



River to Sea Transportation Planning Organization

FY 2024/25 and FY 2025/26

UNIFIED PLANNING WORK PROGRAM

FM# 439333-5-14-01 (PL)

FM# 439333-5-14-02 (SU)

CFDA Numbers

20.205 - Highway Planning and Construction

20.505 - Federal Transit Technical Studies Grant

DRAFT March 15, 2024 - UPDATED

River to Sea Transportation Planning Organization

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The River to Sea Transportation Planning Organization (TPO) values diversity and both welcomes and actively seeks input from all interested parties, regardless of cultural identity, background or income level. Moreover, the River to Sea TPO does not tolerate discrimination in any of its programs, services or activities. The River to Sea TPO will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. The River to Sea TPO will actively work to ensure the inclusion of everyone in our community so that the River to Sea TPO's programs, services and activities represent the diversity we enjoy.

The preparation of this report has been financed in part through grants from the Florida Commission for the Transportation Disadvantage, Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

FDOT Cost Analysis Certification

(FDOT Cost Analysis Certification will be inserted on this page following final approval by the River to Sea TPO Board and FDOT's evaluation of the FY 2024/25 and FY 2025/26 UPWP)

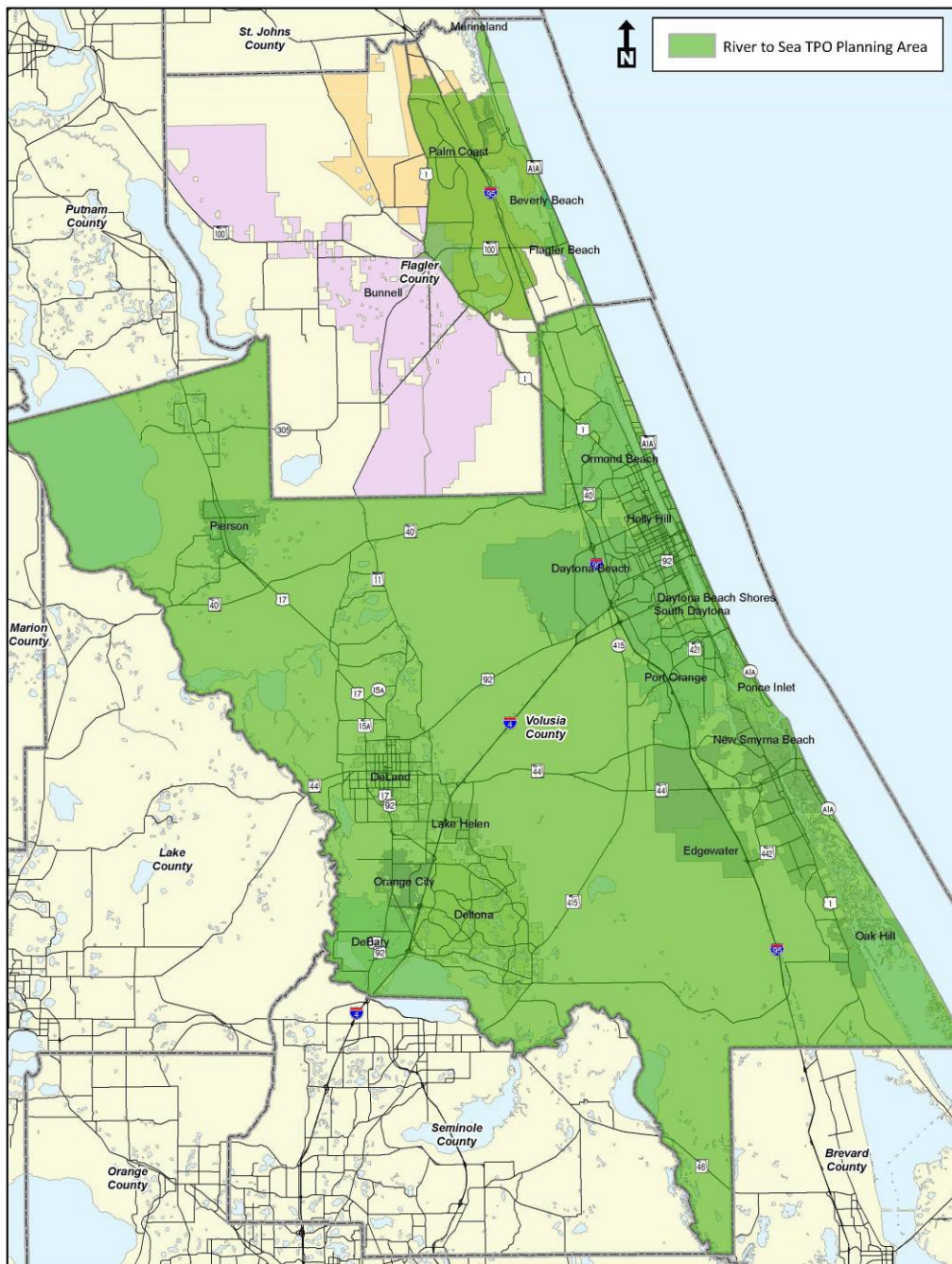
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INTRODUCTION AND OVERVIEW

