

On September 22, 2009, the Volusia County MPO changed its name to **Volusia Transportation Planning Organization (VTPO)**. This change will be effective on July 1, 2010.

## Volusia Transportation Planning Organization

# UNIFIED PLANNING WORK PROGRAM

for

FISCAL YEARS 2010/11 and 2011/12

### **FY 2010/11**

FM# 417962-1-14-02

FPN# 0260-047 M

### **FY 2011/12**

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#### CFDA Numbers:

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20.505 - Federal Transit Technical Studies Grant

Prepared by the Volusia Transportation Planning Organization  
in cooperation with the Federal Highway Administration, Federal Transit Administration, and  
Florida Department of Transportation

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Volusia TPO

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## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
<b>ORGANIZATION AND MANAGEMENT .....</b>	<b>1</b>
The VTPO Board .....	3
VTPO Staff.....	4
The Central Florida MPO Alliance.....	5
Previous Planning Efforts/Initiatives .....	5
Planning Priorities .....	6
UPWP Program and Format .....	7
SAFETEA-LU Federal Planning Factors .....	10
TABLE 1: SAFETEA-LU Planning Factors – Section (f) Matrix .....	11
<b>TASKS.....</b>	<b>13</b>
<b>SECTION 1: ADMINISTRATION .....</b>	<b>15</b>
Task Number 1.01 - General Administration.....	16
Task Number 1.02 - Administration of Funds .....	18
Task Number 1.03 - Management Information Systems.....	20
Task Number 1.04 - VTPO Board Strategic Planning & Staff Development .....	22
<b>SECTION 2: DATA COLLECTION AND DISSEMINATION.....</b>	<b>24</b>
Task Number 2.01 - Traffic Counting/Transportation Database Maintenance.....	25
Task Number 2.02 - Census Activities.....	27
Task Number 2.03 - Transportation Data Library (TDL) – Development/Management.....	28
<b>SECTION 3: FDOT PLANNING ACTIVITIES .....</b>	<b>30</b>
Task Number 3.01 – FDOT Planning Support Services .....	31
<b>SECTION 4: PROGRAM DEVELOPMENT .....</b>	<b>32</b>
Task Number 4.01 – Program Development (TIP) .....	33
Task Number 4.02 – Program Development (UPWP) .....	35
Task Number 4.03 – VTPO Update to 2035 LRTP .....	37
<b>SECTION 5: COMMUNITY SAFETY AND PLANNING ASSISTANCE.....</b>	<b>39</b>

Task Number 5.01 – Community Safety Related Programs.....	40
Task Number 5.02 – Mobility Plan Coordination .....	43
Task Number 5.03 - Livability .....	45
Task Number 5.04 – Bicycle/Pedestrian Planning & Implementation.....	47
Task Number 5.05 – BPAC Master Planning Assistance for Small Communities.....	49
Task Number 5.06 – Pedestrian Safety Enforcement Program.....	51
Task Number 5.07 – Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach).....	53
<b>SECTION 6: PUBLIC INVOLVEMENT.....</b>	<b>54</b>
Task Number 6.01 – Public Information & Involvement .....	55
Task Number 6.02 – Reports, Publications & Printing .....	57
Task Number 6.03 – WEB Site Development/Management .....	59
<b>SECTION 7: INTELLIGENT TRANSPORTATION SYSTEMS (ITS), TRAFFIC INCIDENT MANAGEMENT (TIM), AND TRAFFIC OPERATIONS (TOPS).....</b>	<b>61</b>
Task Number 7.01 – Intelligent Transportation System/Congestion Management System .....	62
<b>SECTION 8: TRANSIT AND TRANSPORTATION FOR THE DISADVANTAGED.....</b>	<b>65</b>
Task Number 8.01 – Transit Alternate Funding Options Study.....	66
Task Number 8.02 – Transit Related Activities & TD.....	68
Task Number 8.03 – Bus Stop Inventory & GIS Database .....	70
Task Number 8.04 – Environmental “Green” Improvements for Votran.....	72
Task Number 8.05 – Transit Planning & Implementation .....	74
Task Number 8.06 – Increasing Transit Ridership; Transitioning to a “Choice Rider” System.....	76
<b>SECTION 9: SPECIAL PROJECTS PLANNING.....</b>	<b>78</b>
Task Number 9.01 – State & Regional Planning & Coordination.....	79
Task Number 9.02 – Corridor Studies .....	81
Task Number 9.03 – Adaptation to Global Warming & Climate Change .....	83
Task Number 9.04 – PLANSAFE .....	85
<b>SUMMARY TABLES - TABLES 2A THROUGH 8 .....</b>	<b>86</b>

Table 2a: Proposed Participating Agencies and Anticipated Element Costs for FY 2010/2011 (1st Year) .....	87
Table 2b: Proposed Participating Agencies and Anticipated Element Costs for FY 2011/2012 (2nd Year) .....	89
Table 3a: Proposed Funding Sources and Anticipated Element Costs for FY 2010/2011 (1st Year) .....	91
Table 3b: Proposed Funding Sources and Anticipated Element Costs for FY 2011/2012 (2nd Year) .....	95
Table 4: Participating Agencies and Anticipated Costs FY 2009/2010 (Prior Year) .....	99
Table 5a: Summary of Expenses by UPWP Task for FY 2010/2011 (1st Year) .....	101
Table 5b: Summary of Expenses by UPWP Task for FY 2011/2012 (2nd Year) .....	103
Table 6a: Summary of Metropolitan Study Areas (2010-2011) .....	105
Table 6b: Summary of Metropolitan Study Areas (2011-2012) .....	106
Table 7: Summary of Projects completed in FY 2009/2010 .....	107
Table 8: Fiscal Year 2010/2011 Timeline .....	108
<b>APPENDICES .....</b>	<b>111</b>
Appendix A: List of Acronyms .....	112
Appendix B: FDOT District 5 General Planning Activities FY 2010/2011 & FY 2011/2012 .....	114
Appendix C: Joint Certification Statement on the Metropolitan Transportation Planning Process .....	118
Appendix D: 2010 Modified Joint Certification Report .....	119
Appendix E: Statements and Assurances .....	123
Debarment and Suspension Certification.....	124
Disadvantaged Business Enterprise Utilization .....	125
Certification of Restrictions on Contracts, Grants, Loans and Cooperative Agreements.....	126
Title VI Nondiscrimination Agreement.....	127
Appendix F: Section 5303 Grant Application.....	130
Appendix G: Joint Participation Agreements.....	131
Appendix H: Technical Coordinating Committee (TCC) & Citizens Advisory Committee (CAC) Approvals of the UPWP .....	152

Appendix I: Agency Comments Regarding The Draft UPWP and Volusia Transportation  
Planning Organization's Response ..... 167

Appendix J: Resolution 2010-07 Adopting the FY 2010/11 to FY 2011/12 UPWP ..... 173



## **INTRODUCTION**

The Volusia Transportation Planning Organization<sup>1</sup> (VTPO) is the designated agency responsible for transportation planning and programming of federal transportation funds within the identified Volusia County Urbanized Areas. Formed in 1975 through an interlocal agreement, and originally serving the east side of Volusia County, this organization has grown over the past thirty-three years both in area covered and Board size. The VTPO now covers all of Volusia County and includes two cities in Flagler County – the cities of Flagler Beach and Beverly Beach. The Volusia TPO currently operates under signed joint participation and interlocal agreements executed in 1975, as amended in 1978, 1980, 1996, 1997, 1998 and, more recently, in 2004 with the addition of the two newest cities – Flagler Beach and Beverly Beach.

The Unified Planning Work Program (UPWP) identifies and outlines the planning activities to be undertaken by the Volusia Transportation Planning Organization (VTPO) for a two-year period. This particular UPWP will cover fiscal years (FY) 2010/11 and 2011/12. Please note that the VTPO's fiscal year begins on July 1 and ends June 30 of the following calendar year.

The UPWP also identifies the funding types and amounts for each program task. VTPO staff has attempted to provide reliable estimates of the costs associated with each of the specific task items and how that funding will be expended. Readers will note that the UPWP provides information not only on what the VTPO intends to accomplish for the defined years, but also how and in what way other agencies are involved. The tasks outlined in the UPWP exhibit the cooperative effort with which the VTPO pursues the areas of interest to the VTPO Board and to the member governments.

The funding identified within this document is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Florida Department of Transportation (FDOT), and the Commission for the Transportation Disadvantaged (CTD) of the State of Florida. The required local match of certain federal and state funds is provided by the participating local governments through cash and in-kind technical support of the metropolitan transportation planning process. Additionally, Voltran, Volusia County's public transit service, provides funding as local match for the grants awarded by the Federal Transit Administration (FTA).

This introductory section provides some basic information on the goals of the VTPO, the organization and management and the planning priorities of the VTPO. The subsequent pages contain the "Certification of Restrictions on Lobbying" (as required by federal and state law), and a section describing the layout of the tasks.

The Unified Planning Work Program complies with the public involvement provisions of Title VI, which states: "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

## **ORGANIZATION AND MANAGEMENT**

The business of the VTPO is conducted through regularly scheduled meetings of the VTPO Board and its four advisory committees: the Technical Coordinating Committee (TCC), the Citizens' Advisory Committee (CAC), the Transportation Disadvantaged Local Coordinating Board (TDLCB) and the Bicycle/Pedestrian Advisory Committee (BPAC).

<sup>1</sup> The Volusia Transportation Planning Organization was formerly known as the Volusia County Metropolitan Planning Organization (VCMPO). The name change was effective July 1, 2010.

The voting members of the VTPO Board include elected officials representing Volusia County, the 16 cities in Volusia County, and Beverly Beach and Flagler Beach in Flagler County. Non-voting members include representatives of the Florida DOT District 5, the Volusia County School Board, the MPO's Technical Coordinating Committee, Citizens' Advisory Committee and Bicycle and Pedestrian Advisory Committee. The VTPO Board is the primary agency responsible for setting transportation planning policies within the Volusia County Metropolitan Planning Area.

The TCC conducts research, reviews plans and programs, and makes recommendations to the VTPO based upon technical expertise. The CAC furnishes the VTPO with citizen viewpoints and concerns relating to the various VTPO programs and projects. The BPAC is responsible for addressing and promoting issues related to bicycle and pedestrian facilities and safety and for making recommendations to the Board. The TDLCB is comprised of professionals and citizens responsible for making recommendations to the Commission for the Transportation Disadvantaged (CTD) in Tallahassee on issues, plans, and programs related to the transportation disadvantaged population in the Volusia County Metropolitan Planning Area.

The VTPO Board and each of the advisory committees are guided by their respective bylaws, which identify regular meeting dates, membership makeup, and responsibilities. The Board last amended its by-laws on September 22, 2009. That amendment changed the Organization's name from Volusia County Metropolitan Planning Organization to Volusia Transportation Planning Organization (effective July 1, 2010) and adjusted the election of officers to coincide with the VTPO's fiscal year. The advisory committees followed suite, amending their by-laws to reflect the name change and to align the election of officers with the VTPO's fiscal year.

Public input is provided through public workshops, public hearings, and other means in a process that is formally defined by the VTPO's adopted Public Participation Plan. The VTPO's Public Participation Plan is reviewed annually and is updated as needed to ensure that the process contributes to maximizing public involvement in the metropolitan transportation planning process. In FY 2001/02, the VTPO undertook a major update to its Public Involvement Process to incorporate comments received from the Federal Highway Administration (FHWA) during the tri-annual certification review. The revised Public Participation Plan was adopted by the VTPO Board in February 2002. This document was again reviewed and updated in April 2008.

During FY 2009/10, the VTPO undertook a comprehensive effort to involve the public in the development of the 2035 Long Range Transportation Plan (LRTP) Update. This effort borrowed from the "Strings and Ribbons" planning exercise employed by the VTPO for the last major update of the LRTP. This latest effort, termed "Make Your Mark", engaged dozens of citizens from throughout the planning area in a simulated transportation planning exercise. Public input from these sessions will be the basis for one of two alternatives to be modeled for the 2035 LRTP Update, and will be considered by the VTPO Board in developing the adopted, fiscally-constrained plan.

In 2005, the VTPO engaged Data Transfer Solutions, Inc. to develop an interactive, web-based Transportation Improvement Program (TIP). The TIP is our short-term (5-year) transportation plan which includes all federal, state, and local funded transportation projects programmed (funded) for study, right-of-way acquisition, design, construction, and/or maintenance. As an interactive, web-based "document", the general public is able to access the TIP at anytime from virtually anywhere. Functions available to the public include browsing, searching and printing maps and text. Utilizing the available screening criteria (including project name, project type, location, responsible agency, state and federal legislative district, and funding source), a user can create custom reports that show only projects of particular interest. For several specific roadway projects, users can even view animated, computer generated "videos" of pro-

posed improvements. The VTPO and our consultant are continuing to improve this interactive, web-based TIP. Already, it has proven to be so effective that all MPOs/TPOs in FDOT District 5 have now adopted their own versions of it and, in fact, a significant number of MPO's throughout the state have adopted a similar format.

In addition to the aforementioned public tool, the VTPO also maintains on its website a simple but engaging survey technique that allows the visitor to the website to provide the VTPO a response to a hypothetical question: "If you had \$100 how would you distribute those funds among the different modes: highway, transit, or bicycle/pedestrian facilities?" Visitors can, upon completing the exercise, compare their responses to those of others who have responded to the survey.

### **The VTPO Board**

The VTPO currently operates under signed joint participation and interlocal agreements executed in 1975, as amended in 1978, 1980, 1996, 1997, 1998 and 2004. The latest JPA was executed on September 28, 2004, which allows the VTPO to be reimbursed with Section 112 and Section 5303 funds. These agreements outline the various planning and administrative functions of the VTPO. The joint participation agreement (JPA) is between the Volusia TPO and the federal and state transportation departments. The JPA is designed to explain the level of participation between the Volusia TPO and the federal and state transportation agencies. The interlocal agreement establishes the makeup of the Volusia TPO and explains the various responsibilities for the organization and its members. Through the efforts of VTPO staff, an additional JPA was developed in FY 2000/01 in order to ensure communication and cooperation with local airports and ports. This same JPA was also used as an update to the existing JPA with Votran, the County's public transportation provider.

In January of 2004, the VTPO Board signed the latest interlocal agreement reapportioning the membership of the Board to accommodate two new cities – Flagler Beach and Beverly Beach in Flagler County – and creating a new voting structure. The VTPO's new voting structure is based on a weighted vote methodology. An updated JPA with the Florida DOT was signed in September 2004 to ensure continuity of operations and coordination with FDOT and the newly reapportioned VTPO.

In January of 2007, the VTPO Board executed the Intergovernmental Coordination and Review (ICAR). This document updates the interlocal agreement with the local airports, Votran, the Florida DOT, and the East Central Florida Regional Planning Council and includes a section dealing with conflict resolution.

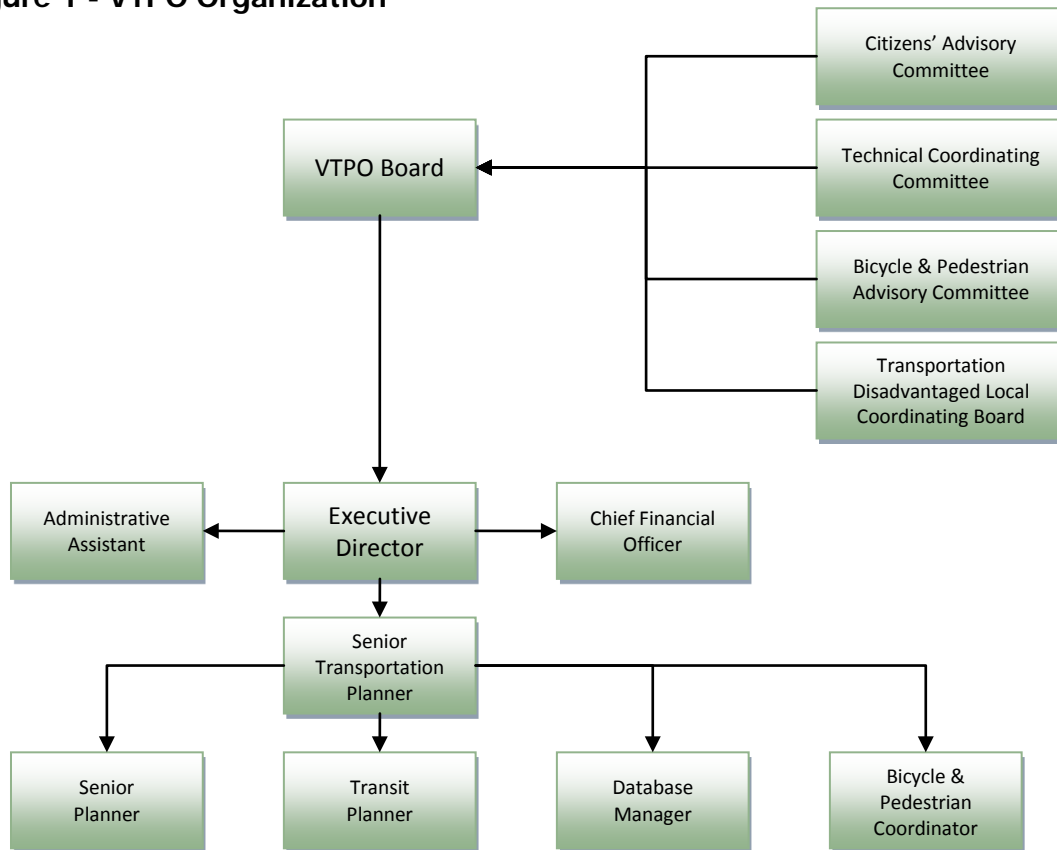
Currently, there are 19 voting seats on the VTPO Board. Volusia County, the sixteen (16) municipalities in Volusia County and two (2) municipalities in Flagler County fill these seats as follows. Six (6) seats are filled by members of the Volusia County Council. These six seats are "weighted" to ensure that the County Council will hold no less than 1/3 of the total vote of the full Board. The ten largest cities fill one seat each. Each of the remaining eight small cities is assigned to one of three small city groups which fill the remaining three seats on the Board. For each of these small city groups the seat is rotated among group members on an annual basis unless the members agree to have one city represent the group for a full four-year term. Additionally, the VTPO also has five non-voting members: the Secretary of FDOT District Five, a member of the Volusia County School Board, the Chairman of the Citizens' Advisory Committee, the Chairman of Technical Coordinating Committee, and the Chairman of the Bicycle/Pedestrian Advisory Committee.

The staffs of the Volusia TPO and the Florida Department of Transportation (FDOT) conduct the work effort required to support the transportation planning process.

**VTPO Staff**

The VTPO has a complement of eight professional staff. (See Figure 1, below.) The Executive Director oversees the operation of the organization and its personnel and apprises the Board on the status of the activities of the organization. Two members of staff deal primarily with administrative functions – the Administrative Assistant and the Chief Financial Officer. The VTPO also has a full time database manager who is charged with developing and maintaining the traffic count/development database. Additionally, one of the professional planners works with the local communities in reviewing plans and programs and provides GIS and other technical support relating to the development of the UPWP, the TIP and various special projects. The Bicycle & Pedestrian Coordinator acts as staff to the BPAC and also provides database and GIS technical support to the organization. The VTPO also provides assistance to Votran in the form of a liaison – the Transit Planner – who is also the primary staff to the TDLCB. Finally, the Senior Transportation Planner is responsible for the day-to-day oversight of VTPO projects and is also the Project Manager for the update to the 2035 Long Range Transportation Plan.

**Figure 1 - VTPO Organization**



FDOT provides one full time professional liaison to assist the VTPO and its staff and the local governments with the federal and state funding process. In addition, other representatives from FDOT provide assistance and information as requested. The FDOT staff generally provides information regarding status of projects and funding issues. Additionally, FDOT has been very proactive in providing other types of technical assistance.

### **The Central Florida MPO Alliance**

The Volusia TPO is a founding member of the Central Florida MPO Alliance (CFMPOA). The CFMPOA was created to identify regional opportunities and to provide a forum for resolving regional transportation issues. In FY 2002/03, the Central Florida MPO Alliance extended an invitation to the Polk Transportation Planning Organization to join the Alliance. This action was formalized in May 2003 at the regularly scheduled meeting of the Alliance. The membership was again expanded in 2004 with the addition of the Ocala/Marion TPO.

In October 2003, the Central Florida MPO Alliance adopted a Regional Long Range Transportation Plan. This plan is a composite of the "significant"<sup>2</sup> transportation projects in the CFMPOA area.

In the fall of 2005, in response to the "first" Senate Bill 360 – the Growth Management Bill – the Central Florida MPO Alliance updated its plan to identify those projects that would be deemed eligible for Transportation Regional Incentive Program (TRIP) funds through an interlocal agreement. This interlocal agreement was executed by all members of the CFMPOA on October 16, 2005. In addition to this agreement, the Volusia TPO entered into a similar agreement with the Flagler County Commission to identify roadway projects of mutual interest to both counties that were eligible for TRIP funds.

Currently, the CFMPOA as an active member of the Smart Growth Alliance (a coalition made up of representatives from the East Central Florida Regional Planning Council, myregion.org, the St. Johns River Water Management District, and private sector representatives) is participating in the development and execution of a region-wide visioning process which was completed in 2007. The results of this region-wide effort will be incorporated into the VTPO's 2035 LRTP.

### **Previous Planning Efforts/Initiatives**

Over the past two years, the VTPO has undertaken a number of initiatives intended to increase inter-agency cooperation and expand the role of the organization in the community. These initiatives have included:

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<sup>2</sup> "Significant" is defined as "involving or affecting more than one county"

- providing planning assistance to local communities (such as the small area traffic studies undertaken by the Cities of Deltona, Ormond Beach, Port Orange, New Smyrna Beach and Edgewater),
- developing a Bicycle and Pedestrian Map for the Experienced Rider which provides detailed cycling route information across the county,
- working with local communities in programming and constructing projects with funds sub-allocated through the American Recovery and Reinvestment Act (ARRA) of 2009,
- working with a sub-committee made up of the BPAC and TDLCB to ensure that mobility issues are addressed during rehabilitation/maintenance projects on state and local roadways,
- working with local governments and interested parties to assist in developing Smart Growth Guidelines and served on two technical support committees to the Smart Growth Steering Committee,
- creation of the Level-of-Service Subcommittee that has been charged with developing three key products: a single Traffic Impact Analysis methodology (that was adopted by all member local governments) and a county-wide database to track traffic count data and development data,
- development of computer-generated, 3 dimensional (3D) animations of alternative improvements for four major roadway projects (to promote public involvement),
- working with members of the Central Florida MPO Alliance, the East Central Florida Regional Planning Council and myregion.org in developing and staffing the Smart Growth Alliance,
- working with the Florida DOT, METROPLAN Orlando, LYNX, Votran, and affected counties and local governments in bringing commuter rail to central Florida,
- working with Votran to identify ADA compliance along bus routes,
- working with the Florida Model Task Force in developing recommendations for the State to incorporate into the Florida Standard Urban Transportation Model Structure.
- utilizing our Urban Attributable (XU) funds, the VTPO commissioned a study for the implementation of a county-wide signal pre-emption program for emergency vehicles.

### **Planning Priorities**

In accordance with the requirements of Section 450.314 of the Joint Planning Regulations, several planning priorities for the VTPO have been identified for discussion. These priorities exist on short, intermediate, and long-range time frames, depending upon the planning activity.

The VTPO is strongly committed to the ***maintenance and refinement of the intermodal transportation planning process*** as defined in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, and the Transportation Efficiency Act for the 21<sup>st</sup> Century (TEA-21), and reaffirmed in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) of August, 2005.

Staff has maintained their efforts in working with the Transportation Disadvantaged Local Coordinating Board (TDLCB). The TDLCB has been involved with reviewing various grant applications submitted by Votran and reviewing the Transportation Disadvantaged Service Plan. In November 2006, the VTPO, in cooperation with Votran, completed an investigation of potential "Transportation Alternatives for an Aging Population". This effort is in recognition of a looming problem which will be faced

by many central Florida communities – a growing population of elderly who will become transit dependent.

Additionally, for FY 2005/06 the VTPO, in close coordination with Votran, identified three areas for particular scrutiny: Votran's west side service and the possibility of feeder bus service for commuter rail should it become a reality, an assessment of current accessibility based on the standards set by the ADA, and the three year update to the Transit Quality of Service assessment. Additionally, the VTPO provided the funding for Votran to improve their GIS compatible bus stop database for future use with ITS technologies such as Automatic Vehicle Location (AVL) and intelligent bus stop signage, as well as real-time, web-based bus location and destination/arrival time information. At the onset of the fiscal year (July 2006), Volusia County decided to undertake a video-logging program for all county roads. Since this technology also allowed the county to "capture" the status of ADA accessibility at bus stops and intersections, Votran decided to forego their independent study of ADA in return for access to the county's database.

In FY 2005/06, the VTPO was awarded an FDOT Safety Grant to undertake a Bicycle/Pedestrian School Safety Study with the goal of creating safe, connected and well maintained bicycle and pedestrian facilities to encourage students to walk or ride their bikes to school. Ten elementary school sites and their surrounding areas were studied to identify issues for bicyclists and pedestrians. Building on this effort, the study was extended in FY 2006/07 to prepare Implementation Reports with Bicycle/Pedestrian Master Plans for areas surrounding those school sites. Five additional schools recommended by the Volusia County School District and approved by the Bicycle/Pedestrian Advisory Committee were also analyzed.

From FY 2006/07 through FY 2008/09, FDOT provided additional grant funds to further extend the Bicycle/Pedestrian School Safety Study to include 30 more elementary schools (for a total of 45). This phase was completed in 2009 and an additional phase, to study the pedestrian and bicycle issues around middle schools, began the same year.

These safety studies have increased awareness of the VTPO, showcased the organization's efforts to increase bicycle and pedestrian safety, especially for school children, and enabled the organization to obtain funding for projects. The safety studies also have increased coordination with some local governments and the County.

In FY 2006/07, the VTPO, in cooperation with Votran, developed draft principles and guidelines that local governments may consider to promote land use and development that better supports transit service. Several municipalities have incorporated elements of the Transit Development Guidelines into their comprehensive plans and/or development review processes.

Finally, in FY 2009/10, the VTPO and the Florida Department of Transportation (FDOT) engaged TranSystems Corporation to assess the feasibility of potential north-south and east-west transit corridors within Volusia County. The study identified two corridors, US 92 and Interstate 4, as the most feasible high-capacity, cross-county transit options, and recommended that they be studied in more detail. The study also identified the Daytona Beach area as having the most potential for a high capacity local circulator option, given the fact that it serves a heavily populated area and the most trip generators. The study noted that, although this local circulator serves only Daytona Beach, it does provide an opportunity for transit connections outside the city via the planned Daytona Beach Intermodal Transportation Center. Therefore, it would be the recommended local circulator for further study.

### **Certification of Restrictions on Lobbying**

I, \_\_\_\_\_, TPO Chairman, hereby certify on behalf of the Volusia Transportation Planning Organization that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed the \_\_\_\_ day of \_\_\_\_\_, 2010.

By

\_\_\_\_\_  
Joie Alexander, Chairman  
Volusia TPO



## UPWP Program and Format

The Volusia TPO FY 2010/11 and FY 2011/12 UPWP, covering the two fiscal years from July 1, 2010 to June 30, 2012, was developed by the organization in cooperation with the FDOT and members of the VTPO's TCC, CAC, BPAC, TDLCB and the VTPO staff.

This section of the UPWP documents each specific task to be undertaken during FY 2010/11 and FY 2011/12, including the purpose of the task, previous work accomplished, proposed methodology, responsible agencies, cost estimates and proposed funding sources.

The UPWP is broken down into nine major categories, some of which are further broken down into individual tasks. A final section contains the appropriate tables, including a task element index, summary of estimated expenditures for the previous UPWP, and a summary of proposed expenditures by responsible and participating agencies and funding sources.

The nine major categories of the UPWP are briefly described as follows:

1.0 **Administration:** This section includes those tasks necessary to manage and support both the planning staff and the planning process. They include staff management, financial management and payroll activities, capital equipment purchases and replacements, technical support from FDOT, partnering activities among all of the agencies involved in the MPO process and printing and copy costs. The VTPO staff provides staff support to over 90 meetings each year. In addition, the VTPO staff works closely with the VTPO Board in developing an annual operating budget. An additional task has been added to this section which addresses an annual goal setting session for the VTPO Board and to accommodate staff development. Tasks in this category include:

- Task 1.01 – General Administration
- Task 1.02 – Administration of Funds
- Task 1.03 – Management Information Systems
- Task 1.04 – VTPO Board Strategic Planning & Staff Development

2.0 **Data Collection and Dissemination:** This section includes those tasks necessary for the collection and maintenance of transportation data used for analysis and planning purposes by the local governments and used in developing transportation studies. These tasks include collection of traffic count information from FDOT and the Volusia County Traffic Engineering Department (VCTE), collection of bicycle and pedestrian crash data provided by VCTE, and collection and maintenance utilized in the VTPO's Geographic Information Systems (GIS) database. Two new tasks have been added to this category – Task 2.02 which will address accommodating data needs for the 2010 Census and Task 2.03 – which is the development of the Transportation Data Library which will provide TIA information to all local governments:

- Task 2.01 – Traffic Counting/Transportation Data Management
- Task 2.02 – Census Activities
- Task 2.03 – Transportation Data Library (TDL) – Development/Management

3.0 **FDOT Planning Activities** – This section addresses planning and support activities undertaken by FDOT District Five for the area served by the Volusia TPO. These activities include:

- Task 3.01 – FDOT Planning Support Services

4.0 **Program Development:** This section is divided into two primary tasks: developing and maintaining the Transportation Improvement Program (TIP) and developing and maintaining the Unified Planning Work Program (UPWP). Also included in this section is a Task under which the VTPO, in close coordination with FDOT District Five and the other MPOs in the District, will continue work on the new 2035 Long Range Transportation Plan. This update for the VTPO's LRTP is scheduled to be adopted in the fall of 2010. Previous work included the development of two land use scenarios – a trend scenario and an accommodated vision scenario – for consideration by the VTPO Board. Upon adoption of a modified trend scenario by the VTPO Board, staff began to develop two transportation network alternatives – one driven through and by public involvement and input and the other developed through the technical committee process.

The specific tasks in this category include:

- Task 4.01 – Program Development (TIP) – Transportation Improvement Program
- Task 4.02 – Program Development (UPWP) – Unified Planning Work Program
- Task 4.03 – TPO Update to 2035 LRTP – Long Range Transportation Plan

5.0 **Community Safety and Planning Assistance:** This section includes those tasks that support community safety initiatives and planning assistance to member local governments. Tasks in this category include:

- Task 5.01 – Community Safety Related Programs
- Task 5.02 – Mobility Plan Coordination
- Task 5.03 – Livability Initiative
- Task 5.04 – Bicycle/Pedestrian Planning & Implementation
- Task 5.05 – BPAC Master Planning Assistance for Small Communities
- Task 5.06 – Pedestrian Safety Enforcement Program
- Task 5.07 – Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)

6.0 **Public Involvement:** This section contains two elements, the first of which is continued support of the VTPO's public participation and outreach efforts. The second element covers the costs associated with printing and distributing VTPO reports and publications. An additional task has been added to update and maintain the TPO's website. Tasks in this category include:

- Task 6.01 – Public Information & Involvement
- Task 6.02 – Reports, Publications & Printing
- Task 6.03 – Website Development & Management

7.0 **Intelligent Transportation Systems (ITS), Traffic Incident Management (TIM) and Traffic Operations (TOPS):** This section incorporates continued support of the ongoing Integrate Volusia project, the annual review and updates (when necessary) to the VTPO's Congestion Management System, and continuing from the previous year, the new task of Traffic Incident Management support for the Volusia County Freeway Incident Management Team. In addition, this task addresses the VTPO's XU set aside for Traffic Operations/Safety/ITS studies and implementation. Tasks in this category include:

- Task 7.1 – Intelligent Transportation Systems/Congestion Management System

8.0 **Transit and Transportation for the Disadvantaged:** This section includes elements which provide for coordination with local governments for transit friendly development and an as-

assessment of current transportation options for the elderly and recommendations for improvements. Tasks in this category include:

- Task 8.01 – Transit Alternative Funding Options Study
- Task 8.02 – Transit Related Activities & TD
- Task 8.03 – Bus Stop Inventory & GIS Database
- Task 8.04 – Environmental “Green” Planning For Votran
- Task 8.05 – Transit Planning & Implementation
- Task 8.06 – Increasing Transit Ridership; Transitioning to a “Choice Rider” System

9.0 ***Special Projects Planning***: This section includes other planning activities that are currently being undertaken or are ongoing such as State & Regional Planning and Corridor Studies.

