

MEMORANDUM

Agenda Item No. 8(N)(1)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: July 8, 2020

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution accepting a grant from the Knight Foundation in the amount of \$780,000.00 to conduct autonomous vehicle demonstrations and explore alternative mobility solutions; authorizing the County Mayor to execute the grant-contingent agreements with the Knight Foundation and the Miami Foundation for the required administration of said grant; and waiving requirements of Resolution No. R-130-06

Resolution No. R-657-20

The accompanying resolution was prepared by the Transportation and Public Works Department and placed on the agenda at the request of Prime Sponsor Commissioner Daniella Levine Cava.



Abigail Price-Williams
County Attorney

APW/smm

Memorandum



Date: July 8, 2020

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in blue ink, appearing to read "Carlos A. Gimenez", written over the "From:" line.

Subject: Resolution Accepting a Grant from the Knight Foundation in the Amount of \$780,000 to Conduct Autonomous Vehicle Demonstrations and Explore Alternative Mobility Solutions; Authorizing the County Mayor or County Mayor's Designee to Execute Grant-Contingent Agreements with the Knight Foundation and the Miami Foundation for the Required Administration of Said Grant; and Waiving the Requirements of Resolution No. R-130-06

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize the County Mayor or County Mayor's Designee to execute a Grant Agreement (Agreement) in substantially the form attached hereto, between the Knight Foundation, the Miami Foundation and Miami-Dade County (County) for funding in the amount of \$780,000 to conduct Autonomous Vehicle (AV) demonstrations and explore alternative mobility solutions that will inform the County's approach to future AV Programs. The work program will be managed by the Department of Transportation and Public Works (DTPW) with technical and logistical support from specific partners including the Urban Health Partnerships (UHP), the Ford Automotive Company (Ford's City:One), the Society of Automotive Engineers (SAE) and other transportation companies. This program is expected to lead to the development of a redefined planning process for first-and-last mile services. Said process will be technology-based, data-driven, context-sensitive, people-centric, equitable and inclusive. In order to expedite the allocation of funding for these demonstrations, it is recommended that Resolution R-130-06, requiring contracts with non-governmental entities be signed by the other parties before being submitted to the Board, be waived.

Fiscal Impact/Funding Source

The activities to be performed under this program will be fully funded by the \$780,000 grant from the Knight Foundation.

Track Record/Monitor

The Project Manager for this Agreement is Irene Soria Cordero, Professional Engineer, Department of Transportation and Public Works, Strategic Planning Division.

Background

Miami-Dade County was on one of the four communities across the country to receive this grant from The Knight Foundation to support a public-private collaboration to conduct AV demonstrations, evaluate on-demand transit impact on mobility and explore alternative mobility solutions to guide the County's future approach to AVs. This grant is contingent upon an inter-organizational effort submitted to Knight Foundation as part of the application process, which will fund work conducted by a public-private collaboration led by DTPW and comprised of Ford's City:One, UHP, SAE and a to be selected AV Operator Company. The program will have two phases in order to identify gaps in the system, find technologies and solutions to fill these gaps and

deploy solutions in a way that supports the values and social context of the Miami-Dade communities where projects will be demonstrated.

Phase One of the program, led by the team of Ford's City:One, will complete baseline research that considers public sentiment on new mobility solutions, community insights from the City of Tomorrow Challenge (CoTC) and their alignment with DTPW's goals. Phase One will also identify communities (i.e. demographic and geographical) to include in the co-design of AV shuttle services and micro-mobility pilots. Phase Two, led by UHP, will engage participants and adjacent communities involved in the pilots resulting from Phase One. Throughout the program, DTPW and its partners will:

- Implement on-demand transit solutions connecting riders to and from premium transit services, such as Metrorail stations, Transitway hubs and major bus terminals, which will serve as the background and starting point for the implementation of automated shuttles in high-ridership areas;
- Implement AV demonstration activities to give the public an opportunity to experience autonomous technology firsthand, facilitate information sharing and gather feedback to inform future approaches;
- Leverage existing "micro-mobility" programs (such as e-scooters) to obtain data and insights on how to support future autonomous forms of mobility; and
- Develop a network of community liaisons that would elicit feedback on travel behaviors and help determine where the most impactful investments can be made.

DTPW will be the lead agency and manager of the program and The Miami Foundation will serve as the fiscal agent for the County and will be responsible for ensuring that grant funds are expended in accordance with the approved project budget. The Miami Foundation will be responsible for providing funding and may also provide administrative assistance for contracts, payments to the grantees, payments to subcontractors, accounting requirements and other tasks as necessary. The three-year grant period will commence upon execution of the Agreement. Upon execution of an agreement for receipt of grant funding from the Knight Foundation, and notwithstanding any required approvals by the Board, DTPW will prepare procurement documents as required in order to sub-contract all aforementioned companies proposed in the scope of work.



