone (850) 414-4816

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The *UPWP Revision Form* can also be downloaded directly by using the following link:

<http://www.dot.state.fl.us/planning/Policy/metrosupport/UPWPForm.pdf>

It may be helpful for organizational purposes to prepare a folder on your device (such as, computers, tablets, etc.) to download the form to and save any additional documents for this project. For now, rename the Form something recognizable, this will be temporary as a naming convention for the Form is defined in a later section of the User's Guide.

Note: the *UPWP Revision Form* was created using version Adobe Acrobat 10 X Pro but the Form can be used with older versions including the FREE Adobe Reader. The User's Guide incorporates a number of screenshots to aid in the explanation of the Form and some steps to completing it. These screenshots are from version 10 X Pro so they appear different if using an earlier version of Adobe.



Completing the Form

The *UPWP Revision Form* prompts users to answer questions related to UPWP revisions, either modifications and/or amendments, using several different methods. There are five ways to enter information into the Form. Users can, select from a pull-down menu, select a date from a calendar, click on a selection box, enter digital signatures (only applicable to FDOT, FHWA and FTA), or type text into a blank field to complete question fields. The Form and the answers provided by the user can be saved throughout the process. The UPWP Revision Form must be saved after all fields are completed to be submitted.

Revision Type Explanations

In the first section of the Form, five fields of information must be entered. Four of these fields are selected from drop-down menus with predetermined selections. To the right of the "Type of UPWP Revision" drop-down menu a line in red bold font reads, "See here for explanation of Revisions." This is a hotspot, by rolling over the line with the cursor a description of the two revision categories (Modification and Amendment) appears. This description is intended to ensure the user selects the appropriate revision category as the two revision categories require different actions by the District and the FHWA/FTA.

Page 1 of 3

FLORIDA DEPARTMENT OF TRANSPORTATION

Unified Planning Work Program (UPWP) Revision Form

MPO Requesting UPWP Revision:

UPWP Revision Occurring in:

UPWP Revision #

Type of UPWP Revision:

See here for explanation of Revisions

Reason for UPWP Revision:

Revisions to the UPWP involving FHWA/FTA funds fall into two categories, each requiring different actions by the District and the FHWA/FTA.

Please review the descriptions below before making a choice:

Modifications are revisions that:

- Do NOT change the FHWA approved PL budget
- Do NOT change the scope of the FHWA funded work task(s)
- Do NOT add or delete a work task(s)

Amendments are revisions that:

- Change the FHWA approved PL budget
- Change the scope of the FHWA funded work task(s)
- Add or delete a work task(s)

Note: UPWP Modifications and Amendments should NOT be mixed together - they should be submitted in separate requests - one that includes only Modifications and one that only includes Amendments.



UPWP Task Information

Task information is requested for two fiscal years, Fiscal Year 2012/13 on the first page of the form and Fiscal Year 2013/14 on the following page. For each fiscal year the user is able to list up to seven tasks. For each task entered a; "Number & Name", "Funding Source" (selected from a predetermined drop-down list), and a task dollar amount "Prior to Revision" and "After Revision" must be provided. Additionally, at the end of the *Task Information* section a balance for both the total PL and UPWP for each fiscal year must be submitted.

UPWP Task Information

Fiscal Year 2012/13

Task(s) Information - List Up to 7 If there are more than 7 changes, please use an additional form.

	Task(s) Number & Name	Funding Source	Task Amounts	
			Prior to Revision	After Revision
(1)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(2)	<input type="text"/>	<ul style="list-style-type: none"> PL Funds FTA 5303 Funds FTA 5307 Funds SU (STP Urban) Funds State Funds Local Funds Other 	\$ <input type="text"/>	\$ <input type="text"/>
(3)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(4)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(5)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(6)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(7)	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total <u>PL</u> Balance for Fiscal Year 2012/13			\$ <input type="text"/>	\$ <input type="text"/>
Total <u>UPWP</u> Balance for Fiscal Year 2012/13			\$ <input type="text"/>	\$ <input type="text"/>



This Section is Only Applicable to Amendments

Midway down the second page of the Form a blue bar (see above) reminds the user that the subsequent section only needs to be completed for forms which have been identified as an Amendment. The following describes how to use the different functionalities of the Form so the user can successfully complete the corresponding section in the Form.