Tasks include:

- Task 9.01 – State & Regional Planning & Coordination
- Task 9.02 – Corridor Studies
- Task 9.03 – Climate Change Adaptation
- Task 9.04 – PLANSAFE Beta Testing

Every task sheet follows a consistent format which is as follows: The top line identifies the task by task number and title in large bold type. A list of the agencies responsible for implementation follows immediately below. Next, a table of information identifies the anticipated funding sources and amounts for each of the two years covered by the UPWP. An allocation of costs by agency and/or consultant is aligned immediately below the funding information. For the VTPO, cost is further broken down as salary, fringe, indirect and direct costs. The next block of information is divided into four subsections including: the objectives of the task, previous work related to the task, methodology in performing the task, and the end products of the task. Finally, at the bottom of each task sheet, a graphic timeline shows the anticipated start, end and duration of the task.

#### **SAFETEA-LU FEDERAL PLANNING FACTORS**

The Federal Transportation Bill – SAFETEA-LU – details planning factors which should be emphasized by MPOs as they develop their planning work program. Cited below is the text from this bill which delineates the Planning Factors:

1. In general.–The metropolitan planning process for a metropolitan planning area under this section shall provide for consideration of projects and strategies that will:
  - (a) support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
  - (b) increase the safety of the transportation system for motorized and non-motorized users;
  - (c) increase the security of the transportation system for motorized and non-motorized users;
  - (d) increase the accessibility and mobility of people and for freight;
  - (e) protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
  - (f) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
  - (g) promote efficient system management and operation; and
  - (h) emphasize the preservation of the existing transportation system.



Table 1 SAFETEA-LU Planning Factors – Section 1203 (f)

UPWP TASK Number	1 Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency	2 Increase the safety of the transportation system for motorized and non-motorized users	3 Increase the security of the transportation system for motorized and non-motorized users	4 Increase the accessibility and mobility to people and freight	5 Protect and enhance the environment, promote energy conservation, and improve quality of life	6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	7 Promote efficient system management and operation	8 Emphasize the preservation of the existing transportation system
1.01	✓		✓	✓			✓	
1.02								
1.03		✓		✓	✓			✓
1.04	✓	✓		✓				
2.01	✓	✓	✓	✓	✓	✓	✓	✓
2.02	✓							
2.03	✓			✓	✓	✓	✓	
3.01	✓		✓	✓	✓		✓	
4.01	✓	✓	✓	✓	✓	✓	✓	✓
4.02	✓			✓	✓	✓	✓	✓
4.03	✓	✓	✓	✓	✓	✓	✓	✓
5.01	✓	✓	✓	✓	✓	✓	✓	
5.02	✓	✓	✓	✓	✓	✓	✓	✓
5.03	✓	✓	✓	✓	✓	✓	✓	✓
5.04	✓		✓	✓	✓	✓	✓	✓
5.05		✓			✓	✓		✓
5.06	✓	✓	✓	✓		✓		
5.07	✓			✓		✓	✓	✓
6.01	✓			✓	✓	✓		
6.02				✓	✓			✓
6.03				✓			✓	
7.01	✓	✓	✓	✓	✓	✓	✓	✓

UPWP TASK Number	1	2	3	4	5	6	7	8
	Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and freight	Protect and enhance the environment, promote energy conservation, and improve quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system
8.01	✓	✓	✓	✓	✓	✓	✓	✓
8.02	✓	✓		✓	✓		✓	✓
8.03	✓		✓	✓	✓	✓	✓	✓
8.04	✓	✓		✓	✓			
8.05				✓		✓	✓	✓
8.06		✓				✓	✓	✓
9.01	✓			✓			✓	✓
9.02	✓	✓	✓	✓				
9.03	✓	✓	✓	✓	✓		✓	✓
9.04		✓	✓		✓			

## **TASKS**

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## **Section 1 - Administration**

**Task 1.01 - General Administration****Responsible Agency:** VTPO**Total Task Cost:** \$316,205

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	142,388	158,288	300,676
FTA 5303 Funds	12,425	0	12,425
<b>Total Federal Funds</b>	<b>\$154,813</b>	<b>\$158,288</b>	<b>\$313,101</b>
FDOT Match - FTA	1,552	0	1,552
<b>Total State Funds</b>	<b>\$1,552</b>	<b>\$0</b>	<b>\$1,552</b>
Local Funds	1,552	0	1,552
<b>Total Local Funds</b>	<b>\$1,552</b>	<b>\$0</b>	<b>\$1,552</b>
<b>Total Revenues</b>	<b>\$157,917</b>	<b>\$158,288</b>	<b>\$316,205</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	79,726	79,726	159,452
Fringe Benefits	15,244	15,244	30,488
Indirect Expenses	34,766	34,766	69,532
<b>Staff Total</b>	<b>\$129,736</b>	<b>\$129,736</b>	<b>\$259,472</b>
Materials	28,181	28,552	56,733
<b>Total Expenses</b>	<b>\$157,917</b>	<b>\$158,288</b>	<b>\$316,205</b>

**Objectives**

- ◆ To ensure that the VTPO meets the needs of the member local governments.
- ◆ To meet all federal and state requirements.
- ◆ To successfully complete state and federal certification requirements.
- ◆ To establish and update as required all necessary written agreements.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.
- ◆ To provide administrative support to all committees, subcommittees, and task forces of the VTPO.
- ◆ Ensure VTPO staffing and compensation is comparable to like entities.

**Previous Work**

- ◆ Successful completion of 2007 Federal Quadrennial Certification.
- ◆ Successful completion of the annual state certification process.
- ◆ On-going staff support and administration and management of the VTPO.

**Methodology**

- ◆ Utilization of effective management strategies and resources to provide timely and accurate completion of meeting schedules, agendas, and minutes, as well as progress reports and invoices.
- ◆ Utilize an independent consultant specializing in personnel management and organizational structures to evaluate the administrative structural and compensation package of VTPO staff relative to similar organizations.

**End Product**

- ◆ This task covers all expenses and time for support of VTPO Board, committee meetings, staff meetings, and miscellaneous work.
- ◆ Provide ongoing support to the VTPO and all its efforts.
- ◆ Completion of assigned UPWP tasks.
- ◆ Timeline/anticipated completion date: Ongoing.
- ◆ A report that provides an independent assessment of the salary range, pay and benefits of VTPO staff with comparisons to like entities and local governments.

**Timeline:** on-going



**Task 1.02 - Administration of Funds****Responsible Agency:** VTPO**Total Task Cost:** \$196,836

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	98,418	98,418	196,836
<b>Total Federal Funds</b>	<b>\$98,418</b>	<b>\$98,418</b>	<b>\$196,836</b>
<b>Total Revenues</b>	<b>\$98,418</b>	<b>\$98,418</b>	<b>\$196,836</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	45,517	45,517	91,034
Fringe Benefits	8,703	8,703	17,406
Indirect Expenses	19,849	19,849	39,698
<b>Staff Total</b>	<b>\$74,069</b>	<b>\$74,069</b>	<b>\$148,138</b>
Materials	24,349	24,349	48,698
<b>Total Expenses</b>	<b>\$98,418</b>	<b>\$98,418</b>	<b>\$196,836</b>

**Objectives**

- ◆ To provide for accurate and updated accounting of all funds necessary for the MPO process.
- ◆ To complete all necessary invoices for state and federal funds.
- ◆ To complete compliance audits for FTA Section 5303 and FHWA Section 112 Funds.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Previous and ongoing coordination with FDOT, FTA, FHWA and local agencies concerning allowable costs for UPWP.
- ◆ Development of all previous invoices.
- ◆ All previous audits.

**Methodology**

- ◆ Performance of Annual Compliance Audit.
- ◆ Monthly assessments of expended transportation planning funds as identified in progress reports.

**End Product**

- ◆ Timeline/anticipated completion date: Ongoing.
- ◆ A completed Compliance Audit (with no findings) of all FTA Section 5303 and FHWA Section 112 funds to be completed within six months of the ending of the Volusia Council of Governments' fiscal year.
- ◆ Obtain 100% approval/acceptance rating by FDOT of invoices/progress reports.
- ◆ Transmittal of completed invoices in a timely manner.

**Timeline:** on-going



**Task 1.03 - Management Information Systems**

**Responsible Agency:** VTPO

**Total Task Cost:** \$73,170

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	36,585	36,585	73,170
<b>Total Federal Funds</b>	<b>\$36,585</b>	<b>\$36,585</b>	<b>\$73,170</b>
<b>Total Revenues</b>	<b>\$36,585</b>	<b>\$36,585</b>	<b>\$73,170</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	4,002	4,002	8,004
Fringe Benefits	765	765	1,530
Indirect Expenses	1,745	1,745	3,490
<b>Staff Total</b>	<b>\$6,512</b>	<b>\$6,512</b>	<b>\$13,024</b>
Materials	30,073	30,073	60,146
<b>Total Expenses</b>	<b>\$36,585</b>	<b>\$36,585</b>	<b>\$73,170</b>

**Objectives**

- ◆ Maintain the VTPO’s computer information system and network to improve internal and external data sharing capabilities.
- ◆ Replace computer hardware items and purchase software on an as-needed basis.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Purchase of new plotter.
- ◆ Ongoing maintenance of interactive, Web-based Transportation Improvement Program.
- ◆ Ongoing maintenance and updating of VTPO website including links and development of LRTP web page.
- ◆ Purchase of new hardware and software systems (FY 2009/2010).

**Methodology**

- ◆ Purchase replacement computers for staff as existing systems become outdated at highest level of technology available within budgetary constraints.
- ◆ Annually assess the VTPO’s computer needs (hardware and software) and other related items as required to support the management information system.
- ◆ Maintain accurate inventory of all capital equipment.

**End Product**

- ◆ Timeline/anticipated completion date: Ongoing.
- ◆ Updated computer systems and software.
- ◆ A computer information system that is current, functioning, and efficient.

**Timeline:** on-going



**Task 1.04 - VTPO Board Strategic Planning & Staff Development****Responsible Agency:** VTPO**Total Task Cost:** \$16,694

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	3,715	9,379	13,094
FTA 5303 Funds	2,880	0	2,880
<b>Total Federal Funds</b>	<b>\$6,595</b>	<b>\$9,379</b>	<b>\$15,974</b>
FDOT Match - FTA	360	0	360
<b>Total State Funds</b>	<b>\$360</b>	<b>\$0</b>	<b>\$360</b>
Local Funds	360	0	360
<b>Total Local Funds</b>	<b>\$360</b>	<b>\$0</b>	<b>\$360</b>
<b>Total Revenues</b>	<b>\$7,315</b>	<b>\$9,379</b>	<b>\$16,694</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	4,495	5,764	10,259
Fringe Benefits	859	1,102	1,961
Indirect Expenses	1,961	2,513	4,474
<b>Staff Total</b>	<b>\$7,315</b>	<b>\$9,379</b>	<b>\$16,694</b>
<b>Total Expenses</b>	<b>\$7,315</b>	<b>\$9,379</b>	<b>\$16,694</b>

**Objectives**

- ◆ To ensure that the VTPO meets the needs of the member local governments.
- ◆ To establish annually a strategic direction for VTPO activities.
- ◆ To educate new Board members about the VTPO functions and role in the local community.
- ◆ To update Human Resources and personnel elements of the VTPO.

**Previous Work**

- ◆ On-going staff support and administration and management of the VTPO.

**Methodology**

- ◆ Engage a professional Human Resources consultant to review the Human Resources of the VTPO including administrative policy, organization, job descriptions and employee evaluations.
- ◆ Conduct annual Board workshop using a professional facilitator to develop strategies and priorities for the following fiscal year. The workshop will enhance Board members' knowledge of current issues and the VTPO's role in addressing them.



**End Product**

- ◆ Update of the organizations human resources program to ensure all employment requirements are adequately addressed and meets current standards and requirements.
- ◆ Development of a comprehensive and current program for personnel management.
- ◆ Improved understanding of the VTPO’s organizational objectives and a clear communication regarding Board expectations.
- ◆ Completion of a strategic plan/action plan for the VTPO during the upcoming fiscal year including task specific elements for the UPWP.

**Timeline:**



## **Section 2 - Data Collection and Dissemination**

**Task 2.01 - Traffic Counting/Transportation Data Maintenance**

**Responsible Agency:** VTPO, VCTE & Local Governments

**Total Task Cost: \$41,812**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	18,626	23,186	41,812
<b>Total Federal Funds</b>	<b>\$18,626</b>	<b>\$23,186</b>	<b>\$41,812</b>
<b>Total Revenues</b>	<b>\$18,626</b>	<b>\$23,186</b>	<b>\$41,812</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	11,446	14,248	25,694
Fringe Benefits	2,188	2,724	4,912
Indirect Expenses	4,992	6,214	11,206
<b>Staff Total</b>	<b>\$18,626</b>	<b>\$23,186</b>	<b>\$41,812</b>
<b>Total Expenses</b>	<b>\$18,626</b>	<b>\$23,186</b>	<b>\$41,812</b>

**Objectives**

- ◆ Assist local governments with the integration of data to help meet legislative requirements.
- ◆ To verify traffic count locations in the Central Florida Regional Planning Model (CFRPM) network.
- ◆ To provide local governments with traffic count data in both tabular and map formats.
- ◆ To coordinate with member local governments through the appropriate VTPO subcommittees to achieve better coordination and uniformity in the evaluation of development impacts.
- ◆ To continue to maintain the integration of databases as needed.
- ◆ To provide support activities related to GIS database maintenance and data collection including Work Programs, TIP, Bicycle/Pedestrian and Traffic/LOS data.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Integration of data collected from Task 4.03 - Long-Range Transportation Plan Update.
- ◆ Update of 2000 and 2025 socio-economic data to 2005 and 2035.
- ◆ Development and maintenance of socio-economic and TAZ data.
- ◆ Development of a countywide bicycle and pedestrian facilities database.
- ◆ Annual assistance to county and local governments in developing and maintaining a compatible GIS informational database.
- ◆ Traffic Count and LOS Map Books CY 2003, 2004, 2005, 2006 and 2007.
- ◆ Traffic count reports for state and county thoroughfare roads.
- ◆ Analysis of traffic counting stations to determine current needs.
- ◆ Development of countywide database.

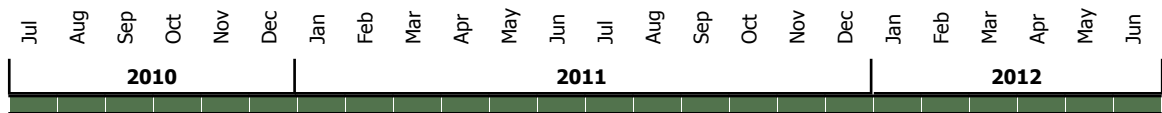
**Methodology**

- ◆ Ongoing consultation with various agencies for the collection and dissemination of transportation related data.
- ◆ Continued integration of VTPO, FDOT, County and municipalities datasets into a Transportation Data Library (TDL).
- ◆ Develop annual reports for distribution.
- ◆ Data used to develop level-of-service (LOS) maps.
- ◆ Prepare an analysis of Congestion Management Systems (CMS) county-wide.
- ◆ Coordinate traffic counts and roadway segmentation on State and County roadways.
- ◆ Clean-up traffic count locations in the CFRPM model for validation purposes.
- ◆ Coordinate with the Volusia County Traffic Engineering (VCTE) and the Florida Department of Transportation (FDOT) to ensure consistency of data for input into the CFRPM.

**End Product**

- ◆ Timeline/anticipated completion date: Ongoing updates to database.
- ◆ Assistance in the development of seasonal traffic counts and adjustment factors.
- ◆ Annual traffic count reports and maps for State and County thoroughfares to be distributed to the local governments.
- ◆ Production and distribution of LOS Map books.

**Timeline:** on-going



**Task 2.02 - Census Activities**

**Responsible Agency:** VTPO

**Total Task Cost: \$11,472**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	5,736	5,736	11,472
<b>Total Federal Funds</b>	<b>\$5,736</b>	<b>\$5,736</b>	<b>\$11,472</b>
<b>Total Revenues</b>	<b>\$5,736</b>	<b>\$5,736</b>	<b>\$11,472</b>

Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	3,525	3,525	7,050
Fringe Benefits	674	674	1,348
Indirect Expenses	1,537	1,537	3,074
<b>Staff Total</b>	<b>\$5,736</b>	<b>\$5,736</b>	<b>\$11,472</b>
<b>Total Expenses</b>	<b>\$5,736</b>	<b>\$5,736</b>	<b>\$11,472</b>

**Objectives**

- ◆ To ensure that all Census products, particularly the Census Transportation Planning Package (CTPP) TAZ-level tabulations, will be sufficiently detailed, accurate and complete to allow sound transportation decision-making.

**Previous Work**

- ◆ Developed previous and current versions of Volusia County Traffic Analysis Zones (TAZs).
- ◆ Participated in development and review of Volusia County census geography and data products associated with previous decennial censuses.

**Methodology**

- ◆ Continue to monitor the development of standards for 2010 Traffic Analysis Zones by the Census Bureau and the Federal Highway Administration (FHWA), and comment on proposed changes as necessary to promote the TPO's interest in making sound decisions.
- ◆ Continue to monitor the progress of the Census Bureau's American Community Survey (ACS, the planned annual replacement for the prior decennial "long form" survey) and its applications to the transportation planning process.

**End Product**

- ◆ Updated Traffic Analysis Zones (TAZs) that meet applicable Census Bureau and FHWA requirements as well as our local need for CTPP TAZ-level tabulations that will be sufficiently detailed, accurate and complete for sound transportation decision-making.

**Timeline:**



**Task 2.03 - Transportation Data Library (TDL) - Development/Management****Responsible Agency:** VTPO**Total Task Cost:** \$83,700

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	61,850	21,850	83,700
<b>Total Federal Funds</b>	<b>\$61,850</b>	<b>\$21,850</b>	<b>\$83,700</b>
<b>Total Revenues</b>	<b>\$61,850</b>	<b>\$21,850</b>	<b>\$83,700</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	12,813	12,813	25,626
Fringe Benefits	2,450	2,450	4,900
Indirect Expenses	5,587	5,587	11,174
<b>Staff Total</b>	<b>\$20,850</b>	<b>\$20,850</b>	<b>\$41,700</b>
Materials	1,000	1,000	2,000
Consultant	40,000	0	40,000
<b>Total Expenses</b>	<b>\$61,850</b>	<b>\$21,850</b>	<b>\$83,700</b>

**Objectives**

- ◆ To assist County, FDOT and local jurisdictions with their concurrency management systems as a coordinated effort.
- ◆ To integrate information/data and develop a countywide Transportation Data Library (TDL).
- ◆ Develop a formal VTPO Transportation Data Library (TDL) consisting of approved Transportation Impact Analysis (TIAs) and their corresponding traffic studies (i.e., ArtPlan Analysis, etc.).
- ◆ Identify desired functionality of a Web-based transportation concurrency management tool for use by local governments and applications applicable under SB 360.
- ◆ Design the Web-based application to allow the development community to attend conferences via the Web-based application in order to help facilitate the review process for transportation analysis.
- ◆ Coordinate with the development and overhaul of the VTPO's website.

**Previous Work**

- ◆ Workshops with the cities, County, FDOT, VCARD and the VTPO on the CDMT.
- ◆ Development of the County's Concurrency Data Management Tool (CDMT).

**Methodology**

- ◆ Hire consultant to assist VTPO staff with developing and implementing Web-based access to databases to collect and disseminate data and produce reports.
- ◆ Prepare traffic count and level of services data for input into the databases.
- ◆ Product support to 'clients'.
- ◆ Ongoing updating of the site.
- ◆ Training of staff on the management of the system.
- ◆ Develop the Web-based application: a) discovery (content, structure, roles and schedules); b) design (architecture, layout, and consensus); c) full development of website (programming); d) implementation and testing of the website.
- ◆ Develop a Scope of Services that will accommodate the development, specification, programming and implementation functions desired by the cities, County, FDOT and VTPO for CDMT process. Contract with professional firm to develop the VTPO's TDL.
- ◆ Work in conjunction with Level of Service (LOS) Subcommittee and TCC (ongoing).

**End Product**

- ◆ Inputs for TDL database attribute data fields from Traffic/LOS spreadsheet.
- ◆ Updated, Web-accessible, common database to be maintained by VTPO on a Web server.
- ◆ An accurate, compiled, and assimilated database to be used in assisting with public involvement through the use of graphics (maps) and for coordinating efforts with state and local governmental agencies.
- ◆ Coordination of County's Concurrency Data Management Tool Software (CDMT) package developed by Volusia County Public Works Traffic Engineering.
- ◆ Full functionality of interactive Web-based application. Interactive "on fly" Web server and Google Earth integration.
- ◆ Ability to access data on VTPO website.
- ◆ Contract with consultant to develop the Transportation Data Library application.

**Timeline:** on-going



### **Section 3 - FDOT Planning Activities**



**Task 3.01 - FDOT Planning Support Services**

**Responsible Agency:** FDOT

**Total Task Cost:** \$341,460

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
Soft Match* - PL	165,059	176,401	341,460
<b>Total State Funds</b>	<b>\$165,059</b>	<b>\$176,401</b>	<b>\$341,460</b>
<b>Total Revenues</b>	<b>\$165,059</b>	<b>\$176,401</b>	<b>\$341,460</b>

\*Currently, FDOT provides 100 percent of the required match (soft match) to secure PL funds with toll credits

Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
State & Local	165,059	176,401	341,460
<b>Total Expenses</b>	<b>\$165,059</b>	<b>\$176,401</b>	<b>\$341,460</b>

**Objectives**

- ◆ FDOT guidance and technical assistance to the VTPO, VTPO staff, and various committees as requested and/or required by departmental policy.
- ◆ FDOT representation at VTPO, TCC, CAC, BPAC, TDLCB, and subcommittee meetings.
- ◆ Compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Requisite technical assistance provided by various management systems planning, and project planning work tasks as required to match Federal Planning (PL) funds by task.

**Methodology**

- ◆ Guidance and supervision of administrative tasks (program management, development, review, and reporting) necessary to carry out the transportation planning process within the established urban area boundaries of the VTPO.

**End Product**

- ◆ Timeline/anticipated completion date: Ongoing.
- ◆ Proper and timely responses to requests from the VTPO and other local government representatives.
- ◆ FDOT staff attendance of 100% at VTPO, TCC, BPAC, and CAC regular meetings.

**Timeline:** on-going



## **Section 4 - Program Development**

**Task 4.01 - Program Development (TIP)**

**Responsible Agency:** VTPO, VCTE & Local Governments

**Total Task Cost: \$96,576**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	25,788	46,788	72,576
FTA 5303 Funds	16,000	3,200	19,200
<b>Total Federal Funds</b>	<b>\$41,788</b>	<b>\$49,988</b>	<b>\$91,776</b>
FDOT Match - FTA	2,000	400	2,400
<b>Total State Funds</b>	<b>\$2,000</b>	<b>\$400</b>	<b>\$2,400</b>
Local Funds	2,000	400	2,400
<b>Total Local Funds</b>	<b>\$2,000</b>	<b>\$400</b>	<b>\$2,400</b>
<b>Total Revenues</b>	<b>\$45,788</b>	<b>\$50,788</b>	<b>\$96,576</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	22,213	25,311	47,524
Fringe Benefits	4,247	4,840	9,087
Indirect Expenses	9,728	11,037	20,765
<b>Staff Total</b>	<b>\$36,188</b>	<b>\$41,188</b>	<b>\$77,376</b>
Consultant	9,600	9,600	19,200
<b>Total Expenses</b>	<b>\$45,788</b>	<b>\$50,788</b>	<b>\$96,576</b>

**Objectives**

- ◆ To ensure that all SAFETEA-LU requirements are continued to be incorporated into the VTPO's TIP.
- ◆ To develop the new FY 2011/2012 – FY 2015/2016 TIP and maintain the existing FY 2010/2011 – FY 2014/2015 TIP.
- ◆ To develop the VTPO's Lists of Prioritized Transportation Projects for use in TIP updates.
- ◆ To develop the 2010 and 2011 Annual Project Priorities documents.
- ◆ To maintain and update as necessary, the VTPO's web page interactive TIP.
- ◆ To continue to work with Airport Director's Working Group in maintaining aviation section of the TIP database.
- ◆ To incorporate as much as possible, the County's five-year work program into a similar format.
- ◆ Compliance with SAFETEA-LU planning requirements.
- ◆ To incorporate as much as possible, the local governments' five-year work programs into a similar format.

**Previous Work**

- ◆ Review of draft TIP by CAC, TCC, BPAC, and VTPO Board, April - June 2009.
- ◆ Update to VTPO's Web-based, interactive TIP May 2009.
- ◆ Development of all previous TIPs, Prioritized Project Lists, and Annual Reports.

**Methodology**

- ◆ Timely processing of all amendments and complete updates to documents.
- ◆ Development of the above identified documents in an approved and prescribed manner pursuant to existing FHWA, FTA, and FDOT regulations.

**End Product**

- ◆ A SAFETEA-LU compliant TIP.
- ◆ Timeline/anticipated completion date: June 2010.
- ◆ A completed set of Prioritized Lists, September 2010.
- ◆ A complete list of Obligated Projects for FY 2009/2010.
- ◆ An accurate and completed FY 2010/2011 – FY 2014/2015 Transportation Improvement Program.

**Timeline:**



**Task 4.02 - Program Development (UPWP)****Responsible Agency:** VTPO & Local Governments**Total Task Cost: \$66,661**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	15,831	31,830	47,661
FTA 5303 Funds	12,000	3,200	15,200
<b>Total Federal Funds</b>	<b>\$27,831</b>	<b>\$35,030</b>	<b>\$62,861</b>
FDOT Match - FTA	1,500	400	1,900
<b>Total State Funds</b>	<b>\$1,500</b>	<b>\$400</b>	<b>\$1,900</b>
Local Funds	1,500	400	1,900
<b>Total Local Funds</b>	<b>\$1,500</b>	<b>\$400</b>	<b>\$1,900</b>
<b>Total Revenues</b>	<b>\$30,831</b>	<b>\$35,830</b>	<b>\$66,661</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	18,921	22,019	40,940
Fringe Benefits	3,618	4,210	7,828
Indirect Expenses	8,292	9,601	17,893
<b>Staff Total</b>	<b>\$30,831</b>	<b>\$35,830</b>	<b>\$66,661</b>
<b>Total Expenses</b>	<b>\$30,831</b>	<b>\$35,830</b>	<b>\$66,661</b>

**Objectives**

- ◆ To ensure that all requirements of the Federal funding and authorization bill that will supercede SAFETEA-LU will be incorporated into the FY 2012/2013 - FY 2013/2014 UPWPs.
- ◆ To develop the new FY 2012/2013 - FY 2013/2014 UPW Unified Planning Work Program (two-year work program).
- ◆ To maintain the current adopted FY 2010/2011 - FY 2011/2012 UPWP.
- ◆ To develop the FY 2011/2012 and FY 2012/13 FTA Section 5303 Grant Applications.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Development of all previous UPWPs and FTA Grant Applications.

**Methodology**

- ◆ Timely processing of all amendments and complete updates to documents.
- ◆ Development of the above identified documents in an approved and prescribed manner pursuant to existing FHWA, FTA, and FDOT regulations.

**End Product**

- ◆ A SAFETEA-LU compliant UPWP.
- ◆ Timeline/anticipated completion date: May 2012 (FY 2012/2013 - FY 2013/2014 UPWP).
- ◆ Accurate and completed FY 2011/2012 and FY 2012/13 FTA Section 5303 grant applications.
- ◆ Accurate and completed FY 2010/2011 - FY 2011/2012 Unified Planning Work Program.

**Timeline:** on-going



**Task 4.03 - VTPO Update to 2035 LRTP**

**Responsible Agency:** VTPO, FDOT, & Local Governments

**Total Task Cost: \$49,993**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	38,520	11,473	49,993
<b>Total Federal Funds</b>	<b>\$38,520</b>	<b>\$11,473</b>	<b>\$49,993</b>
<b>Total Revenues</b>	<b>\$38,520</b>	<b>\$11,473</b>	<b>\$49,993</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	23,572	7,050	30,622
Fringe Benefits	4,507	1,348	5,855
Indirect Expenses	10,441	3,075	13,516
<b>Staff Total</b>	<b>\$38,520</b>	<b>\$11,473</b>	<b>\$49,993</b>
<b>Total Expenses</b>	<b>\$38,520</b>	<b>\$11,473</b>	<b>\$49,993</b>

**Objectives**

- ◆ To complete and adopt the next update of the VTPO's LRTP with a horizon year of 2035.
- ◆ To develop, in house, the format for the update in coordination with the other FDOT District 5 MPOs/TPOs.
- ◆ To utilize the selected land-use scenario from "How Shall We Grow" as one of the land use scenarios in the LRTP.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Adoption of 2035 "Accommodated Vision" land use scenario and 2035 socio-economic data (zdata1 and zdata2) for update of the 2035 LRTP.
- ◆ ETDM data entry for identified projects, purpose and need statements, and program screening of projects for MPOs/TPOs in District V.
- ◆ Adoption of the 2025 Long Range Transportation Plan (as amended) January 2006, January 2007, and February 2007.

**Methodology**

- ◆ Make use of newly created database in Task 2.01 for development of socio-economic data.
- ◆ Coordinate with FDOT Central Office once they complete the SIS and FIHS Cost Feasible Plan.
- ◆ Continue coordination with the FDOT District 5 to make use of the Central Florida Regional Planning Model (CFRPM).

**End Product**

- ◆ Final end product will be in FY 2010/2011 with an adopted LRTP in the fall of 2010.
- ◆ A SAFETEA-LU compliant 2035 LRTP.

**Timeline:**





## **Section 5 - Community Safety and Planning Assistance**

**Task 5.01 - Community Safety Related Programs**

**Responsible Agency:** VTPO, County, Municipalities & FDOT

**Total Task Cost: \$243,346**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	14,173	19,173	33,346
Enhancement Funds	105,000	105,000	210,000
<b>Total Federal Funds</b>	<b>\$119,173</b>	<b>\$124,173</b>	<b>\$243,346</b>
<b>Total Revenues</b>	<b>\$119,173</b>	<b>\$124,173</b>	<b>\$243,346</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	8,685	11,783	20,468
Fringe Benefits	1,660	2,253	3,913
Indirect Expenses	3,828	5,137	8,965
<b>Staff Total</b>	<b>\$14,173</b>	<b>\$19,173</b>	<b>\$33,346</b>
Consultant	105,000	105,000	210,000
<b>Total Expenses</b>	<b>\$119,173</b>	<b>\$124,173</b>	<b>\$243,346</b>

**Objectives**

- ◆ To design, print and distribute a decal promoting Florida Statute 316.083.
- ◆ To promote a bicycle/pedestrian school safety video and public service announcements.
- ◆ To work with the East and West Volusia County Community Traffic Safety Teams (CTSTs) in assessing and prioritizing local safety related projects.
- ◆ To promote participation in the CTSTs by member local governments.
- ◆ To provide assistance to the CTSTs in promoting the function and mission of the Community Traffic Safety Teams.
- ◆ To provide a VTPO presence in annual safety related programs such as the "Walk Your Child to School Day", "White Cane Day", VTPO Safety Day, Annual Wheel Chair and White Cane Challenge, and Bicycle Rodeos at local elementary schools, etc.
- ◆ Continue the effort in Volusia County to highlight the "5 Es" (Engineering, Enforcement, Education, Encouragement and Evaluation) of bicycle and pedestrian safety.
- ◆ To expand the Bicycle and Pedestrian School Safety Review Study to review additional school sites.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

## Previous Work

- ◆ Bicycle/Pedestrian Advisory Committee (BPAC) bicycle safety awareness decal.
- ◆ Successful Pedestrian Safety Action Plan Workshop in Volusia County.
- ◆ Completed the "Walk and Ride" bicycle and pedestrian safety video and public service announcements.
- ◆ Participation with the Volusia/Flagler Safe Kids Coalition.
- ◆ Completed "Complete Streets" audio/web conference.
- ◆ Completed Bicycle and Pedestrian School Safety Review Study (Phases 2, 3A, 3B and 3C).
- ◆ Completed the initial School Safety Review Study (Phase I).
- ◆ Planning, promotion and execution of the annual Volusia Transportation Planning Organization Safety Day and Mayor's Wheelchair Challenge from 2005 to 2009.
- ◆ Initiation of Bicycle/Pedestrian Safety Training Program for Volusia County Law Enforcement and Traffic/Design Engineers to promote Education, Enforcement and Engineering solutions to automobile/bicycle and automobile/pedestrian conflicts.
- ◆ Active participation in previous community safety programs.
- ◆ Participation in the East and West Volusia CTST over the last several years.

## Methodology

- ◆ Continued participation with the Volusia/Flagler Safe Kids Coalition.
- ◆ Distribution of a video and public service announcements to promote safe bicycling and pedestrian transportation practices on school campuses and surrounding communities.
- ◆ To continue working with selected communities to host the annual VTPO Safety Day.
- ◆ Coordinate and provide workshops and educational opportunities for transportation engineers and planners, police departments, city/county staff, policy makers and citizens in addressing bicycle/pedestrian safety issues, problems and solutions.
- ◆ Continued participation in community safety programs including the bike rodeos and "Walk to School Day".
- ◆ Continued participation in the East and West Volusia Community Traffic Safety Teams.