Jennifer Moon
Deputy Mayor



MEMORANDUM (Revised)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: July 8, 2020

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(N)(1)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(N)(1)
7-8-20

RESOLUTION NO. R-657-20

RESOLUTION ACCEPTING A GRANT FROM THE KNIGHT FOUNDATION IN THE AMOUNT OF \$780,000.00 TO CONDUCT AUTONOMOUS VEHICLE DEMONSTRATIONS AND EXPLORE ALTERNATIVE MOBILITY SOLUTIONS; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE THE GRANT-CONTINGENT AGREEMENTS WITH THE KNIGHT FOUNDATION AND THE MIAMI FOUNDATION FOR THE REQUIRED ADMINISTRATION OF SAID GRANT; AND WAIVING REQUIREMENTS OF RESOLUTION NO. R-130-06

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Approves the grant award agreement between Miami-Dade County, Knight Foundation and Miami Foundation in substantially the form attached hereto and made a part hereof, to receive \$780,000.00 discretionary funds from Knight Foundation to conduct autonomous vehicle demonstrations, evaluate how on-demand transit impact on mobility, and explore alternative mobility solutions to guide Miami-Dade County's future approach to autonomous vehicle.

Section 2. Further authorizes the County Mayor or County Mayor's designee to execute the attached agreement; to receive and expend funds in accordance with such aforementioned agreement; to receive and expend any additional funds should they become available; and to file and execute any additional agreements, revisions, or amendments as required to carry out the projects for and on behalf of Miami-Dade County, Florida.

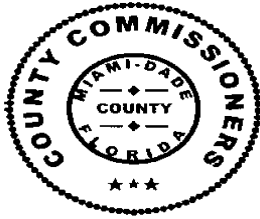
Section 3. Further authorizes County staff to furnish such additional information as Knight Foundation may require in connection with the application for the improvement.

Section 4. Waives the requirements of Resolution No. R-130-06, which requires all legislation seeking approval of a contract and authority to execute same be completely negotiated and executed by all non-County parties prior to placement on an agenda of this Board or a committee, for the reasons stated in the County Mayor’s memorandum.

The foregoing resolution was offered by Commissioner **Rebeca Sosa** ,
 who moved its adoption. The motion was seconded by Commissioner **Joe A. Martinez**
 and upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	aye		
Rebeca Sosa, Vice Chairwoman	aye		
Esteban L. Bovo, Jr.	aye	Daniella Levine Cava	aye
Jose “Pepe” Diaz	aye	Sally A. Heyman	aye
Eileen Higgins	aye	Barbara J. Jordan	aye
Joe A. Martinez	aye	Jean Monestime	aye
Dennis C. Moss	aye	Sen. Javier D. Souto	aye
Xavier L. Suarez	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 8th day of July, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

Melissa Adames

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in dark ink, appearing to read "B. Libhaber", is written over a horizontal line.

Bruce Libhaber

Exhibit A

I. Purpose

Overview

New mobility solutions and emerging technologies, such as rideshare, micro-mobility and autonomous vehicles (AVs), are arriving at a fast pace and often not considering the context of our communities. Miami-Dade County's approach for this grant is to bring residents to the center of the conversation and explore solutions that match their needs. A technology-based, data-driven, context-sensitive, people-centric approach for designing better mobility.

The proposed program will deploy solutions based on the learnings from the City of Tomorrow Challenge (CoTC), on-going mobility projects from Miami-Dade County (MDC), City of Miami and City of Coral Gables, as well as continued learnings from any new mobility solutions introduced through the length of the program.

The team will evaluate all mobility options available today that could present an AV alternative to fixed-route public transportation. In addition, the team will introduce new programs for a period of time to better understand consumer adoption and the public's sentiment towards new mobility solutions and AVs. Digital platforms will be utilized to standardize communication with new mobility solution providers and attempt a better management of the public right-of-way. Ultimately, these tools will inform how public agencies, in their role of custodian of public right-of-way, could interact with the deployment of AVs. A redefined transportation planning process with an equitable and inclusive participation from the community.

This program will be structured in four Tracks:

1. Dynamically Routed, On-Demand Transit Solutions
2. Autonomous Vehicle (AV) Demonstrations
3. Micro-Mobility Programs
4. Network of Community Liaison Managers to advance New Mobility Solutions

II. Vision & Goals

Vision

Department of Transportation and Public Works (DTPW)'s vision for this program and the implementation of AV initiatives is to bring residents to the center of the conversation and introduce new programs to better understand consumer adoption and the public's sentiment towards new mobility solutions including AVs. Using a technology-based, data-driven, context-sensitive, people-centric approach for designing better mobility, DTPW envisions to redefine the transportation planning process for first-and-last mile services with an equitable and inclusive participation from the community. The deployment of On-Demand Transit services and Micro-mobility Programs combined with data collection will serve as background and starting point for the implementation of AV shuttle services for first-and-last mile connections.

Goals

The main goals of the deployment of AV demonstrations are to document the community response to AV services and gather data tied to individual's actual experience with the technology to inform the design and implementation process for AV shuttles serving first-and-last miles needs in Miami-Dade County.