Reason for Amendment

This section allows a user to select all descriptions which describe the reasoning for an amendment to the UPWP. To select an option click the box next to the description of the amendment. To unselect an option simply click the box again and the "x" will be removed. Select all that apply.

- Amendment Due to: (Check all that apply)**
- Change in FHWA Approved PL Budget
 - Change in Scope of FHWA Funded Work Task(s)
 - Addition or Deletion of Work Task(s)
 - Change in FTA Grant Funding (5303)

Calendar

As a user places the cursor in a date box a calendar will appear. The calendar allows the user to search different months and years so the user can select a specific date. The calendar enters the selected date into the box in the format (mm/dd/yyyy) (see right).



(mm/dd/yyyy)

Required Attachments

This part of the form is a reminder that all three items listed here are required to be submitted as attachments with this form. Users should check all three boxes and submit these items along with this form.

- Required Attachments to be Included with Form Submission:**
- Revised UPWP Summary Budget Table(s) (Original & Proposed)
 - Revised UPWP Task Sheet(s) (Original & Proposed)
 - MPO Resolution and/or MPO Meeting Minutes Approving UPWP Amendment (Applicable only to Amendments)

Please Use this Field to Indicate Whether Additional Forms were Required for this UPWP Revision Submittal

Form Of



Naming Documents

Additional documentation may need to be submitted with the Form (including those listed at the top of page 3 of the Form such as, Revised UPWP Summary Budget Table, Revised UPWP Task Sheet, MPO Resolution, etc). It is important that these documents and the user completed forms follow the naming conventions described in this section so that all forms and supporting documents can be identified and managed by the receiving party. This section describes how to name a completed Form and additional supporting documents. To submit additional documents with the Form, documents can either be (1) combined into one PDF from multiple documents and then attached to the email when the form is submitted or (2) multiple attachments can be added separately in the email when the form is submitted.

Naming of UPWP Revision Form

The Form and all supporting documents must be a PDF. Name the Form following this convention: MPO abbreviation in all uppercase (*underscore*) "UPWP Form" (*underscore*) date of submittal expressed as MM-DD-YYYY (see example below).

"MPOABBREV_UPWP Form_DATE"

Option 1: Naming of Combined Supporting Documents

To create one combined file using the Adobe Acrobat extension first select all of the desired supporting files to be included, right click and select "Combined supported files in Acrobat." Next, a window will appear prompting the user to review the selected files, ensure all files which should be included are present on the list. If a file is missing the user may use the "Add Files" button to add additional documents with this window. Additionally if a document which should not be included is present it may also be removed using the "Remove" button. Furthermore, the user can arrange files so that they are in the appropriate order by selecting the file and using the up and down buttons to move its order. After the files have been checked, click "Combine Files" which will combine all of the supporting documents into one PDF. Save the PDF and name it using the following naming convention: MPO's abbreviation in all uppercase (*underscore*) "Combined Attachment" (*underscore*) date of submittal expressed as MM-DD-YYYY (see example below).

"MPOABBREV_Combined Attachment_DATE"

Option 2: Naming of Separately Attached Supporting Documents

If a user does not have the ability to combine the supporting documents each PDF file may be separately attached to the email. All supporting documents should be labeled using the following naming convention: MPO's abbreviation in all uppercase (*underscore*) date of submittal expressed as MM-DD-YYYY (*underscore*) "ATT", the attachment, "of", the total number of pages in attachment, all within parenthesis (*space*) title of page initials capitalized (see example below).