## End Product

- ◆ Bicycle/pedestrian school safety video and public service announcements in English and Spanish language versions.
- ◆ Timeline/anticipated completion date: Ongoing training and instruction.
- ◆ To conduct at least a dozen bicycle helmet fittings/give-aways and bicycle rodeos during the year.
- ◆ Successful outreach effort including participation in "Walk to School Day".
- ◆ Successful VTPO Safety Day events in CY 2010 and CY 2011.
- ◆ Phase 4 of the Bicycle and Pedestrian School Safety Review Study.
- ◆ A comprehensive and ongoing "5 E's" program. (The "5 E's" refer to engineering, education, enforcement, encouragement and evaluation.)
- ◆ Ongoing support to CTSTs and endeavor to reduce the number of automobile/bicycle and automobile/pedestrian crashes throughout the VTPO planning area.

**Timeline:** on-going



**Task 5.02 - Mobility Plan Coordination****Responsible Agency:** VTPO**Total Task Cost:** \$66,929

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	0	1,598	1,598
FTA 5303 Funds	13,805	38,458	52,263
<b>Total Federal Funds</b>	<b>\$13,805</b>	<b>\$40,056</b>	<b>\$53,861</b>
FDOT Match - FTA	1,726	4,808	6,534
<b>Total State Funds</b>	<b>\$1,726</b>	<b>\$4,808</b>	<b>\$6,534</b>
Local Funds	1,726	4,808	6,534
<b>Total Local Funds</b>	<b>\$1,726</b>	<b>\$4,808</b>	<b>\$6,534</b>
<b>Total Revenues</b>	<b>\$17,257</b>	<b>\$49,672</b>	<b>\$66,929</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	10,467	30,525	40,992
Fringe Benefits	2,001	5,836	7,837
Indirect Expenses	4,789	13,311	18,100
<b>Staff Total</b>	<b>\$17,257</b>	<b>\$49,672</b>	<b>\$66,929</b>
<b>Total Expenses</b>	<b>\$17,257</b>	<b>\$49,672</b>	<b>\$66,929</b>

**Objectives**

- ◆ To maintain and improve mobility for people and freight within and between any Transportation Concurrency Exception Areas (TCEAs) which may be designated as a result of the enactment of SB 360.
- ◆ To help Volusia County's local governments establish coordinated land use and transportation strategies in their comprehensive plans to support and fund mobility as required by SB 360 (s. 163.3180(5)(b)1., F.S.).
- ◆ To help implement land use and transportation strategies included in mobility plans by supporting and funding transit and non-motorized (bicycle and pedestrian) opportunities.
- ◆ To ensure that expenditures for transportation improvements needed to maintain and improve mobility within TCEAs will: 1) fairly distribute the benefits among all areas and 2) achieve the greatest benefit from limited funds.

**Previous Work**

- ◆ None.

**Methodology**

- ◆ Revise the Long Range Transportation Plan, TIP and Priority Project List, as may be appropriate, to incorporate projects called for in the adopted Mobility Plans.
- ◆ Work with Votran, cities and the County to coordinate Mobility Plans and transportation strategies necessary to maintain and improve mobility for people and freight within and between the areas addressed by the Mobility Plans.
- ◆ Develop a model Mobility Plan or “best practices” report to serve as a guide to cities and County for development of their respective Mobility Plans.
- ◆ Convene a working group to discuss/explore/recommend strategies/standards regarding Mobility Plans, including design standards for rights-of-way, roadway cross sections and the sharing of the roadways with transit services, bicyclists and pedestrians.
- ◆ Monitor the State’s rule-making regarding Mobility Plans required under SB 360.

**End Product**

- ◆ Coordinated, adopted Mobility Plans for all TCEAs in the VTPO’s Planning Area that are consistent with and supportive of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).
- ◆ A model Mobility Plan or “best practices” report.

**Timeline:**



**Task 5.03 - Livability****Responsible Agency:** VTPO**Total Task Cost:** \$12,986

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	5,977	7,009	12,986
<b>Total Federal Funds</b>	<b>\$5,977</b>	<b>\$7,009</b>	<b>\$12,986</b>
<b>Total Revenues</b>	<b>\$5,977</b>	<b>\$7,009</b>	<b>\$12,986</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	3,673	4,307	7,980
Fringe Benefits	702	824	1,526
Indirect Expenses	1,602	1,878	3,480
<b>Staff Total</b>	<b>\$5,977</b>	<b>\$7,009</b>	<b>\$12,986</b>
<b>Total Expenses</b>	<b>\$5,977</b>	<b>\$7,009</b>	<b>\$12,986</b>

**Objectives**

- ◆ Develop a Transportation Corridor Livability Plan (TCLP) that focuses on short range objectives and measures over a ten year timeframe.

**Previous Work**

◆

**Methodology**

- ◆ Host or co-host a minimum of two workshops during FY 2011/12 on issues that emerge from work group discussions regarding livability goals.
- ◆ Involve a broad public education component as to inform stakeholders and citizens on issues of interest in this effort.
- ◆ The working groups will examine land use implications of air quality standards, and, in cooperation with local agencies, identify and recommend policies and actions at the local and individual level that would help the region stay in attainment status.
- ◆ Work to achieve critical environmental justice goals and other environmental goals by targeting development to locations that already have infrastructure and offer transportation choices.
- ◆ The working groups will identify programs that would expand transit access for low-income persons and increase the planning and project development capabilities of local communities.
- ◆ The working groups will help in data collection and analysis to facilitate integrated planning, and to implement and assess projects that forward livability principles.
- ◆ Convene and facilitate 'Transportation Corridor' working groups to help identify and describe the challenges and opportunities of the future so that our planning and implementation choices are can meet both our short term and long term needs.

**End Product**

- ◆ Identify best practices to ensure those plans are carried through to localities.
- ◆ Standardized and efficient performance measures.
- ◆ Transportation Corridor Livability Plan (TCLP) that focuses on short range objectives and measures over a ten year timeframe.

**Timeline:**





**Task 5.04 - Bicycle/Pedestrian Planning & Implementation****Responsible Agency:** VTPO, County & Municipalities & FDOT**Total Task Cost: \$328,487**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	58,119	62,368	120,487
XU Funds	104,000	104,000	208,000
<b>Total Federal Funds</b>	<b>\$162,119</b>	<b>\$166,368</b>	<b>\$328,487</b>
<b>Total Revenues</b>	<b>\$162,119</b>	<b>\$166,368</b>	<b>\$328,487</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	28,818	31,429	60,247
Fringe Benefits	5,510	6,009	11,519
Indirect Expenses	12,567	13,705	26,272
<b>Staff Total</b>	<b>\$46,895</b>	<b>\$51,143</b>	<b>\$98,038</b>
Materials	11,224	11,225	22,449
Consultant	104,000	104,000	208,000
<b>Total Expenses</b>	<b>\$162,119</b>	<b>\$166,368</b>	<b>\$328,487</b>

**Objectives**

- ◆ To work with member local governments and the Florida Bicycle Association in developing a VTPO bike map.
- ◆ To continue to research and identify additional funding sources and opportunities.
- ◆ To continue bicycle/pedestrian feasibility studies in order to expedite the construction of selected projects.
- ◆ To implement and update the VTPO Bicycle and Pedestrian Implementation Plan and help maintain and expand an integrated bicycle and pedestrian transportation system.
- ◆ To pursue additional grant programs to help implement a safe and efficient bicycle and pedestrian system.
- ◆ To continue to prioritize bicycle and pedestrian projects based on approved criteria.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Consolidation of four phases of the East Central Florida Regional Rail Trail and adoption as the top Enhancement Bicycle/Pedestrian Priority Project.
- ◆ Development of timeline for updating bicycle/pedestrian implementation plan.
- ◆ Eight (8) projects have moved to the construction phase.
- ◆ Completion of seventeen (17) feasibility studies.
- ◆ Development of the VTPO bicycle/pedestrian implementation plan and projects list.
- ◆ Implementation of a general consulting contract for conducting feasibility studies.
- ◆ Development of selection criteria for bicycle and pedestrian projects for pilot program.
- ◆ Development of a composite GIS based map of bicycle and pedestrian facilities based on existing plans and additional research and community input.

**Methodology**

- ◆ Work with other county and MPO/TPO staffs in developing the five-county St. Johns River to Sea Loop Trail.
- ◆ Continued coordination with stakeholders (including Brevard MPO, FDOT, Brevard and Volusia Counties) to develop the East Central Florida Regional Rail Trail.
- ◆ Hire general planning consultants (with the VTPO's Urban Attributable (XU) funds) to prepare feasibility reports (to FDOT standards) for projects on the VTPO's List of Prioritized XU Bicycle/Pedestrian Set-Aside list.
- ◆ Refine, as needed, the bicycle and pedestrian funding criteria and identify projects for future funding.
- ◆ In partnership with local governments, the School Board, Votran, FDOT and the Florida Bicycle Association continue ongoing efforts to collect, maintain and update an inventory of the bicycle and pedestrian facilities located within Volusia County.

**End Product**

- ◆ Timeline/anticipated completion date: Ongoing.
- ◆ Countywide bicycle map.
- ◆ Feasibility studies and the construction of bicycle/pedestrian facilities.
- ◆ Maintain and update the adopted VTPO Bicycle/Pedestrian Implementation Plan, map, and Priority Project List.

**Timeline:**



**Task 5.05 - BPAC Master Planning Assistance for Small Communities**

**Responsible Agency:** VTPO

**Total Task Cost: \$19,154**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	9,061	10,093	19,154
<b>Total Federal Funds</b>	<b>\$9,061</b>	<b>\$10,093</b>	<b>\$19,154</b>
<b>Total Revenues</b>	<b>\$9,061</b>	<b>\$10,093</b>	<b>\$19,154</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	5,568	6,203	11,771
Fringe Benefits	1,065	1,186	2,251
Indirect Expenses	2,428	2,704	5,132
<b>Staff Total</b>	<b>\$9,061</b>	<b>\$10,093</b>	<b>\$19,154</b>
<b>Total Expenses</b>	<b>\$9,061</b>	<b>\$10,093</b>	<b>\$19,154</b>

**Objectives**

- ◆ To work with the BPAC and member local governments to assist in the development and/or improvement of Bicycle & Pedestrian Master Plans.

**Previous Work**

- ◆ VTPO Bicycle/Pedestrian Plan.
- ◆ Volusia County Cycling Map for the Experienced Cyclist.
- ◆ Bicycle & Pedestrian School Safety Review Studies.

**Methodology**

- ◆ Continue to provide technical resources, such as Master Plans from the Bicycle & Pedestrian School Safety Review Study, to local governments.
- ◆ Encourage appointment of BPAC subcommittee to review and recommend improvements for bicycle/pedestrian plans to local government commissions/councils.
- ◆ Develop a section on [www.volusiatpo.org](http://www.volusiatpo.org) that will enable the public to submit comments and suggestions online for local government bicycle/pedestrian plans.
- ◆ Organize workshops and/or charrettes (possibly in the VTPO conference room) to get the public actively involved in the design process to develop new bicycle/pedestrian plans or evaluate and improve existing bicycle/pedestrian plans.
- ◆ Conduct audits (checklists) to evaluate bicycling and walking conditions in smaller communities.

**End Product**

- ◆ Adopted Bicycle & Pedestrian Master Plans for the VTPO's smaller communities.

**Timeline:** on-going



**Task 5.06 - Pedestrian Safety Enforcement Program**

**Responsible Agency:** VTPO

**Total Task Cost:** \$8,870

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	0	8,870	8,870
<b>Total Federal Funds</b>	<b>\$0</b>	<b>\$8,870</b>	<b>\$8,870</b>
<b>Total Revenues</b>	<b>\$0</b>	<b>\$8,870</b>	<b>\$8,870</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	0	5,451	5,451
Fringe Benefits	0	1,042	1,042
Indirect Expenses	0	2,377	2,377
<b>Staff Total</b>	<b>\$0</b>	<b>\$8,870</b>	<b>\$8,870</b>
<b>Total Expenses</b>	<b>\$0</b>	<b>\$8,870</b>	<b>\$8,870</b>

**Objectives**

- ◆ To work with member local governments, law enforcement agencies, Volusia Community Traffic Safety Teams and the Center for Education and Research in Safety to increase awareness of pedestrian safety and enforcement of Florida's pedestrian traffic laws.

**Previous Work**

- ◆ Organizing and hosting the Pedestrian Safety Action Plan workshop.
- ◆ Collaboration with the Volusia CTSTs.
- ◆ Participation in "White Cane Safety Awareness Day" events.
- ◆ Participation in "International Walk to School Day" events.
- ◆ Bicycle & Pedestrian School Safety Review Studies.

**Methodology**

- ◆ Present findings to the VTPO Board, BPAC, CAC, TCC and TDLCB.
- ◆ Prepare progress reports for the VTPO Board, BPAC, CAC, TCC and TDLCB.
- ◆ Increase publicity and focus media attention on pedestrian safety by utilizing news releases and public service announcements (including the "Walk and Ride" bicycle and pedestrian safety video and public service announcements).
- ◆ Participate in site visits to high crash crosswalk locations.
- ◆ Coordinate the installation of signs at intersections and crosswalks to remind motorists of their obligation to yield to pedestrians using crosswalks (in cooperation with member local governments and CERS).
- ◆ Distribute pedestrian law enforcement flyers, notices and brochures to educate drivers on the magnitude of the pedestrian safety problem in the community.
- ◆ Assist in the development of a schedule of countywide street law enforcement operations in cooperation with county/city law enforcement agencies and the Volusia CTSTs.
- ◆ Assist in the coordination of street law enforcement operations in cooperation with county/city law enforcement agencies and the Volusia CTSTs.
- ◆ Conduct law enforcement training workshops (one or two day) featuring presentations by consultants from CERS (Drs. J.E. Louis Malenfant and Ron Van Houten).

**End Product**

- ◆ Increase awareness of safe pedestrian behaviors.
- ◆ Increase motorists' awareness of pedestrians.
- ◆ Increase the percentage of motorists yielding to pedestrians.
- ◆ Reduce the number of crashes involving pedestrians.

**Timeline:**



**Task 5.07 - Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)**

**Responsible Agency:** VTPO

**Total Task Cost: \$69,863**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	37,998	31,865	69,863
<b>Total Federal Funds</b>	<b>\$37,998</b>	<b>\$31,865</b>	<b>\$69,863</b>
<b>Total Revenues</b>	<b>\$37,998</b>	<b>\$31,865</b>	<b>\$69,863</b>

Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	5,610	7,291	12,901
Fringe Benefits	1,073	1,394	2,467
Indirect Expenses	2,445	3,180	5,625
<b>Staff Total</b>	<b>\$9,128</b>	<b>\$11,865</b>	<b>\$20,993</b>
Consultant	28,870	20,000	48,870
<b>Total Expenses</b>	<b>\$37,998</b>	<b>\$31,865</b>	<b>\$69,863</b>

**Objectives**

- ◆ To accommodate small local governments as they develop and apply for the annual call for projects.
- ◆ To hire, on retainer, engineering consultants who will provide the necessary technical assistance to the smaller local governments in terms of providing input into the development and pursuit of projects.

**Previous Work**

- ◆ General planning assistance to local governments.
- ◆ Bicycle and pedestrian feasibility studies.
- ◆ Financial assistance for local area traffic studies.

**Methodology**

- ◆ Develop Scope of Work, Request for Qualifications, and Request for Proposals.
- ◆ Rank and select one or more consulting firms.
- ◆ Develop implementation schedule.
- ◆ Develop fee schedule for local governments.

**End Product**

- ◆ Substantial increase in the number of applications by and projects programmed for the smaller local governments.

**Timeline:** on-going



## **Section 6 - Public Involvement**

**Task 6.01 - Public Information & Involvement****Responsible Agency:** VTPO Staff**Total Task Cost:** \$133,336

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	47,377	85,959	133,336
<b>Total Federal Funds</b>	<b>\$47,377</b>	<b>\$85,959</b>	<b>\$133,336</b>
<b>Total Revenues</b>	<b>\$47,377</b>	<b>\$85,959</b>	<b>\$133,336</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	16,937	40,749	57,686
Fringe Benefits	3,238	7,791	11,029
Indirect Expenses	7,552	17,769	25,321
<b>Staff Total</b>	<b>\$27,727</b>	<b>\$66,309</b>	<b>\$94,036</b>
Materials	19,650	19,650	39,300
<b>Total Expenses</b>	<b>\$47,377</b>	<b>\$85,959</b>	<b>\$133,336</b>

**Objectives**

- ◆ Ensure compliance with SAFETEA-LU planning requirements.
- ◆ To increase public participation in, and understanding of the VTPO, its processes, and products through all forms of media, including the internet, to all segments of the population including those that are traditionally under-represented.
- ◆ To provide in a timely manner all requested information to the public, government agencies, and elected officials and to increase the opportunities for public involvement.
- ◆ To maintain the VTPO's interactive website that promotes and stimulates public interest and knowledge of the VTPO.
- ◆ To continue utilization of the new outreach tool which provides, via the website and public meetings, cinematic visualizations of projects in the PD&E stage.
- ◆ To promote bicycle/pedestrian safety by presenting safety videos and public service announcements.

**Previous Work**

- ◆ Initiation, in coordination with FDOT District 5 and Daytona State College, of the bicycle/pedestrian safety video and PSAs.
- ◆ Development, maintenance and refinement of a Web-based, interactive TIP.
- ◆ Conducted "Strings and Ribbons" games as a public involvement tool for the 2025 Long-Range Transportation Plan (LRTP). These games produced a Citizens' Alternative which was evaluated along with other alternatives to produce the final plan.
- ◆ Coordination with FDOT to assist with ETDM and identifying LRTP public outreach efforts.
- ◆ Update to the "Public Participation Plan" (adopted February 2002 and updated April 2007).
- ◆ Development of the "Public Participation Plan", the VTPO "Annual Calendar of Events", the "Layman's Guide to the VTPO", the VTPO's web page, and the development and publication of the VTPO's quarterly newsletter: "Local Motion".



**Methodology**

- ◆ Work with FDOT District 5 and Daytona State College in developing bicycle/pedestrian safety video and PSAs.
- ◆ Work with consultant to develop "mini movies" of design level detail to reflect various perspectives of projects at PD&E phase.
- ◆ Continue work with FDOT District 5 and the consultant in developing at least two new cinematic visualizations.
- ◆ Distribution of meeting notices to the media and routing of monthly press releases.
- ◆ Provide timely replies to requests for information from the public, local agencies, and elected officials.
- ◆ Utilization of electronic media (VTPO web page and the Internet) to promote the VTPO's role and improve public awareness of the VTPO.
- ◆ Contract with professional firm to update and maintain the VTPO's website and add new interactive components involving TIP information, online surveying capabilities, comprehensive links, etc.

**End Product**

- ◆ Completion of bicycle/pedestrian video and PSAs: August, 2008.
- ◆ Web-based links for project visualization and software for FDOT for public meetings: ongoing
- ◆ Ongoing public outreach through the utilization of new tools.
- ◆ Website improvements.
- ◆ Utilization of "Measures of Effectiveness" as established in the VTPO's adopted Public Participation Plan to evaluate ongoing public involvement efforts.
- ◆ A public involvement process that maximizes outreach to member communities and ensures maximum amount of participation and input from the general public.

**Timeline:** on-going



**Task 6.02 - Reports, Publications & Printing**

**Responsible Agency:** VTPO Staff

**Total Task Cost: \$89,590**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	44,795	44,795	89,590
<b>Total Federal Funds</b>	<b>\$44,795</b>	<b>\$44,795</b>	<b>\$89,590</b>
<b>Total Revenues</b>	<b>\$44,795</b>	<b>\$44,795</b>	<b>\$89,590</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	1,871	1,871	3,742
Fringe Benefits	358	358	716
Indirect Expenses	816	816	1,632
<b>Staff Total</b>	<b>\$3,045</b>	<b>\$3,045</b>	<b>\$6,090</b>
Materials	41,750	41,750	83,500
<b>Total Expenses</b>	<b>\$44,795</b>	<b>\$44,795</b>	<b>\$89,590</b>

**Objectives**

- ◆ To print reports developed as part of the transportation planning process.
- ◆ To print and distribute minutes of the VTPO, TCC, CAC, BPAC, and TDLCB.
- ◆ To print and distribute meeting notices and agenda packets for all VTPO and VTPO Committees meetings.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Printing of all previous VTPO technical reports, documents, and meeting minutes and agenda.

**Methodology**

- ◆ Develop and distribute an annual report.
- ◆ Increase efficiency and lower unit costs by hiring general contractor to provide printing services on an as-needed basis.
- ◆ Printing and reproduction, collation, binding, and distribution of all reports, documents, and meeting minutes and agenda.

**End Product**

- ◆ Timeline/anticipated completion date for Annual Report: Spring 2011.
- ◆ The timely printing and distribution of VTPO/Committee meeting notices, agenda packets, and meeting minutes. This is an ongoing activity which is implemented all year in order to support the metropolitan transportation planning process.

**Timeline:** on-going



**Task 6.03 - WEB Site Development/Management****Responsible Agency:** VTPO**Total Task Cost:** \$79,208

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	27,104	32,104	59,208
FTA 5303 Funds	16,000	0	16,000
<b>Total Federal Funds</b>	<b>\$43,104</b>	<b>\$32,104</b>	<b>\$75,208</b>
FDOT Match - FTA	2,000	0	2,000
<b>Total State Funds</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>
Local Funds	2,000	0	2,000
<b>Total Local Funds</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Total Revenues</b>	<b>\$47,104</b>	<b>\$32,104</b>	<b>\$79,208</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	19,728	19,728	39,456
Fringe Benefits	3,772	3,772	7,544
Indirect Expenses	8,604	8,604	17,208
<b>Staff Total</b>	<b>\$32,104</b>	<b>\$32,104</b>	<b>\$64,208</b>
Consultant	15,000	0	15,000
<b>Total Expenses</b>	<b>\$47,104</b>	<b>\$32,104</b>	<b>\$79,208</b>

**Objectives**

- ◆ To overhaul and develop the VTPO website and contract with a high performance Web host.
- ◆ Provide linkages with other existing web pages (i.e. 2035 LRTP)/interactive tools (i.e. TIP) from the CMS.
- ◆ Have the ability to upload large files through the administrative back-end and make them available on the website for downloading into a document library section.
- ◆ Develop a bicycle/pedestrian web page that will promote the bicycle/pedestrian program including school safety videos and public service announcements and allow for community input.
- ◆ Continue the effort to conduct ongoing surveys.
- ◆ To enhance and maintain the VTPO's interactive website as to promote and stimulate public interest and knowledge of the organization and its planning processes.
- ◆ Utilize Content a Management System (CMS) that provides administrative capabilities to change content on any page on the website including the uploading and storage of large files.
- ◆ Provide linkages to other VTPO web pages (i.e. 2035 LRTP and Interactive TIP).

**Previous Work**

- ◆ Development of VTPO website.
- ◆ Development of 2035 LRTP website.
- ◆ Development of Web-based, interactive TIP.

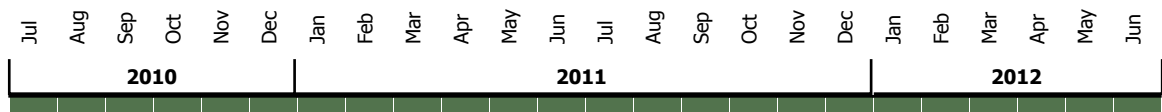
**Methodology**

- ◆ Training of staff on the Content Management System (CMS) for ongoing updating of the site.
- ◆ Implementation and Testing of the website.
- ◆ Full Development of website: programming;
- ◆ Design: architecture, layout, and consensus;
- ◆ Discovery: content, structure, roles and schedules;
- ◆ Contract with professional firm to work with staff and develop the VTPO's website and add new Interactive components involving TIA information, online surveying capabilities, comprehensive links, etc.:

**End Product**

- ◆ Website goes "live" and on-going management of Web content.

**Timeline:** on-going



**Section 7 - Intelligent Transportation Systems (ITS),  
Traffic Incident Management (TIM) and Traffic  
Operations (TOPS)**

**Task 7.01 - Intelligent Transportation System/Congestion Management System**

**Responsible Agency:** VTPO, FDOT & VCTE (Consultant)

**Total Task Cost: \$233,830**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	6,915	6,915	13,830
XU Funds	110,000	110,000	220,000
<b>Total Federal Funds</b>	<b>\$116,915</b>	<b>\$116,915</b>	<b>\$233,830</b>
<b>Total Revenues</b>	<b>\$116,915</b>	<b>\$116,915</b>	<b>\$233,830</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	4,007	4,007	8,014
Fringe Benefits	766	766	1,532
Indirect Expenses	1,747	1,747	3,494
<b>Staff Total</b>	<b>\$6,520</b>	<b>\$6,520</b>	<b>\$13,040</b>
Materials	395	395	790
Consultant	110,000	110,000	220,000
<b>Total Expenses</b>	<b>\$116,915</b>	<b>\$116,915</b>	<b>\$233,830</b>

**Objectives**

- ◆ To integrate safety into the planning process and into the development of the VTPO's LRTP.
- ◆ Investigate and identify areas where ITS technologies could improve communication to users of public transportation.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.
- ◆ To maintain the VTPO's Congestion Management Program.
- ◆ To provide support for the Volusia County Freeway Incident Management Team.
- ◆ To continue the educational program on traffic incident management.
- ◆ To maintain and expand, as needed, the VTPO's adopted ITS architecture.
- ◆ To implement process and methodology to select, study, and implement necessary improvements in the areas of ITS/Safety/Traffic Operations.
- ◆ To undertake an two-year inventory of key intersections in Volusia County to determine compliance with the Americans with Disabilities Act (ADA).
- ◆ To complete analysis of intersections to be identified for emergency vehicle signal pre-emption.

### Previous Work

- ◆ Development of the Volusia County Crash Data Management System (CDMS).
- ◆ Development of the Volusia County Concurrency Data Management Tool (CDMT).
- ◆ Assessment of intersections along US 1 (SR 5) by the Sidewalk Subcommittee of the Bicycle/Pedestrian Advisory Committee and the TDLCB.
- ◆ Implementation of Traffic Incident Management and Photogrammetry training.
- ◆ Adoption of VTPO's ITS Architecture (2003).
- ◆ Development and update of the VTPO's CMS plan as part of the 2025 Long Range Transportation Plan.

### Methodology

- ◆ Cross reference TIP and County CIP projects and LRTP Cost-Affordable Plan.
- ◆ Development of safety performance measures to evaluate the major roadway network which will consider: fatal and incapacitating injury crash rates and development of a system wide safety performance index.
- ◆ Apply safety methodology to evaluate current adopted 2025 LRTP listing of improvements and refine procedures in order to analyze proposed 2035 networks.
- ◆ Integration of Volusia County Concurrency Management Tool and the Volusia County Crash Data Management System.
- ◆ Investigate specific technologies and locations for their implementations - technologies such as "smart" bus stops, information kiosks, ticket vending machines, etc.
- ◆ Work with Votran to identify areas where ITS technologies may improve communication or promote partnerships.
- ◆ Work with consultant in developing an implementation plan for emergency vehicle pre-emption.
- ◆ Hire general planning consultants (with the VTPO's Urban Attributable (XU) funds) to prepare feasibility/constructability reports for projects on the VTPO's List of Prioritized XU Traffic Operations/ITS/Safety list.
- ◆ To establish an ongoing methodology for selecting, studying, tracking, and implementing a program for ITS/Safety/Traffic Operations projects.
- ◆ To finalize a set of criteria to determine and select projects.
- ◆ Provide information regarding Volusia County's congested corridors as defined by the CMS for use in the annual project prioritization process.
- ◆ Continued participation in Volusia County Freeway Incident Management Team.

**End Product**

- ◆ Evaluation Criteria and Application for analyzing current adopted LRTP and proposed networks for 2035 LRTP.
- ◆ Summary table of underperforming facilities.
- ◆ Methodology for integration and updating Concurrency Data Management Tool (CDMT) into Crash Data Management System (CDMS).
- ◆ Summary table of underperforming intersections.
- ◆ Identification of application of ITS technologies, locations, and partnerships for improved communication with Votran customers.
- ◆ For year one, an implementation plan, and for year two, the onset of the intersection inventory.
- ◆ An ongoing program to select, study and implement "small scale" projects for ITS/Safety/Traffic Operations.
- ◆ An ongoing training program for Traffic Incident Management.
- ◆ An ongoing methodology to provide for inter-agency coordination.
- ◆ An up-to-date CMP plan which will incorporate necessary aspects of the adopted ITS Architecture.

**Timeline:** on-going





**Section 8 - Transit and Transportation for the  
Disadvantaged**

**Task 8.01 - Transit Alternate Funding Options Study**

**Responsible Agency:** VTPO Staff, Votran & Local Governments

**Total Task Cost: \$11,967**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FTA 5303 Funds	4,786	4,789	9,575
<b>Total Federal Funds</b>	<b>\$4,786</b>	<b>\$4,789</b>	<b>\$9,575</b>
FDOT Match - FTA	598	598	1,196
<b>Total State Funds</b>	<b>\$598</b>	<b>\$598</b>	<b>\$1,196</b>
Local Funds	598	598	1,196
<b>Total Local Funds</b>	<b>\$598</b>	<b>\$598</b>	<b>\$1,196</b>
<b>Total Revenues</b>	<b>\$5,982</b>	<b>\$5,985</b>	<b>\$11,967</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	3,676	3,676	7,352
Fringe Benefits	703	703	1,406
Indirect Expenses	1,603	1,606	3,209
<b>Staff Total</b>	<b>\$5,982</b>	<b>\$5,985</b>	<b>\$11,967</b>
<b>Total Expenses</b>	<b>\$5,982</b>	<b>\$5,985</b>	<b>\$11,967</b>

**Objectives**

- ◆ Ensure compliance with SAFETEA-LU planning requirements.
- ◆ To identify and describe potential alternate funding options for Volusia County public transportation services in its urban and rural areas.

**Previous Work**

- ◆ Development of Westside Service Plan.
- ◆ Development of Transit Development Plan and the Transportation Disadvantaged Service Plan.
- ◆ Development of interlocal agreement between Votran and participating communities.
- ◆ Development of process for development project review to identify opportunities for incorporating transit-oriented design features.

**Methodology**

- ◆ Other methodologies as developed by Votran and their consultant.
- ◆ Investigate possible partnerships with private and/or public organizations.
- ◆ Compare with transit funding concerns on the state and national levels.
- ◆ Identify Votran's transit funding resources and associated issues.
- ◆ Review current policies affecting transit funding.
- ◆ Explore emerging trends affecting mass transit demand and funding.
- ◆ Outline current transit funding options.
- ◆ Provide staff support to Votran and communities in implementation process.

**End Product**

- ◆ Ongoing support to local governments regarding implementation of Transit Development Guidelines.
- ◆ Identification and recommendations of related policy requirements.
- ◆ Identification and recommendations of alternative funding scenarios.
- ◆ Overview of current funding resources and limitations.

**Timeline:**



**Task 8.02 - Transit Related Activities & TD**

**Responsible Agency:** VTPO Staff & Votran

**Total Task Cost: \$121,389**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FTA 5303 Funds	14,661	38,661	53,322
<b>Total Federal Funds</b>	<b>\$14,661</b>	<b>\$38,661</b>	<b>\$53,322</b>
FDOT Match - FTA	1,833	4,833	6,666
CTD Funds	27,353	27,382	54,735
<b>Total State Funds</b>	<b>\$29,186</b>	<b>\$32,215</b>	<b>\$61,401</b>
Local Funds	1,833	4,833	6,666
<b>Total Local Funds</b>	<b>\$1,833</b>	<b>\$4,833</b>	<b>\$6,666</b>
<b>Total Revenues</b>	<b>\$45,680</b>	<b>\$75,709</b>	<b>\$121,389</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	26,167	44,755	70,922
Fringe Benefits	5,003	8,557	13,560
Indirect Expenses	11,659	19,516	31,175
<b>Staff Total</b>	<b>\$42,829</b>	<b>\$72,828</b>	<b>\$115,657</b>
Materials	2,851	2,881	5,732
<b>Total Expenses</b>	<b>\$45,680</b>	<b>\$75,709</b>	<b>\$121,389</b>

**Objectives**

- ◆ To provide technical and personnel support for ancillary issues related to public transportation.
- ◆ To continue to improve coordinated transportation services to meet the mobility needs of the county's elderly, persons with disabilities, and the transportation disadvantaged.
- ◆ To provide for any additional Transportation Disadvantaged (TD) studies as required.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ West Side and East side transit studies.
- ◆ Technical and funding assistance to Votran in the development of the TDP and TDSP.
- ◆ Completion of previous years' Transportation Disadvantaged Annual Reports.
- ◆ Development of the Coordinated Transportation Development Plan (CTDP) and all previous updates.
- ◆ Provided staff support to the TDLCB, the Quality Assurance Committee, the Grievance Committee, and the Accessible Pedestrian Signals Committee.
- ◆ Provided annual review for projects to be included in the TIP.
- ◆ Designated a Community Transportation Coordinator (CTC) for Volusia County.
- ◆ Participation in Central Florida Commuter Rail Initiative and Stakeholders meetings.