The River to Sea Transportation Planning Organization (TPO) is the designated agency responsible for transportation planning and programming of federal transportation funds across Volusia County and the developed areas of eastern Flagler County, including Beverly Beach and Flagler Beach as well as portions of the cities of Palm Coast and Bunnell. Formed in 1975, and originally serving the east side of Volusia County, the organization has grown over the past 48 years both in area covered and board size. Figure 1 depicts the extent of the TPO's metropolitan planning area.

Figure 1: River to Sea TPO Metropolitan Planning Area



Definition and Purpose of the UPWP

The Unified Planning Work Program (UPWP) identifies and outlines the program tasks to be undertaken by the River to Sea TPO over a two-year period. This particular UPWP will cover fiscal year (FY) 2024/25 and FY 2025/26 beginning on July 1, 2024 and ending on June 30, 2026.

The UPWP also identifies the funding types and amounts for each program task. The River to Sea TPO staff has worked 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 River to Sea TPO intends to accomplish for the next two 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 River to Sea TPO pursues the areas of interest with the TPO Board and member local governments. The UPWP is also developed with consideration for the planning emphasis areas and planning activities encouraged and/or required by the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Commission for the Transportation Disadvantaged (CTD) of the State of Florida.

The funding identified within this document is provided by FHWA, FTA, FDOT, and the CTD of the State of Florida. It also includes local funds which are generated by a local assessment of all member local governments. 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.

Transportation Priorities and Planning Activities

Through a continuing, cooperative, and comprehensive metropolitan planning process, the River to Sea TPO is committed to encouraging and promoting the safe and efficient management, operation and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within, and between, states and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes as defined in Title 23, §134 and 135 and Title 49, §5303, United States Code.

The River to Sea TPO recognizes the importance of linking goals, objectives, and investment priorities to stated performance objectives, and implements performance-based planning throughout all planning and programming activities. The tasks in this UPWP are intended to reflect the priorities of the River to Sea TPO and the communities within our planning area and to respond to the challenges being faced. Among the priorities are:

- Safety and Security – Eliminate or reduce crash related fatalities and serious injuries (safety) and improve security throughout the transportation network
- Livability – Promote livability by providing, protecting and enhancing social, cultural, physical and natural environmental places
- Public Involvement – Promote equity, transparency, and opportunities for the public to be involved with their transportation system
- Multimodal – Develop and maintain a balanced and efficient multimodal transportation system at a local, regional and system-wide level
- Economic Development – Support the economic development and growth of the TPO area and region
- Connectivity – Enhance and expand transportation connectivity and choices for all users

The River to Sea TPO also recognizes a variety of challenges that exist and seeks to identify these and work collaboratively amongst our agency partners to meet these challenges. The more significant challenges being faced include: identifying and mitigating the root factors that result in injuries and fatalities on our roadways; developing a system that is resilient to disruptive events; and continuing to maintain, expand and modernize a transportation system with decreasing financial resources. The TPO embraces its role in serving the community and in working with others to address these challenges.

Over the past two years, the River to Sea TPO has continued efforts to increase inter-agency cooperation and improve the effectiveness of the organization in meeting the community's transportation needs. These efforts have included developing, updating, adopting and participating in the following:

- Connect 2045 – Long Range Transportation Plan
- Conducting Feasibility Studies resulting in the programming and implementation of high priority traffic operations, ITS, safety, bicycling and pedestrian projects
- Expanding Community Outreach Network
- Annual “Call for Projects” to identify and prioritize transportation improvement projects
- FY 2022/23 – 2026/27 and FY 2023/24 – 2027/28 Transportation Improvement Programs (TIPs)
- 2022 and 2023 List of Priority Projects
- 2022 and 2023 Safety Performance Measures Targets
- FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP)
- Public Participation Plan
- Regional List of Priority Projects
- Legislative Priorities
- Assist Votran in Updating annual documents
- Providing Planning and Technical Support to Flagler County Public Transportation

Consolidated Planning Grant Participation

The FDOT and the River to Sea TPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the TPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the TPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49U.S.C. Chapter 53. The FDOT is fulfilling the CPG’s required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

Federal Metropolitan Planning Funds and Soft Match

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs)

and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. This "soft match" equates to 18.07% for FHWA PL funds. The "soft match" amount being utilized to match the FHWA PL funding in FY 25 and FY 26 is \$493,847 and \$281,569, respectively.