III. Background

Recognizing the potential upsides and downsides of emerging technologies and business models, Miami-Dade County (MDC) adopted a mobility management approach to meet the rapidly changing transportation system in this new environment, to adapt to the technology evolution for public transportation, and to minimize potential risks. The action was to consolidate all traffic engineering, highway engineering, signals and signs, public works, public transportation and regulatory arm for for-hire vehicles divisions in to a single department. Known as the Department of Transportation and Public Works, the new mobility management agency is responsible for the entire surface transportation system in one of the most congested metropolitan area in the nation and is focused on creating a full range of well-synchronized mobility services.

Managing all forms of mobility in a diverse and dynamic community such as Miami-Dade County is a complex proposition. Acknowledging that mobility ecosystem consists of public and private providers, DTPW is focused on integrating all solutions and create a seamless experience for Miami-Dade residents. This approach will allow DTPW provide the physical and virtual infrastructure for the emerging mobility ecosystem that would help travelers make informed decisions based on what they need, regardless of the transportation mode or combination of modes used.

However, this transformation cannot happen without the direct involvement of Miami-Dade residents as mobility solutions must take into consideration the context of the neighborhoods and the needs of the communities. Appropriate use of technology and innovation is required to develop mobility solutions that meet the needs of Miami-Dade residents.

Continuation of the City of Tomorrow Challenge

In 2018 and with the help of the Knight Foundation, MDC joined efforts with Ford Motor Company to create the Miami-Dade's CoTC. The nine-month open innovation program was designed to identify, pilot, and learn from crowdsourced ideas for building an accessible and resilient local mobility system. The challenge provided an iterative process that engaged citizens and decision makers to envision, design, and deploy new mobility solutions that meet local needs. Engaging the community to propose, refine and be part of the design and implementation of new solutions provided a better understanding of the needs and the mobility challenges of Miami-Dade residents.

The challenge posed the question *"How might we make daily journeys fresh, easy and adaptable to the needs of Miami-Dade residents?"* to local residents and to innovators around the world as a step today toward the Miami-Dade of tomorrow. The work was grounded in the community stories, which showed that there are a wide variety of ways people experience transportation, and are also the foundation for this program.

Prior to posing the challenge's questions, the challenge team analyzed over 350,000 social media posts both in English and Spanish from January 2017 to July 2018 to understand the tone of conversation around mobility and where it differed from national averages. Insights from the social media analysis indicated the following:

- The mobility conversations about traffic over indexed by a considerable margin in Miami-Dade compared to total conversations in the US.

Knight Foundation Autonomous Vehicle Initiative – Scope of Work

Miami-Dade County | Department of Transportation and Public Works | Strategic Planning Division

- Miamians were talking more about parking and autonomous vehicles/electric vehicles (AV/EV) than the national average.
- The conversation around AV/EV in Miami-Dade was the most positively perceived topic and had a much higher sentiment than the national average, as did parking and public transportation (only looking at non-train modes).

The challenge invited participants to share their experiences, comments, and ideas on how to address the challenge's question on the challenge web platform, workshops and interviews. This facilitated the conversation and helped the CoTC team build awareness and revealed small changes that can be made to daily moments that could have a big impact. Community comments were gathered, categorized by opportunity area, and related to DTPW's goals. Figure 1 summarizes most relevant community comments, which are the base for this program. The DTPW's goals are the following:

- improve transit customer experience
- improve operational safety
- increase awareness
- improve integration of transit services
- funding optimization
- service maximization
- compliance with Americans with Disabilities Act (ADA) requirements

As result of the community-centered design model and community comments, the team draw the following conclusions, which will be integrated into this program:

- *Strive for well and multi-purpose mobility journey, not just efficiency-* By moving beyond the assumption that people choose mobility options only for their convenience, DTPW needs to begin to engage residents and communities to understand what well really means. The outcomes can then drive community-centered mobility investments to encourage the use of alternative transportation modes. Community centered design can help people move around the County well, not just efficiently.
- *Design accessibility, not just options-* DTPW needs to think about how people learn about and adopt tools and technology. Designing a user-friendly system that is accessible to all will create a better mobility ecosystem in the city where all commuters have access and awareness to the options available to them.
- *Create hospitality, not just safety-* Engaging communities around the County creates hospitality in a number of ways. It draws out the positive and negative perceptions of the existing system. This is the first step in understanding travel behaviors, which can inform where the most impactful mobility investments can be made. Community-centered design can help build a transportation system that creates hospitality and significantly enriches the lives of community members.

The community-centered design model applied to the challenge led to the selection of two pilot projects that address some of the key needs heard from the community. The selected teams, *Soofa* and *PikMyKid*, will implement their proposal in a real-world setting. These are:

- *Soofa:* Proposes to install solar powered digital bulletin boards to display real-time public and alternative transit options, as well as, other local content in up to three neighborhoods.

Knight Foundation Autonomous Vehicle Initiative – Scope of Work

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- *PikMyKid*: This mobile app and platform supports parents, children, and school staff by making school discharge process and school transportation more efficient, timely, and comfortable. The team proposes to implement their platform at 8-10 schools through the County to help reduce traffic congestion and increase traffic safety at schools and nearby schools.