**Methodology**

- ◆ Ensure that the TDLCB monitors and evaluates the Community Transportation Coordinator (CTC).
- ◆ Provide at least one public hearing annually by the TDLCB.
- ◆ Provide on-going staff support to the TDLCB and its subcommittees.
- ◆ Provision of necessary information to the elected officials of participating Boards (Votran, METROPLAN, LYNX, and VTPO).
- ◆ Active involvement in the Technical Advisory Committee for the Central Florida Commuter Rail Commission.

**End Product**

- ◆ Active involvement in SunRail (commuter rail) as it develops with updates provided to elected officials
- ◆ An active Transportation Disadvantaged Local Coordinating Board (TDLCB).
- ◆ Utilization of the detailed TDSP, which functions as a foundation for the development of the Human Services Plan by the CTC and will be used as a tool for monitoring by the TDLCB.

**Timeline:**



**Task 8.03 - Bus Stop Inventory & GIS Database****Responsible Agency:** VTPO Staff & Votran (Consultant)**Total Task Cost: \$5,468**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FTA 5303 Funds	186	4,188	4,374
<b>Total Federal Funds</b>	<b>\$186</b>	<b>\$4,188</b>	<b>\$4,374</b>
FDOT Match - FTA	24	523	547
<b>Total State Funds</b>	<b>\$24</b>	<b>\$523</b>	<b>\$547</b>
Local Funds	24	523	547
<b>Total Local Funds</b>	<b>\$24</b>	<b>\$523</b>	<b>\$547</b>
<b>Total Revenues</b>	<b>\$234</b>	<b>\$5,234</b>	<b>\$5,468</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	119	3,217	3,336
Fringe Benefits	23	615	638
Indirect Expenses	92	1,402	1,494
<b>Staff Total</b>	<b>\$234</b>	<b>\$5,234</b>	<b>\$5,468</b>
<b>Total Expenses</b>	<b>\$234</b>	<b>\$5,234</b>	<b>\$5,468</b>

**Objectives**

- ◆ To maintain bus stop inventory and bus route GIS files.
- ◆ To ensure ongoing data sharing of the GIS database information within Votran and its automated systems.
- ◆ To update as necessary the procedure with step-by-step instructions for periodic update and maintenance of the GIS database.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Conversion, updating, and expansion of data of the bus stop inventory database.
- ◆ Development of a countywide transit stop inventory.
- ◆ Development of transit routes in GIS.

**Methodology**

- ◆ Provide project oversight and administrative services for consulting team.
- ◆ Provide ongoing updates to the bus stop inventory on an "as needed" basis.
- ◆ Provide ongoing support of Votran's consultant in the finalization of the GIS-based database.

**End Product**

- ◆ Annual update of a manual with step-by-step instructions on the performance of periodic updates and the maintenance of the GIS database.
- ◆ On-going maintenance of the user's guide for the sharing of GIS database information within Votran, as well as its automated systems.
- ◆ On-going maintenance of the bus stop inventory and bus route GIS files which have been structured so that they can be used with the technology upgrades planned by Votran.

**Timeline:** on-going



**Task 8.04 - Environmental "Green" Improvements for Votran**

**Responsible Agency:** Votran

**Total Task Cost: \$11,964**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FTA 5303 Funds	4,786	4,786	9,572
<b>Total Federal Funds</b>	<b>\$4,786</b>	<b>\$4,786</b>	<b>\$9,572</b>
FDOT Match - FTA	598	598	1,196
<b>Total State Funds</b>	<b>\$598</b>	<b>\$598</b>	<b>\$1,196</b>
Local Funds	598	598	1,196
<b>Total Local Funds</b>	<b>\$598</b>	<b>\$598</b>	<b>\$1,196</b>
<b>Total Revenues</b>	<b>\$5,982</b>	<b>\$5,982</b>	<b>\$11,964</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	3,676	3,676	7,352
Fringe Benefits	703	703	1,406
Indirect Expenses	1,603	1,603	3,206
<b>Staff Total</b>	<b>\$5,982</b>	<b>\$5,982</b>	<b>\$11,964</b>
<b>Total Expenses</b>	<b>\$5,982</b>	<b>\$5,982</b>	<b>\$11,964</b>

**Objectives**

- ◆ To develop a baseline and derive strategies and options to meet the goals of Volusia County and requirements of the State of Florida Executive Order 2007-126 to reduce greenhouse gas emissions.

**Previous Work**

- ◆ Although Votran has always strived to operate with efficiency and minimum impact on resources, there has been no previous work directly related to this new task.

**Methodology**

- ◆ Consider alternatives to retrofit the existing fleet so that they are more efficient and less polluting.
- ◆ Explore options to prioritize the sale of excess vehicles to properties who may benefit most from reducing emissions through a replacement program.
- ◆ Identify funding options available for introducing clean technologies.
- ◆ Assess advantages of shifting to cleaner type fuels.
- ◆ Examine current operations practices and recommend improvements.
- ◆ Check for possible facility improvements.
- ◆ Research hybrid technology and it's possible application.
- ◆ Review and revise Transportation Demand Management strategies.



**End Product**

- ◆ Improvement of environmental quality.
- ◆ Identify costs and funding options available.
- ◆ Identify programs that will reduce emissions: 10% by 2012, 25% by 2017, and 40% by 2025.

**Timeline:**



**Task 8.05 - Transit Planning and Implementation****Responsible Agency:** Votran, VTPO**Total Task Cost: \$59,432**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FTA 5303 Funds	38,977	8,569	47,546
<b>Total Federal Funds</b>	<b>\$38,977</b>	<b>\$8,569</b>	<b>\$47,546</b>
FDOT Match - FTA	4,872	1,071	5,943
<b>Total State Funds</b>	<b>\$4,872</b>	<b>\$1,071</b>	<b>\$5,943</b>
Local Funds	4,872	1,071	5,943
<b>Total Local Funds</b>	<b>\$4,872</b>	<b>\$1,071</b>	<b>\$5,943</b>
<b>Total Revenues</b>	<b>\$48,721</b>	<b>\$10,711</b>	<b>\$59,432</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	7,326	6,582	13,908
Fringe Benefits	1,401	1,258	2,659
Indirect Expenses	3,194	2,871	6,065
<b>Staff Total</b>	<b>\$11,921</b>	<b>\$10,711</b>	<b>\$22,632</b>
Consultant	36,800	0	36,800
<b>Total Expenses</b>	<b>\$48,721</b>	<b>\$10,711</b>	<b>\$59,432</b>

**Objectives**

- ◆ To conduct analysis of Votran fixed route and paratransit ridership data with the purpose of maximizing the use of the limited operating funds available.
- ◆ To recommend improvements to routing that may include restructuring and /or alternative service delivery mode within budget constraints.
- ◆ To identify ways to apply transit feasibility analysis techniques to the specific needs of Volusia County's populations.
- ◆ To provide assistance to the VTPO's Mobility Plan Coordination efforts concerning transit.

**Previous Work**

- ◆ Votran service reduction analysis for budgets FY 2008 and FY 2010.
- ◆ Development of Transit Development Plan and Transportation Disadvantaged Service Plan.
- ◆ Development of East Side Transit Study.
- ◆ Development of West Side Transit Plan.

**Methodology**

- ◆ To assist in the revision of the Long Range Transportation Plan, TIP and Priority Projects List, as may be appropriate, to incorporate transit projects called for in the adopted Mobility Plans.
- ◆ Work with the VTPO, cities and the County to coordinate mobility plans concerning transit.
- ◆ On an as needed basis, assist in the analysis of service development requests.
- ◆ Identify priorities and relative cost impacts.
- ◆ Identify improvement options that can be made to components of the current transit system structure.
- ◆ Hire a transportation planning consultant (with the VTPO's funds) to prepare individual route assessments using automated passenger counter (APC) data and paratransit manifests.

**End Product**

- ◆ Coordinated, adopted Mobility Plans for all TCEAs in the VTPO's Planning Area whose transit portions are consistent with and supportive of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).
- ◆ Planning assistance to smaller communities concerning transit needs.
- ◆ Report of the analysis of service development requests, with recommendations.
- ◆ Findings and recommendations which identify costs and funding options available for alternate transportation modes for transit services in Volusia County

**Timeline:** on-going



**Task 8.06 - Increasing Transit Ridership; Transitioning to a "Choice Rider" System****Responsible Agency:** Votran, VTPO**Total Task Cost: \$43,243**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FTA 5303 Funds	0	34,595	34,595
<b>Total Federal Funds</b>	<b>\$0</b>	<b>\$34,595</b>	<b>\$34,595</b>
FDOT Match - FTA	0	4,324	4,324
<b>Total State Funds</b>	<b>\$0</b>	<b>\$4,324</b>	<b>\$4,324</b>
Local Funds	0	4,324	4,324
<b>Total Local Funds</b>	<b>\$0</b>	<b>\$4,324</b>	<b>\$4,324</b>
<b>Total Revenues</b>	<b>\$0</b>	<b>\$43,243</b>	<b>\$43,243</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	0	1,379	1,379
Fringe Benefits	0	264	264
Indirect Expenses	0	600	600
<b>Staff Total</b>	<b>\$0</b>	<b>\$2,243</b>	<b>\$2,243</b>
Consultant	0	41,000	41,000
<b>Total Expenses</b>	<b>\$0</b>	<b>\$43,243</b>	<b>\$43,243</b>

**Objectives**

- ◆ Increase ridership including commuter rail feeder service.
- ◆ Effectively transition to a choice rider system.

**Previous Work**

- ◆ Creation of process for development project review to identify opportunities for incorporating transit oriented design features.
- ◆ Adoption of Votran Transit Development Guidelines.
- ◆ Development of Transit Development Plan and Transportation Disadvantaged Service Plan.
- ◆ Development of East Side Transit Study.
- ◆ Development of West Side Transit Plan.

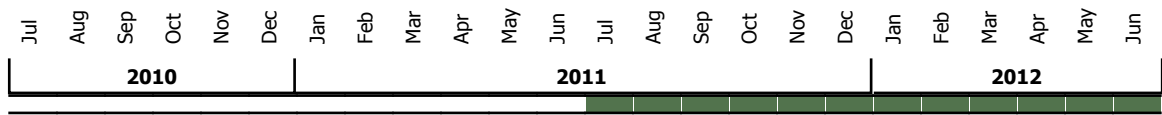
**Methodology**

- ◆ Provide data and analysis that would assist in determining transit system designs that would encourage continued use by the "Choice Rider".
- ◆ Define the characteristics of the "Choice Rider" and their particular needs.
- ◆ Assess and provide examples of effective usage and impacts.
- ◆ Identify a full range of types of actions, initiatives or special projects that offer the potential to create increased ridership.

**End Product**

- ◆ Marketing/promotional initiatives guide.
- ◆ Design and implementation guidelines.
- ◆ Summary of findings and recommendations.

**Timeline:**



## **Section 9 - Special Projects Planning**

**Task 9.01 - State & Regional Planning & Coordination****Responsible Agency:** Central Florida MPO Alliance members, FDOT & MPOAC**Total Task Cost: \$24,768**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	12,384	12,384	24,768
<b>Total Federal Funds</b>	<b>\$12,384</b>	<b>\$12,384</b>	<b>\$24,768</b>
<b>Total Revenues</b>	<b>\$12,384</b>	<b>\$12,384</b>	<b>\$24,768</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	6,135	6,135	12,270
Fringe Benefits	1,173	1,173	2,346
Indirect Expenses	2,675	2,675	5,350
<b>Staff Total</b>	<b>\$9,983</b>	<b>\$9,983</b>	<b>\$19,966</b>
Materials	2,401	2,401	4,802
<b>Total Expenses</b>	<b>\$12,384</b>	<b>\$12,384</b>	<b>\$24,768</b>

**Objectives**

- ◆ To work through the Central Florida MPO Alliance to address issues of regional interest and importance.
- ◆ To work with the Smart Growth Alliance in developing and implementing the "visioning effort" for Central Florida.
- ◆ To actively participate in the MPOAC staff and Board meetings, MPOAC Policy and Legislative Subcommittee Meetings, and FDOT District 5 quarterly meetings.
- ◆ To maintain an ongoing dialogue with neighboring counties and municipalities in efforts to promote a regional perspective on transportation planning.
- ◆ To continue to participate with the State-Wide Model Task Force and it's subcommittees.
- ◆ To promote state-wide issues at the national level when working with national organizations such as the National Association of Regional Councils and the Association of MPOs.
- ◆ To provide assistance to FDOT in its continued efforts under the continuing Florida Aviation Systems Planning Process (CFASPP).
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ Interlocal agreements with Flagler County and Brevard MPO.
- ◆ Participation in statewide Model Task Force.
- ◆ Cooperation and involvement with the FDOT Aviation Systems Plan.
- ◆ Participation in Central Florida Smart Growth Alliance.
- ◆ Development of CFMPOA Interlocal Agreement for the Transportation Regional Incentive Program.
- ◆ Development of CFMPOA List of Legislative Priorities.
- ◆ Creation of the Central Florida MPO Alliance.

**Methodology**

- ◆ Participate as part of the leadership of the Statewide Model Task Force.
- ◆ Work with Smart Growth Alliance through its Technical Committee to establish schedule and format of "visioning" sessions, provide staff support, and financial assistance.
- ◆ Attend and provide support where necessary to quarterly meetings of the MPO Advisory Council and its subcommittees.
- ◆ Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance.
- ◆ Assist other CFMPOA staff directors with the development of a list of issues critical to Central Florida.
- ◆ Provide staff support to quarterly meetings of the Central Florida MPO Alliance.

**End Product**

- ◆ Timeline/anticipated completion date for regional and state coordination: Ongoing.
- ◆ Maintain an active leadership role in the Statewide Model Task Force.
- ◆ An ongoing process whereby the State of Florida's aviation needs can be monitored, assessed, prioritized, scheduled and implemented through involvement with CFASPP.
- ◆ A regional vision created, accepted, and adopted by members of the CFMPOA and the ECFRPC.
- ◆ Maintain active membership in the MPOAC and its subcommittees to help address issues of a regional and statewide nature.
- ◆ Ongoing relationship with the Central Florida MPO Alliance membership in coordinating planning efforts for the near-term and future transportation needs of Central Florida.
- ◆ A process for coordinating regional transportation planning efforts which result in funded regional transportation projects and minimizes any duplication of planning activities.

**Timeline:** on-going





**Task 9.02 - Corridor Studies****Responsible Agency:** VTPO Staff & FDOT**Total Task Cost: \$9,842**

<b>Revenues</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
FHWA PL Funds	0	4,921	4,921
FTA 5303 Funds	3,937	0	3,937
<b>Total Federal Funds</b>	<b>\$3,937</b>	<b>\$4,921</b>	<b>\$8,858</b>
FDOT Match - FTA	492	0	492
<b>Total State Funds</b>	<b>\$492</b>	<b>\$0</b>	<b>\$492</b>
Local Funds	492	0	492
<b>Total Local Funds</b>	<b>\$492</b>	<b>\$0</b>	<b>\$492</b>
<b>Total Revenues</b>	<b>\$4,921</b>	<b>\$4,921</b>	<b>\$9,842</b>
<b>Expense Allocation</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>2-Yr Total</b>
Salaries	3,024	3,024	6,048
Fringe Benefits	578	578	1,156
Indirect Expenses	1,319	1,319	2,638
<b>Staff Total</b>	<b>\$4,921</b>	<b>\$4,921</b>	<b>\$9,842</b>
<b>Total Expenses</b>	<b>\$4,921</b>	<b>\$4,921</b>	<b>\$9,842</b>

**Objectives**

- ◆ Provide input and assistance to ongoing and any newly identified corridor studies.
- ◆ Assist with the public awareness/public involvement campaign.
- ◆ Ensure compliance with SAFETEA-LU planning requirements.

**Previous Work**

- ◆ SR 40 PD&E Study (estimated completion date Fall 2010).
- ◆ LPGA Blvd Extension Corridor Study.
- ◆ SR 483 (Clyde Morris Blvd PD&E Study).
- ◆ SR 415 Corridor Study.
- ◆ 20-year future traffic report analysis.
- ◆ Existing traffic report analysis.

**Methodology**

- ◆ Participation on the Oversight Committee for the SR 415 Corridor Study.
- ◆ Participation in the SR 40 Collaborative Process to accomplish the above study objectives for the SR 40 corridor.

**End Product**

- ◆ Timeline/anticipated completion date: Ongoing.
- ◆ Ongoing assistance and input to FDOT Corridor Studies as needed.

**Timeline:** on-going



**Task 9.03 - Adaptation to Global Warming & Climate Change**

**Responsible Agency:** VTPO & Volusia County

**Total Task Cost: \$61,296**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	13,583	17,713	31,296
FTA 5303 Funds	12,000	12,000	24,000
<b>Total Federal Funds</b>	<b>\$25,583</b>	<b>\$29,713</b>	<b>\$55,296</b>
FDOT Match - FTA	1,500	1,500	3,000
<b>Total State Funds</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$3,000</b>
Local Funds	1,500	1,500	3,000
<b>Total Local Funds</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$3,000</b>
<b>Total Revenues</b>	<b>\$28,583</b>	<b>\$32,713</b>	<b>\$61,296</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	17,565	20,103	37,668
Fringe Benefits	3,358	3,844	7,202
Indirect Expenses	7,660	8,766	16,426
<b>Staff Total</b>	<b>\$28,583</b>	<b>\$32,713</b>	<b>\$61,296</b>
<b>Total Expenses</b>	<b>\$28,583</b>	<b>\$32,713</b>	<b>\$61,296</b>

**Objectives**

- ◆ To identify plausible climate change scenarios and their potential ramifications to the area's transportation infrastructure and operations.
- ◆ To incorporate consideration of climate change in the VTPO's decision-making processes to ensure that plans, programs, priorities and infrastructure investments will all contribute to the maintenance and enhancement of a sustainable transportation system.
- ◆ To initiate measures that will adapt the transportation system to potential and likely consequences of climate change.
- ◆ To initiate measures that will mitigate the contributions of transportation systems to climate change.

**Previous Work**

- ◆ Volusia County produced LiDAR data for the entire county area.

**Methodology**

- ◆ Coordinate with neighboring MPOs/TPOs and other agencies to collaborate on shared climate change/energy concerns.
- ◆ Begin to develop tools by which potential increases or decreases in greenhouse gas emissions can be determined in furtherance of the requirements of s. 163.3177(6), Florida Statute. One such tool may be based on vehicle miles traveled (VMT) as calculated
- ◆ Begin to develop and implement adaptation strategies for the near and long terms.
- ◆ Develop criteria for prioritizing transportation investments, considering criticality of the infrastructure components as well as opportunities for multiple benefits.
- ◆ Begin to analyze adaptation options to assess the trade-offs between making the infrastructure more robust and the costs involved. Consider monitoring as an option.
- ◆ Inventory transportation infrastructure essential to maintaining network performance in light of climate change projections to determine whether, when and where their impacts could be consequential.
- ◆ Review available climate change studies and locally obtained data (e.g., LiDAR elevation data) to develop a preliminary forecast of regional effects, and assess how our transportation infrastructure and operations may be affected.
- ◆ Develop a preliminary forecast of the regional effects of climate change on sea level and weather.
- ◆ Collect and review scientifically based studies and reports pertaining to climate change and its potential ramifications, particularly those relevant to our region.

**End Product**

- ◆ Criteria for prioritizing transportation investments reflecting due consideration of the potential effects of climate change.
- ◆ Provide local input into evacuation planning efforts being advanced at the regional and state level.
- ◆ An inventory of potential adaptation and mitigation strategies.
- ◆ An inventory and assessment of transportation infrastructure that is vulnerable to frequent and/or severe damage or incapacitation from climate change factors including sea level rise, more frequent and intense storms, draught or temperature extremes.
- ◆ An inventory and assessment of climate change gases that are generated by transportation systems in the VTPO's planning area.
- ◆ A preliminary evaluation of potential effects of climate change including rate and magnitude of sea level rise and its effect on groundwater tables and stormwater drainage systems, and increased frequency and severity of storms.

**Timeline:**



**Task 9.04 - PLANSAFE**

**Responsible Agency:** VTPO

**Total Task Cost: \$18,948**

Revenues	FY 2010/11	FY 2011/12	2-Yr Total
FHWA PL Funds	8,442	10,506	18,948
<b>Total Federal Funds</b>	<b>\$8,442</b>	<b>\$10,506</b>	<b>\$18,948</b>
<b>Total Revenues</b>	<b>\$8,442</b>	<b>\$10,506</b>	<b>\$18,948</b>
Expense Allocation	FY 2010/11	FY 2011/12	2-Yr Total
Salaries	5,188	6,456	11,644
Fringe Benefits	992	1,234	2,226
Indirect Expenses	2,262	2,816	5,078
<b>Staff Total</b>	<b>\$8,442</b>	<b>\$10,506</b>	<b>\$18,948</b>
<b>Total Expenses</b>	<b>\$8,442</b>	<b>\$10,506</b>	<b>\$18,948</b>

**Objectives**

- ◆ This project will focus on the implementation of the PLANSAFE software within two MPOs, Volusia Transportation Planning Organization (VTPO) and METROPLAN ORLANDO and provide feedback on the program with respect to implementation of PLANSAFE.

**Previous Work**

- ◆ PlanSafe is a software program developed to support and enable safety to be conducted within the planning process.
- ◆ NCHRP project 8-44 resulted in guidance for MPOs/TPOS and DOTs for explicitly including safety in transportation planning.

**Methodology**

- ◆ Prepare the software for wide scale adoption and implementation.
- ◆ Identify the longer-term maintenance requirements of the software.
- ◆ Participate in the practitioner user group meetings and help identify user issues.
- ◆ Test and refine the graphical user interface (GUI) based on user feedback.
- ◆ Implement PLANSAFE i.e. data preparation and software calibration.
- ◆ Training of VTPO staff on operation of PLANSAFE (familiarize users with functionality).

**End Product**

- ◆ Assess functionality of PLANSAFE and provide feedback.

**Timeline:**



**SUMMARY TABLES 2A THROUGH 8**

**TABLE 2a: PROPOSED PARTICIPATING AGENCIES AND ANTICIPATED ELEMENT COSTS FOR FY 2010/11 (1st year)**

Task Number	Description	MPO	FDOT	Consultant	Other	Total Element
1.01	General Administration	157,917	0	0	0	157,917
1.02	Administration of Funds	98,418	0	0	0	98,418
1.03	Management Information Systems	36,585	0	0	0	36,585
1.04	VTPO Board Strategic Planning & Staff Development	7,315	0	0	0	7,315
2.01	Traffic Counting/Transportation Data Maintenance	18,626	0	0	0	18,626
2.02	Census Activities	5,736	0	0	0	5,736
2.03	Transportation Data Library (TDL) - Development/Management	21,850	0	40,000	0	61,850
3.01	FDOT Planning Support Services	0	165,059	0	0	165,059
4.01	Program Development (TIP)	36,188	0	9,600	0	45,788
4.02	Program Development (UPWP)	30,831	0	0	0	30,831
4.03	VTPO Update to 2035 LRTP	38,520	0	0	0	38,520
5.01	Community Safety Related Programs	14,173	0	105,000	0	119,173
5.02	Mobility Plan Coordination	17,257	0	0	0	17,257
5.03	Livability	5,977	0	0	0	5,977
5.04	Bicycle/Pedestrian Planning & Implementation	58,119	0	104,000	0	162,119
5.05	BPAC Master Planning Assistance for Small Communities	9,061	0	0	0	9,061
5.06	Pedestrian Safety Enforcement Program	0	0	0	0	0
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	9,128	0	28,870	0	37,998
6.01	Public Information & Involvement	47,377	0	0	0	47,377
6.02	Reports, Publications & Printing	44,795	0	0	0	44,795
6.03	WEB Site Development/Management	32,104	0	15,000	0	47,104
7.01	Intelligent Transportation System/Congestion Management System	6,915	0	110,000	0	116,915
8.01	Transit Alternate Funding Options Study	5,982	0	0	0	5,982

\* Funds represent a soft State and local match of 18.07% to PL funds.

**TABLE 2a: PROPOSED PARTICIPATING AGENCIES AND ANTICIPATED ELEMENT COSTS FOR FY 2010/11 (1st year)**

Task Number	Description	MPO	FDOT	Consultant	Other	Total Element
8.02	Transit Related Activities & TD	45,680	0	0	0	45,680
8.03	Bus Stop Inventory & GIS Database	234	0	0	0	234
8.04	Environmental "Green" Improvements for Votran	5,982	0	0	0	5,982
8.05	Transit Planning and Implementation	11,921	0	36,800	0	48,721
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	0	0	0	0	0
9.01	State & Regional Planning & Coordination	12,384	0	0	0	12,384
9.02	Corridor Studies	4,921	0	0	0	4,921
9.03	Adaptation to Global Warming & Climate Change	28,583	0	0	0	28,583
9.04	PLANSAFE	8,442	0	0	0	8,442
		<b>\$821,021</b>	<b>\$165,059</b>	<b>\$449,270</b>	<b>\$0</b>	<b>\$1,435,350</b>

\* Funds represent a soft State and local match of 18.07% to PL funds.



**TABLE 2b: PROPOSED PARTICIPATING AGENCIES AND ANTICIPATED ELEMENT COSTS FOR FY 2011/12 (2nd year)**

Task Number	Description	MPO					Total Element		
		MPO	FDOT	Consultant	Other	Total Element			
1.01	General Administration	158,288	0	0	0	0	0	158,288	
1.02	Administration of Funds	98,418	0	0	0	0	0	98,418	
1.03	Management Information Systems	36,585	0	0	0	0	0	36,585	
1.04	VTPO Board Strategic Planning & Staff Development	9,379	0	0	0	0	0	9,379	
2.01	Traffic Counting/Transportation Data Maintenance	23,186	0	0	0	0	0	23,186	
2.02	Census Activities	5,736	0	0	0	0	0	5,736	
2.03	Transportation Data Library (TDL) - Development/Management	21,850	0	0	0	0	0	21,850	
3.01	FDOT Planning Support Services	0	176,401	0	0	0	0	176,401	
4.01	Program Development (TIP)	41,188	0	9,600	0	0	0	50,788	
4.02	Program Development (UPWP)	35,830	0	0	0	0	0	35,830	
4.03	VTPO Update to 2035 LRTP	11,473	0	0	0	0	0	11,473	
5.01	Community Safety Related Programs	19,173	0	105,000	0	0	0	124,173	
5.02	Mobility Plan Coordination	49,672	0	0	0	0	0	49,672	
5.03	Livability	7,009	0	0	0	0	0	7,009	
5.04	Bicycle/Pedestrian Planning & Implementation	62,368	0	104,000	0	0	0	166,368	
5.05	BPAC Master Planning Assistance for Small Communities	10,093	0	0	0	0	0	10,093	
5.06	Pedestrian Safety Enforcement Program	8,870	0	0	0	0	0	8,870	
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	11,865	0	20,000	0	0	0	31,865	
6.01	Public Information & Involvement	85,959	0	0	0	0	0	85,959	
6.02	Reports, Publications & Printing	44,795	0	0	0	0	0	44,795	
6.03	WEB Site Development/Management	32,104	0	0	0	0	0	32,104	
7.01	Intelligent Transportation System/Congestion Management System	6,915	0	110,000	0	0	0	116,915	
8.01	Transit Alternate Funding Options Study	5,985	0	0	0	0	0	5,985	

**TABLE 2b: PROPOSED PARTICIPATING AGENCIES AND ANTICIPATED ELEMENT COSTS FOR FY 2011/12 (2nd year)**

<b>Task Number</b>	<b>Description</b>	<b>MPO</b>	<b>FDOT</b>	<b>Consultant</b>	<b>Other</b>	<b>Total Element</b>
8.02	Transit Related Activities & TD	75,709	0	0	0	75,709
8.03	Bus Stop Inventory & GIS Database	5,234	0	0	0	5,234
8.04	Environmental "Green" Improvements for Votran	5,982	0	0	0	5,982
8.05	Transit Planning and Implementation	10,711	0	0	0	10,711
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	2,243	0	41,000	0	43,243
9.01	State & Regional Planning & Coordination	12,384	0	0	0	12,384
9.02	Corridor Studies	4,921	0	0	0	4,921
9.03	Adaptation to Global Warming & Climate Change	32,713	0	0	0	32,713
9.04	PLANSafe	10,506	0	0	0	10,506
		<b>\$947,144</b>	<b>\$176,401</b>	<b>\$389,600</b>	<b>\$0</b>	<b>\$1,513,145</b>

**TABLE 3a: PROPOSED FUNDING SOURCES AND ANTICIPATED ELEMENT COSTS FOR FY 2010/11 (1st year)**

Task Number	Description	FHWA (PL) Funds			FTA Funds			State Funds		
		Federal	State Match*	Section 5303	State Match	Local/In Kind	D Funds	CTD Funds		
1.01	General Administration	142,388	0	12,425	1,552	1,552	0	0		
1.02	Administration of Funds	98,418	0	0	0	0	0	0		
1.03	Management Information Systems	36,585	0	0	0	0	0	0		
1.04	VTPO Board Strategic Planning & Staff Development	3,715	0	2,880	360	360	0	0		
2.01	Traffic Counting/Transportation Data Maintenance	18,626	0	0	0	0	0	0		
2.02	Census Activities	5,736	0	0	0	0	0	0		
2.03	Transportation Data Library (TDL) - Development/Management	61,850	0	0	0	0	0	0		
3.01	FDOT Planning Support Services	0	165,059	0	0	0	0	0		
4.01	Program Development (TIP)	25,788	0	16,000	2,000	2,000	0	0		
4.02	Program Development (UPWP)	15,831	0	12,000	1,500	1,500	0	0		
4.03	VTPO Update to 2035 LRTP	38,520	0	0	0	0	0	0		
5.01	Community Safety Related Programs	14,173	0	0	0	0	0	0		
5.02	Mobility Plan Coordination	0	0	13,805	1,726	1,726	0	0		
5.03	Livability	5,977	0	0	0	0	0	0		
5.04	Bicycle/Pedestrian Planning & Implementation	58,119	0	0	0	0	0	0		
5.05	BPAC Master Planning Assistance for Small Communities	9,061	0	0	0	0	0	0		
5.06	Pedestrian Safety Enforcement Program	0	0	0	0	0	0	0		
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	37,998	0	0	0	0	0	0		
6.01	Public Information & Involvement	47,377	0	0	0	0	0	0		
6.02	Reports, Publications & Printing	44,795	0	0	0	0	0	0		
6.03	WEB Site Development/Management	27,104	0	16,000	2,000	2,000	0	0		
7.01	Intelligent Transportation System/Congestion Management System	6,915	0	0	0	0	0	0		

\* For FY 2010/11, FDOT will match the PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share.

**TABLE 3a: PROPOSED FUNDING SOURCES AND ANTICIPATED ELEMENT COSTS FOR FY 2010/11 (1st year)**

Task Number	Description	FHWA (PL) Funds		FTA Funds			State Funds		
		Federal	State Match*	Section 5303	State Match	Local/In Kind	D Funds	CTD Funds	
8.01	Transit Alternate Funding Options Study	0	0	4,786	598	598	0	0	
8.02	Transit Related Activities & TD	0	0	14,661	1,833	1,833	0	27,353	
8.03	Bus Stop Inventory & GIS Database	0	0	186	24	24	0	0	
8.04	Environmental "Green" Improvements for Votran	0	0	4,786	598	598	0	0	
8.05	Transit Planning and Implementation	0	0	38,977	4,872	4,872	0	0	
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	0	0	0	0	0	0	0	
9.01	State & Regional Planning & Coordination	12,384	0	0	0	0	0	0	
9.02	Corridor Studies	0	0	3,937	492	492	0	0	
9.03	Adaptation to Global Warming & Climate Change	13,583	0	12,000	1,500	1,500	0	0	
9.04	PLANSAFE	8,442	0	0	0	0	0	0	
		<b>\$733,385</b>	<b>\$165,059</b>	<b>\$152,443</b>	<b>\$19,055</b>	<b>\$19,055</b>	<b>\$0</b>	<b>\$27,353</b>	

\* For FY 2010/11, FDOT will match the PL Funds using toll revenue expenditures as a credit toward the non-Federal matching share.

