



**TIP Subcommittee  
Meeting Summary  
April 20, 2016**

- Selected Ron Paradise as Chairman and Jon Cheney as Vice Chairman
- Evaluated and ranked 3 transportation planning study applications
- Reviewed 9 Traffic Operations/Safety Project Applications (Implementation); of those 9 applications, 6 were evaluated, 1 was determined to have already been funded (SR 44/Grand Av Roundabout), 1 was determined to be ineligible (Yorktowne Blvd extension), and 1 was deferred pending additional information

**\*\*The next subcommittee meeting will be on Wed., April 27, 2016\*\***



**BPAC Project Review Subcommittee  
Meeting Summary  
April 25, 2016**

- Selected Dr. Jason Aufdenberg as Chairman and Mr. Dustin Savage as Vice Chairman
- Evaluated and ranked 5 bicycle/pedestrian project applications (2 feasibility study and 3 project implementation applications)
- Requested additional information for 1 bicycle/pedestrian project application

**\*\*The next subcommittee meeting will be on Monday, May 2, 2016\*\***

Beverly Beach  
Bunnell  
Daytona Beach  
Daytona Beach Shores

DeBary  
DeLand  
Deltona  
Edgewater

Flagler Beach  
Flagler County  
Holly Hill  
Lake Helen

New Smyrna Beach  
Oak Hill  
Orange City  
Ormond Beach

Palm Coast  
Pierson  
Ponce Inlet  
Port Orange

South Daytona  
Volusia County



U.S. Department  
of Transportation

**Federal Highway  
Administration**

Florida Division

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Tallahassee, Florida 32312

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[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

April 22, 2016

In Reply Refer To:  
HPR-FL

Mary Schoelzel  
Government Operational Manager  
Florida Department of Transportation  
719 South Woodland Boulevard  
DeLand, FL 32720

Dear Ms. Schoelzel:

The following is in response to your staff's email which transmitted the River to Sea Transportation Planning Organization's (TPOs) 2016-17-2017/18 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the TPO's consideration in developing the Final UPWP. Comments that are noted as critical must be addressed prior to FHWA/FTA's approval of the UPWP.

**Critical Comments:** Reference 23 CFR 450.208 (c)

- **Page 19-**Please detail the difference between "Conference", "Workshops & Seminar Fees" and "Fees"? These are listed on two separate line items. In addition, please detail what is being stored in the storage unit. Are professional services the same as consultant fees?
- **Page 19-**Does the TPO currently own/lease a vehicle?
- **General Question-**Why is office rent for 16/17 almost double what it is for 17/18?

**Enhancement Comments**

- **Page 10-** As a part of this section, is TPO staff planning to provide brief summary language detailing the adoption of the FAST Act? There are 10 factors listed on this page but no information indicating that new legislations has been passed since the last update of the plan which furthered many of the provisions of MAP -21 and introduced two additional planning factors.

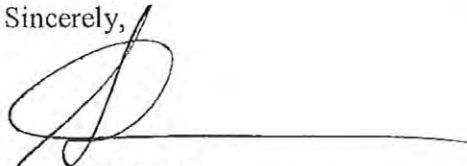
## Editorial Comments

- **General Comment-** Overall staff is commended for a very detailed and comprehensive planning document.
- **Page 6-** Compliments to the staff for the thorough explanation provided to detail the public engagement process surrounding the development of the UPWP.
- **Page 10-** In addition, in the final plan, will there be any references to the State and Federal Planning Emphasis Areas?
- **Page 18-** Includes the following end product “A well-attended Annual Retreat that improves understanding of the R2CTPO's organizational objectives and a clear communication regarding board expectations”. Timeline/anticipated completion date: February 2015 and 2016. Should this be 2016 and 2017?
- **Page 18 -**Includes the following end product “An organization that meets requirements of federal, state and local planning requirements in accordance with Title 23 and Title 49, U.S.C., as amended by MAP-21”. Should this also include the FAST Act?
- **General Comment-** Compliments to TPO staff for the illustration of End Products and Milestone dates included in the work product tables at the end of each task page.
- **General Comment-** Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process.
- **General Comment-** For the purchase of office equipment, please note that single purchases which exceed \$5000 must get pre-approval.
- **General Comment-**Kudos to the TPO staff for all of the noteworthy achievements highlighted as a result of the 2016 Joint Certification.
- **General Comment-** All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.
- **General Comment-** Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.
- **FTA Comments-** We appreciate the planning and public involvement work shown in the document. We are impressed with the effort to address Complete Streets in some corridors; transportation enhancements and safety plans for bike, pedestrian and trail use; corridor studies; TDP development and planning for enhanced transit opportunities (including possible VOTRAN connections to SunRail and VOTRAN service improvements). We are impressed by the level of cooperation and collaboration as evidenced by work with the Central FLA MPO Alliance and FDOT, VOTRAN, Volusia Co. and Flagler Co. to improve transit/transportation planning.