DTPW is committed to replicate this process of community-centered design for all other implementation and demonstration services, and to incorporate learnings from the CoTC challenge. This model will help DTPW identify gaps in the system, find technologies and solutions to fill these gaps, and deploy solutions in a way that supports the values and social context of the respective communities.

“ How might we make daily journeys fresh, easy, and adaptable to the needs of Miami-Dade residents? ”



Figure 1: Community Comments from CoTC.

IV. Approach & Key Deliveries

Approach

MDC will continue working with Ford to further develop and facilitate a program that puts communities at the center of the conversation and forges new relationships to promote better collaboration between community members and public agencies. A team comprised by DTPW, Ford's City:One and the Urban Health Partnerships, Inc. (UHP) with key partners including the City of Miami's Innovation and Technology Department and the City of Coral Gables' Public Works Department was assembled to maximize the impact while staying focused on creating people-centric mobility solutions.

The first phase will complete a baseline research by Ford's City:One that considers public sentiment on new mobility solutions including AVs, community insights from CoTC, and their alignment with DTPW's goals, and identifies communities (i.e. demographic, geographical) to include in the co-design of autonomous shuttle service and micro-mobility pilots. While phase two, led by UHP, will engage participants and adjacent communities involved in the pilots resulting from phase one.

Key Deliveries

This program is structured in four concurrent Tracks, as described below.

Track 1 :: On-Demand Transit Solutions

Miami-Dade County will be deploying a dynamically routed, on-demand, app-based transit service at four transit center areas to provide near door-to-door rides to and from premium transit services, such as Metrorail stations, Transit Way hubs, and major bus terminals among others. This new service will serve first-and-last mile trips for commuters as well as non-work based trips. The nature of this service will serve as background and starting point for the implementation of AV shuttles as the goal will be to have an on-demand AV shuttle that will feed fixed high ridership service.

The effort through this grant will allow to set a baseline before the implementation of the on-demand demonstration services, to then conduct evaluations during and after the service. In addition to community comments gathered during the CoTC program, public sentiment towards innovative mobility solutions will be gathered and aligned with DTPW's goals to inform implementations in other areas of the County. The main goal is to pilot desirable and sustainable projects with the potential for leading into the implementation of AV shuttle services.

Key Goals:

- Gain a better understanding of the operations, demand, supply and service limitations of dynamically routed, on-demand transit service deployments.
- Identify areas of improvements and applicability to AV shuttle services.
- Learn how people learn about and adopt the new service and technology.
- Identify what are the pick-up/drop-off placement and design requirements that better serve this type of service, facilitate accessibility, as well as, its applicability to AV shuttle service.
- Learn how mobile payment integration and different payment solutions facilitate access and awareness to mobility options available.

Knight Foundation Autonomous Vehicle Initiative – Scope of Work

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Metrics: Some of the metrics related to this tracks are:

- avg. daily ridership by type fare
- avg. daily ridership by rider type (e.g., wheelchair and non-wheelchair)
- change in transit ridership
- ridership retention
- avg. wait-time
- avg. in-vehicle time
- avg. passengers per run
- avg. number of stops per run
- avg. fleet size during peak hours
- avg. monthly revenue
- customer complains
- booking rate by mobile, web, or call
- cancellation rate
- booking abandon rate
- no-show rate
- customer satisfaction level (rate of service)
- number of incidents/accidents

Track 2 :: Autonomous Vehicle (AV) Demonstrations

Connected and Autonomous Vehicles (CAV) have the potential to dramatically alter the organization of cities, from small autonomous dynamically routed, on-demand transit shuttles replacing underserved and underutilized traditional bus routes, to a wholesale change in vehicle ownership models and implications on our energy grid and parking infrastructure. CAV technologies can potentially improve safety, efficiency, and congestion by broadcasting, receiving, and responding to real-time hazards and traffic conditions. As emerging technologies, these new mobility trends are also acting as disruptors of the status quo, in turn leading cities, counties and agencies to take steps today to prepare for the impacts of such transformative technology.

Through this program, AVs demonstrations will be deployed to introduce flexible transportation options and make the system adaptable to commuter needs, while documenting every step with community response to each of the service, data gathering tied to individual's actual experience with the technology and measuring adoption. Learnings from the On-Demand Transit solutions will provide an insight of service areas that need to be re-evaluated (e.g., wayfinding signs, designated pickup/drop-off locations, routing, tracking, etc.) for AV shuttle systems. Information gathered will be incorporated into the planning process to inform operations and changes to current infrastructure to facilitate the operation of an AV shuttle system. It could also inform the design and implementation process for AV shuttles connecting to transit.

AV demonstrations will consist of the following:

1) SAE Demo Days: Miami-Dade County and the Society of Automotive Engineers (SAE) will join efforts to give the public an opportunity to experience AV technology first hand. The SAE Demo Days will facilitate sharing information with the public to bring clarity while gathering experience feedback to help advancements in technology. This event will give citizens of Miami-Dade the opportunity to:

- Get familiar with AVs they will be seeing on the streets.
- Increase confidence and comfort around the technology.
- Gain insight into Miami-Dade's vision for the future.
- Interact with Miami-Dade representatives and partners to deepen overall ties and confidence.