**TABLE 3a (Continued)**

Task Number	Description	Federal						Total Element
		XU Funds	Enhancement Funds	Safe Routes to School	Total Federal	Total State	Total Local	
1.01	General Administration	0	0	0	154,813	1,552	1,552	157,917
1.02	Administration of Funds	0	0	0	98,418	0	0	98,418
1.03	Management Information Systems	0	0	0	36,585	0	0	36,585
1.04	VTPO Board Strategic Planning & Staff Development	0	0	0	6,595	360	360	7,315
2.01	Traffic Counting/Transportation Data Maintenance	0	0	0	18,626	0	0	18,626
2.02	Census Activities	0	0	0	5,736	0	0	5,736
2.03	Transportation Data Library (TDL) - Development/Management	0	0	0	61,850	0	0	61,850
3.01	FDOT Planning Support Services	0	0	0	0	165,059	0	165,059
4.01	Program Development (TIP)	0	0	0	41,788	2,000	2,000	45,788
4.02	Program Development (UPWP)	0	0	0	27,831	1,500	1,500	30,831
4.03	VTPO Update to 2035 LRTP	0	0	0	38,520	0	0	38,520
5.01	Community Safety Related Programs	0	105,000	0	119,173	0	0	119,173
5.02	Mobility Plan Coordination	0	0	0	13,805	1,726	1,726	17,257
5.03	Livability	0	0	0	5,977	0	0	5,977
5.04	Bicycle/Pedestrian Planning & Implementation	104,000	0	0	162,119	0	0	162,119
5.05	BPAC Master Planning Assistance for Small Communities	0	0	0	9,061	0	0	9,061
5.06	Pedestrian Safety Enforcement Program	0	0	0	0	0	0	0
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	0	0	0	37,998	0	0	37,998
6.01	Public Information & Involvement	0	0	0	47,377	0	0	47,377

**TABLE 3a (Continued)**

Task Number	Description	Federal							Total Element
		XU Funds	Enhancement Funds	Safe Routes to School	Total Federal	Total State	Total Local	Total	
6.02	Reports, Publications & Printing	0	0	0	44,795	0	0	0	44,795
6.03	WEB Site Development/Management	0	0	0	43,104	2,000	2,000	0	47,104
7.01	Intelligent Transportation System/Congestion Management System	110,000	0	0	116,915	0	0	0	116,915
8.01	Transit Alternate Funding Options Study	0	0	0	4,786	598	598	598	5,982
8.02	Transit Related Activities & TD	0	0	0	14,661	29,186	1,833	1,833	45,680
8.03	Bus Stop Inventory & GIS Database	0	0	0	186	24	24	24	234
8.04	Environmental "Green" Improvements for Votran	0	0	0	4,786	598	598	598	5,982
8.05	Transit Planning and Implementation	0	0	0	38,977	4,872	4,872	4,872	48,721
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	0	0	0	0	0	0	0	0
9.01	State & Regional Planning & Coordination	0	0	0	12,384	0	0	0	12,384
9.02	Corridor Studies	0	0	0	3,937	492	492	492	4,921
9.03	Adaptation to Global Warming & Climate Change	0	0	0	25,583	1,500	1,500	1,500	28,583
9.04	PLANSafe	0	0	0	8,442	0	0	0	8,442
		<b>\$214,000</b>	<b>\$105,000</b>	<b>\$0</b>	<b>\$1,204,828</b>	<b>\$211,467</b>	<b>\$19,055</b>	<b>\$1,435,350</b>	

**TABLE 3b: PROPOSED FUNDING SOURCES AND ANTICIPATED COSTS FOR FY 2011/12 (2nd year)**

Task Number	Description	FHWA PL Funds		Section 5303	FTA Funds		State Funds	
		Federal	State Match*		State Match	Local/In Kind	D Funds	CTD Funds
1.01	General Administration	158,288	0	0	0	0	0	0
1.02	Administration of Funds	98,418	0	0	0	0	0	0
1.03	Management Information Systems	36,585	0	0	0	0	0	0
1.04	VTPO Board Strategic Planning & Staff Development	9,379	0	0	0	0	0	0
2.01	Traffic Counting/Transportation Data Maintenance	23,186	0	0	0	0	0	0
2.02	Census Activities	5,736	0	0	0	0	0	0
2.03	Transportation Data Library (TDL) - Development/Management	21,850	0	0	0	0	0	0
3.01	FDOT Planning Support Services	0	176,401	0	0	0	0	0
4.01	Program Development (TIP)	46,788	0	3,200	400	400	400	0
4.02	Program Development (UPWP)	31,830	0	3,200	400	400	400	0
4.03	VTPO Update to 2035 LRTP	11,473	0	0	0	0	0	0
5.01	Community Safety Related Programs	19,173	0	0	0	0	0	0
5.02	Mobility Plan Coordination	1,598	0	38,458	4,808	4,808	4,808	0
5.03	Livability	7,009	0	0	0	0	0	0
5.04	Bicycle/Pedestrian Planning & Implementation	62,368	0	0	0	0	0	0
5.05	BPAC Master Planning Assistance for Small Communities	10,093	0	0	0	0	0	0
5.06	Pedestrian Safety Enforcement Program	8,870	0	0	0	0	0	0
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	31,865	0	0	0	0	0	0
6.01	Public Information & Involvement	85,959	0	0	0	0	0	0
6.02	Reports, Publications & Printing	44,795	0	0	0	0	0	0

**TABLE 3b: PROPOSED FUNDING SOURCES AND ANTICIPATED COSTS FOR FY 2011/12 (2nd year)**

Task Number	Description	FHWA PL Funds		FTA Funds		State Funds		
		Federal	State Match*	Section 5303	State Match	Local/In Kind	D Funds	CTD Funds
6.03	WEB Site Development/Management	32,104	0	0	0	0	0	0
7.01	Intelligent Transportation System/Congestion Management System	6,915	0	0	0	0	0	0
8.01	Transit Alternate Funding Options Study	0	0	4,789	598	598	0	0
8.02	Transit Related Activities & TD	0	0	38,661	4,833	4,833	0	27,382
8.03	Bus Stop Inventory & GIS Database	0	0	4,188	523	523	0	0
8.04	Environmental "Green" Improvements for Voltran	0	0	4,786	598	598	0	0
8.05	Transit Planning and Implementation	0	0	8,569	1,071	1,071	0	0
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	0	0	34,595	4,324	4,324	0	0
9.01	State & Regional Planning & Coordination	12,384	0	0	0	0	0	0
9.02	Corridor Studies	4,921	0	0	0	0	0	0
9.03	Adaptation to Global Warming & Climate Change	17,713	0	12,000	1,500	1,500	0	0
9.04	PLANSAFE	10,506	0	0	0	0	0	0
		<b>\$799,806</b>	<b>\$176,401</b>	<b>\$152,446</b>	<b>\$19,055</b>	<b>\$19,055</b>	<b>\$0</b>	<b>\$27,382</b>



TABLE 3b (Continued)

Task Number	Description	Other Federal						Total State	Total Local	Total Element
		XU Funds	Enhancement	Safe Routes to School	Total Federal	Total State	Total Local			
1.01	General Administration	0	0	0	158,288	0	0	0	158,288	
1.02	Administration of Funds	0	0	0	98,418	0	0	0	98,418	
1.03	Management Information Systems	0	0	0	36,585	0	0	0	36,585	
1.04	VTPO Board Strategic Planning & Staff Development	0	0	0	9,379	0	0	0	9,379	
2.01	Traffic Counting/Transportation Data Maintenance	0	0	0	23,186	0	0	0	23,186	
2.02	Census Activities	0	0	0	5,736	0	0	0	5,736	
2.03	Transportation Data Library (TDL) - Development/Management	0	0	0	21,850	0	0	0	21,850	
3.01	FDOT Planning Support Services	0	0	0	0	176,401	0	0	176,401	
4.01	Program Development (TIP)	0	0	0	49,988	400	400	400	50,788	
4.02	Program Development (UPWP)	0	0	0	35,030	400	400	400	35,830	
4.03	VTPO Update to 2035 LRTP	0	0	0	11,473	0	0	0	11,473	
5.01	Community Safety Related Programs	0	105,000	0	124,173	0	0	0	124,173	
5.02	Mobility Plan Coordination	0	0	0	40,056	4,808	4,808	4,808	49,672	
5.03	Livability	0	0	0	7,009	0	0	0	7,009	
5.04	Bicycle/Pedestrian Planning & Implementation	104,000	0	0	166,368	0	0	0	166,368	
5.05	BPAC Master Planning Assistance for Small Communities	0	0	0	10,093	0	0	0	10,093	
5.06	Pedestrian Safety Enforcement Program	0	0	0	8,870	0	0	0	8,870	
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	0	0	0	31,865	0	0	0	31,865	
6.01	Public Information & Involvement	0	0	0	85,959	0	0	0	85,959	

**TABLE 3b (Continued)**

Task Number	Description	Other Federal							Total Element
		XU Funds	Enhancement	Safe Routes to School	Total Federal	Total State	Total Local	Total	
6.02	Reports, Publications & Printing	0	0	0	44,795	0	0	0	44,795
6.03	WEB Site Development/Management	0	0	0	32,104	0	0	0	32,104
7.01	Intelligent Transportation System/Congestion Management System	110,000	0	0	116,915	0	0	0	116,915
8.01	Transit Alternate Funding Options Study	0	0	0	4,789	598	598	598	5,985
8.02	Transit Related Activities & TD	0	0	0	38,661	32,215	4,833	4,833	75,709
8.03	Bus Stop Inventory & GIS Database	0	0	0	4,188	523	523	523	5,234
8.04	Environmental "Green" Improvements for Voltran	0	0	0	4,786	598	598	598	5,982
8.05	Transit Planning and Implementation	0	0	0	8,569	1,071	1,071	1,071	10,711
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	0	0	0	34,595	4,324	4,324	4,324	43,243
9.01	State & Regional Planning & Coordination	0	0	0	12,384	0	0	0	12,384
9.02	Corridor Studies	0	0	0	4,921	0	0	0	4,921
9.03	Adaptation to Global Warming & Climate Change	0	0	0	29,713	1,500	1,500	1,500	32,713
9.04	PLANSAFE	0	0	0	10,506	0	0	0	10,506
		<b>\$214,000</b>	<b>\$105,000</b>	<b>\$0</b>	<b>\$1,271,252</b>	<b>\$222,838</b>	<b>\$19,055</b>	<b>\$1,513,145</b>	

**TABLE 4: PARTICIPATING AGENCIES AND ANTICIPATED COSTS - FY 2009/10 (prior year)**

Task Number	Description	Federal (PL)		Federal (FTA)			Federal (Other)			FDOT (Other)	
		FHWA PL Funds	FDOT Soft Match*	Section 5303	State Match for FTA	Local/In Kind	XU Funds	Enhancement Funds	D Funds	CTD Funds	
1.1	General Administration	200,000	0	0	0	0	0	0	0	0	0
1.2	Administration of Funds	75,000	0	0	0	0	0	0	0	0	0
1.3	Management Information System	40,000	0	0	0	0	0	0	0	0	0
2.1	Traffic Counting/Transportation Database Management	72,000	0	0	0	0	0	0	0	0	0
3.1	*FDOT Planning Support Services	0	183,002	0	0	0	0	0	0	0	0
4.1	Program Development (TIP)	23,500	0	4,000	500	500	0	0	0	0	0
4.2	Program Development (UPWP)	15,000	0	4,000	500	500	0	0	0	0	0
4.3	2030 Long-Range Transportation Plan Update	75,834	0	15,680	1,960	1,960	0	0	0	0	0
5.1	Bike/Ped Planning & Implementation	60,000	0	0	0	0	0	81,900	0	0	0
5.2	Community Safety Related Programs	40,000	0	4,000	500	500	0	100,000	0	0	0
5.3	State & Regional Planning Coordination	49,000	0	0	0	0	0	0	0	0	0
5.4	General Planning Assistance to Communities	55,000	0	21,802	2,725	2,725	0	0	0	0	0
5.5	Corridor Studies	5,000	0	0	0	0	0	0	0	0	0
6.1	Public Information & Involvement	63,310	0	16,000	2,000	2,000	0	0	0	0	0
6.2	Reports, Publications, Printing	31,593	0	12,200	1,526	1,526	0	0	0	0	0
7.1	Intelligent Transportation System/Congestion Management System	28,500	0	0	0	0	0	0	0	0	0
8.1	Transit Alternate Funding Options Study & Transit Development Guidelines	0	0	38,800	4,850	4,850	0	0	0	0	0
8.2	Transit Related Activities & TD	0	0	28,363	3,545	3,545	0	0	0	0	28,031
8.3	Bus Stop Inventory & GIS	0	0	4,000	500	500	0	0	0	0	0
8.4	Environmental "Green" Improvements for Voltran	0	0	16,000	2,000	2,000	0	0	0	0	0
		<b>\$833,737</b>	<b>\$183,002</b>	<b>\$164,845</b>	<b>\$20,606</b>	<b>\$20,606</b>	<b>\$81,900</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$28,031</b>	<b>\$28,031</b>

**TABLE 4: PARTICIPATING AGENCIES AND ANTICIPATED COSTS - FY 2009/10 (prior year) - Continued**

Task Number	Description	Total Federal	Total State	Total Local	Total Element
1.1	General Administration	200,000	0	0	200,000
1.2	Administration of Funds	75,000	0	0	75,000
1.3	Management Information System	40,000	0	0	40,000
2.1	Traffic Counting/Transportation Database Management	72,000	0	0	72,000
3.1	*FDOT Planning Support Services	0	183,002	0	183,002
4.1	Program Development (TIP)	27,500	500	500	28,500
4.2	Program Development (UPWP)	19,000	500	500	20,000
4.3	2030 Long-Range Transportation Plan Update	91,514	1,960	1,960	95,434
5.1	Bike/Ped Planning & Implementation	141,900	0	0	141,900
5.2	Community Safety Related Programs	174,000	500	500	175,000
5.3	State & Regional Planning Coordination	49,000	0	0	49,000
5.4	General Planning Assistance to Communities	76,802	2,725	2,725	82,252
5.5	Corridor Studies	5,000	0	0	5,000
6.1	Public Information & Involvement	79,310	2,000	2,000	83,310
6.2	Reports, Publications, Printing	43,793	1,526	1,526	46,845
7.1	Intelligent Transportation System/Congestion Management System	28,500	0	0	28,500
8.1	Transit Alternate Funding Options Study & Transit Development Guidelines	38,800	4,850	4,850	48,500
8.2	Transit Related Activities & TD	28,363	31,576	3,545	63,484
8.3	Bus Stop Inventory & GIS	4,000	500	500	5,000
8.4	Environmental "Green" Improvements for Voltran	16,000	2,000	2,000	20,000
		<b>\$1,210,482</b>	<b>\$231,639</b>	<b>\$20,606</b>	<b>\$1,462,727</b>

**TABLE 5a: SUMMARY OF EXPENSES BY UPWP TASK FOR FY 2010/11 (1st year)**

Task Number	Description	Salaries	Fringe Benefits	Indirect Expenses	Direct Expenses	Consultant	State & Local	Total Expenses
1.01	General Administration	79,726	15,244	34,766	28,181	0	0	157,917
1.02	Administration of Funds	45,517	8,703	19,849	24,349	0	0	98,418
1.03	Management Information Systems	4,002	765	1,745	30,073	0	0	36,585
1.04	VTPO Board Strategic Planning & Staff Development	4,495	859	1,961	0	0	0	7,315
2.01	Traffic Counting/Transportation Data Maintenance	11,446	2,188	4,992	0	0	0	18,626
2.02	Census Activities	3,525	674	1,537	0	0	0	5,736
2.03	Transportation Data Library (TDL) - Development/Management	12,813	2,450	5,587	1,000	40,000	0	61,850
3.01	FDOT Planning Support Services	0	0	0	0	0	165,059	165,059
4.01	Program Development (TIP)	22,213	4,247	9,728	0	9,600	0	45,788
4.02	Program Development (UPWP)	18,921	3,618	8,292	0	0	0	30,831
4.03	VTPO Update to 2035 LRTP	23,572	4,507	10,441	0	0	0	38,520
5.01	Community Safety Related Programs	8,685	1,660	3,828	0	105,000	0	119,173
5.02	Mobility Plan Coordination	10,467	2,001	4,789	0	0	0	17,257
5.03	Livability	3,673	702	1,602	0	0	0	5,977
5.04	Bicycle/Pedestrian Planning & Implementation	28,818	5,510	12,567	11,224	104,000	0	162,119
5.05	BPAC Master Planning Assistance for Small Communities	5,568	1,065	2,428	0	0	0	9,061
5.06	Pedestrian Safety Enforcement Program	0	0	0	0	0	0	0
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	5,610	1,073	2,445	0	28,870	0	37,998
6.01	Public Information & Involvement	16,937	3,238	7,552	19,650	0	0	47,377
6.02	Reports, Publications & Printing	1,871	358	816	41,750	0	0	44,795
6.03	WEB Site Development/Management	19,728	3,772	8,604	0	15,000	0	47,104
7.01	Intelligent Transportation System/Congestion Management System	4,007	766	1,747	395	110,000	0	116,915
8.01	Transit Alternate Funding Options Study	3,676	703	1,603	0	0	0	5,982

**TABLE 5a: SUMMARY OF EXPENSES BY UPWP TASK FOR FY 2010/11 (1st year)**

Task Number	Description	Salaries	Fringe Benefits	Indirect Expenses	Direct Expenses	Consultant	State & Local	Total Expenses
8.02	Transit Related Activities & TD	26,167	5,003	11,659	2,851	0	0	45,680
8.03	Bus Stop Inventory & GIS Database	119	23	92	0	0	0	234
8.04	Environmental "Green" Improvements for Votran	3,676	703	1,603	0	0	0	5,982
8.05	Transit Planning and Implementation	7,326	1,401	3,194	0	36,800	0	48,721
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	0	0	0	0	0	0	0
9.01	State & Regional Planning & Coordination	6,135	1,173	2,675	2,401	0	0	12,384
9.02	Corridor Studies	3,024	578	1,319	0	0	0	4,921
9.03	Adaptation to Global Warming & Climate Change	17,565	3,358	7,660	0	0	0	28,583
9.04	PLANSAFE	5,188	992	2,262	0	0	0	8,442
		<b>\$404,470</b>	<b>\$77,334</b>	<b>\$177,343</b>	<b>\$161,874</b>	<b>\$449,270</b>	<b>\$165,059</b>	<b>\$1,435,350</b>

**TABLE 5B: SUMMARY OF EXPENSES BY UPWP TASK FOR FY 2011/12 (2nd year)**

Task Number	Description	Salaries	Fringe Benefits	Indirect Expenses		Direct Expenses	Consultant	State & Local	Total Element
				Salaries	Fringe Benefits				
1.01	General Administration	79,726	15,244	34,766	28,552	0	0	0	158,288
1.02	Administration of Funds	45,517	8,703	19,849	24,349	0	0	0	98,418
1.03	Management Information Systems	4,002	765	1,745	30,073	0	0	0	36,585
1.04	VTPO Board Strategic Planning & Staff Development	5,764	1,102	2,513	0	0	0	0	9,379
2.01	Traffic Counting/Transportation Data Maintenance	14,248	2,724	6,214	0	0	0	0	23,186
2.02	Census Activities	3,525	674	1,537	0	0	0	0	5,736
2.03	Transportation Data Library (TDL) - Development/Management	12,813	2,450	5,587	1,000	0	0	0	21,850
3.01	FDOT Planning Support Services	0	0	0	0	0	0	176,401	176,401
4.01	Program Development (TIP)	25,311	4,840	11,037	0	9,600	0	0	50,788
4.02	Program Development (UPWP)	22,019	4,210	9,601	0	0	0	0	35,830
4.03	VTPO Update to 2035 LRTP	7,050	1,348	3,075	0	0	0	0	11,473
5.01	Community Safety Related Programs	11,783	2,253	5,137	0	105,000	0	0	124,173
5.02	Mobility Plan Coordination	30,525	5,836	13,311	0	0	0	0	49,672
5.03	Livability	4,307	824	1,878	0	0	0	0	7,009
5.04	Bicycle/Pedestrian Planning & Implementation	31,429	6,009	13,705	11,225	104,000	0	0	166,368
5.05	BPAC Master Planning Assistance for Small Communities	6,203	1,186	2,704	0	0	0	0	10,093
5.06	Pedestrian Safety Enforcement Program	5,451	1,042	2,377	0	0	0	0	8,870
5.07	Technical Assistance to Smaller Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	7,291	1,394	3,180	0	20,000	0	0	31,865
6.01	Public Information & Involvement	40,749	7,791	17,769	19,650	0	0	0	85,959
6.02	Reports, Publications & Printing	1,871	358	816	41,750	0	0	0	44,795
6.03	WEB Site Development/Management	19,728	3,772	8,604	0	0	0	0	32,104

**TABLE 5B: SUMMARY OF EXPENSES BY UPWP TASK FOR FY 2011/12 (2nd year)**

Task Number	Description	Salaries	Fringe Benefits	Indirect Expenses	Direct Expenses	Consultant	State & Local	Total Element
7.01	Intelligent Transportation System/Congestion Management System	4,007	766	1,747	395	110,000	0	116,915
8.01	Transit Alternate Funding Options Study	3,676	703	1,606	0	0	0	5,985
8.02	Transit Related Activities & TD	44,755	8,557	19,516	2,881	0	0	75,709
8.03	Bus Stop Inventory & GIS Database	3,217	615	1,402	0	0	0	5,234
8.04	Environmental "Green" Improvements for Voltran	3,676	703	1,603	0	0	0	5,982
8.05	Transit Planning and Implementation	6,582	1,258	2,871	0	0	0	10,711
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	1,379	264	600	0	41,000	0	43,243
9.01	State & Regional Planning & Coordination	6,135	1,173	2,675	2,401	0	0	12,384
9.02	Corridor Studies	3,024	578	1,319	0	0	0	4,921
9.03	Adaptation to Global Warming & Climate Change	20,103	3,844	8,766	0	0	0	32,713
9.04	PLANSAFE	6,456	1,234	2,816	0	0	0	10,506
		<b>\$482,322</b>	<b>\$92,220</b>	<b>\$210,326</b>	<b>\$162,276</b>	<b>\$389,600</b>	<b>\$176,401</b>	<b>\$1,513,145</b>



Table 6a Summary of Metropolitan Study Areas (FY 2010/11)

Study Areas and Associated Task Number(s)	Responsible Agency/Agencies	Funding Source(s)			Project Status/ Start Date	Estimated Completion Date
		Section 112	Section 5303	Other Sources		
LONG RANGE TRANSPORTATION PLAN						
4.03 2035 LRTP	VTPO	\$38,520			Completion	Fall 2010
TRANSPORTATION SAFETY						
5.01 Community Safety Programs	VTPO/Consultant	\$14,173		\$105,000	Ongoing	Ongoing
7.01 ITS/Safety/Traffic Operations	VTPO/Consultant	\$6,915		\$110,000		Ongoing
ASSISTANCE TO MEMBER GOVERNMENTS						
5.02 Mobility Plan Coordination	VTPO		\$13,805	\$3,452	Initialization	July 2011
5.05 BPAC Master Planning	VTPO/Local Govts	\$9,061			Initialization	Ongoing
5.07 Traffic Engineering Assistance	VTPO/Consultant	\$37,998			Initialization	Ongoing
PROMOTION OF ALTERNATIVE MODES						
5.02 Mobility Plan Coordination	VTPO	See above				
5.04 Bicycle/Pedestrian Planning	VTPO/Consultant	\$58,119		\$104,000	Ongoing	Ongoing
8.01 Transit Alternative Funding	VTPO/Votran/Consultant		\$4,786	\$4,196	Initialization	June 2012
8.05 Transit Planning & Implementation	VTPO/Votran/Consultant		\$38,977	\$9,744	Initialization	June 2012
Planning Activities						
9.03 Adaptation to Climate Change	VTPO/Local Govts	\$13,583	\$12,000	\$3,000	Initialization	June 2012

Table 6b Summary of Metropolitan Study Areas (FY 2011/12)

Study Areas and Associated Task Number(s)	Responsible Agency/Agencies	Funding Source(s)			Project Status/Start Date	Estimated Completion Date
		Section 112	Section 5303	Other Sources		
LONG RANGE TRANSPORTATION PLAN						
4.03 2035 LRTP	VTPO	\$11,473			Completion	Fall 2010
TRANSPORTATION SAFETY						
5.01 Community Safety Programs	VTPO/Consultant	\$19,173		\$105,000	Ongoing	Ongoing
5.06 Pedestrian Safety Enforcement	VTPO/Consultant	\$8,870			Initialization	June 2012
7.01 ITS/Safety/Traffic Operations	VTPO/Consultant	\$6,915		\$110,000		Ongoing
ASSISTANCE TO MEMBER GOVERNMENTS						
5.02 Mobility Plan Coordination	VTPO		\$38,458	\$9,616	Initialization	July 2011
5.05 BPAC Master Planning	VTPO/Local Gov'ts	\$10,093			Initialization	Ongoing
5.07 Traffic Engineering Assistance	VTPO/Consultant	\$31,865			Initialization	Ongoing
PROMOTION OF ALTERNATIVE MODES						
5.02 Mobility Plan Coordination	VTPO	See above				
5.04 Bicycle/Pedestrian Planning	VTPO/Consultant	\$62,368		\$104,000	Ongoing	Ongoing
8.01 Transit Alternative Funding	VTPO/Votran/Consultant		\$4,789	\$1,196	Initialization	June 2012
8.05 Transit Planning & Implementation	VTPO/Votran/Consultant		\$8,569	\$2,142	Initialization	June 2012
Planning Activities						
9.03 Adaptation to Climate Change	VTPO/Local Gov'ts	\$17,713	\$12,000	\$1,500	Initialization	June 2012

Table 7 Summary of Projects Completed in FY 2009/10

Task Number, Title & Project Name	Responsible Agency(ies)	Funding Source(s)			Date Completed
		Section 112	Section 5303	Other Sources	
1.1 General Administration	VTPO	\$145,657			Ongoing
1.2 Administration of Funds <i>financial audit</i>	VCOG	\$40,000			March 2008
1.3 Management Information System <i>Compilation of Interactive Database</i>	VTPO	\$30,000			Ongoing
2.1 Traffic Counting Program	VTPO	\$15,000			Ongoing
3.1 Program Development (TIP) <i>Priority lists</i>	VTPO	\$20,000			August 2007
<i>Section 5303 Grant Application</i>	VTPO				May 2008
<i>Transportation Disadvantaged Grant Application</i>	VTPO				August 2006
<i>TIP</i>	VTPO				June 2008
3.2 Program Development (UPWP)	VTPO	\$20,000			April 2008
4.3 2035 Long Range Trans. Plan <i>Scope of Work for Land Use Modeling</i>	VTPO/Consultant/FDOT				February 2008
6.1 Public Outreach & Involvement – 3-D animations	VTPO/Consultant	\$50,000		\$50,000	November 2007
6.2 Printing/Publications <i>2008 Legislative Priorities</i>	VTPO	\$40,000			January 2008
<i>Annual Report</i>	VTPO				March 2008
8.1 Transit Development Guidelines	VTPO/VOTRAN				Adopted March 2008

Table 8 Fiscal Year 2010/11 Timeline

TASK NUMBER & TITLE	2010							2011				
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>1.01 General Administration</b>	Ongoing											
<i>VTPO meeting--staff support</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>completion of progress reports</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>1.02 Administration of Funds</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>financial audit</i>												
<i>processing of invoices</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>1.03 Management Information Systems</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Database Creation</i>			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>1.04 VTPO Board Strategic Planning</b>					✓	✓	✓	✓				
<b>2.01 Traffic Counting/Transportation Data Management</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>2.02 Census Activities</b>						✓	✓	✓	✓	✓	✓	✓
<b>2.03 Transportation Data Library (TDL)</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.01 FDOT Planning Support Services</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>4.01 Program Development (TIP)</b>				✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>4.02 Program Development (UPWP)</b>						✓	✓	✓	✓	✓		
<b>4.03 VTPO 2035 LRTP</b>	✓	✓	✓	✓	✓	✓	✓	✓				
<b>5.01 Community Safety Related Programs</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
<b>5.02 Mobility Plan Coordination</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>5.03 Livability Initiative</b>	To Begin FY 2011/12											
<b>5.04 General Planning Assistance</b>	As Needed											
<b>5.05 BPAC Master Planning efforts</b>	As Needed											
<b>5.07 Traffic Eng. Assistance</b>	As Needed											
<b>6.01 Public Involvement</b>												
<i>Newsletters</i>	✓			✓			✓				✓	
<i>Ongoing Participation/Information</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Development of PD&amp;E Animations</i>	✓	✓	✓	✓	✓							
<b>6.02 Reports, Publications, Printing</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>6.03 Web site Development &amp; Maintenance</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

TASK NUMBER & TITLE	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
7.01 ITS/Safety/Traffic Operations	Ongoing & As Needed											
8.01 Transit Alternative Funding Options Study	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.02 Transit Related Activities & TD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.03 Bus Stop Inventory & GIS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.04 Environmental "Green" Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.05 Transit Planning & Implementation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.06 Increasing Transit Ridership	To Begin in FY 2011/12											
9.01 State & Regional Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.02 Corridor Studies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.03 Climate Change Adaptation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.04 PLANSafe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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## **APPENDICES**

## APPENDIX A: LIST OF ACRONYMS

<b>ADA:</b>	Americans with Disabilities Act of 1990
<b>AIS:</b>	Arterial Investment Study
<b>BPAC:</b>	Bicycle/Pedestrian Advisory Committee
<b>CAC:</b>	Citizens' Advisory Committee
<b>CFR:</b>	Code of Federal Regulations
<b>CMAQ:</b>	Congestion Mitigation and Air Quality
<b>CMS:</b>	Congestion Management System
<b>CTC:</b>	Community Transportation Coordinator
<b>DEP:</b>	Department of Environmental Protection, State of Florida
<b>ECFRPC:</b>	East Central Florida Regional Planning Council
<b>E &amp; H:</b>	Elderly and Handicapped
<b>FAA:</b>	Federal Aviation Administration
<b>FDOT:</b>	Florida Department of Transportation
<b>FHWA:</b>	Federal Highway Administration
<b>FSUTMS:</b>	Florida Standard Urban Transportation Model Structure
<b>FTA:</b>	Federal Transit Administration of the U.S. Department of Transportation
<b>FY:</b>	Fiscal Year
<b>HPR:</b>	Highway Planning and Research Funds
<b>HUD:</b>	U.S. Department of Housing and Urban Development
<b>ISTEA:</b>	The Intermodal Transportation Efficiency Act of 1991
<b>JPA:</b>	Joint Participation Agreement
<b>MIS:</b>	Major Investment Study
<b>MMP:</b>	Mobility Management Plan
<b>MOA:</b>	Memorandum of Agreement
<b>MPO:</b>	Metropolitan Planning Organization
<b>MUTCD:</b>	Manual of Uniform Traffic Control Devices
<b>STP:</b>	Surface Transportation Program
<b>SAFETEA-LU:</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
<b>TCC:</b>	Technical Coordinating Committee
<b>TDLCB:</b>	Transportation Disadvantaged Local Coordinating Board
<b>TDM:</b>	Transportation Demand Management



- TDP:** Transit Development Plan
- TEA-21:** Transportation Equity Act for the 21<sup>st</sup> Century
- TIP:** Transportation Improvement Program
- TMA:** Transportation Management Area
- TPO:** Transportation Planning Organization
- TSM:** Transportation System Management
- UPWP:** Unified Planning Work Program
- VCATS:** Volusia Coastal Area Transportation Study
- VTPO:** Volusia Transportation Planning Organization
- VCTE:** Volusia County Traffic Engineering (Department)
- Votran:** Volusia County Council dba Votran-- a county-wide public transit system

## **APPENDIX B: FDOT DISTRICT FIVE GENERAL PLANNING ACTIVITIES FY 2010/11 and FY 2011/12**

### **GENERAL PLANNING ACTIVITIES**

The Florida Department of Transportation (FDOT) is a contributor to transportation planning and policy development in District Five. Generally, the specific recurring transportation planning activities accomplished by FDOT's District Five Planning Office can be placed in one of the following categories: Transportation Planning Activities, Data Collection Activities and Systems Planning Activities.

#### **Transportation Planning Activities:**

- MPO/TPO Support

Provide revenue forecasts to the MPOs/TPOs to develop their Long Range Transportation Plans; Provide support and assistance to assure that the MPOs/TPOs comply with the state and federal policies, procedures and federal code of regulation; comply with Title VI in the planning process (UPWP, TIP, Model Validation, etc.) and comply with other certification requirements; Provide supporting information and documentation to support MPO/TPO planning; Review and take appropriate action on TIPs and TIP amendments; Assist MPOs/TPOs in attending various committee meetings and Community Awareness Planning Meetings; Assist MPOs/TPOs with Work Program System issues and reports; Assist MPOs/TPOs in State and Federal Grant Programs; and Support and assist with Transit issues and initiatives.

- Intergovernmental Support and Review

Review amendments and Evaluation and Appraisal Reports for the Local Government Comprehensive Plans (LGCP); Review Intergovernmental Coordination and Review (ICAR) documents.