Public Participation in the Development of the UPWP

Recognizing public participation in the transportation planning process is both meaningful and inclusive, the River to Sea TPO strives to engage citizens, affected public agencies, public and private transit services providers, public transit users, freight shippers, pedestrians, bicyclists, representatives of the disabled community, and other interested parties in all of our planning activities, including the development and review of the UPWP. The River to Sea TPO's Public Participation Plan (PPP) sets out strategies developed by the agency to ensure that public participation activities will meet or exceed the requirements outlined in the applicable federal and state guidelines. The general strategies for engaging the public in the development of this UPWP are as follows:

Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC), and Bicycle/Pedestrian Advisory Committee (BPAC) members are appointed to the UPWP Subcommittee, which provides input into the development of the initial list of tasks for the draft document. The initial list of tasks is presented to the TPO Board and Advisory Committees for their review and input. Once a draft UPWP is developed, it is made available to the public for review and comment throughout a formal 30-day review period and during the regular meetings of the TCC, CAC, BPAC and River to Sea TPO Board prior to adoption of the document. The River to Sea TPO uses its website, social media, and other electronic means, as well as traditional print media, to announce the availability of the draft UPWP for public review and comment.

The UPWP 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." Any person who feels that they have been subjected to race, color or national origin discrimination under Title VI of the Civil Rights Act of 1964, or other forms of discrimination based upon sex, age, disability, religion, family or income status discrimination under related nondiscrimination laws and regulations, may file a complaint with the River to Sea TPO. For more information on the River to Sea TPO's Civil Rights program and the procedures to file a complaint, contact Pamela Blankenship, Title VI Coordinator, at 386- 226-0422 ext. 20416 or email pblankenship@r2ctpo.org. If a complainant is unable or unwilling to complain to the River to Sea TPO, or if the River to Sea TPO is unable to informally resolve the complaint, the complainant may file a complaint directly with FDOT and/or the US Department of Justice:

Jacqueline E. Paramore, Title VI Coordinator
Florida Department of Transportation (FDOT)
605 Suwannee Street
Tallahassee, FL 32399-0450
(850) 414-4753
jacqueline.paramore@dot.state.fl.us

U.S. Department of Justice Civil Rights Division
Federal Coordination & Compliance Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306)
(Voice / TTY)

Federal Planning Factors

Section 134 (h), of Title 23, United States Code, details planning factors which should be emphasized by TPOs as they develop their UPWPs. Each task included in this UPWP addresses one or more of the following ten planning factors, as demonstrated in Table 1.:

- 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** of people and for freight;
- 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;
- 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;
- improve the **resiliency and reliability** of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- enhance **travel and tourism**.

Table 1: UPWP – Federal Planning Factors Matrix

UPWP Task Number	Federal Planning Factor									
	Economic Vitality	Safety	Security	Accessibility and Mobility	Environment, Energy, and Quality of Life	Integration and Connectivity	System Management and Operation	System Preservation	Resiliency and Reliability	Travel and Tourism
1.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

State and Federal Planning Emphasis Areas

State Planning Emphasis Areas

The Florida Department of Transportation (FDOT) Office of Policy Planning develops Planning Emphasis Areas (PEA) on a two-year cycle in coordination with the development of metropolitan planning organizations' (MPOs) respective Unified Planning Work Programs (UPWPs). The following four emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs.

- **Safety** - The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets.
- **Equity** - This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community.
- **Resilience** - Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.
- **Emerging Mobility** - Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

Federal Planning Emphasis Areas

With continued focus on transportation planning, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly issued the following eight Planning Emphasis Areas:

- Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

Table 2 represents the UPWP tasks that include and consider the above state and federal planning emphasis areas.

Table 2: UPWP – Planning Emphasis Areas Matrix

UPWP Task Number	State Planning Emphasis Areas				Federal Planning Emphasis Areas							
	Safety	Equity	Resilience	Emerging Mobility	Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future	Equity and Justice40 in Transportation Planning	Complete Streets	Public Involvement	Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination	Federal Land Management Agency (FLMA) Coordination	Planning and Environment Linkages (PEL)	Data in Transportation Planning
1.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
2.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.0	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
6.0	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
7.0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Air Quality

The River to Sea TPO is in an air quality attainment area and does not anticipate completing any non-attainment planning activities. In the event this status changes, the River to Sea TPO will amend appropriate work products related to addressing air quality.