The SAE Demo Days event will be customized based on partner objectives and capabilities; however, there are two main elements:

Knicht Foundation Autonomous Vehicle Initiative – Scope of Work

Miami-Dade County | Department of Transportation and Public Works | Strategic Planning Division

- A pre-and post-ride survey to learn public sentiment and if/how the ride affects rider's perception. The information gathered will be used to inform the deployment of AV Demonstrations.
- Engagement with interactive displays.

2) AV Demonstrations: Miami-Dade County will deploy a fleet of AVs for a three-months deployment sized to their proposed use-case and location. The dynamically routed, on-demand shuttle will serve first-and-last mile trips connecting with transit stations. The intent will be to seek support, increased adoption and use of AVs by deploying a low-speed AV shuttle service connecting with premium transit.

3) Other AV Services: The UHP Community Liaison with the assistance of Ford City:One team will help identify the communities to be included in the co-design of the AV pilots, will engage communities in a series of activities to understand needs and requirements for success, and compile community feedback before, during and after the AV pilots implementation.

Key Goals:

- Document community response to the AVs demonstration services, understand service limitations, and identify service opportunities.
- Learn the service, pick-up/drop-off placement and design requirements that better serve AV shuttle riders.
- Identify areas of service and safety that need improvements and learn to address those issues.

Metrics: Some of the metrics related to this tracks are:

- avg. daily ridership by rider type (e.g., wheelchair and non-wheelchair)
- avg. wait-time
- avg. in-vehicle time
- avg. number of stops per run
- avg. number of passengers per run
- booking rate
- booking abandon rate
- number of incidents/accidents
- customer satisfaction level
- number of participants in SAE demo days and survey results
- user's experience and perception prior-and-after pilot implementation

Track 3 :: Micro-Mobility Programs

Micro-mobility solutions, also known as dockless mobility, have arrived to Miami-Dade County and with it many controversial conversations about its place in the mobility ecosystem. The MDC team will collaborate with both the City of Miami and the City of Coral Gables on their micro-mobility pilots to obtain data regarding usage of scooters, docked- and dockless-bikes. Information for micro-mobility will be obtained through the *Mobility Data Specifications* and linked to a web-based platform for visualization and analysis of the actual utilization of micro-mobility vehicles. The intent is to evaluate the application of Mobility Data Specifications for AV shuttle service pilot.

Data from Micro-Mobility programs will be collected to get an insight of service areas (e.g., booking and payment tools, trip length, corridors with most demand, fleet utilization, etc.) that could be rethink. It will inform infrastructure changes, such as complete streets be implemented, that can benefit and facilitate AV shuttle operations and feeding. It could be also inform the design and implementation process for AV shuttles connecting to transit.

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Key Goals:

- Understand micro-mobility service demand, user population and trends, service area and coverage (spatial and time), and its benefits to transit.
- Provide design recommendations, including service and spatial requirements.

Metrics: Some of the metrics related to this tracks are:

- avg. daily ridership
- ridership retention
- avg. trip distance and trip time
- service coverage (spatial/time)
- vehicle utilization and availability
- avg. cost per ride

Track 4 :: Network of Community Liaison for New Mobility Solutions

UHP, a non-profit organization that focuses on community building and co-designing practices, is a key member of the MDC's team. Through UHP's innovative Community Liaison Framework, residents are hired and trained to create a bridge between government and other key agencies and the community, provide education and increase awareness around important issues affecting their communities, and become long-term champions for health and equity.

This approach will drive mobility innovation by identifying barriers and opportunities and creating an ongoing feedback loop that would lead to dynamic and culturally responsive strategies and community-informed transportation planning. Rather than one-time community engagement activities, this Framework seeks to build sustained and meaningful engagement with residents who would inform, advocate for, and welcome innovative mobility options toward a more inclusive process. Working together and using the baseline research by Ford's City:One, UHP and Ford teams will identify communities that will be participating in the AV demonstrations. The communities will be selected based on their sentiment towards new mobility solutions and AVs, demographics, and mobility needs. The intent is to provide for equitable and inclusive participation from the community.

The UHP team will hire 16-20 Community Liaisons (CL) from 8-10 target communities in the County to work 20 hours a month. It will include CL training, individual coaching, virtual communication, participation and promotion of events showcasing demonstration of mobility solutions, outreach and assessment activities. The specific engagement activities will be tailored to the specifics of each community and co-designed with the CL once they are hired to ensure they're responsive to how their community best engages. These are also going to be designed in collaboration with the Ford team. The goal is to include non-traditional tactics outside of just public meetings and surveys and instead will focus on going to places the community already congregates and connecting with diverse groups of stakeholders.

Engaging communities around the County will help understand travel behaviors, which can inform where the most impactful new mobility deployments investments can be made, will bring the community together, and residents will see the impact of their input and will want to see it succeed. Both efforts will assist in the relationship building by listening to resident needs, informing residents of the mobility pilots they can utilize, and meeting with DTPW team to give feedback and collaborate pilot operations and growth strategies to best meet community needs.