MPOABBREV_DATE_(ATT 1 of 4) Meeting Minutes
MPOABBREV_DATE_(ATT 2 of 4) Funding
MPOABBREV_DATE_(ATT 3 of 4) Explanation of Tasks
MPOABBREV_DATE_(ATT 4 of 4) MPO Resolution



Submitting the Forms

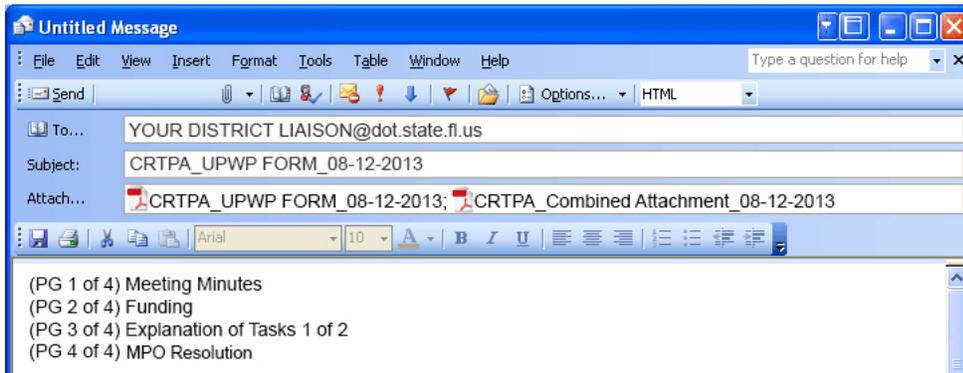
After successfully completing and reviewing all parts of the Form and applying the correct naming convention, the Form is ready for submittal. When submitting the form it is important to follow the naming conventions described in the preceding section and below so that all forms and supporting documents can be identified and managed by the receiving party. The following section describes how to compose the email used to submit the Form and supporting documents.

Email the Form and any supporting documents to the appropriate MPO FDOT Liaison. In the Subject line use the follow naming convention: MPO abbreviation in all uppercase with a single space between words (*underscore*) "UPWP Form" (*underscore*) date of submittal expressed as MM-DD-YYYY (see example below).

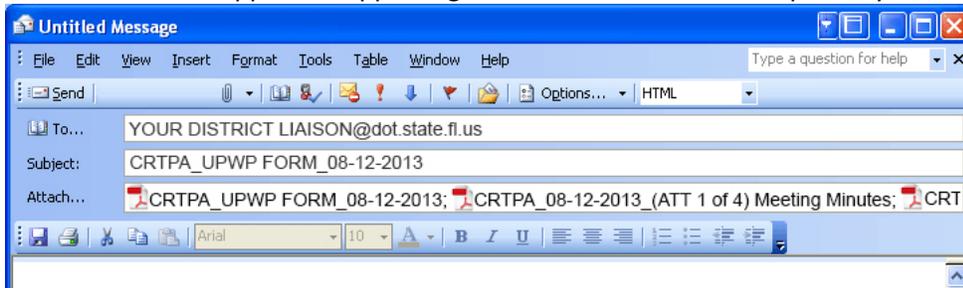
"MPOABBREV_UPWP Form_DATE"

Attach the Form and any supporting documents, remembering to follow the naming conventions and directions described in the Naming Documents section. If Option 1 is followed in the Naming Documents Section, within the body of the email, label each page in the attachment as it is an individual document. Each supporting document should be labeled using the following naming convention: "PG", the page number the line is referencing, "of", then the total number of pages in attachment, all within parenthesis (*space*) Title of page initials capitalized.

How email should appear if supporting documents are combined into one PDF as in Option 1



How email should appear if supporting documents are attached separately to email as in Option 2



Note: upon the approval of a UPWP Revision, FHWA and FTA will no longer send a transmittal/approval letter; instead their notification will come via e-mail.



The Following is only Applicable to FDOT, FHWA, and FTA Users. The electronic signature is for use after completing the review of an UPWP Revision Form.

Electronic Signatures

The *UPWP Revision Form* requires users to enter an electronic signature. An e-signature works like a hand signature in that it indicates the signer adopts or accepts the contents of an electronic document. This portion of the *User's Guide* demonstrates how to sign a document using a new or existing electronic signature. To apply a signature either:

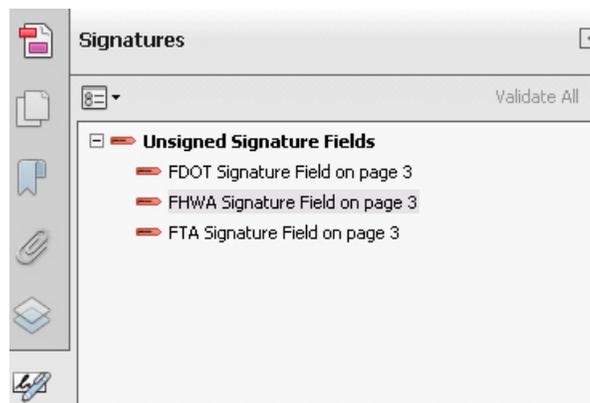
click inside a signature field, noted by a "SIGN HERE" label



or select from the navigation panel the "Signatures" button.