Resolution Statement

The Resolution dated **June 26, 2024** signed by the **River to Sea TPO Board Chairperson Christopher M. Cloudman** is available in Appendix A. **Note: Signed Resolution will be included in Final Document**

Certification Statements and Assurances

In response to relevant laws and regulations governing the use of federal and state grants, the River to Sea TPO includes the following certification statements and/or assurances:

- Federal and/or state funds are not being used for lobbying.
- Federal funds are not being used for procurement from persons who have been debarred or suspended, in accordance with the provisions of 49 C.F.R. Part 29, subparts A through E.
- The TPO provides an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.
- The TPO has adopted and maintains a Title VI - Nondiscrimination Policy and program.
- The TPO has adopted a travel policy as stated in its Personnel Handbook.

The certification statements and assurances are included in Appendix D. **Note: Signed statements and Assurances will be included in the Final Document** The TPO Travel Policy is included in Appendix E.

ORGANIZATON AND MANAGEMENT

The business of the River to Sea TPO is conducted through regularly scheduled meetings of the River to Sea TPO Board and its four advisory committees: The Executive Committee, the Technical Coordinating Committee (TCC), the Citizens' Advisory Committee (CAC), and the Bicycle/Pedestrian Advisory Committee (BPAC).

The River to Sea TPO Board and each of the advisory committees are guided by [The River to Sea TPO Bylaws](#), which identify regular meeting dates, membership makeup, and responsibilities. The current bylaws were adopted by the River to Sea TPO Board on June 25, 2014 and amended on January 27, 2021.

The River to Sea TPO Board

The TPO Board is the policy body of the organization, composed of the elected officials of the general-purpose local government entities and appointed officials of the providers of transportation in the designated metropolitan planning area. Currently, there are 19 voting seats on the [River to Sea TPO Board](#). Volusia and Flagler Counties, the 16 municipalities in Volusia County and four municipalities in Flagler County fill these seats as follows: five seats are filled by members of the Volusia County Council and one seat is filled by a member of the Flagler County Commission. These six seats are "weighted" to represent 33.33% of the total vote of the full board. The 12 largest cities fill one seat each. The remaining eight cities comprise the Small City Alliance and share the one remaining seat on a rotating basis. The 13 seats held by the cities represent 66.67% of the total weighted vote. Additionally, the River to Sea TPO has five non-voting members: a representative of the Volusia County School Board, a representative of the Flagler County School Board, the Chairperson of the CAC, the Chairperson of TCC, and the Chairperson of the BPAC. The Secretary of FDOT District Five (or designee) serves as a non-voting advisor.

Advisory/Supported Committees

Executive Committee - The Executive Committee consisting of the TPO Chairperson, immediate Past Chairperson, 1st Vice Chairperson/Treasurer, 2nd Vice Chairperson/Secretary and three (3) TPO Board members appointed by the TPO Chairperson, is empowered to meet separately to establish the TPO Board agenda. The Executive Committee has limited budget authority to move funds from task-to-task within the adopted Unified Planning Work Program (UPWP) and budget, and to authorize the execution of contracts for services delineated within the adopted UPWP and/or items approved within the adopted budget. In addition, the Executive Committee has the authority to take ministerial or administrative actions on behalf of the TPO in the ordinary course of business of the TPO. On an annual basis, the Executive Committee shall be responsible for the evaluation of the Executive Director and shall make a recommendation to the TPO Board regarding the Executive Director's performance and contract.

Technical Coordinating Committee (TCC) - The TCC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Each unit of local government appoints a person from their respective organization to assist in the decision-making process. Members are appointed based on the experience and technical ability needed to carry out the transportation planning activities of the TPO. TCC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

Citizens Advisory Committee (CAC) - The CAC is responsible for providing citizen input to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. A citizen representative is appointed by each TPO Board member from their respective jurisdiction to assist in the decision-making process. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. CAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