Through this innovative community capacity-building, the Community Liaisons will:

- Develop and maintain collaborative relationships with local stakeholders with a strategic and comprehensive approach.
- Co-create projects and strategies to strengthen community and civic engagement.

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- Build networks of residents and stakeholders that are activated around key community issues.

Key Goals:

- Enable deeper participation of residents and local entities in the planning, design and delivery of new mobility solutions.
- Gain a better understanding of the public's sentiment towards mobility solutions before large deployments.
- Utilize online tools, survey and in-person interaction to gather resident input. Learn how to build mobility solutions that creates hospitality and significantly enriches the communities.

Metrics: Some of the metrics related to this tracks are:

- number of pre-and post-surveys completed
- number of community engagement activities per pilot
- number of people participating in events and meetings
- number of participants on social media and mailing lists
- number of new pilot participants resulting from community engagement activities
- participants' level of satisfaction

Digital Interfaces

The UHP Community Liaison currently have an innovative technology platform to seek input from the community through an online and app platform that utilizes GIS mapping and that allows residents to note specific issues by location and provide input in their communities. This platform with the assistance of Ford's City:One team and their CoTC technology platform could be used to gather and host community in-person engagement input, social listening, and online feedback. In addition, promotion of community meetings and events that will showcase demonstrations of mobility services.

In addition, MDC will partner with Remix for a digital interface to standardize the communications with all mobility solutions and to better manage the demand of public right-of-way. Allowing a seamless, self-served information access for both public and private sector to seek the highest and greatest use of the public right-of-way.

V. Key Stakeholders & Roles

Key Stakeholders

DTPW will be responsible of planning, coordinating, managing and overseeing the demonstration project activities. DTPW staff will be responsible for ensuring that the proposed demonstration applications are integrated and implemented according to project plan, including testing activities, data analysis, data evaluation and sharing, and the overall system performance reporting.

DTPW staff will be responsible for designing, coordinating and implementing AV shuttle route and infrastructure improvements.

Ford's City:One will be responsible for conducting a baseline research by that considers public sentiment on new mobility solutions, community insights from CoTC, and their alignment with DTPW's goals. The team will identify potential neighborhoods for the AV shuttle service and micro-mobility pilots. In addition, the Ford team will provide management and marketing support.

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UHP will be responsible for the Community Liaison Framework, engagement of participants and adjacent communities involved in the pilots, and training. The UHP will provide marketing support and a technology platform to seek input from the community.

SAE will be responsible for planning, coordinating and implementing the SAE Demo Days. The team will conduct pre-and post-ride surveys, collect and evaluate feedback data from participants.

Remix will provide a digital interface to standardize the communications with all mobility solutions and to manage the demand of public right-of-way.

VI. Timeline

Project Activities-Timetable

Tracks	Task - Stakeholders	KF Grant Funds	Task	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
2	AV Demo Days - SAE	\$50,000	Logistics, Marketing & Advertising of Event Route Selection & Event Site Visit Event Week (5 day event - 1 day testing setup, 1 day VIP/Media, 3 public days) Data Collection & Evaluation (survey results, number of pickups, media exposure and feedback)																				
2	AV Demonstration Services	\$225,000	Route Selection and Site Visit Vehicle Manufacture (2-3 per week) Route & Contract (2-3 months) Project Deployment - mapping/operation (1 months) Development & Installation of Signs, Pavement markings and others Contract Storage Facility Contract Charging Station Contract Services for Cleaning and Maintenance of Vehicles Contract Operating Services Operating Staff Training Project Testing & Deployment Data collection & evaluation (public feedback) Project & Service Refinement Award RFP On-demand Service Implementation Survey Data Collection & Evaluation (metrics and customer feedback) Approach & Partnerships Data Sharing Agreement/MDS/ITD Involvement Data Collection & Evaluation (resident/customer feedback)																				
4	AV Demonstration Services - UHP/Ford																						
1	On-Demand Transit - DTPW RFP																						
4	On-Demand Transit- UHP/Ford																						
3	Micro-mobility MDS Data	\$60,000																					
4	Micro-mobility - UHP/Ford																						
		\$335,000																					
		\$710,000																					

Exhibit B

Fiscal Agency Fund Agreement

AGREEMENT TO ESTABLISH THE KNIGHT FUND FOR _____ (An agency fund at The Miami Foundation)

THIS AGREEMENT ("Agreement") is made and entered into on _____ by and between _____ having its principal office at _____ ("Grantee"), and The Miami Foundation, Inc. a Florida not-for-profit corporation and community foundation ("Foundation"), having its principal office at 40 Northwest 3rd Street, Suite 305, Miami, Florida 33128.