- Strategic Intermodal System Plan (SIS Strategic Plan)

Process requests for designation changes; coordinate regional and local facilities with the SIS; coordinate the Department's transit initiative with the SIS; manage policy level public and partner involvement efforts related to the SIS; Assist in technical level public and partner involvement efforts related to the SIS; Assist in providing revenue forecasts.

- Census Support

Assist MPO/TPO with boundary and membership issues for merging and emerging MPOs/TPOs.

#### **Data Collection Activities:**

- Systems Inventory

Provide for the efficient transfer of road jurisdiction by the Department and local governments based on mutual agreement; Functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.

- Mapping

Maintain and provide mapping information related to the SIS; Maintain and update functional classification maps.

### **Systems Planning Activities:**

- Systems Management

Provide assistance for determining the need for, and feasibility of, new access points (IJRs) and modifications (IMRs) to existing access points on the FIHS and other SIS facilities; Conduct Level-of-Service analysis that will determine current and future conditions of the State Highway System; Project Design Traffic and 18 KIP Equivalent Single Axle Loadings (ESALs) preparations,

- Modeling

Support regional transportation modeling activities and gather information on how to make improvements through improved policies, procedures and guidelines for transportation demand forecasting for the Florida Standard Model; Assist in validation of models and conduct planning studies requested by local governments and MPOs/TPOs.

- FIHS/SIS

Conduct Traffic/Travel Demand Assignment Studies; Develop traffic projections; Develop and maintain a SIS Needs Plan and SIS Cost Feasible Plan; Provide input for FIHS modifications and refinements; Develop, coordinate and distribute FIHS corridor plans; Assist in implementing the ETDM Environmental and Programming Screening Tools in developing and reviewing projects at the Planning Screen Phase (MPO/TPO long range plans and FIHS cost-feasible plan).

### **FDOT DISTRICT FIVE SPECIFIC ACTIVITIES**

This section provides a listing, with a short description of some of the more prominent FDOT District Five activities and projects anticipated during FY 10/11 and FY 11/12.

- ETDM/SCE

To assist and collaborate with Space Coast TPO, Lake-Sumter MPO, Ocala/Marion County TPO, METROPLAN ORLANDO and Volusia County MPO with the implementation of the Efficient Transportation Decision Making (ETDM) Process. District Five is coordinating with each of the MPOs/TPOs to prioritize and schedule the ETDM Planning Screening of projects for inclusion in the next Cost Feasible Plan update.

The District will continue assisting the MPOs/TPOs with their ETDM/SCE tasks by helping to coordinate schedules for ETAT reviews, provide guidance, training, and assistance to MPOs/TPOs in sending projects for screening, and assisting in the Planning Summary Reports for those projects. The District will continue to run Programming Screens on projects prior to PD&E, as required by FHWA. FDOT will provide ETDM technical assistance and training to MPO/TPO staff as needed.

- Modeling

The Department will continue to support the District Five MPOs/TPOs (Space Coast TPO, Lake Sumter MPO, Ocala/Marion TPO, METROPLAN ORLANDO, and Volusia County MPO) with ongoing modeling activities applications, and enhancements. The Central Florida Regional Planning Model v5.0 (CFRPM) has been validated for the base year 2005 and the Department is continuing to assist the MPOs/TPOs in the development of the Year 2035 Horizon for their Long Range Transportation Plans that are to be adopted by the end of year 2010.

During year 2011 and 2012, the Department will continue to investigate ways to continue to update the model with the latest available data. We will integrate the Florida Intelligent Transpor-

tation System (FITS) Evaluation Tool into the CRFPM. FITS is a sketch planning tool that can perform evaluations of ITS projects within the FSUTMS Cube/Voyager transportation planning software environment.

FDOT's Public Transit Office has created a tool to forecast transit travel demand called Transit Boardings Estimation and Simulation Tool (T-BEST). The transit agencies are required to use this tool in developing their Transit Development Plans (TDPs). This tool is a user friendly stop-level ridership forecasting software package that offers full GIS-based functionality and network coding capabilities. T-BEST is capable of simulating travel demand at the individual stop-level while accounting for network connectivity, spatial and temporal accessibility, time-of-day variations, and route/stop competition. The Department will be evaluating the use of this tool for New Starts, Small Starts and Very Small Starts Programs in addition to corridor analysis for feasibility studies. T-BEST runs GIS interface in significantly shorter run time than FSUTMS since it does not include a highway module.

- FDOT District Five Tentative Five-Year Work Program Public Hearings

To develop and conduct the Department's Tentative Five Year Work Program and consider making any changes to the Program that is necessary to balance the Five Year Work Program. The Work Program Public Hearing(s) is being developed and conducted pursuant to Section 339.135(4)(C), Florida Statutes, as amended. The Public Hearing(s) will include information for Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter and Volusia Counties. The Public Hearing(s) will include consideration of proposed projects for the Florida's Turnpike Enterprise. The Public Hearing(s) is conducted annually. The Department continuously coordinates with the MPOs/TPOs in their project priority development and project selection in the Department's Tentative Five Year Work Program. The Department will hold a Public Hearing(s) for the tentative work program in November and December of the 2011 and 2012 Calendar year. The Department will continuously coordinate with the MPOs/TPOs to provide video tapings of each Public Hearing to be broadcasted on public television. The Department will also provide a website for the MPOs/TPOs and citizen's to access to get information on the Department's Tentative Five Year Work Program and will include the process for developing the Tentative Five Year Work Program.

- CFGIS/TAIMS

The Transportation Automated Information Management System (TAIMS) was implemented to provide data storage/warehousing, information management, and data sharing by utilizing Geographic Information System (GIS) based querying, automated mapping and reporting features. TAIMS has evolved over nearly the past two decades into a multi-functional application. With updated technology/software and current state of practice, District Five is conducting an assessment of the existing TAIMS system while also assessing surrounding districts GIS applications for applicability. Additionally, District Five has established a districtwide GIS Steering committee to help coordinate and facilitate GIS activities throughout the different units. This committee will also serve to educate staff on GIS activities and technologies as well as be the coordinating medium between staff and their management.

Similar to the objective of TAIMS, the Central Florida GIS (CFGIS) initiative serves as a Data Clearinghouse to members of the general public while providing a Users Group forum for GIS users within the Central Florida region to facilitate data sharing and information exchange. District Five has been a major funding contributor to the CFGIS initiative. Discussions have occurred with the East Central Florida Regional Planning Council (ECFRPC) to further identify the

regional data needs, funding partnerships, and the roles and responsibilities of the agencies involved.

The Department is currently completing an initiative to update the Development of Regional Impact (DRI) tool housed on the CFGIS server. This tool, called the DRI-Plus tool, is made available to the general public incorporating a dynamic mapping as well as database and data management/administrative component. The Department is continuing to update data and serve data via application tools to provide for a more efficient way of conducting everyday business.

District Five continues to work on promoting education, increasing coordination while reducing duplicity, providing data and cost effective web-based tools necessary to work efficiently. With the current initiative to assess the TAIMS system, District Five will integrate more organizational structure for data on a districtwide level.

## APPENDIX C: JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the **Volusia TPO/Volusia County MPO** with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of SAFETEA-LU (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on **January 26, 2010**.

Based on a joint review and evaluation, the Florida Department of Transportation and the **Volusia TPO/Volusia County MPO** recommend that the Metropolitan Planning Process for the **Volusia TPO/Volusia County MPO** be certified.

\_\_\_\_\_  
District Secretary (or designee)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Volusia TPO/Volusia County MPO Chairman (or designee)

  
\_\_\_\_\_  
Date

## **APPENDIX D: 2010 MODIFIED JOINT CERTIFICATION REPORT**

**Florida Department of Transportation, District Five**

**And**

**Volusia County Metropolitan Planning Organization**

**Attendees:** Karl Welzenbach (VCMPO), Lois Bollenback (VCMPO) Bob Keeth (VCMPO), Stephan Harris (VCMPO), and Mary Schoelzel (FDOT)

The Volusia County Metropolitan Planning Organization (MPO) has the responsibility for ensuring that the major transportation issues in their planning areas are addressed and that the requirements in state and federal law governing the metropolitan transportation planning process are met. Certification reviews are the tool used to determine whether the MPOs are fulfilling this responsibility. They are conducted on an annual basis by the Florida Department of Transportation (FDOT) and on a new implemented four (4) year cycle by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for MPOs in TMA areas. The only exception is "conditional certification" issued for a MPO by FHWA. The next federal certification review for the Volusia County Metropolitan Planning Organization will be conducted in year 2011.

The 2010 State Modified Joint Certification Review process for the Volusia County MPO started with meetings between FDOT District Five Staff and the Volusia County MPO Staff held on January 26, 2010 after the Volusia County MPO Board Meeting. The discussions were organized around a set of questions developed by FDOT Staff to review all of the transportation planning processes and requirements mandated by law. Issues were identified and discussed. The Volusia County MPO staff provided responses to the questions. The findings, summary of noteworthy achievements, and recommendations presented in this Modified Joint Certification Review are drawn from the responses to the questions. They also reflect the emerging importance of regionalism, the increasing emphasis being placed on development of interconnected multi-modal transportation systems, and the need to improve linkages between transportation planning and land use planning. FDOT District Five Staff will present the results of the 2010 Modified Joint Certification Review to the Volusia County MPO Board, The Technical Coordinating Committee and The Citizens Advisory Committees.

### **FINDINGS**

#### **General**

The Volusia County MPO continues to work with the Florida Department of Transportation, Local Governmental Agencies, Regional Planning Agencies, and other Transportation Agencies to support the initiatives needed for Transportation in Volusia County. The MPO Staff have worked very hard in the past year to plan and prioritize projects of importance in their MPO boundary area. This year they have been great partners in working with the Department and Local Governmental Agencies to select and prioritize projects for the American Reinvestment and Recovery Act (ARRA) of 2009, also known as the Stimulus Package. They continue to move forward with working on a regional level and planning and developing regional projects, such as the SunRail Project. This also includes pedestrian sidewalk/trails and bicycle transportation facilities. The MPO has successfully completed and submitted their annual Transportation Improvement Program (TIP), their Unified Planning Work Program (UPWP) which is done every two years, their Long Range Transportation Plan which is done every five years, and their annual Prioritized

List of Projects. They continue to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The MPO Staff continues to support their MPO Board Members, Technical Coordinating Committee Members, and Citizen's Advisory Committee Members with updated information and training to help them better understand their roles and the importance of their participation. The Department appreciates the support that the MPO and Local Agencies provide to move projects forward to complete the transportation needs in Volusia County.

### **Summary of Noteworthy Achievements**

The Volusia County MPO worked very cooperatively this past year with the Local Governmental Agencies and the Department to come up with projects to take advantage of the American Reinvestment and Recovery Act (ARRA), also known as Stimulus Package. This was not an easy task due to the criteria's for projects being eligible for the Stimulus Package.

The MPO continued to improve and modify the language of the Transportation Impact Analysis (TIA) Methodology for clarification of process. The MPO continued to work with local governmental agencies again this year to get the TIA adopted by their areas. In order for the local agencies to receive state and federal funding from the MPO they must adopt the TIA. The TIA will be used for having a developer document potential traffic impacts on the surrounding transportation systems.

The MPO requested and supported a Volusia County Transit Feasibility Study done by FDOT for the sole purpose to identify a corridor and a proposed mode in order to put the local governments into a position to pursue Federal Funding for an Alternative Analysis and to take the first step in accessing federal funds for a new transit system in Volusia County.

The MPO Board, staff and various stakeholders adopted a Volusia County Bicycling Map for experienced cyclist. The map is a portable, graphic representation of bicycle facilities and suggested bicycle routes in Volusia County. It is a navigation tool to be used by bicyclist and the general public.

The Volusia County MPO held it's Fifth Annual Safety Awareness Day on Saturday, May 9, 2009 in coordination with the City of Deltona's Parks and Recreation Family Bike Ride & Safety Awareness Day. The activities included a bicycle rodeo, bicycle helmet fitting and distribution, wheelchair race for elected officials and managers and a white cane challenge for elected officials, managers, planners and engineers. The white cane challenge helps people to experience the challenges that a blind person has to face when walking on sidewalks and dealing with intersection crossings. There were other partnering agencies who participated including the law enforcement and other safety vehicles.

The Volusia County MPO is to be commended for their coordination and development of a Bicycle and Pedestrian Child Safety Video. In cooperation with Daytona State College and the Florida Department of Transportation, District Five, the MPO created a video to raise awareness of bicycle and pedestrian safety. The video is available free of charge to the public and Volusia County Schools for use at their orientation meetings. This video was produced in the English and Spanish language.

The Volusia County MPO has continued to keep the Technical Coordinating Committee, the Citizen's Advisory Committee and the MPO Board Members informed of the status of the Central Florida SunRail initiatives, the High Speed Rail and Amtrak Passenger Service initiatives on the Florida East Coast Line. This also includes their positive role in supporting the Central Florida SunRail Project.

The MPO is to be commended for their approach into making the 2035 Long Range Transportation Plan (LRTP) process more user friendly for members and the general public. The MPO Staff is looking beyond the traditional approach of using traffic models to produce their LRTP. They are recognizing the relationship between transportation and land-use to be a more effective way to producing a plan or vision for



Volusia County communities. The MPO continues to work with their members and the communities to better understand their visions and needs. The MPO continues to work with the "How Shall We Grow" initiatives to develop their LRTP.

The MPO's Bylaws Subcommittee met over this last year to review and revise the current bylaws covering the responsibilities, actions and requirements of the MPO. This subcommittee made some significant changes including, changes in officers, greater delineation on the role of the Executive Committee, addition of roles and responsibilities of MPO Director and Staff, and a change to operate from the calendar year to fiscal year for term of service. The subcommittee also recommended a name change to the Volusia County Transportation Planning Organization. The new bylaws and name change was approved by the MPO Board Members.

### **Accountability**

The content of the quarterly reports submitted by the Volusia County MPO with invoices have been adequate. These reports are intended to document progress made and difficulties encountered in implementing an MPO's UPWP. They also are used to help assess the eligibility and reasonableness of MPO expenses to be reimbursed with federal funds.

### **Planning Fund Carryover Balances**

The Volusia County MPO is to be commended for their continued work in spending their Planning Funds. These funds are intended to be used for productive purposes within a reasonable time frame and are subject to redistribution or loss if certain requirements are not met.

### **Public Involvement**

The Volusia County MPO continues to improve their public outreach and information efforts by upgrading their current website to make it more user-friendly. This website address is: <http://www.volusiacountympo.com>. The information includes project termini, description of project, and the funding timeline. The Volusia County MPO continues in their efforts to implement a field test of existing technology to address safety concerns of the sight impaired.

### **Disadvantaged Business Enterprises (DBE) Goals**

The Volusia County MPO developed and adopted their Disadvantaged Business Enterprises (DBE) Program on March 27, 2007. This DBE Program is a federal requirement for any agency receiving federal funds (49 Code of Federal Regulation (CFR) Part 26).

### **Public Transportation**

The Volusia County MPO continues to have a good working relationship with their Public Transportation partners on a daily basis. Since 1998 the MPO's Transit Planner has been located at the VOTRAN Office to act as a liaison between the Volusia County MPO and VOTRAN. The MPO continues to assist their Public Transportation partners in obtaining the necessary planning coordination with agencies and/or groups who could be affected, assists in checking for consistency with the Florida Transportation Plan, Local Government Comprehensive Plans and other statewide modal plans. The MPO also ensures (via its Public Involvement Process) that opportunities for Public Involvement are made available.

### **Efficient Transportation Decision Making (ETDM)**

The Volusia County MPO has worked with the Department to support the efforts in the development of the ETDM Process. As priorities change the MPO will coordinate with the Department and the Department with the MPO on sending projects through for ETDM review.

### **RECOMMENDATIONS/ACTIONS**

1. The Volusia County MPO should make sure that any requests that are made concerning any project are to come to the Department in written by e-mail or letter. This is so that there is a paper trail of any and all changes made to a project. This is a FDOT Policy. All project requests should come to the FDOT MPO Liaison directly.
2. The Volusia County MPO should make sure that they work with their FDOT MPO Liaison concerning any issues or requests. All inquires and request should come to the FDOT MPO Liaison directly and if others need to be informed it will be the responsibility of the FDOT MPO Liaison to assure that they informed.
3. The Volusia County MPO staff needs to ensure that their FY 2010/2011 and FY 2011/2012 UPWP production plan and schedule is fully achieved.
4. In the coming year, the Department will be coordinating with each MPO/TPO to identify a process to integrate local funding opportunities that result from transportation concurrency and Developments of Regional Impact (DRIs) in their project identification and prioritization efforts. In District Five there are a significant number of active DRIs (over 230) and smaller developments in various stages of regional and local approval. Many of these development proposals impact transportation corridors where the MPO/TPO has identified needed transportation improvements in their Long Range Transportation Plan and have prioritized projects.

As opportunities for local funds through developer contributions are presented, it will be important to combine these funds with public sector dollars to deliver needed projects in partnership and meet the requirements of the State's growth management laws. The Department is expected to engage MPO/TPO staff and/or committees in their existing processes for considering privately eligible or available funds on prioritized projects, or advancing projects that may have significant partnership funds.

## **APPENDIX E: STATEMENTS AND ASSURANCES**

### DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510

- (1) The Volusia Transportation Planning Organization/Volusia County MPO hereby certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and,
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.
- (2) The Volusia Transportation Planning Organization/Volusia County MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

  
\_\_\_\_\_  
Joie Alexander, Volusia TPO/Volusia County MPO Chairman

  
\_\_\_\_\_  
Date

### **DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Volusia Transportation Planning Organization/Volusia County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of TPO/MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Volusia TPO/Volusia County MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Volusia TPO/Volusia County MPO in a non-discriminatory environment.

The Volusia TPO/Volusia County MPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

  
\_\_\_\_\_  
Joie Alexander, Volusia TPO/Volusia County MPO Chairman

  
\_\_\_\_\_  
Date

**CERTIFICATION of Restrictions on LOBBYING**  
**for**  
**CONTRACTS, GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Volusia Transportation Planning Organization/Volusia County MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Volusia TPO/Volusia County MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Volusia TPO/Volusia County MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

  
\_\_\_\_\_  
Joie Alexander, Volusia TPO/Volusia County MPO Chairman

  
\_\_\_\_\_  
Date

## TITLE VI NONDISCRIMINATION AGREEMENT

The Volusia Transportation Planning Organization/Volusia County MPO assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Volusia TPO/Volusia County MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.



Joie Alexander, Volusia TPO/Volusia County MPO Chairman



Date

## **APPENDIX A - Title VI Nondiscrimination Policy Statement**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

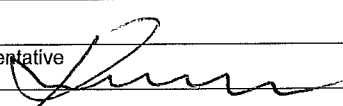
- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such



action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **APPENDIX F: SECTION 5303 GRANT APPLICATION**

**APPLICATION FOR FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b> April 27, 2010	Applicant Identifier
			<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
			<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>				
Legal Name: Volusia Transportation Planning Organization			Organizational Unit: Department:	
Organizational DUNS:			Division:	
<b>Address:</b> Street: 2570 West International Speedway Boulevard, Suite 120			<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
City: Daytona Beach			Prefix: Mr.	First Name: Karl
County: Volusia			Middle Name D.	
State: Florida			Last Name Welzenbach	
Zip Code 32114-8145			Suffix:	
Country: USA			Email: kwelzenbach@co.volusia.fl.us	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 59-3512405			Phone Number (give area code) 386-226-0422	Fax Number (give area code) 386-226-0422
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>			<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify) MPO	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 20-505			<b>9. NAME OF FEDERAL AGENCY:</b> Federal Transit Administration	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Flagler County, Volusia County, Flagler Beach, Beverly Beach			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
<b>13. PROPOSED PROJECT</b> Start Date: 12/01/10			<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 3rd, 7th, 24th	
Ending Date: 11/30/11			b. Project 3rd, 7th, 24th	
<b>15. ESTIMATED FUNDING:</b>			<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$	152,443 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$	<sup>00</sup>	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$	19,055 <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$	19,055 <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
e. Other	\$	<sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$	<sup>00</sup>		
g. TOTAL	\$	190,533 <sup>00</sup>		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
<b>a. Authorized Representative</b>				
Prefix Mr.		First Name Karl		Middle Name D.
Last Name Welzenbach			Suffix	
b. Title Executive Director			c. Telephone Number (give area code) 386-226-0422	
d. Signature of Authorized Representative 			e. Date Signed 5/18/10	

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Prescribed by OMB Circular A-102

**SECTION 5303**

**APPROVED PROJECT BUDGET for FY 2010-11**

Project No. \_\_\_\_\_  
 Grantee: Volusia TPO  
 \_\_\_\_\_

Budget No. 1

**Technical Classifications:**

44.21.00	Program Support and Administration	\$6,326
44.22.00	General Development and Comprehensive Planning	11,090
44.23.01	Long Range Transportation Planning-System Level	9,070
44.23.02	Long Range Transportation Planning-Project Level	9,070
44.24.00	Short Range Transportation Planning	4,630
44.25.00	Transportation Improvement Program	4,630
44.26.00	Planning Emphasis Areas	20,027
44.26.12	Coordination of Non-Emergency Human Service Transportation	39,715
44.26.13	Participation of Transit Operations in Metropolitan Planning	30,488
44.26.14	Planning for Transit Systems Mgt/Opr to increase Ridership	1,162
44.26.15	Support Transit Capital Investments Decisions through Planning	1,162
44.26.16	Incorporating Safety & Security in Transp. Planning	6,936
44.27.00	Other Activities (Identify)	46,247
	<b>Total Net Project Cost</b>	<u><u>\$190,553</u></u>

**Accounting Classifications**

44.30.01	Personnel	\$85,141
44.30.02	Fringe Benefits	16,279
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	36,800
44.30.07	Other	15,000
44.30.08	Indirect Charges	37,333
	<b>Total Net Project Cost</b>	<u>\$190,553</u>

**Fund Allocations:**

44.40.01	MPO Activities	\$190,553
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
	<b>Total Net Project Cost</b>	<u><u>\$190,553</u></u>
	Federal Share	80% \$152,443
	Local Share	20% 38,110

Accounting  
Classification  
 91.37.08.8P-2

FPC                      Description  
 O2                              Technical Studies-Planning

Amount  
 \$190,553

**SECTION 5303**

**APPROVED PROJECT BUDGET for FY 2009-10  
FTA Funds Only**

Project No. \_\_\_\_\_  
 Grantee: Volusia TPO  
 \_\_\_\_\_

Budget No. 1

**Technical Classifications:**

44.21.00	Program Support and Administration	\$5,061
44.22.00	General Development and Comprehensive Planning	8,872
44.23.01	Long Range Transportation Planning-System Level	7,256
44.23.02	Long Range Transportation Planning-Project Level	7,256
44.24.00	Short Range Transportation Planning	3,704
44.25.00	Transportation Improvement Program	3,704
44.26.00	Planning Emphasis Areas	16,022
44.26.12	Coordination of Non-Emergency Human Service Transportation	31,772
44.26.13	Participation of Transit Operations in Metropolitan Planning	24,390
44.26.14	Planning for Transit Systems Mgt/Opr to increase Ridership	930
44.26.15	Support Transit Capital Investments Decisions through Planning	930
44.26.16	Incorporating Safety & Security in Transp. Planning	5,549
44.27.00	Other Activities (Identify)	<u>36,997</u>
<b>Total Net Project Cost</b>		<b><u><u>\$152,443</u></u></b>

**Accounting Classifications**

44.30.01	Personnel	\$68,113
44.30.02	Fringe Benefits	13,023
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	29,440
44.30.07	Other	12,000
44.30.08	Indirect Charges	<u>29,867</u>
<b>Total Net Project Cost</b>		<b><u><u>\$152,443</u></u></b>

**Fund Allocations:**

44.40.01	MPO Activities	\$152,443
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
<b>Total Net Project Cost</b>		<b><u><u>\$152,443</u></u></b>

<u>Accounting Classification</u>	<u>FPC</u>	<u>Description</u>	<u>Amount</u>
91.37.08.8P-2	O2	Technical Studies-Planning	\$152,443



PART III - BUDGET SUMMARY

SECTION A - BUDGET SUMMARY

Grant Program, Function, or Activity (a)	Federal Catalog Number (b)	Estimated Unobligated Funds		New or Revised Budgets		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. FTA Section 5303				\$152,443	\$38,110	\$190,553
2.						
3.						
4.						
5. TOTALS				\$152,443	\$38,110	\$190,553

SECTION B - BUDGET CATEGORIES

Object Class Categories	Grant Program, Function, or Activity			Total (5)
	(1)	(2)	(3)	
6. a. Personnel	\$85,141			\$85,141
b. Fringe Benefits	16,279			16,279
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual	36,800			36,800
g. Construction				
h. Other	15,000			15,000
i. Total Direct Charges				
j. Indirect Charges	37,333			37,333
k. TOTALS	\$190,553			\$190,553
7. Program Income				

**PART III - BUDGET INFORMATION**

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. FTA Section 5303	\$19,055	\$19,055		\$38,110
9.				
10.				
11.				
12. TOTALS	\$19,055	\$19,055		\$38,110

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
13. Federal	\$152,443	\$38,110	\$38,111	\$38,111	\$38,111
14. Non-Federal	\$38,110	9,527	9,528	9,527	9,528
15. TOTALS	\$190,553	\$47,637	\$47,639	\$47,638	\$47,639

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	Future Funding Period (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.					
17.					
18.					
19.					
20. TOTALS					

**SECTION F - OTHER BUDGET INFORMATION**

(Attach Additional Sheets if Necessary)

21. Direct Charges
22. Indirect Charges
23. Remarks



Appendix A

**FEDERAL FISCAL YEAR 2011 FTA CERTIFICATIONS AND ASSURANCES**

(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

**Name of Applicant:** Volusia Transportation Planning Organization

**Name and relationship of Authorized Representative:** Karl D. Welzenbach, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2010/11.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2010/11.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 USC 3801 *et seq*, as implemented by US DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal fraud provisions of 18 USC 1001 apply to any certification, assurance, or submission made in connection with the Urbanized Area Formula Program, 49 USC 5307, and may apply to any other certification, assurance, or submission made in connection with any other program administered by FTA.

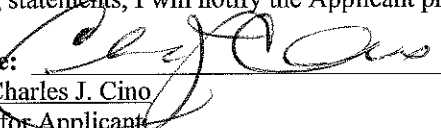
In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and another statements made by me on behalf of the Applicant are true and correct.

Signature:  Date: 5/18/10  
Name: Karl D. Welzenbach  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant) Volusia Transportation Planning Organization

As the undersigned legal counsel for the above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project. Furthermore, if I become aware of circumstances that change the accuracy of the foregoing statements, I will notify the Applicant promptly, which may so inform FTA.

Signature:  Date: 5/18/10  
Name: Charles J. Cino  
Attorney for Applicant

Each Applicant for FTA financial assistance (except 49 USC 5312 (b) assistance) and each FTA Grantee with an active capital or formula project must provide an Attorney's affirmation of the Applicant's legal capacity. The Applicant may enter its PIN number in lieu of the electronic signature of its Attorney, provided the Applicant has on file this Affirmation of its Attorney in writing dated this Federal fiscal year.

**FEDERAL FISCAL YEAR 2011 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**  
*(Signature page alternative to providing Certifications and Assurances in TEAM-Web)*

**Name of Applicant:** Volusia Transportation Planning Organization (TPO)

**The Applicant agrees to comply with applicable provisions of Categories 01 – 24.   X**

OR

**The Applicant agrees to comply with the applicable provisions of the following Categories it has selected:**

<u>Category</u>	<u>Description</u>	
01.	Assurances Requires For Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement Compliance.	_____
04.	Protections For Private Providers of Public Transportation.	_____
05.	Public Hearing.	_____
06.	Acquisition of Rolling Stock For Use in Revenue Service.	_____
07.	Acquisition of Capital Assets by Lease.	_____
08.	Bus Testing.	_____
09.	Charter Service Agreement.	_____
10.	School Transportation Agreement.	_____
11.	Demand Responsive Service.	_____
12.	Alcohol Misuse and Prohibited Drug Use.	_____
13.	Interest and Other Financing Costs.	_____
14.	Intelligent Transportation Systems.	_____
15.	Urbanized Area Formula Program.	_____
16.	Clean Fuels Grant Program.	_____
17.	Elderly Individuals and Individuals with Disabilities Formula Program and Pilot Program.	_____
18.	Nonurbanized Area Formula Program for States.	_____
19.	Job Access and Reverse Commute Program.	_____
20.	New Freedom Program.	_____
21.	Paul S. Sarbanes Transit in Parks Program.	_____
22.	Tribal Transit Program.	_____
23.	Infrastructure Finance Projects.	_____
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.	_____

## **APPENDIX G: JOINT PARTICIPATION AGREEMENTS**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**JOINT PARTICIPATION AGREEMENT**

Financial Project No.: 420639-1-14-19 <small>(Item-segment-phase-sequence)</small>	Fund: 010 Function: 615 Federal No.: FL-80-X019 DUNS No.: 80-939-7102	FLAIR Category: 088774 Object Code: 790004 Org. Code: 550-520-00-531 Vendor No.: F593-512-405-002
Contract No.: <u>APU36</u>	CFDA Number: 20.505	CSFA Number: n/a

THIS AGREEMENT, made and entered into this 3<sup>rd</sup> day of February, 2010,  
 by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION; an agency of the State of Florida,  
 hereinafter referred to as the Department, and Volusia County Metropolitan Planning Organization  
2570 W. International Speedway Blvd. Suite 120, Daytona Beach, FL 32114-8145  
 hereinafter referred to as Agency. The Department and Agency agree that all terms of this Agreement will be completed  
 on or before May 30, 2011 and this Agreement will expire unless a time extension is provided  
 in accordance with Section 18.00.

WITNESSETH:

WHEREAS, the Agency has the authority to enter into said Agreement and to undertake the project hereinafter described,  
 and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction including  
 the implementation of an integrated and balanced transportation system and is authorized under  
341.051 (1) (a)  
 Florida Statutes, to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree  
 as follows:

**1.00 Purpose of Agreement:** The purpose of this Agreement is  
 to participate in transit related task elements of Volusia County Metropolitan Planning Organization's Unified Planning  
 Work Program (UPWP) using pass through funds from the Federal Transit Administration Section 5303 Program and as  
 identified in the annual program application completed by the Agency and on file with the Department.

and as further described in Exhibit(s) A,B,C,D attached hereto and by this reference made a part  
 hereof, hereinafter referred to as the project, and to provide Departmental financial assistance to the Agency and state the  
 terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the  
 project will be undertaken and completed.

## 2.00 Accomplishment of the Project

**2.10 General Requirements:** The Agency shall commence, and complete the project as described in Exhibit "A" attached hereto and by this reference made a part hereof this Agreement, with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws.

**2.20 Pursuant to Federal, State, and Local Law:** In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is requisite under applicable law to enable the Agency to enter into this Agreement or to undertake the project hereunder, or to observe, assume or carry out any of the provisions of the Agreement, the Agency will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

**2.30 Funds of the Agency:** The Agency shall initiate and prosecute to completion all proceedings necessary including federal aid requirements to enable the Agency to provide the necessary funds for completion of the project.

**2.40 Submission of Proceedings, Contracts and Other Documents:** The Agency shall submit to the Department such data, reports, records, contracts and other documents relating to the project as the Department may require as listed in Exhibit "C" attached hereto and by this reference made a part hereof.

**3.00 Project Cost:** The total estimated cost of the project is \$ 206,057. This amount is based upon the estimate summarized in Exhibit "B" attached hereto and by this reference made a part hereof this Agreement. The Agency agrees to bear all expenses in excess of the total estimated cost of the project and any deficits involved.

**4.00 Department Participation:** The Department agrees to maximum participation, including contingencies, in the project in the amount of \$ 185,451 as detailed in Exhibit "B", or in an amount equal to the percentage(s) of total project cost shown in Exhibit "B", whichever is less.

**4.10 Project Cost Eligibility :** Project costs eligible for State participation will be allowed only from the effective date of this agreement. It is understood that State participation in eligible project costs is subject to:

- (a) Legislative approval of the Department's appropriation request in the adopted work program year that the project is scheduled to be committed;
- (b) Availability of funds as stated in Section 17.00 of this Agreement;
- (c) Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement;
- (d) Department approval of the project scope and budget (Exhibits A & B) at the time appropriation authority becomes available.

**4.20 Front End Funding :** Front end funding  is  is not applicable. If applicable, the Department may initially pay 100% of the total allowable incurred project costs up to an amount equal to its total share of participation as shown in paragraph 4.00.

**5.00 Retainage :** Retainage  is  is not applicable. If applicable, n/a percent of the Department's total share of participation as shown in paragraph 4.00 is to be held in retainage to be disbursed, at the Department's discretion, on or before the completion of the final project audit.