If you select from the navigation panel the "Signatures" window (see below) will appear. The window displays a list of all fields requiring a signature. Right click a field and select "Sign Document"

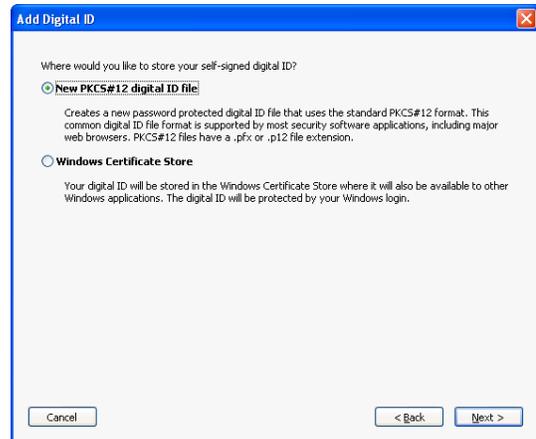
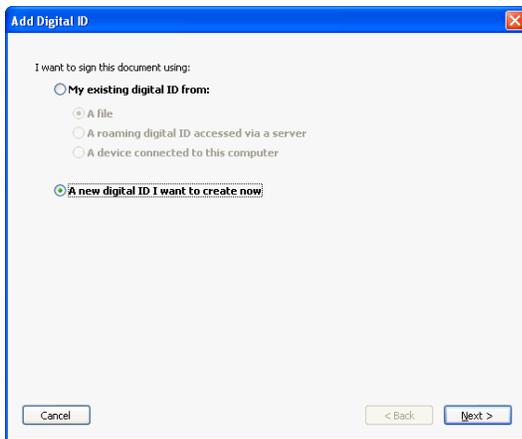


The following section of the *User's Guide* demonstrates how to sign a document using a new or existing electronic signature.

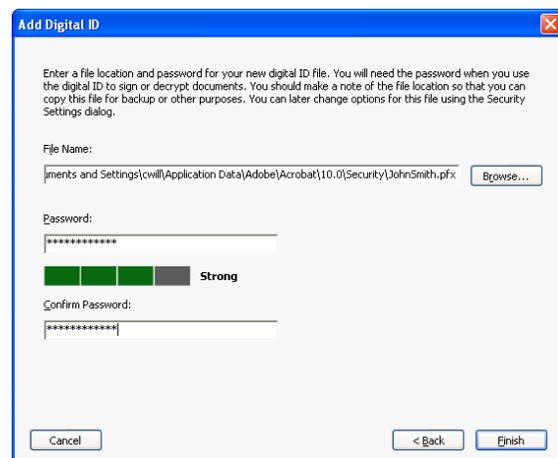
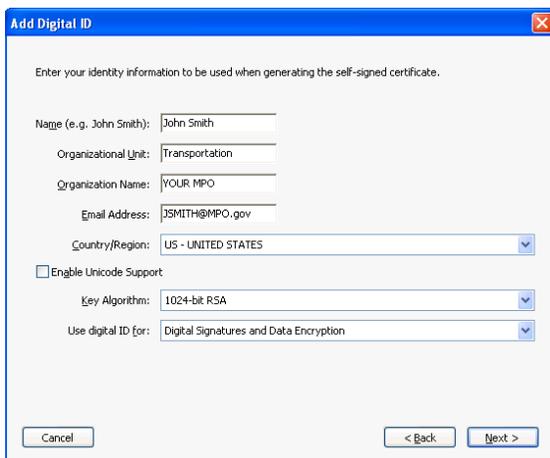