WITNESSETH:

WHEREAS, the John S. and James L. Knight Foundation, Inc., a Florida not-for-profit corporation that is a private foundation under Federal tax laws ("Knight"), has entered into a Memorandum of Understanding ("MOU") with the Foundation, dated the 21st day of June, 2010, that establishes the Knight Agency Project at the Foundation and authorizes the Foundation to serve as agent for some of Knight's grantees that do not yet have formal recognition of appropriate tax-exempt status by the Internal Revenue Service or may otherwise need the assistance of an agent; and

WHEREAS, in the MOU the Foundation has agreed to assist Knight in exercising Knight's expenditure responsibility obligations for certain grantees without assuming any liability for any failure to fulfill those responsibilities; and

WHEREAS, Knight has decided to grant funds (the "Funds") for the work of the Project, as defined below, and to transmit those funds to the Foundation so that it can serve as agent for the Project in ways consistent with the MOU; and

WHEREAS, the Foundation and the Project have agreed that the Foundation shall serve as agent for the Funds and shall assist Knight in exercising its expenditure responsibilities for the Project without assuming any liability for any failure to fulfill those responsibilities.

NOW, THEREFORE, in consideration of the mutual covenants in this Agreement, the Foundation and the Project agree as follows:

FIRST: The fund hereby created shall be known as the The Knight Fund for _____ (the "Fund");

SECOND: Knight, through the Foundation, shall fund the project described in the Grant Agreement ("Project"). The Grantee hereby designates _____ to act as its representative and contact person ("Designated Representative") in all communications and other dealings with the Foundation. The Grantee agrees to notify the Foundation in writing and in advance if the Project chooses to designate a different individual as its Designated Representative.

THIRD: The Grantee and Foundation will agree as to a Project Budget and a draw schedule which must be approved by Knight. The Project Budget will be based on and may be the same as the budget contained in the Grant Documentation.

FOURTH: In addition to other reasonably requested materials the Grantee will, on a regular basis, send reimbursement requests and/or invoices supporting all expenditures and an explanation of each expenditure.

FIFTH: The Grantee shall provide to the Foundation a detailed budget for the project. All project expenditures will be tracked against the project budget. If expenditures will vary more than five percent (5%) from the project budget, prior approval must be requested from the Foundation.

The chief executive officer or the chief financial officer of the project must certify that the report of expenditures is true and correct and that, to the best of his/her knowledge, all grant money was used in a manner consistent with Code Section 501(c)(3) and consistent with the project budget when it authorized the grant.

Such other matters as the Foundation or Knight may request. The Grantee will permit Foundation reasonable access to its files, records and personnel for the purpose of reviewing the finances and operations related to the Grant.

SIXTH: The Grantee is not an agent of the Foundation and shall not act as an agent of the Foundation unless specifically authorized by the Foundation in writing and in advance to do so.

SEVENTH: The end results of the Project shall be owned by the Grantee and not by the Foundation or Knight.

EIGHTH: The Funds shall be invested in the Foundation's "Cash and Cash Equivalents Pool" as the same is defined in the Foundation's Investment Policy statement as the same may be changed from time to time. All earnings shall inure to the Foundation.

NINTH: The Project shall at all times be operated consistently with the charitable status of the Foundation. All Project expenditures and operations shall only be those that are permitted for organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 as Amended ("Code"). If at any time the Project or its operations or expenditures shall be terminated for any reason whatsoever, all funds theretofore distributed to the Grantee by the Foundation and not expended on the Project shall be returned to the Foundation. If the Grantee receives recognition of its Code Section 501(c)(3) status during the term of this Agreement, Knight may elect to have any funds not yet distributed by Foundation for the Project turned over directly to the Grantee or returned to Knight.

TENTH: As reasonable and proper compensation for services and expenses to comply with this Agreement, Foundation shall receive an administrative fee which shall be taken from the Fund upon payment to the Foundation calculated as ___% of the Funds. The fee is projected to be \$_____ paid upon deposit from funds received by Knight Foundation over the term of the grant agreement.

ELEVENTH: This Agreement is subject to the condition that the Foundation, as of the date of transfer of funds from Knight to the Foundation, is classified by the Internal Revenue Service as an organization (i) described in Code Section 501(c)(3) and (ii) which is not a private foundation as defined in Code Section 509(a).

TWELFTH: This Agreement shall be governed by the laws of the State of Florida. Prior approval has been received for the program to be conducted outside of Florida.

THIRTEENTH: The Board of Trustees of the Foundation shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purpose or to specified organizations if, in the sole judgment of the Board of Trustees (without the approval of any trustee, custodian or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.

FOURTEENTH: The Grantee shall acknowledge the Foundation as its fiscal agent when referencing financial requirements or arrangements or in other Project-produced media that are approved in advance by the Foundation.

IN WITNESS WHEREOF, the Grantee and the Foundation have executed this Agreement as of the date first above written.

PROJECT:

By: _____ Date _____

THE MIAMI FOUNDATION:

By: _____ Date _____
Joe Fernandez, Interim President/CEO

Program Description

The Miami Foundation (the Foundation) agree to serve as Fiscal Agent for select Knight Foundation grants. As Fiscal Agent, The Miami Foundation is responsible for:

- Conducting due diligence on recommended grantees.
- Entering into fund agreements with the recommended grantee.
- Setting up Grantee Funds at the Foundation.
- Managing Knight grant dollars deposited at the Foundation.
- Collecting, reviewing, and approving all match documentation (if applicable).
- Processing payments to Grantees.
- Reviewing and submitting financial reports to Knight.