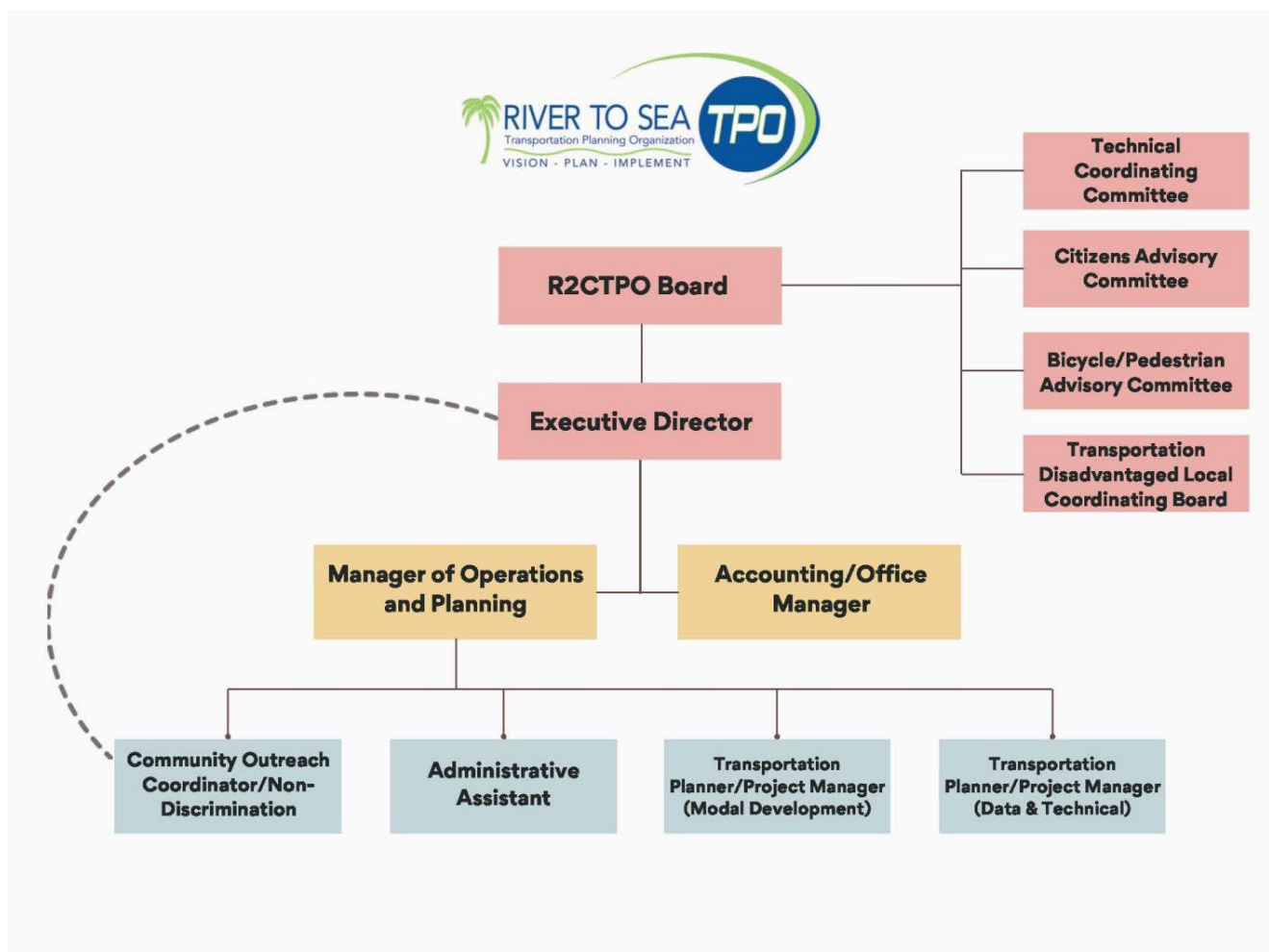
Bicycle and Pedestrian Advisory Committee (BPAC) - The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the TPO planning area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian project applications submitted on an annual basis. Members of the BPAC are appointed by each board member from their respective jurisdiction to assist in the decision-making process for matters pertaining to bicycle and pedestrian planning and safety. Members are not required to have a background in transportation but rather are appointed to represent the general citizenry and provide input to the transportation planning activities of the TPO. BPAC members work with TPO staff to develop and review plans and documents and act in an advisory capacity, making recommendations to the TPO Board.

The Transportation Disadvantaged Local Coordinating Board (TDLCB) The primary purpose of the TDLCB is to assist the designated Official Planning Agency (the TPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) (Votran) on the coordination of services to be provided to the transportation-disadvantaged pursuant to Chapter 427.0157, Florida Statutes. With support from TPO staff, the TDLCB works closely with the CTC and is not considered an advisory committee to the TPO Board. The TDLCB is required to update their Bylaws annually as part of the planning grant agreement; therefore,

the Bylaws of the TDLCB are maintained separately and reviewed by the TPO Board as required. The current Bylaws of the TDLCB were adopted on July 14, 2021. Under Chapter 427, Florida Statutes, the TPO is responsible for providing the TDLCB with sufficient staff support and resources to enable it to fulfill its responsibilities. This support is provided by the River to Sea TPO Transportation Planner/Project Manager (Modal Development).