## **6.00 Project Budget and Payment Provisions:**

**6.10 The Project Budget:** A project budget shall be prepared by the Agency and approved by the Department. The Agency shall maintain said budget, carry out the project and shall incur obligations against and make disbursements of project funds only in conformity with the latest approved budget for the project. No budget increase or decrease shall be effective unless it complies with fund participation requirements established in Section 4.00 of this Agreement and is approved by the Department Comptroller.

**6.20 Payment Provisions:** Unless otherwise allowed under Section 4.20, payment will begin in the year the project or project phase is scheduled in the work program as of the date of the agreement. Payment will be made for actual costs incurred as of the date the invoice is submitted with the final payment due upon receipt of a final invoice.

## **7.00 Accounting Records:**

**7.10 Establishment and Maintenance of Accounting Records:** The Agency shall establish for the project, in conformity with requirements established by Department's program guidelines/procedures and "Principles for State and Local Governments", separate accounts to be maintained within its existing accounting system or establish independent accounts. Such accounts are referred to herein collectively as the "project account". Documentation of the project account shall be made available to the Department upon request any time during the period of the Agreement and for three years after final payment is made.

**7.20 Funds Received Or Made Available for The Project:** The Agency shall appropriately record in the project account, and deposit in a bank or trust company which is a member of the Federal Deposit Insurance Corporation, all payments received by it from the Department pursuant to this Agreement and all other funds provided for, accruing to, or otherwise received on account of the project, which Department payments and other funds are herein collectively referred to as "project funds". The Agency shall require depositories of project funds to secure continuously and fully all project funds in excess of the amounts insured under federal plans, or under State plans which have been approved for the deposit of project funds by the Department, by the deposit or setting aside of collateral of the types and in the manner as prescribed by State Law for the security of public funds, or as approved by the Department.

**7.30 Costs Incurred for the Project:** The Agency shall charge to the project account all eligible costs of the project. Costs in excess of the latest approved budget or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs.

**7.40 Documentation of Project Costs:** All costs charged to the project, including any approved services contributed by the Agency or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges.

**7.50 Checks, Orders, and Vouchers:** Any check or order drawn by the Agency with respect to any item which is or will be chargeable against the project account will be drawn only in accordance with a properly signed voucher then on file in the office of the Agency stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other such documents.

**7.60 Audit Reports:** In addition to the requirements below, the Agency agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department, including but not limited to site visits and limited scope audits. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the State Comptroller or Auditor General. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of three years from the date the audit report is issued, and shall allow the Department access to such records and working papers upon request. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency inspector general, the Auditor General, or any other state official.

The Agency shall comply with all audit and audit reporting requirements as specified in Exhibit "D" attached hereto and by this reference made a part hereof this Agreement.

**7.61 Monitoring:** In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, Florida Statutes, (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, and/or other procedures. The Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Agency is appropriate, the Agency agrees to comply with any additional instructions provided by the Department staff to the Agency regarding such audit. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by FDOT's Office of Inspector General (OIG) and Florida's Chief Financial Officer (CFO) or Auditor General.

#### **7.62 Audits:**

**Part I Federally Funded:** If the Agency is a state, local government, or non-profit organizations as defined in OMB Circular A-133 and a recipient of federal funds, the following annual audit criteria will apply:

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "D" to this agreement indicates Federal resources awarded through the Department by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, Paragraph 1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133.
3. If the recipient expends less than the amount in Part I, Paragraph 1., an audit conducted in accordance with the provisions of OMB Circular A-133, is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from resources obtained from other than Federal entities.
4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

**Part II State Funded:** If the Agency is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes, and a recipient of state funds, the following annual audit criteria will apply:

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "D" to this agreement indicates state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, Paragraph 1., the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes; and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than the amount in Part II, Paragraph 1., such audit is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from the recipient's resources obtained from nonstate entities.
4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

### Part III Other Audit Requirements

1. The Agency shall follow-up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

2. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Department Comptroller, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

### Part IV Report Submission

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Section 7.622 Part I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, by or on behalf of the recipient directly to each of the following:

A. The Department at each of the following addresses:

FDOT  
Attention: Dianne Peak  
719 Woodland Blvd.  
Deland, FL 32720

B. The number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, submitted to the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133.

2. In the event that a copy of the reporting package for an audit required by Section 7.62 Part I of this Agreement and conducted in accordance with OMB Circular A-133 is not required to be submitted to the Department for reasons pursuant to section .320 (e)(2), OMB Circular A-133, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient's audited schedule of expenditures of Federal awards directly to each of the following:

FDOT  
Attention: Dianne Peak  
719 Woodland Blvd.  
Deland, FL 32720

In addition, pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, and any management letters issued by the auditor, to the Department at each of the following addresses:

FDOT  
Attention: Dianne Peak  
719 Woodland Blvd.  
Deland, FL 32720



3. Copies of financial reporting packages required by Section 7.62 Part II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department at each of the following addresses:

FDOT  
Attention: Dianne Peak  
719 Woodland Blvd.  
Deland, FL 32720

B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by Section 7.62 Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:

A. The Department at each of the following addresses:

FDOT  
Attention: Dianne Peak  
719 Woodland Blvd.

5. Any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Section 215.97, Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

**7.63 Record Retention:** The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least five years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO or Auditor General access to such records upon request. The Agency shall ensure that the independent audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Department. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Participant's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.

**7.64 Other Requirements:** If an audit discloses any significant audit findings related to any award, including material noncompliance with individual project compliance requirements or reportable conditions in internal controls of the Agency, the Agency shall submit as part of the audit package to the Department a plan for corrective action to eliminate such audit findings or a statement describing the reasons that corrective action is not necessary. The Agency shall take timely and appropriate corrective action to any audit findings, recommendations, and corrective action plans.

**7.65 Insurance:** Execution of this Joint Participation Agreement constitutes a certification that the Agency has and will maintain the ability to repair or replace any project equipment or facilities in the event of loss or damage due to any accident or casualty for the useful life of such equipment or facilities. In the event of the loss of such equipment or facilities, the Agency shall either replace the equipment or facilities or reimburse the Department to the extent of its interest in the lost equipment or facility. In the event this Agreement is for purchase of land or for the construction of infrastructure such as airport runways the Department may waive or modify this section.

#### **8.00 Requisitions and Payments:**

**8.10 Action by the Agency:** In order to obtain any Department funds, the Agency shall file with the Department of Transportation, District Five Public Transportation Office 133 S. Semoran Blvd. Orlando, FL, 32807 its requisition on a form or forms prescribed by the Department, and any other data pertaining to the project account (as defined in Paragraph 7.10 hereof) to justify and support the payment requisitions.

**8.11** Invoices for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

**8.12** Invoices for any travel expenses shall be submitted in accordance with Chapter 112.061, F.S. The Department may establish rates lower than the maximum provided in Chapter 112.061, F.S.

**8.13** For real property acquired, submit;

- (a) the date the Agency acquired the real property,
- (b) a statement by the Agency certifying that the Agency has acquired said real property, and actual consideration paid for real property.
- (c) a statement by the Agency certifying that the appraisal and acquisition of the real property together with any attendant relocation of occupants was accomplished in compliance with all federal laws, rules and procedures required by any federal oversight agency and with all state laws, rules and procedures that may apply to the Agency acquiring the real property.

**8.20 The Department's Obligations:** Subject to other provisions hereof, the Department will honor such requisitions in amounts and at times deemed by the Department to be proper to ensure the carrying out of the project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment on the project if:

**8.21 Misrepresentation:** The Agency shall have made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof, or in or with respect to any document or data furnished therewith or pursuant hereto;

**8.22 Litigation:** There is then pending litigation with respect to the performance by the Agency of any of its duties or obligations which may jeopardize or adversely affect the project, the Agreement, or payments to the project;

**8.23 Approval by Department:** The Agency shall have taken any action pertaining to the project which, under this agreement, requires the approval of the Department or has made related expenditures or incurred related obligations without having been advised by the Department that same are approved;

**8.24 Conflict of Interests:** There has been any violation of the conflict of interest provisions contained herein;  
or

**8.25 Default:** The Agency has been determined by the Department to be in default under any of the provisions of the Agreement.

**8.26 Federal Participation (If Applicable):** Any federal agency providing federal financial assistance to the project suspends or terminates federal financial assistance to the project. In the event of suspension or termination of federal financial assistance, the Agency will reimburse the Department for all disallowed costs, including any and all federal financial assistance as detailed in Exhibit "B."

**8.30 Disallowed Costs:** In determining the amount of the payment, prior to receipt of annual notification of funds availability, the Department will exclude all projects costs incurred by the Agency prior to the effective date of this Agreement, costs which are not provided for in the latest approved budget for the project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

**8.40 Payment Offset:** If, after project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this agreement, the Department may offset such amount from payments due for work or services done under any public transportation joint participation agreement which it has with the Agency owing such amount if, upon demand, payment of the amount is not made within sixty (60) days to the Department. Offsetting amounts shall not be considered a breach of contract by the Department.

#### **9.00 Termination or Suspension of Project:**

**9.10 Termination or Suspension Generally:** If the Agency abandons or, before completion, finally discontinues the project; or if, by reason of any of the events or conditions set forth in Sections 8.21 to 8.26 inclusive, or for any other reason, the commencement, prosecution, or timely completion of the project by the Agency is rendered improbable, infeasible, impossible, or illegal, the Department will, by written notice to the Agency, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Department may terminate any or all of its obligations under this Agreement.

**9.11 Action Subsequent to Notice of Termination or Suspension.** Upon receipt of any final termination or suspension notice under this paragraph, the Agency shall proceed promptly to carry out the actions required therein which may include any or all of the following: (1) necessary action to terminate or suspend, as the case may be, project activities and contracts and such other action as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed; (2) furnish a statement of the project activities and contracts, and other undertakings the cost of which are otherwise includable as project costs; and (3) remit to the Department such portion of the financing and any advance payment previously received as is determined by the Department to be due under the provisions of the Agreement. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and budget as approved by the Department or upon the basis of terms and conditions imposed by the Department upon the failure of the Agency to furnish the schedule, plan, and budget within a reasonable time. The approval of a remittance by the Agency or the closing out of federal financial participation in the project shall not constitute a waiver of any claim which the Department may otherwise have arising out of this Agreement.

**9.12** The Department reserves the right to unilaterally cancel this Agreement for refusal by the contractor or Agency to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S. and made or received in conjunction with this Agreement.

**10.00 Remission of Project Account Upon Completion of Project:** Upon completion of the project, and after payment, provision for payment, or reimbursement of all project costs payable from the project account is made, the Agency shall remit to the Department its share of any unexpended balance in the project account.

**11.00 Audit and Inspection:** The Agency shall permit, and shall require its contractors to permit, the Department's authorized representatives to inspect all work, materials, payrolls, records; and to audit the books, records and accounts pertaining to the financing and development of the project.

#### **12.00 Contracts of the Agency:**

**12.10 Third Party Agreements:** Except as otherwise authorized in writing by the Department, the Agency shall not execute any contract or obligate itself in any manner requiring the disbursement of Department joint participation funds, including consultant, construction or purchase of commodities contracts or amendments thereto, with any third party with respect to the project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department as provided in Section 8.23. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same.

**12.20 Compliance with Consultants' Competitive Negotiation Act:** It is understood and agreed by the parties hereto that participation by the Department in a project with an Agency, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Agency complying in full with provisions of Chapter 287, F.S., Consultants' Competitive Negotiation Act. At the discretion of the Department, the Agency will involve the Department in the Consultant Selection Process for all contracts. In all cases, the Agency's Attorney shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

**12.30 Disadvantaged Business Enterprise (DBE) Policy and Obligation:**

**12.31 DBE Policy:** It is the policy of the Department that disadvantaged business enterprises as defined in 49 CFR Part 26, as amended, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of 49 CFR Part 26, as amended, apply to this Agreement.

**12.32 DBE Obligation:** The Agency and its contractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the maximum opportunity to participate in the performance of contracts and this Agreement. In this regard, all recipients, and contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26, as amended, to ensure that the Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Grantees, recipients and their contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of Department assisted contracts.

**12.40** The Agency agrees to report any reasonable cause notice of noncompliance based on 49 CFR Part 26 filed under this section to the Department within 30 days of receipt by the Agency.

**13.00 Restrictions, Prohibitions, Controls, and Labor Provisions:**

**13.10 Equal Employment Opportunity:** In connection with the carrying out of any project, the Agency shall not discriminate against any employee or applicant for employment because of race, age, creed, color, sex or national origin. The Agency will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development or operation of the project, except contracts for standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. When the project involves installation, construction, demolition, removal, site improvement, or similar work, the Agency shall post, in conspicuous places available to employees and applicants for employment for project work, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

**13.20 Title VI - Civil Rights Act of 1964:** Execution of this Joint Participation Agreement constitutes a certification that the Agency will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et. seq.), the Regulations of the Federal Department of Transportation issued thereunder, and the assurance by the Agency pursuant thereto.

**13.30 Title VIII - Civil Rights Act of 1968:** Execution of this Joint Participation Agreement constitutes a certification that the Agency will comply with all the requirements imposed by Title VIII of the Civil Rights Act of 1968, 42 USC 3601, et seq., which among other things, prohibits discrimination in housing on the basis of race, color, national origin, creed, sex, and age.

**13.40 Americans with Disabilities Act of 1990 (ADA):** Execution of this Joint Participation Agreement constitutes a certification that the Agency will comply with all the requirements imposed by the ADA (42 U.S.C. 12102, et. seq.), the regulations of the federal government issued thereunder, and the assurance by the Agency pursuant thereto.

**13.50 Prohibited Interests:** The Agency shall not enter into a contract or arrangement in connection with the project or any property included or planned to be included in the project, with any officer, director or employee of the Agency, or any business entity of which the officer, director or employee or the officer's, director's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer, director or employee or the officer's, director's or employee's spouse or child, or any combination of them, has a material interest.

"Material Interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity.

The Agency shall not enter into any contract or arrangement in connection with the project or any property included or planned to be included in the project, with any person or entity who was represented before the Agency by any person who at any time during the immediately preceding two years was an officer, director or employee of the Agency.

The provisions of this subsection shall not be applicable to any agreement between the Agency and its fiscal depositories, any agreement for utility services the rates for which are fixed or controlled by the government, or any agreement between the Agency and an agency of state government.

**13.60 Interest of Members of, or Delegates to, Congress:** No member or delegate to the Congress of the United States shall be admitted to any share or part of the Agreement or any benefit arising therefrom.

#### **14.00 Miscellaneous Provisions:**

**14.10 Environmental Pollution:** Execution of this Joint Participation Agreement constitutes a certification by the Agency that the project will be carried out in conformance with all applicable environmental regulations including the securing of any applicable permits. The Agency will be solely responsible for any liability in the event of non-compliance with applicable environmental regulations, including the securing of any applicable permits, and will reimburse the Department for any loss incurred in connection therewith.

**14.20 Department Not Obligated to Third Parties:** The Department shall not be obligated or liable hereunder to any party other than the Agency.

**14.30 When Rights and Remedies Not Waived:** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist, on the part of the Agency, and the making of such payment by the Department while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

**14.40 How Agreement Is Affected by Provisions Being Held Invalid:** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

**14.50 Bonus or Commission:** By execution of the Agreement the Agency represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

**14.60 State or Territorial Law:** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law: Provided, that if any of the provisions of the Agreement violate any applicable State law, the Agency will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the project.

**14.70 Use and Maintenance of Project Facilities and Equipment:** The Agency agrees that the project facilities and equipment will be used by the Agency to provide or support public transportation for the period of the useful life of such facilities and equipment as determined in accordance with general accounting principles and approved by the Department. The Agency further agrees to maintain the project facilities and equipment in good working order for the useful life of said facilities or equipment.

**14.71 Property Records:** The Agency agrees to maintain property records, conduct physical inventories and develop control systems as required by 49 CFR Part 18, when applicable.

**14.80 Disposal of Project Facilities or Equipment:** If the Agency disposes of any project facility or equipment during its useful life for any purpose except its replacement with like facility or equipment for public transportation use, the Agency will comply with the terms of 49 CFR Part 18 relating to property management standards. The Agency agrees to remit to the Department a proportional amount of the proceeds from the disposal of the facility or equipment. Said proportional amount shall be determined on the basis of the ratio of the Department financing of the facility or equipment as provided in this Agreement.

**14.90 Contractual Indemnity:** To the extent provided by law, the Agency shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the Agency, its agents, or employees, during the performance of the Agreement, except that neither the Agency, its agents, or its employees will be liable under this paragraph for any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by the Department or any of its officers, agents, or employees during the performance of the Agreement.

When the Department receives a notice of claim for damages that may have been caused by the Agency in the performance of services required under this Agreement, the Department will immediately forward the claim to the Agency. The Agency and the Department will evaluate the claim and report their findings to each other within fourteen (14) working days and will jointly discuss options in defending the claim. After reviewing the claim, the Department will determine whether to require the participation of the Agency in the defense of the claim or to require that the Agency defend the Department in such claim as described in this section. The Department's failure to promptly notify the Agency of a claim shall not act as a waiver of any right herein to require the participation in or defense of the claim by Agency. The Department and the Agency will each pay its own expenses for the evaluation, settlement negotiations, and trial, if any. However, if only one party participates in the defense of the claim at trial, that party is responsible for all expenses at trial.

**15.00 Plans and Specifications:** In the event that this Agreement involves the purchasing of capital equipment or the constructing and equipping of facilities, the Agency shall submit to the Department for approval all appropriate plans and specifications covering the project. The Department will review all plans and specifications and will issue to the Agency written approval with any approved portions of the project and comments or recommendations concerning any remainder of the project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Agency written approval with said remainder of the project. Failure to obtain this written approval shall be sufficient cause for nonpayment by the Department as provided in 8.23.

**16.00 Project Completion, Agency Certification:** The Agency will certify in writing on or attached to the final invoice, that the project was completed in accordance with applicable plans and specifications, is in place on the Agency facility, that adequate title is in the Agency and that the project is accepted by the Agency as suitable for the intended purpose.

**17.00 Appropriation of Funds:**

**17.10** The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

**17.20 Multi-Year Commitment:** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Chapter 339.135(6)(a), F.S., are hereby incorporated: "(a) The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of 25,000 dollars and which have a term for a period of more than 1 year."

**18.00 Expiration of Agreement:** The Agency agrees to complete the project on or before May 30, 2011. If the Agency does not complete the project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the District Director of Transportation Development. Expiration of this Agreement will be considered termination of the project and the procedure established in Section 9.00 of this Agreement shall be initiated.

**18.10 Final Invoice:** The Agency must submit the final invoice on this project to the Department within 120 days after the expiration of this Agreement. Invoices submitted after the 120 day time period will not be paid.

**19.00 Agreement Format:** All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

**20.00 Execution of Agreement:** This Agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one in the same instrument.

#### **21.00 Restrictions on Lobbying:**

**21.10 Federal:** The Agency agrees that no federal appropriated funds have been paid or will be paid by or on behalf of the Agency, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid by the Agency to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Joint Participation Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Agency shall require that the language of this section be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**21.20 State:** No funds received pursuant to this contract may be expended for lobbying the Legislature or a state agency.

**22.00 Vendors Rights:** Vendors (in this document identified as Agency) providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services unless the bid specifications, purchase order or contract specifies otherwise. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

If a payment is not available within 40 days after receipt of the invoice and receipt, inspection and approval of goods and services, a separate interest penalty in accordance with Section 215.422(3)(b), F.S. will be due and payable, in addition to the invoice amount to the Agency. The interest penalty provision applies after a 35 day time period to health care providers, as defined by rule. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices which have to be returned to an Agency because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from the Department. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Hotline, 877-693-5236.

**23.00 Public Entity Crime:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S. for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**24.00 Discrimination:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.



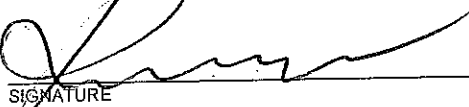
Financial Project No. 420639-1-14-19  
Contract No. APU36  
Agreement Date 2-3-2010

IN WITNESS WHEREOF, the parties hereto have caused these presents be executed, the day and year first above written.

AGENCY

Volusia County Metropolitan Planning Organization  
AGENCY NAME

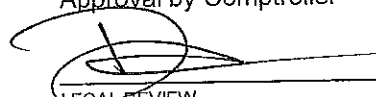
Karl D. Welzenbach  
SIGNATORY (PRINTED OR TYPED)

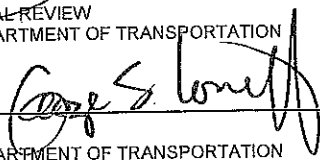
  
SIGNATURE

Executive Director  
TITLE

FDOT

See attached Encumbrance Form for date of Funding  
Approval by Comptroller

  
LEGAL REVIEW  
DEPARTMENT OF TRANSPORTATION

  
DEPARTMENT OF TRANSPORTATION

District Director of Transportation Development  
TITLE

## EXHIBIT "A"

### PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida Department of Transportation and Volusia Metropolitan Planning Organization, 2570 W. International Speedway Blvd. Suite 120, Daytona Beach, FL 32114-8145, dated 2-3-10.

#### PROJECT LOCATION:

Volusia County Metropolitan Planning Organization  
2570 W. International Speedway Blvd. Suite 120  
Daytona Beach, FL 32114-8145

Mr. Karl D. Welzenbach  
Executive Director

(386) 322-5160 Ext. 314

#### PROJECT DESCRIPTION:

This project consists of a Federal Transit Administration Section 5303 grant and State matching fund to provide funding for transit planning as outlined in year two of the Volusia County MPO/FY 2008/2009 UPWP.

#### SPECIAL CONSIDERATIONS BY AGENCY:

The audit report(s) required in paragraph 7.60 of the Agreement shall include a schedule of project assistance that will reflect the Department's contract number, Financial Management Number and the Federal Identification number, where applicable, and the amount of state funding action (receipt and disbursement of funds) and any federal or local funding action and the funding action from any other source with respect to the project.

#### SPECIAL CONSIDERATIONS BY DEPARTMENT:

N/A

**EXHIBIT "B"**  
**PROJECT BUDGET**

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and Volusia Metropolitan Planning Organization, 2570 W. International Speedway Blvd. Suite 120, Daytona Beach, FL 32114-8145, dated 2-3-10.

I. PROJECT COST:  
 Transit related UPWP Task Elements \$ 206,057

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TOTAL PROJECT COST: \$ 206,057

II. PARTICIPATION:

Maximum Federal Participation  
 FTA, FAA ( %) or \$  
 Agency Participation  
 In-Kind ( %) \$  
 Cash ( 10%) \$ 20,606  
 Other ( %) \$

Maximum Department Participation,  
 Primary  
~~(DS)(DPTO)(DDR)(DIM)(PORT)~~ ( 10%) or \$ 20,606  
 Federal Reimbursable (DU)(~~FRA~~)(~~DFTA~~)( 80%) or \$ 164,845  
 Local Reimbursable (DL) ( %) or \$

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TOTAL PROJECT COST \$ 206,057

## EXHIBIT "C"

### Section 5303

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and Volusia Metropolitan Planning Organization, 2570 W. International Speedway Blvd. Suite 120, Daytona Beach, FL 32114-8145, dated 2-3-10.

This Agreement is in conformance with Section 5303 of the Federal Transit Act (49 U.S.C. 5303) and chapter 341 Florida Statutes.

The Metropolitan Planning Organization (MPO) shall ensure adherence to the various Federal requirements documented in FTA (formerly UMTA) Circular C, 8100.1b, including Title VI of the Civil Rights Act of 1964, Disadvantaged Business Enterprise requirements, and the Americans with Disabilities Act of 1990, and all other federally required certifications and assurances made in its application to the Department for Section 5303 funds.

The MPO shall adhere to all applicable planning requirements established and set forth by the U.S. Department of Transportation, including development and timely submission of its Transportation Improvement Program (TIP) and annual/biennial element and Unified Planning Work Program (UPWP).

The MPO shall comply with any special conditions imposed by the Federal Transit Administration (FTA) as a condition of grant approval. Costs incurred prior to execution of this agreement can not be charged to the grant. Costs incurred by the MPO to prepare and file an application are not eligible project costs.

#### **Formula Information-**

This program is authorized under 49 U.S.C., Sections 5303 & 5313, and USDOT, FTA Circular C 8100.1B, *Program Guidance and Application Instructions for Metropolitan Planning Program Grants*, dated October 25, 1996, as amended. The Intermodal Surface Transportation Efficiency Act of 1991, as amended (ISTEA) has divided Metropolitan Planning Program (MPP) authorizations into two categories: 80 percent is designated for basic MPP work, with the remaining 20 percent designated for supplemental assistance. FTA combines both the basic and supplemental MPP assistance for each state when FTA publishes its annual apportionment notice in the Federal Register. The ISTEA also prescribes different formulas for apportioning and allocating basic and supplemental MPP assistance, as described below:

a. Basic MPP Assistance.

- (1) FTA apportions 80 percent of the available MPP assistance to the states, based on the ratio equal to the population in each state's urbanized areas divided by the total population in urbanized areas in all the states, as shown by the latest available decennial census prepared by the U.S. Bureau of the Census. If necessary, FTA is required to make

adjustments to that formula to assure that each state is apportioned a minimum amount of .5 percent of this 80 percent basic assistance.

- (2) Each state must then allocate its MPP assistance to its MPOs consistent with the FTA-approved formula the state has developed with its MPOs.

b. Supplemental MPP Assistance.

- (1) FTA then apportions the remaining 20 percent of the MPP assistance to the states to supplement costs experienced by MPOs in carrying out MPP activities. FTA's administrative formula for apportioning the remaining 20 percent focuses on the planning needs of the larger, more complex metropolitan areas.
- (2) The state must then allocate this supplemental MPP assistance consistent with a formula reflecting the additional costs its MPOs have experienced in carrying out the requisite planning, programming, and work selection necessary for the metropolitan area to comply with the various Federal transportation requirements.

Note particularly, that states must allocate to each of its MPOs at least as much MPP assistance as that MPO received in Federal fiscal year 1991. The Department uses the federally published allocations to program and make available the funding under the Section 5303 program to local agencies. The State program procedures Topic no. 725-030-040, Section 5303 Program, require the Districts to use the same federal allocations when preparing agreements with local agencies.

### **JPA Modifications**

1. Delete subparagraph 4.10 [c] in its entirety.
2. Add the following sentence at the end of the existing paragraph 7.40: "Such records shall be maintained by the Agency for five years after final payment and made available upon the Department's request."
3. Delete the following language from the end of paragraph 8.30: "and costs attributable to goods and services received under a contract or other arrangements which has not been approved in writing by the Department."
4. Delete paragraphs 12.10 and 12.20 in their entirety and replace it with the following language "It is understood and agreed by the parties hereto that participation by the Department in this project is contingent on the agency complying in full with all provisions of Chapter 287, Florida Statutes." Florida Counsel for the Agency shall provide written certification to the Department of the Agency's compliance with Chapter 287, prior to request for reimbursement.

## EXHIBIT D

### **Federal Resources Awarded to the Recipient Pursuant To This Agreement Consist Of The Following:**

**Federal Agency:** Federal Transit Administration, Department of Transportation

**Authorization:** 49 U.S.C. 5303

**CFDA #:** 20.505 Federal Transit Metropolitan Planning Grants

**Amount:** \$ 164,845

### **Compliance Requirement:**

#### **Allowed Activities:**

Activities assisted under this section may include preparation of transportation plans including transportation improvement programs and management systems; studies related to transportation management, operations, capital requirements, and economic feasibility; evaluation of previously funded capital projects; and other related activities in preparation for the construction, acquisition, or improved operation of transportation systems, facilities, and equipment

#### **Eligibility:**

##### **Applicant Eligibility**

Apportionments are made to the States for formula distribution to the Metropolitan Planning Organization to be used in urbanized areas within each State.

##### **Beneficiary Eligibility**

Apportionments are made to States for formula distribution to the Metropolitan Planning Organizations to be used in urbanized areas within each State.

### **Compliance Requirements Applicable To The Federal Resources Awarded Pursuant To This Agreement Are As Follows:**

The recipient of Formula Grants for Federal Transit Metropolitan Planning Grant funding must comply with the statutory requirements in 341.051 Florida Statutes, 49 USC 5303, and guidance of FTA Circular 8100.1B.

Poitras, Diane

From: The job FI989HLR
Sent: Wednesday, February 03, 2010 3:35 PM
To: Poitras, Diane
Subject: FUNDS APPROVAL/REVIEWED FOR CONTRACT APU36

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #APU36 Contract Type: AH Method of Procurement: G
Vendor Name: VOLUSIA COUNTY M
Vendor ID: VF593512405002
Beginning date of this Agmt: 02/05/10
Ending date of this Agmt: 05/30/11
Contract Total/Budgetary Ceiling: ct = \$185,451.00

\*\*\*\*\*

Description:
to participate in transit related task elements of Volusia C o MPO Unified Planning Work
Program (UPWP).

\*\*\*\*\*

ORG-CODE \*EO \*OBJECT \*AMOUNT \*FIN PROJECT \*FCT \*CFDA
(FISCAL YEAR) \*BUDGET ENTITY \*CATEGORY/CAT YEAR
AMENDMENT ID \*SEQ. \*USER ASSIGNED ID \*ENC LINE(6S)/STATUS
\*\*\*\*\*

Action: ORIGINAL Funds have been: APPROVED

55 052000531 \*PT \*790004 \* 185451.00 \*42063911419 \*615 \*20.505
2010 \*55100100 \*088774/10
0001 \*00 \* \*0001/04

-----
TOTAL AMOUNT: \*\$ 185,451.00 \*
-----

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 02/03/2010

**APPENDIX H:  
TECHNICAL COORDINATING COMMITTEE (TCC) & CITIZENS  
ADVISORY COMMITTEE (CAC) APPROVALS OF THE UPWP**



**April 20, 2010**  
**Technical Coordinating Committee (TCC)**  
**Meeting Minutes**

**Members Present:**

Fred Ferrell  
Arlene Smith  
Mike Holmes  
Dinelia Santana  
Pat Drosten  
Caryn Miller  
Doug Gutierrez  
Don Findell  
Jim Smith  
Jim Kerr  
Ric Goss  
Bill McCord  
John Dillard  
Melissa Booker  
Jon Cheney  
Mary Schoelzel  
Larry LaHue  
Marian Ridgeway  
Heather Blanck  
Karl Welzenbach (non-voting)

**Members Absent:**

Chad Lingenfelter (excused)  
Stewart Cruz  
Aref Joulani

**Others Present:**

Pamela Blankenship, Recording Secretary  
Jean Parlow  
Bob Keeth  
Stephan Harris  
Lois Bollenback  
Carole Hinkley  
Karen Adamson  
Courtney Miller

**Representing:**

Daytona Beach  
DB Int'l Airport  
DeLand  
Deltona  
Edgewater  
Flagler Beach  
Holly Hill  
Lake Helen  
Oak Hill/Pierson  
Orange City  
Ormond Beach  
Port Orange  
South Daytona  
VC Traffic Engineering  
VC Traffic Engineering  
FDOT District V  
VC EMS  
VC School Board  
Votran  
MPO Staff

**Representing:**

New Smyrna Beach  
Daytona Beach Shores  
Ponce Inlet

**Representing:**

MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
FDOT  
reTHINK

**I. Call to Order / Roll Call / Determination of Quorum**

The meeting of the Volusia County Metropolitan Planning Organization (MPO) Technical Coordinating Committee (TCC) was called to order at 3:02 p.m. by Chairman Doug Gutierrez. The roll was called and it was determined that a quorum was present.

**II. Consent Agenda**

**A) Approval of March 16, 2010 TCC Meeting Minutes**

**MOTION:** *Mr. McCord moved to approve the March 16, 2010 TCC meeting minutes. The motion was seconded by Mr. Holmes and carried unanimously.*

**III. Action Items**

**A) Review and Recommend Approval of Draft FY 2010/11 – 2011/12 Unified Planning Work Program**

Mr. Welzenbach explained that task 5.07, Traffic Engineering Assistance to Small Local Governments, has caused a great deal of controversy among the committees. The idea behind this task is to help the local communities that do not have the financial resources, aid them in developing project applications, help them identify the issues within their projects and work with them through the Work Program. He noted that the local governments that would be considered “small” include Flagler Beach, Beverly Beach, Oak Hill, Pierson and Lake Helen. The assistance that these cities would be provided would be at a reduced rate. He asked that the TCC include in their recommendation, that this task be left in the UPWP as a placeholder until the language can be refined. Mr. Welzenbach noted that Volusia County will only provide consultant services if the project is already in the Work Program. In addition, Volusia County is unable to help those cities that are in Flagler County.

Mr. Ferrell stated that he would abstain from the vote since he is a consultant and would be a conflict of interest.

**MOTION:** *Mr. Cheney moved to recommend approval of draft FY 2010/11 – 2011/12 Unified Planning Work Program with the caveat that there be a placeholder for task 5.07 until such time that the verbiage can be finalized. Mr. Holmes seconded the motion.*

Mr. McCord asked what the source of the funds would be.