Establish your relationship with The Miami Foundation (Fiscal Agent)

1. Complete an updated project budget

A project budget using the provided template and reflecting the amount awarded by Knight must be submitted **in Excel format** to The Miami Foundation and Knight Foundation. The final budget must be approved by both The Miami Foundation and Knight Foundation. Please send the budget to both Lindsey Linzer at LLinzer@miamifoundation.org and your Knight Relationship Manager.

Non-501(c)(3)s will need to allocate The Miami Foundation's 4% administration fee on the full grant amount in the updated budget.

For example, if Knight awarded \$35,000, there must be a line item in the budget that accounts for the \$1,400 fiscal agent administration expense.

2. Sign your agreement and policy manual

The Miami Foundation will send you via DocuSign a fund agreement and policy manual. Both signed documents are due back to The Miami Foundation within 30 days of receipt.

Match your grant

If your grant is a matching grant, once the grant agreement and policy manual have been signed, fundraising efforts can begin. In order to make funds available, the Grantee will need to keep track of all documents for proof of match. Below are examples of proof of match documentation:

- Letter(s) of intent/pledge (must be signed and on letterhead)
- Ticket sales reports
- Copies of checks for individual and corporate donations
- Copies of deposit slips (for cash donations)
- Crowdfunding website reports
- Bank statements

To submit proof of match, complete the required Match Cover Page template and submit it along with the supporting documentation to <https://themiamifoundation.submittable.com>. The Match Cover Page template can be found at <http://miamifoundation.org/knightwinners/>.

Match dollars must be raised within the specified term as outlined in your grant agreement with The Miami Foundation.

Grant Disbursement

For 501(c)(3) organizations

The Miami Foundation will issue a lump sum payment to the organization according to the agreed upon schedule in the grant agreement.

For Non-501(c)(3) Organizations/Individuals

The Miami Foundation will hold the grant dollars and the Grantee can start expending by submitting payment requests. Timing of payments will correspond with the agreed upon schedule in the grant agreement.

Payment Requests should include the appropriate supporting documentation for each request and must be submitted via Submittable at <https://themiamifoundation.submittable.com>. The Payment Request Guidelines may be found at <http://miamifoundation.org/knightwinners/>. For questions about payment request, please contact paymentrequest@miamifoundation.org.

Important reminders:

- Payment requests submitted with proper documentation by Friday at 5:00 p.m. EST will be processed for payment by Friday of the following week. ACH payments are The Miami Foundation's preferred method of disbursement and guarantees availability of funds by Friday. Note: Payment requests submitted the week prior to a federal holiday or the week of a holiday may be delayed.
- The Foundation will issue any required 1099 forms to independent contractors and the project representative.
- The Foundation monitors grant expenditures on an ongoing basis. If the Foundation identifies expenditures greater than a 5% variation for each budget line item, the Foundation will notify the appropriate Knight Program Director. If the progress on the implementation of the grant is not satisfactory or the budget variances are significant, The Miami Foundation may halt all grant payments at its discretion until said issues are resolved.

Reporting

Reports are due according to the schedule outlined in the Knight grant agreement. The Reporting Templates can be found at <http://miamifoundation.org/knightwinners/>. Please submit all completed reports to <https://themiamifoundation.submittable.com>.

501(c)(3) organizations that received a lump sum payment **MUST** submit a Financial Report **in Excel format** documenting how the grant dollars were expended. If there is a variance of greater than 5% from the approved grant budget, the Grantee must request and explain the variance in writing and The Miami Foundation will work with the Grantee to request the variance from Knight before any expenses can be incurred.

Non-501(c)(3) organizations/individuals do not need to submit a Financial Report. The Miami Foundation will track fund expenditures on behalf of the project.

The Grantee is responsible for submitting all narrative reports directly to Knight Foundation via the Fluxx grant portal. The Miami Foundation will submit all Grantee financial reports to Knight Foundation.

Amendments and Exceptions

The Grantee should contact both The Miami Foundation and the Relationship Manager at Knight Foundation to request budget amendments or exceptions using the designated form found at <http://miamifoundation.org/knightwinners/>. Amendments or exception requests may include but are not limited to:

- Grant extensions
- Change in project activities
- Change in budget
- Match disbursement exception

Contact Information

The subject line for any email sent to The Miami Foundation or Knight Foundation regarding your grant must use the following format: "Grantee Name", "Fund ID", "Subject".

For example, "Perez Art Museum Miami, KPAM, extension request" or "University of Michigan, KUOM, match question"

Match documentation, reporting and payment requests must be submitted to <https://themiamifoundation.submittable.com>

For general questions, please contact LLinzer@miamifoundation.org

Lindsey Linzer

Director of Programs and Grants Administration

The Miami Foundation

LLinzer@miamifoundation.org

Direct: (305) 357-2079

Agreement Terms

I have read and understood the Fiscal Agency Policies and Procedures Manual.

Grantee:

Name: _____
(Type or print name and title of person signing the acknowledgment)

Signed: _____ **Date:** _____
(Authorized signature of senior executive officer)