Creating a New E-Signature

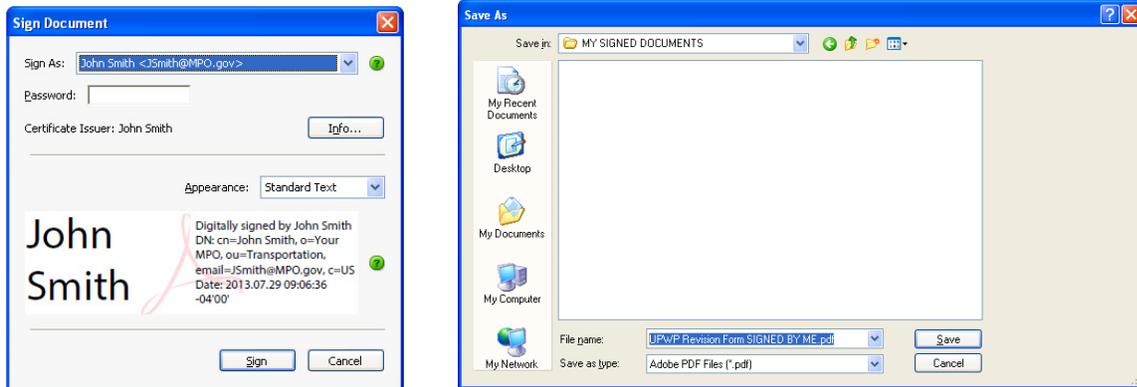
After initiating the electronic signature function by either selecting inside a signature field or selecting a field from the signature navigation panel, the “Add Digital ID” window appears and prompts the user to sign the document by selecting an existing e-signature or sign by creating a new e-signature (see below left). Select “A new digital ID” and continue by selecting “Next”. The next window (see below right) will ask where to store the newly created e-signature. The default choice is the PKCS#12 which allows the user to create a password protected file in addition to the Windows login protection provided by the Windows Certificate Store.



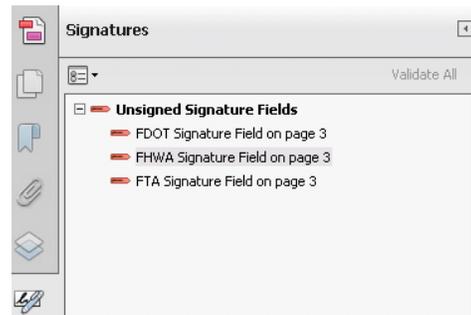
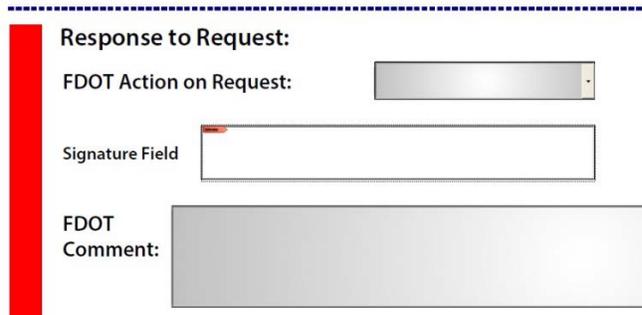
The next window (see below left) prompts for user information to create a digital ID and to create the e-signature. Complete the vacant fields but do not change the default settings provided in the drop-down menus. After completing and verifying the entered information select “Next.” The next window (see below right) allows the user to set the location where the digital file is saved by using the “Browse” button. By default the field should be mapped to the security file nestled in the Adobe program file. Also on this window a password must be set and confirmed. Select “Finish” to confirm the password and create the e-signature.



After the e-signature is created the “Sign Document” window will appear (see below left). In this window the signature (show here in print) and the information provided earlier will appear. To apply the newly created signature, enter the appropriate password in the password field and select “Sign.” After selecting the “Sign” button the user is prompted to “Save As” the entire form. Each time a signature field is signed the user will be prompted to Save As the file. By saving over the same document the signature fields will be updated and the user will have just one document as opposed to multiple if separate documents are saved.