River to Sea TPO Staff

TPO staff provide planning and administrative support to the TPO Board and committees. The River to Sea TPO staff consists of an executive director, a group of transportation planning professionals, a community outreach coordinator, a financial officer, and administrative personnel. The staff coordinates meetings and planning activities, prepares planning documents and materials, conducts public outreach and provides for the general functions of the organization in compliance with state and federal laws.



Continuity of Operations Plan (COOP)

The River to Sea TPO updated their [Continuity of Operations Plan \(COOP\)](#) on May 28, 2019. The purpose of the COOP is to educate River to Sea TPO employees on how to respond to different types of emergencies, considering the TPO office layout, structural features, and emergency systems. The COOP is an effort by the TPO to ensure continued performance of minimal essential functions during a wide range of potential emergencies. The River to

Sea TPO completes a COOP exercise and training annually.

Planning and Funding Agreements

The River to Sea TPO receives FHWA Section 112 PL and SU funds, FTA Section 5305(d) funds and Transportation Disadvantage (TD) Funds. These funds are passed through FDOT to support the planning activities for this area. The River to Sea TPO executes three (3) separate agreements that outline various requirements the TPO must adhere to for the use of the funds.

The FHWA Section 112 PL funds and SU funds operate under a single, two-year Transportation Planning Funds Joint Participation Agreement (JPA) between the River to Sea TPO and FDOT. The River to Sea TPO submits a grant application annually to FDOT for the receipt of FTA Section 5305(d) funds. Upon approval of the FTA Section 5305(d) grant application, the River to Sea TPO executes an annual Public Transportation Grant Agreement (PTGA) with FDOT. These agreements prescribe planning and administrative requirements placed on the River to Sea TPO as a condition of receipt of planning funds.

The River to Sea TPO submits a grant application annually to the CTD for planning grant funds. Upon approval of the application, the CTD and the TPO execute an agreement that outlines the necessary deliverables the River to Sea TPO is required to complete in order to receive reimbursement.

An interlocal agreement with the Central Florida MPO Alliance was executed on October 14, 2016 establishes an MPO Alliance consisting of representatives from MetroPlan Orlando, River to Sea TPO, Ocala Marion TPO, Lake Sumter MPO, Space Coast TPO and Polk TPO. The Alliance was formed to enhance regional planning for the Central Florida area. The agreement remains in effect unless dissolved by mutual agreement amongst members.

An interlocal agreement, the Intergovernmental Coordination and Review for the Creation of the Metropolitan Planning Organization, between FDOT and the cities and counties within the River to Sea TPO's metropolitan planning area establishes the makeup of the TPO and explains the various responsibilities for the organization and its members. It provides for communication and cooperation with local airport and port authorities as well as public transportation providers. This agreement was most recently updated in August 2014 for the purpose of reapportioning the membership of the board to accommodate three new participants - Flagler County and the cities of Palm Coast and Bunnell – and creating a new voting structure. The River to Sea TPO's voting structure is based on a weighted vote methodology.

Also, in August 2014, the River to Sea TPO, FDOT, East Central Florida Regional Planning Council, Northeast Florida Regional Planning Council, Volusia County (representing the Daytona Beach International Airport, Volusia County's Public Transit System, and the Ponce de Leon Inlet and Port District), Flagler County (representing the Flagler County Airport and Public Transit System), and the cities of New Smyrna Beach, DeLand, and Ormond Beach (each representing municipal airports) executed the Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement. This document updates the interlocal agreement with the local airports, Votran, the FDOT, and the East Central Florida Regional Planning Council and includes a section dealing with conflict resolution.

UPWP Program and Format

The River to Sea TPO's FY 2024/25 and FY 2025/26 UPWP, covering the two fiscal years from July 1, 2024 to June 30, 2026, was developed by the River to Sea TPO staff in cooperation with the FDOT and members of the River to Sea TPO's Board, TCC, CAC, and BPAC.

This section of the UPWP documents each specific task to be undertaken during the two years covered by this document, including the purpose of the task, previous work accomplished, proposed methodology, responsible agencies, cost estimates and proposed funding sources.

The UPWP contains seven tasks representing the work activities of the organization and as briefly described below:

1.0 Administration and Program Support: This task combines administrative related activities that were previously shown in multiple tasks in previous UPWPs into a single task that represents all administration and program support activities, including administration and operations, information technology systems and website support, public involvement, UPWP development and implementation, and state and regional coordination. The purpose of this task is to administer the metropolitan planning process of the TPO in conformance with all applicable federal and state regulations to ensure the TPO operates in a fiscally sound, organized, and efficient manner that supports a continuing, cooperative, and comprehensive transportation planning process. Activities in this task include:

2.0 Planning Projects and Programs: This task combines transportation-related activities, planning projects and programs from previous UPWPs into one task. These tasks include general planning studies, community safety related program, transportation data and information management, and bicycle and pedestrian implementation as well as providing staff support for special study consultant activities contained within Task 6.0

3.0 Transportation Improvement Program: This task is intended to document all activities associated with the development and maintenance of a five-year TIP as mandated by federal and state law (Title 23 and Title 49, U.S.C. and F.S. 339.175). Activities required under this task element include the annual development of a new five-year TIP, amendments as needed including the annual "roll forward" update, publication of the TIP including the maintenance of the interactive, online TIP and management of the annual Call for Projects and development of the TPO's Lists of Priority Projects (LOPP).