Mr. Welzenbach responded that the funds would be PL funds.

***The motion carried with one vote to abstain.***

**B) Presentation, Discussion and Recommend Approval of Resolution 2010-04 Regarding the MPOs Position on Earmarks**

Mr. Welzenbach gave a presentation on the three types of earmarks: the good, the bad and the ugly. The MPO does not currently have an official policy on earmarks. The good earmarks come from discretionary funds and transit. No one is affected from these earmarks. The bad earmarks are included as a small part of the reauthorization of the transportation bill and comes off the top of what the country receives which ultimately reduces the amount each state receives. The ugly earmarks are the ones that the local cities go after during the annual appropriations. If awarded, the money is then set aside and can only be used on the specific project that it is earmarked for. The money is initially removed from the total amount the state receives. The state then takes the money from the district, who in turn, takes it from the MPO or County which the project came from. The MPO will then lose a project already funded in order to fund the earmarked project. On page two of the resolution, the CAC recommended that the parenthetical phrase “with the exception of bicycle and pedestrian projects” be moved to the end of the sentence. They also recommended that the resolution only apply to the annual appropriation earmarks (ugly earmarks).

Mr. Goss stated that the Congress and the Senate had not been included among those the resolution would be transmitted to.

Mr. Welzenbach stated that they could be added.

Mr. Smith asked if the other MPOs have the same policy.

Mr. Welzenbach stated that he did not know.

Mr. Cheney commented that if earmarks are not an issue at this time, then why must we make it an issue. If Congress wants to help us, why should we have to say no?

**MOTION:** *Mr. Cheney moved to recommend not approving Resolution 2010-04 with the understanding that earmarks would be addressed on a case by case basis. Mr. McCord seconded the motion.*

Mr. Welzenbach asked Mr. McCord if he would be willing to give up a project in order for Volusia County to get a bridge.

Mr. McCord stated that he most likely would not.

Mr. Findell stated that it would depend on the merits of the project.

Mr. Cheney added that he felt that as long as it is a worthy project and it was in the LRTP, then no harm would be done.

Ms. Miller stated that she agreed with Mr. Cheney; Flagler Beach has received a lot of earmarked money in the last few years. She added that the elected officials in Flagler Beach would not agree with this resolution. On the other hand, she can also understand Mr. Welzenbach's position on limiting the appropriation earmarks.

Ms. Schoelzel suggested that prior to a city applying for an earmark, they should first discuss it with the MPO to see if it is a project that they support. She added that all of the MPOs in District Five were all asked to come up with a policy on earmarks.

Mr. Smith noted that a decision should not be made yet; the members should have time to discuss the issue with their local leaders.

Mr. Ferrell stated that he did not think this resolution would change the way things happen.

***The motion to not approve Resolution 2010-04 carried with Mr. Smith voting in opposition.***

**C) Review and Recommend Approval of LRTP Online Survey #2**

Ms. Bollenback stated that the second LRTP survey was designed by the LRTP Subcommittee, and is more detailed than the first survey. It follows up on some of the previous questions from the first survey. There are no open ended responses because of amount of time it takes to process the answers.

***MOTION: Mr. Cheney moved to recommend question #5 of Survey #2 be changed to say the "top 5" instead of the "two lowest" in order to be consistent with the other questions.***

Ms. Bollenback stated that the intent of the LRTP Subcommittee was to find out which projects would come off the list. She noted that people get accustomed to answering questions a certain way and added that she would discuss the recommendation with the LRTP Subcommittee at their meeting tomorrow.

***Ms. Miller seconded the motion which carried unanimously.***

***MOTION: Mr. Cheney moved to recommend approval of the LRTP online survey #2 with the above-noted change. The motion was seconded by Ms. Miller and carried unanimously.***

**IV. Presentation and Status Reports**

**A) Discussion on the Requirements Regarding Local Matches**

*[This item was presented after FDOTs presentation on the Commuter Assistance Program(CAP)]*

Mr. Welzenbach stated that this item was originally discussed in February. The XU program initially required a 50% local match. Two years ago, the committees recommended that the local match requirement be reduced to 25%. Recently, he has been informed that even with the match requirement at 25%, it is difficult to come up with. He added that if the local match is reduced again, more XU funds will be needed to make up the difference and less projects will be funded. The minimum that the match requirement can be reduced to is 9.035%.

Ms. Miller stated that most grants and programs require a 25% match.

Mr. Cheney confirmed that Volusia County has also been hearing from the local cities that 25% is too high for the current economic condition. He asked if any city had a local match this year.

Mr. Harris replied that Holly Hill, DeBary, South Daytona had their local matches and the MPO is still waiting to hear from Port Orange.

Mr. Welzenbach added that, to date, only two cities have said they cannot meet the 25% match.

Mr. Holmes suggested a temporary reduction for one year.

Mr. Welzenbach noted that a large portion of XU funding has already been placed on SR 415.

Mr. Goss stated that he believed the 25% match was fair because it limits the number of projects submitted, while bringing out the good projects.

Mr. Welzenbach stated that the TIP Subcommittee had recommended the reduction in local match.

Ms. Schoelzel explained that last year there was a rescission for federal funds that were not programmed. This year we need to be very careful to spend the money prior to September 30.

Mr. Welzenbach commented that this year in the bill they removed the rescinded language. This is the first time that has happened.

Mr. Cheney suggested that the MPO could use a graduated scale according to what cities are able to afford.

The members expressed disagreement with the idea of a graduated scale.

Mr. Cheney recommended that the local match be reduced to 15%.

Mr. Welzenbach stated that the cities are not applying for projects, they are applying for feasibility studies in an effort to get a good cost estimate. The local match comes after that estimate is obtained.

Discussion continued.

**MOTION:** *Mr. Cheney moved to recommend that the local match requirement be reduced to 15% for the next two years. The motion was seconded by Mr. Holmes and carried with Mr. Goss voting in opposition.*

**B) Presentation on the FDOT District 5 Regional Commuter Assistance Program (CAP)**

*[This item was presented prior to the discussion on local matches]*

Ms. Karen Adamson, FDOT, gave a PowerPoint presentation on the new commuter assistance program called “reTHINK”. The program will be launched this July and further information can be obtained on the reTHINK website: [www.reTHINKyourcommute.com](http://www.reTHINKyourcommute.com).

Mr. McCord asked if this program would be replacing Votran’s Ride Share program.

Ms. Miller stated that Votran’s program would be absorbed by FDOTs reTHINK program.

**C) Presentation on the Development of FDOTs 2060 Florida Transportation Plan (FTP)**

Ms. Schoelzel stated that the last time the Florida Transportation Plan (FTP) was updated was in 2005. The FTP is the state’s transportation plan that identifies goals, objectives and needs for the entire state of Florida. This year the FTP will look at transportation out to the year 2050. She announced the public meetings that were upcoming and urged the members to participate. The website is [www.2060ftp.org](http://www.2060ftp.org) and the project manager is Ms. Heather Garcia.

**D) Presentation on the Draft Transportation Improvement Program for FY 2010/11 – FY 2014/15**

Mr. Keeth gave a brief presentation on the draft TIP. He noted that this document is updated every year to reflect revenue and priorities, and to add the next year to it. He highlighted some of the changes to the TIP and announced that this document is available on the MPOs website and would come back to the TCC next month.

**E) Presentation on the FDOT Local Agency Program (LAP)**

This presentation was postponed until the May TCC meeting due to a lack of time.

**F) 2035 LRTP Update (Public Alternative)**

Ms. Bollenback stated that the public alternative for the LRTP had been included in the agenda packet. The public alternative is the result of many Make Your Mark sessions. Many of the projects had been suggested more than once, but ultimately 70% were road projects, 17% transit and 8% bike/ped projects. She highlighted the transit portion of the public alternative and stated that there were three projects that came out of the Make Your Mark sessions that had not been on the technical alternative. There is also an expanded description to assist the modelers.

Ms. Bollenback referred to the road listing of the public alternative and highlighted the projects that were chosen by the public, but not included in the technical alternative. Among the projects included are those that were mentioned four times; The ones that were mentioned less than five times were not included because they would cause the plan to no longer be cost feasible. In addition, the MPO has yet to receive the estimate from Volusia County's local road program. She noted that the limits on the Airport Road project extend to SR 442, not SR 44.

Ms. Miller asked how Flagler Beach was involved in the Make Your Mark sessions.

Mr. Welzenbach stated that he would discuss that with her after the meeting.

Ms. Bollenback stated that the next step in the process is to have the LRTP Subcommittee combine the public and technical alternatives into one list that is cost feasible. Public comment is scheduled to take place in July.

Discussion ensued.

Mr. Kerr stated that Rhode Island out to the beltway was already in the ground.

Mr. Cheney stated that Rhode Island ends at the beltway; he assumed that this project ended at the train station.

Ms. Bollenback stated that she would look into that.

**G) FDOT Reports and Status of Work Program XU Funds**

Ms. Schoelzel stated that due to the revenue estimating conference, the two SR 40 projects had been deferred from 2013 to 2014. She added that all of the stimulus projects were currently under construction and noted that there may be additional low bid enhancement funding for projects in the near future.

Ms. Miller stated that at the last meeting between FDOT staff and Flagler Beach, central office had no idea on how they were going to prioritize enhancement projects. She asked if Ms. Schoelzel had received an answer yet.

Ms. Schoelzel stated that District Five will still be responsible for prioritizing those projects and sending them to central office. Central office will then review the projects to see if they meet the criteria. If they do, they will then go by the priority list.

Mr. Welzenbach asked Ms. Schoelzel if she knew what the criteria were.

Ms. Schoelzel stated that safety was the first criterion, but she was unsure of the rest.

Ms. Miller requested that the criteria be emailed to the members.

Ms. Schoelzel agreed.

#### **H) Volusia County Construction Report**

There was nothing to report.

#### **V. Staff Comments/Information Items**

Mr. Welzenbach announced the MPOs new name, address and logo which will be effective July 1, 2010.

Mr. Welzenbach stated that the Revenue Estimating Committee identified a \$903 million shortfall in the statewide Work Program; this equates to about \$53 million impact on District Five. The House is working on a sweep of the Transportation Trust Fund for a total of \$360 million the first year, of which \$142 million would be recurring yearly. In addition, there is discussion on reassessing the administrative fee on local option gas taxes. This fee had been removed five years ago. The Senate is working on a sweep of the trust fund for \$160 million.

Ms. Schoelzel added that this means that many projects will be removed or deferred from the Work Program.

Ms. Schoelzel announced that Mr. Tom Moscoso, FDOT, will be retiring on Thursday.

#### **VI. TCC Member Comments**

Ms. Miller asked about the I-95 study presentation from Flagler County that she had requested last month.

Ms. Schoelzel stated that she would follow up with Mr. Zielinski.

#### **VII. Press/Citizen Comments**

There were no press or citizen comments.

#### **VIII. Adjournment**

The meeting adjourned at 4:47 p.m.



**Citizens' Advisory Committee (CAC)  
Meeting Minutes  
April 20, 2010**

**Members Present:**

Donald Smart  
Ferd Heeb  
J. NeJame  
Gilles Blais  
Bob Storke  
Peter Hauser  
Susan Elliott  
Don Romanik  
Bobby Ball  
Nadine Collard  
Lary Galphin  
Dan D'Antonio  
Tomm Friend  
Heather Blanck  
Mary Schoelzel (non-voting)  
Karl Welzenbach (non-voting)

**Representing:**

Daytona Beach  
Edgewater  
Flagler Beach  
Holly Hill  
Orange City  
Ormond Beach  
Pierson  
Ponce Inlet  
Port Orange  
Volusia County  
Volusia County  
Volusia County  
Volusia County  
Votran  
FDOT District V  
MPO Staff

**Members Absent:**

Frank Kinsley  
P.J. Arvidson, Chairperson (excused)

**Representing:**

DeLand  
New Smyrna Beach

**Others Present:**

Pamela Blankenship, Recording Secretary  
Karl Welzenbach  
Lois Bollenback  
Bob Keeth  
Jean Parlow  
Carole Hinkley  
Stephan Harris  
Melissa Booker  
Jon Cheney  
Courtney Miller  
Karen Adamson

**Representing:**

MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
MPO Staff  
VC Traffic Engineering  
VC Traffic Engineering  
reTHINK (CAP)  
FDOT

**I. Call to Order / Roll Call / Determination of Quorum**

The meeting of the Volusia County Metropolitan Planning Organization (MPO) Citizens' Advisory Committee (CAC) was called to order at 1:35 p.m. by Vice-Chairman Peter Hauser. The roll was called and it was determined that a quorum was present.

**II. Consent Agenda**

**A) Approval of March 16, 2010 CAC Meeting Minutes**

**MOTION:** *Mr. Smart moved to approve the March 16, 2010 CAC meeting minutes. The motion was seconded by Mr. Heeb and carried unanimously.*

**III. Action Items**

**A) Review and Recommend Approval of Draft FY 2010/11 – 2011/12 Unified Planning Work Program**

**MOTION:** *Mr. NeJame moved to recommend approval of the draft FY 2010/11 – 2011/12 Unified Planning Work Program. The motion was seconded by Mr. Blais.*

Mr. Welzenbach explained that task 5.07, Traffic Engineering Assistance to Small Local Governments, has caused some controversy among the committees. He asked that this task be kept in the UPWP so that staff can have time to refine it and come up with a delineation of work elements that County staff can provide. The idea behind this task is to help the local communities that do not have the financial resources, aid them in developing project applications, identify the issues within their projects and to help them work through the Work Program. He noted that the local governments that would be considered "small" are Flagler Beach, Beverly Beach, Oak Hill, Pierson and Lake Helen. The assistance that the smaller cities would have access to would be at a reduced rate. He asked that the CAC members include in their recommendation, that this task be left in the UPWP as a placeholder until the language can be refined. Mr. Welzenbach noted that Volusia County will only provide consultant services if the project is already in the Work Program. In addition, Volusia County is unable to help those cities that are in Flagler County.

***The motion to recommend approval of the FY 2010/11-2011/12 UPWP with the understanding that Task 5.07 will be a placeholder until it is modified carried unanimously.***

**B) Presentation, Discussion and Recommend Approval of Resolution 2010-04 Regarding the MPOs Position on Earmarks**

Mr. Welzenbach gave a presentation on the three types of earmarks, the good, bad and ugly. The MPO does not currently have an official policy on earmarks. The good earmarks come from discretionary funds and transit. No one is affected from these earmarks. The bad earmarks are a small part of the reauthorization of the transportation bill and the money comes off the top which reduces the amount every state receives. The ugly earmarks are the ones that the local cities go after during the annual appropriations. If awarded, the money is set aside and can only be used on the specific project that it is earmarked for. The money is removed from the total amount the state receives. The state then takes that money from the district, who in turn, takes it from the MPO or County which the project originated from. The MPO will then lose a project already funded in order to fund the one that is earmarked. Resolution 2010-04 states that the MPO Board will not support the latter two types of earmarks, the bad and the ugly. Going after an earmark circumvents the MPO process; the MPO can refuse to program the earmarked project into the TIP and the money will not be used.

Mr. Heeb asked about the bicycle and pedestrian projects exceptions.

Mr. Welzenbach explained that bicycle and pedestrian projects are a separate issue. By federal law, the MPO is required to put all capacity enhancement projects in the LRTP; bike/ped projects are not considered capacity projects and therefore do not have to be included in the LRTP.

Mr. Heeb expressed that the placement of the parenthetical phrase “with the exception of bicycle and pedestrian projects” is confusing as it is written.

Mr. Welzenbach agreed to change the language in the resolution to clarify that statement.

Mr. Cheney stated that he does not know if the MPO Board should be encouraged to say no to all earmarks, but perhaps just have them discourage ugly earmarks. There may be exceptions that come up that the Board may want to move forward on. He explained that the County is working to get an earmark on the Orange Avenue Bridge and one of the first questions on the application is “is the project identified in the MPOs LRTP”.

Mr. Welzenbach stated that the money for the bridge is a separate issue, and not an earmark. He added that some of the Board members requested that he write this resolution. The Board still has the right to say yes or no.

Discussion ensued.

Mr. Friend suggested separating the bad and ugly earmarks and handling them differently.

Mr. Welzenbach stated that the wording of the resolution could be changed to reflect the earmark that is specifically being referred to, the annual appropriations earmark.

Ms. Schoelzel suggested that prior to a city applying for an earmark, they should discuss it with the MPO to see if it is a project that they want.

**MOTION:** *Mr. Galphin moved to recommend approval of Resolution 2010-04 amended to say that the MPO policy would only apply to the annual appropriations earmarks. The motion was seconded by Ms. Elliott and carried unanimously.*

**C) Review and Recommend Approval of LRTP Online Survey #2**

Ms. Bollenback stated that the second LRTP survey was designed by the LRTP Subcommittee, and is more detailed than the first survey. It follows up on some of the previous questions from the first survey. There are no open ended responses because of the length of time it requires to process the answers.

**MOTION:** *Mr. Galphin moved to recommend approval of the LRTP Survey #2. The motion was seconded by Mr. Storke.*

Mr. Cheney asked about question #5: it is not consistent with the other questions that ask for the top five of ... - question #5 asks for the lowest priorities. He recommended the question be changed in order to be consistent.

Ms. Bollenback responded that that suggestion had been considered by the LRTP Subcommittee and she went on to explain their reasoning for keeping it the way it is. She added that survey #2 would be available through both the MPO and LRTP websites.

*The motion carried unanimously.*

**IV. Presentation and Status Reports**

**A) Presentation on the FDOT District 5 Regional Commuter Assistance Program (CAP)**

Ms. Karen Adamson, FDOT, gave a PowerPoint presentation on the new commuter assistance program called "reTHINK". The program will be launched this summer and information can be obtained on their website: [www.reTHINKyourcommute.com](http://www.reTHINKyourcommute.com).

**B) Presentation on the Development of FDOTs 2060 Florida Transportation Plan (FTP)**

Ms. Schoelzel stated that the last time the Florida Transportation Plan (FTP) was updated was in 2005. The FTP is the state's transportation plan that identifies goals, objectives and needs for the entire state of Florida. This year the FTP will look at transportation out to the year 2050. She announced the public meetings that were upcoming and urged the members to participate. The website is [www.2060ftp.org](http://www.2060ftp.org) and the project manager is Ms. Heather Garcia.

**C) Presentation on the Draft Transportation Improvement Program for FY 2010/11 – FY 2014/15**

Mr. Keeth gave a brief presentation on the draft TIP. He noted that this document is updated every year to reflect revenue and priorities, and to add the next year to it. He highlighted some of the changes to the TIP and announced that the document would come back to the CAC next month.

**D) Presentation on the FDOT Local Agency Program (LAP)**

This presentation was postponed until the May CAC meeting due to a lack of time.

**E) 2035 LRTP Update (Public Alternative)**

Ms. Bollenback stated that the public alternative for the LRTP had been included in the CAC agenda. These projects will go to FDOT for modeling. The results of the modeling will let us know the effect the projects will have on traffic in 2035. The public alternative is the result of many Make Your Mark sessions. Many of the projects suggested had been repeated, but ultimately 70% were road projects, 17% transit and 8% bike/ped projects. She highlighted the transit portion of the alternative and stated that there were only three projects suggested that had not been on the technical alternative.

Ms. Bollenback referred to the road listing of the public alternative and highlighted the roads that were chosen by the public but not included in the technical alternative. Among the projects included are those that were mentioned more than four times; The ones that were mentioned often were not included they would cause the plan to no longer be cost feasible. In addition, the MPO has yet to receive the estimate from Volusia County's local road program.

Ms. Bollenback stated that the next step in the process is to have the LRTP Subcommittee combine the public and technical alternatives into one list that is cost feasible.

Mr. Friend asked about the commuter rail expansion from the Amtrak station to US 1, which has a park and ride listed at I-95; he noted that there was no mention of the airport.

Ms. Bollenback replied that the rail line has not yet been determined, nor have the stops been chosen.

Mr. Friend stated that the airport needed to be included as part of the concept in the plan or it will never happen.

Mr. Cheney noted that the listing includes Airport Road ending at SR 44; he asked if that limit could be verified.

Ms. Bollenback answered that she believed the road actually ended at the restoration on SR 442, but would confirm that.

**F) FDOT Reports and Status of Work Program XU Funds**

Ms. Schoelzel stated that two SR 40 projects had been deferred from the year 2013 to 2014 in the Work Program. She added that all of the stimulus projects were under construction and that there may be additional low bid enhancement funding for projects in the near future.

**G) Volusia County Construction Report**

Mr. Cheney stated that there was nothing to report.

**V. Staff Comments/Information Items**

There were no staff comments.

**VI. CAC Member Comments**

There were no member comments.

**VII. Press/Citizen Comments**

There were no press or citizen comments.

**VIII. Adjournment**

The meeting adjourned at 2:55 p.m.

**APPENDIX I:  
AGENCY COMMENTS REGARDING THE DRAFT UPWP  
and  
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION'S RESPONSE**



## *Florida Department of Transportation*

CHARLIE CRIST  
GOVERNOR

719 S. Woodland Blvd.  
DeLand, FL 32720

STEPHANIE C. KOPELOUSOS  
SECRETARY

April 12, 2010

Mr. Karl Welzenbach  
Executive Director  
Volusia County Metropolitan Planning Organization  
Indigo Professional Centre  
2570 W. International Speedway Boulevard  
Daytona Beach, FL 32114-8145

RE: Draft comments on the Fiscal Year 2010/2011 and Fiscal Year 2011/2012 Unified Planning Work Program (UPWP) for the Volusia County Metropolitan Planning Organization

Dear Mr. Welzenbach:

The reason for this letter is to provide comments from the review of the Volusia County Metropolitan Organization (MPO) Draft Unified Planning Work Program for Fiscal Year 2010/2011 and Fiscal Year 2011/2012. Please note below the comments made by the District Five Planning Office. I have also included comments from the Federal Highway Administration and the District Five Transit Office. Please review the comments and respond back with 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 2010/2011 and Fiscal Year 2011/2012 Planning Funds, beginning on July 1, 2010, the Volusia County MPO needs to revise and adopt the Final UPWP and submit it to my office, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies by May 15, 2010. I will be contacting your staff to review with them the corrections that need to be made.

As always, I would like to extend my appreciation to the Volusia County Metropolitan Planning Organization (MPO) for their willingness to work so well with me to accomplish our tasks together. If I can do anything to assist or help with any of the process please let me know.

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

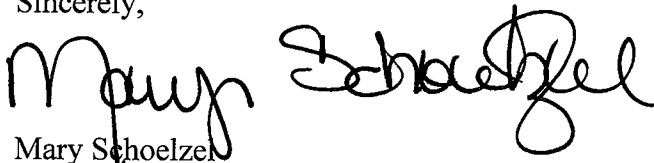
1. On the Cover Sheet it is titled "Volusia Transportation Planning Organization. It is my understanding that the name change will not happen until after July 1, 2010 and the Final Unified Planning Work Program is due May 15, 2010. You may want to include a footnote that there will be a name change after July 1, 2010, similar to what you have on page 1. This is just a suggestion.



2. On the Table of Contents, page i, there is a title for one of the categories called “Work Elements” but on Page 18 the title is TASKS. Please have the Table of Content and the title page match.
3. On the Table of Content, page ii, Task Number 5.05 there is a typo in the word Assistance.
4. On the Table of Content, page ii, Task Number 8.04 the page number should be 76.
5. On the Table of Content, page iii, Table 6: Summary of Metropolitan Study Areas (2010/2011), is there a table for Fiscal Year 2011/2012?
6. On the Table of Content, page iii, Appendix D: 2007 Modified Joint Certification Report, should be 2010 Modified Joint Certification Report.
7. On Page 2, under Organization And Management, I did not see anything mentioned about the MPO’s bylaws. There should be some discussion in this section concerning the MPO’s Bylaws.
8. On Page 12, Under 2.0 Data Collection and Dissemination: Task 2.03-Transportation Data Library (TDL) – Development/Management is missing. Please see page 34.
9. On Page 33, Under Methodology, the last bullet does not seem to be completed.
10. On Page 33, Task 2.02 it appears that the Timeline is not filled in.
11. On Page 57, Task 5.07 there is a typo in the word Assistance.
12. On Page 68, Task 7.01 for Timeline it should read ongoing because the chart below shows that it is ongoing.
13. On Page 71, Task 8.01 for Timeline it should read ongoing because the chart below shows that it is ongoing.
14. On Page 75, Task 8.03 for Timeline it should read ongoing because the chart below shows that it is ongoing.
15. On Page 85, Task 9.02 for Timeline it should read ongoing because the chart below shows that it is ongoing.
16. On Page 92, Table 2b, Fiscal Year should be 2011/12 (2<sup>nd</sup> year).
17. On Page 93, Table 2b, Fiscal Year should be 2011/12 (2<sup>nd</sup> year).
18. On Page 94, Table 3a, Task 5.08 should be deleted as there is no Task 5.08 in the document.
19. On Page 96, Table 3 (Continued), Task 5.08 should be deleted as there is no Task 5.08 in the document.

20. On Page 98, Table 3b, Task 5.08 should be deleted as there is no Task 5.08 in the document. Also Local Funds are missing on the table.
21. On Page 99, Table 3b, Local Fund are missing on the table.
22. On Page 100, Table 3b (Continued), Task 5.08 should be deleted as there is no Task 5.08 in the document.
23. On Page 104, Table 5a, Task 5.08 should be deleted as there is no Task 5.08 in the document.
24. On Page 106, Table 5b, the Fiscal Year should be 2011/2012. Also Task 5.08 should be deleted as there is no Task 5.08 in the document.
25. On Page 107, Table 5b, the Fiscal Year should be 2011/2012.
26. On Page 116, Fiscal Years should be changed to 2010/11 and 2011/2012.

Sincerely,



Mary Schoelzel  
FDOT, Liaison Supervisor  
Volusia County

cc: Carl Mikyska, FHWA  
Yvonne Arens, Policy Planning  
Diane Quigley, Transit Program  
Shayla Brown, District 5 Transit Office  
Elizabeth Martin, Federal Transit Administration  
Susan Sadighi, District 5 Planning Office

## Agency Comments Regarding Draft UPWP and Volusia TPO Responses

Agency	Comment	VTPO Response
FDOT	1. Cover identifies the MPO as "Volusia Transportation Planning Organization", yet name change will not happen until after July 1, 2010 and the final UPWP is due May 15, 2010. Suggest including an explanation by way of a footnote.	The following language was placed on the Cover: "On September 22, 2009, the Volusia County MPO changed its name to Volusia Transportation Planning Organization (VTPO). This change will be effective on July 1, 2010."
FDOT	2. On the Table of Contents page, there is a title for one of the categories called "Work Elements", but on Page 18, the title is TASKS. Please have the Table of Content and the title page match.	The term "TASKS" is now used in both locations.
FDOT	3. On the Table of Contents, Task Number 5.05, the word "assistance" is misspelled.	The spelling was corrected.
FDOT	4. On the Table of Contents, the page number for Task Number 8.04 is incorrect.	The page number was corrected.
FDOT	5. The UPWP includes Table 6: Summary of Metropolitan Study Areas (FY 2010/11). Is there a table for FY 2011/12?	Table 6 was renumbered as 6b and a new Table 6b was added to address FY 2011/12.
FDOT	6. The reference to "2007 Modified Joint Certification Report" in the Table of Contents should be changed to "2010 Modified Joint Certification Report".	The reference was changed to "2010 Modified Joint Certification Report"
FDOT	7. On page 2, under Organization and Management, I did not see anything mentioned about the MPO's bylaws. There should be some discussion in this section concerning the MPO's bylaws.	Paragraph 3 on page 2 notes that the VTPO Board and each of the advisory committees are guided by their respective bylaws, which identify regular meeting dates, membership makeup, and responsibilities. Further, it is noted there that the MPO recently amended its bylaws to change the organization's name and to adjust the election of officers to coincide with the VTPO's fiscal year.
FDOT	8. On page 12, under Task Number 2.03 Transportation Data Library - Development/Management is missing.	The text was revised to reference Task Number 2.02.
FDOT	9. On page 33, under Methodology, the last bullet does not seem to be complete.	This was caused by limited field size in our MS Access database. The statement was revised to fit within the database limit.
FDOT	10. On page 33, Task Number 2.02, the Timeline is not filled in.	This was corrected.
FDOT	11. On page 57, Task Number 5.07, there is a typographical error in the word "Assistance".	This was corrected.
FDOT	12. On page 68, Task Number 7.01, the Timeline should read "on-going".	This was corrected.
FDOT	13. On page 71, Task Number 8.01, the Timeline should read "on-going".	This was corrected.
FDOT	14. On page 75, Task Number 8.03, the Timeline should read "on-going".	This was corrected.

<b>Agency</b>	<b>Comment</b>	<b>VTPO Response</b>
FDOT	15. On page 85, Task Number 9.02, the Timeline should read "on-going".	This was corrected.
FDOT	16. On page 92, Table 2b, Fiscal Year should be 2011/12 (2 <sup>nd</sup> year).	The fiscal year was changed to 2011/12.
FDOT	17. On page 93, Table 2b, Fiscal Year should be 2011/12 (2 <sup>nd</sup> year).	The fiscal year was changed to 2011/12.
FDOT	18. On page 94, Table 3a, Task Number 5.08 should be deleted as there is no Task Number 5.08 in the document.	Task Number 5.08 was deleted.
FDOT	19. On page 96, Table 3 (continued), Task 5.08 should be deleted as there is no Task Number 5.08.	Task Number 5.08 was deleted.
FDOT	20. On page 98, Table 3b, Task 5.08 should be deleted as there is no Task Number 5.08 in the document. Also, Local Funds are missing on the table.	Task Number 5.08 was deleted and Local Funds were added.
FDOT	21. On page 99, Table 3b, Local Funds are missing.	Local Funds were added.
FDOT	22. On page 100, Table 3b (Continued), Task 5.08 should be deleted as there is no Task Number 5.08.	Task Number 5.08 was deleted.
FDOT	23. On page 104, Table 5a, Task 5.08 should be deleted as there is no Task Number 5.08.	Task Number 5.08 was deleted.
FDOT	24. On page 106, Table 5b, the fiscal year should be 2011/12. Also Task Number 5.08 should be deleted.	The fiscal year was changed to FY 2011/12 and Task Number 5.08 was deleted.
FDOT	25. On page 107, Table 5b, the fiscal year should be 2011/12.	The fiscal year was changed to FY 2011/12.
FDOT	26. On page 116, the fiscal years should be changed to FY 2010/11 and FY 2011/12.	The fiscal years were changed to FY 2010/11 and FY 2011/12.

**Appendix J:  
Resolution 2010-07 Adopting the FY 2010/11 to FY 2011/12 UPWP**

**VOLUSIA COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2010-07**

**RESOLUTION OF THE VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION ADOPTING THE  
FISCAL YEAR 2010-2011 AND 2011-2012 UNIFIED PLANNING WORK PROGRAM (UPWP)**

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**WHEREAS**, the Volusia County Metropolitan Planning Organization (MPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning process and programming process for Volusia County; and

**WHEREAS**, Florida Statutes 33.175; 23 U.S.C. 134; and 40 U.S.C. 1602(a)(2), 1603(a), and 1604(g)1 and (1) require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, 23 C.F.R. 450.114 provides that the MPO shall annually endorse the plans and programs by 23. C.F.R. 450.114 through 450.118, among which is the Unified Planning Work Program (UPWP).

**NOW, THEREFORE, BE IT RESOLVED**, by the Volusia County MPO that the:

1. Tasks in the FY 2010-2011 and FY 2011-2012 UPWPs are consistent with the area transportation plan;
2. FY 2010-2011 and FY 2011-2012 UPWP is hereby endorsed and adopted;
3. This resolution will be transmitted by the MPO Chairman or his designee and is hereby authorized and directed to submit the FY 2010-2011 and FY 2011-2012 UPWP to:
  - (a) the Florida Department of Transportation;
  - (b) The Federal Transit Administration (FTA);
  - (c) The Federal Highway Administration (FHWA) through the Florida Department of Transportation (FDOT);
  - (d) The Federal Aviation Administration (FAA);
  - (e) The East Central Florida Regional Planning Council (ECFRPC);
  - (f) The Florida State Clearinghouse, Department of Community Affairs (DCA);
  - (g) the Environmental Protection Agency (EPA);

**DONE AND RESOLVED** at the regularly convened meeting of the Volusia County MPO held on the 27<sup>th</sup> day of April, 2010.

**VOLUSIA COUNTY  
METROPOLITAN PLANNING ORGANIZATION**



**County Council Vice-Chair Joie Alexander  
Chairperson, Volusia County MPO**

**CERTIFICATE**

The undersigned duly qualified and acting Recording Secretary of the Volusia County MPO, certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia County MPO held on April 27, 2010.

**ATTEST:**



**Pamela Blankenship, Recording Secretary**