Thank you for the opportunity to properly review and comment on the draft UPWP for the **River to Sea TPO**. We request that the final UPWP be available to us by **May 31, 2016**, so that we may have sufficient time to authorize our portion of the program by **June 30, 2016**. To assist in our joint coordination efforts with the Federal Transit Administration (FTA), please provide a copy of the Final UPWP directly to the FTA Regional Office for their joint review.

If you have any questions, please do not hesitate to contact Ms. Shakira T. Crandol, at (850) 553-2220 or email [shakira.crandol@dot.gov](mailto:shakira.crandol@dot.gov).

Sincerely,

A handwritten signature in black ink, appearing to be 'James Christian', written over a horizontal line.

FOR: James Christian  
Division Administrator

cc: Ms. Lois Bollenback, River to Sea TPO  
Mr. Boyd Melton, FTA Region IV  
Mr. Gene Ferguson, FDOT District 5  
Mr. Sean Santalla, FDOT (MS-28)



## *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

719 S. Woodland Boulevard  
Deland, FL 32720

JIM BOXOLD  
SECRETARY

April 22, 2016

Ms. Lois Bollenback  
Executive Director  
Volusia Transportation Planning Organization  
Indigo Professional Centre  
2570 W. International Speedway Boulevard  
Daytona Beach, FL 32114-8145

RE: Draft comments on the Fiscal Year 2016/2017 and Fiscal Year 2017/2018 Unified Planning Work Program (UPWP) for the River to Sea Transportation Planning Organization

Dear Ms. Bollenback:

This letter is to provide comments from the review of the River to Sea Transportation Planning Organization's (TPO) Draft Unified Planning Work Program for Fiscal Year 2016/2017 and Fiscal Year 2017/2018. Comments by the District Five Planning and Transit Offices, FDOT Central Office of Policy Planning have been sent to you. Please review the comments and respond back with any concerns, comments or questions.

In order to meet the schedule contained in the MPO Administrative Handbook, and to be certain of receiving authorization to expend Fiscal Year 2016/2017 and Fiscal Year 2017/2018 Planning Funds, beginning on July 1, 2014, the River to Sea TPO needs to revise and adopt the Final UPWP and submit it to FDOT District 5 at 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies by May 15, 2016. I have contacted your staff and reviewed with them the corrections that need to be made. If there is anything I can do further to assist in the process, please let me know.

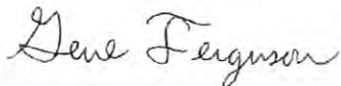
### **Comments of Draft UPWP:**

1. In the final UPWP, include a signed copy of the resolution adopting the UPWP.
2. In the final UPWP, include the FTA Section 5303 funding application and agreement package
3. Add an explanation in Task 1.01, General Administration and Program Support, for the line item of Liability, Equipment & Auto Insurance in the Estimated Budget Detail Tables.

4. Add an explanation in Task 2.02, Transportation Improvement Program (TIP) Development, regarding the Fees identified in the Estimated Budget Detail Tables.
5. Add an explanation in Task 2.05, State and Regional Planning and Coordination, regarding the Fees identified in the Estimated Budget Tables.
6. Add an explanation in Task 3.02, Bicycle/Pedestrian Planning and Implementation, regarding the Dues identified in those Estimated Budget Tables.
7. Clearly identify fund balances, amount and work to be carried over from the previous year's UPWP into the Proposed Year.
8. Please be sure to include all the Final Documents in the Appendices *and* a complete 2016 Federal Certification Review and 2016 Joint Certification Package in your final UPWP: 2016 Certification Questions and Responses, Findings and Recommendations, Statements and Assurances, and a Signed resolution.

I would like to extend my appreciation to the River to Sea Transportation Planning Organization's (TPO) for their willingness to work so well with me to accomplish our tasks together.

Sincerely,



Gene Ferguson  
FDOT, TPO Liaison  
River to Sea TPO

cc: Sean Santalla, FDOT, Office of Policy Planning  
Shakira Crandol, FHWA, Transportation Planning Specialist  
Diane Quigley, Transit Planning Administrator  
Keith Melton, Federal Transit Administration  
Jon M. Ausman, FDOT Transit Planning  
Diane Poitras, FDOT Transit Planner  
Mary Schoelzel, Government Operations Manager