4.0 Long Range Transportation Plan: This task supports the Long Range Transportation Plan. The purpose of the LRTP is to develop and maintain a 25-year plan that assesses future transportation infrastructure needs and opportunities for the TPO planning area. Working with consultants, the TPO staff will complete all activities required for inclusion in the LRTP and ensure compliance with federal planning requirements.

5.0 Transit and Transportation Disadvantaged Programs: This task includes elements which provide for coordination with local governments for transit-friendly development and an assessment of current transportation options for the elderly and recommendations for improvements.

6.0 Special Studies: This task supports consultant activities for special studies and task work orders.

7.0 Regional Activities Transfer: This task supports the transfer of funds to MetroPlan Orlando for administration support for the Central Florida MPO Alliance.

Each task sheet follows the following consistent format: the top line identifies the 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 task purpose, previous/ongoing work, required activities and work products with target dates for completion, and the TPO staff responsible for the task. Budget tables of costs associated with each task are provided below the task activities. The general description of costs contained within the budget tables are provided below:

Personnel: Salaries and fringe benefits of the River to Sea TPO staff.

Consultant: Expenses relating to consultant support for planning studies/activities and administrative support.

Travel: Expenses incurred with daily and/or overnight travel of TPO staff attending meetings, conferences workshops and seminars. Also includes travel for TPO Board members to MPOAC Institute and regional meetings. The River to Sea TPO Travel policy is contained in Appendix E.

Office Expense: Expenses directly related to the office including office lease, utilities, telephone, off site storage and janitorial services, office upgrades, and office relocation.

Operating Expenses: Daily and general operating expenses and fees including postage, advertising, copy machine costs, training, agency memberships, office supplies, general liability insurance, banking fees, accounting software fees, CFMPOA, memberships and dues, conference/workshop/seminar registrations, publications, and professional development.

Professional Services: Expenses related to professional services including audit, legal, accounting/finance, and payroll.

Equipment: Expenses related to equipment replacement and purchasing including computers; printers; plotters; meeting support items (cameras, video recording devices, microphones, etc.); chairs, desks, computers, computer accessories, tables, etc.

Network Services: Expenses related to IT support and services, hardware and website hosting and maintenance.

Software: Expenses related to software acquisition and maintenance, support services, and other efforts to improve internal and external data sharing capabilities.

Capital Expenditure (AV System Upgrade): Expenses associated with the purchase and installation of a new Audio-Visual system in the TPO conference room.

Capital Expenditure (IT Server Replacement): Expenses associated with life cycle replacement of the TPO's Server.

Outreach/Educational: Expenses associated with TPO outreach activities including safety and educational materials to include safety awareness literature, bicycle helmets, safety items.

UPWP TASKS

Task 1.0 – Administration and Program Support

Responsible Agency – River to Sea TPO

Purpose	
Administer the metropolitan planning process of the TPO in conformance with all applicable federal and state regulations to ensure the TPO operates in a fiscally sound, organized, and efficient manner that supports a continuing, cooperative, and comprehensive transportation planning process.	
Previous Work	
Overall administration, management, and program support of the organization including personnel management, financial operations, general administrative support, meetings and member support, Unified Planning Work Program development and implementation, public outreach and involvement activities, regional planning and coordination activities, information technology systems, website support and maintenance.	
Required Activities and Work Products	Milestone/Target
General administration and program support for all activities and work products identified in the UPWP	Ongoing
Personnel management including the retention, recruitment, and training of River to Sea TPO professional staff	Ongoing
Human Resources Administration	Ongoing
Financial management including grant invoicing, operating budget, monthly financial reports, contract management, payroll coordination, accounts payable, accounts receivable,	Ongoing
Complete and independent audit for financial compliance	Annually
Schedule meetings, prepare meeting support materials (agendas, minutes, reports, etc.), and maintain active membership for TPO Board, committees, and subcommittees	Ongoing
Travel to conferences, meetings, workshops, and other business functions to stay abreast of developments within the industry as well as best practices	Ongoing
Records Management	Ongoing
Develop and distribute meeting minutes, agendas and provide meeting support for the TPO Board and its associated advisory committees and subcommittees	Monthly
Coordination with TPO Legal Counsel	As needed
Provide orientation for new Board and advisory committee members about the River to Sea TPO's functions and role	As needed
Develop and implement annual operating budget	Annual
Procure professional service contracts	As needed
Issue RFPs and/or task work orders for support services/consultants	As Needed
Conduct annual performance evaluations of all staff	Annually
Coordinate with the Executive Committee to conduct the Executive Director performance evaluation	Annually
Development of TPO staffing plans and work assignments	Ongoing
Implement the planning activities and project deliverables of the FY 2024/25 and FY 2025/26 UPWP	Ongoing
Monitor the UPWP financial estimates and deliverables to ensure the program is implemented on schedule and within budget	Ongoing
Process UPWP Amendments and Modifications	As Needed
Develop and Adopt FY 2026/27 and 2027/28 UPWP	FY 2026
Federal and State Certifications	State - Annual/ Fed - 4 yrs