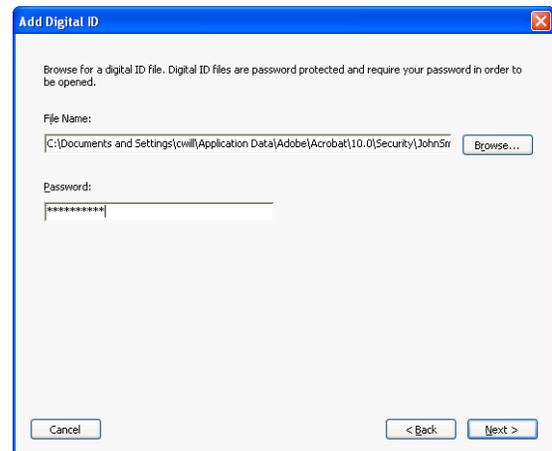
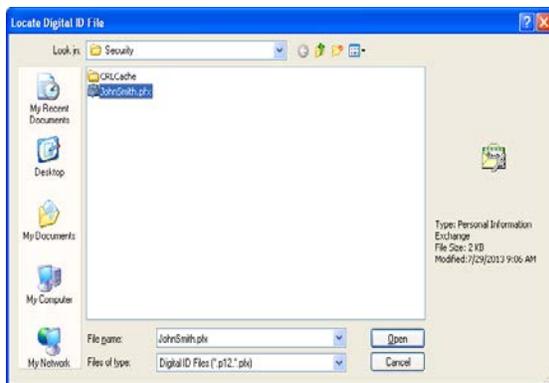
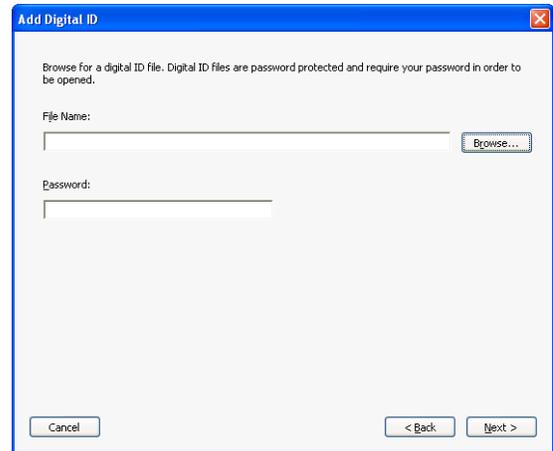
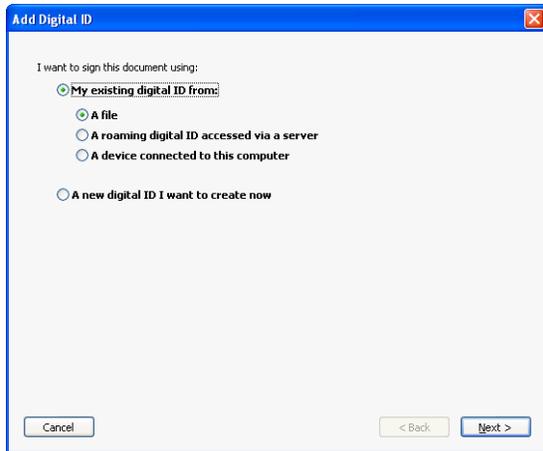


After the form is saved the e-signature is added to the document. Notice the differences before and after the signature was added (see below). As seen in the bottom left graphic, the e-signature has been added to the signature field of the document. Included in the signature is the information provided when creating the digital ID and a time stamp. Additionally, notice the differences in the navigation menu (see below right). The signature field in the form which once appeared unsigned has been marked as signed. To remove a signature right click a signed field and select “Clear Signature.”



Using an Existing E-Signature

For users that have already created an e-signature, applying an existing e-signature follows many of the steps described in the previous section. To initiate the signature process, click inside a signature field or navigate to a signature field in the navigation panel as described in the previous page. The “Add Digital ID” window will launch as it did in the signing a document with a new e-signature (see below top left). After the window launches pick the existing digital ID then continue. The next window allows the user to navigate to an existing digital ID with the “Browse” button (see below top right). Navigate and select the digital ID to be used (see below bottom left) and enter the appropriate password (see below bottom right) and continue.



The final “Add Digital ID” window confirms the file choice, select “Finish” to ready the e-signature (see right). The next steps to apply the signature are the same as the final two steps described in the Creating a New E-Signature section.