Develop and Adopt Legislative Positions and Priorities	Annually
Purchases including supplies and capital and leases of equipment	
Continuity of Operations Plan (COOP) Exercise and Training	Annually
Activities to support office relocation	FY 2025
Coordination with Property Manager regarding facility maintenance and upgrades	As Needed
Cyber Security Training	Quarterly/As Needed
Provide technical support for the utilization of social media, TPO website and the Internet to provide planning information using innovative and advanced applications	
Develop and maintain accurate inventory of all capital equipment and budget for replacement	Ongoing
Maintain and update office infrastructure, furniture, equipment, IT infrastructure including secured file server, digital storage, employee workstations, telephone, software packages, and conference room technology/equipment	Ongoing/As Needed
Utilize in-house support to troubleshoot and maintain IT and minimize program disruptions	As Needed
Provide public outreach support and assistance in planning efforts, activities, and work products to ensure appropriate representation	As Needed
Provide presentations to increase awareness of transportation issues	As Requested
Provide responses for requests for information	As Needed
Maintain TPO website and social media pages	Ongoing
Ensure ADA, Title VI and LEP compliance in the development and distribution of materials and staff training	Ongoing
Review and update the Public Participation Plan	Annually
Review and update Title VI and LEP documents	Annually
Complete annual Title VI & LEP training	Annually
Develop annual public involvement matrix summary	Annually
Produce Transportation Talk, TPO electronic newsletter	Monthly
Develop Annual Report	Annually
Develop press releases, public service announcements, and legal advertisements to support TPO Programs	As Needed
Participation in regional planning efforts undertaken by FDOT, CFMPOA or other agencies.	Ongoing
Respond to surveys and requests for information as received and appropriate	As Requested
Attend and actively participate in regional and statewide planning activities as scheduled	Ongoing
Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance	Ongoing
Attend and provide support for quarterly meetings of the MPO Advisory Council and its subcommittees and other activities	Quarterly
Monitor activities and engage with nationally based industry associations including APTA, NARC, AMPO and agencies such as FTA and FHWA	Ongoing
Participate in FDOT/TPO Leadership meetings	Ongoing
Monitor appropriate state and federal legislation	As Needed
Develop and Adopt (through the CFMOPA) a Regional LOPP	Annually
Develop a Policies and Procedures Reference Manual*	FY 2025
Update the River to Sea TPO Employee Handbook*	FY 2025
Update the River to Sea TPO Purchasing Manual*	FY 2025
Develop and Implement a Strategic Plan for the River to Sea TPO*	FY 2025
Develop and Adopt Legislative Positions and Priorities	Annually

Update the River to Sea TPO's Website and Branding/Logo*	FY 2025
Purchase and Install Conference Room IT and Audio-Visual Systems*	FY 2025
Life Cycle Replacement of IT Server*	FY 2025

* Indicates Work Products that may utilize Consultants

Responsible TPO Staff:

Executive Director
Manager of Operations and Planning
Accounting and Office Manager
Community Outreach Coordinator
Administrative Assistant
Transportation Planner (Modal) (Data)

Task 1.0 Budget Detail

Year 1 - FY 2024/25

	Fund Source: Contract:	FHWA		CTD	Local/Other	
Category/Budget Item		PL Funds	SU Funds	TD Funds	Funds	Total
Personnel						
Salaries and Fringe Benefits		\$474,139	\$0	\$0		\$474,139
Category Subtotal		\$474,139	\$0	\$0	\$0	\$474,139
Consultant						
Consultant Services		\$100,000	\$0	\$0	\$0	\$100,000
Category Subtotal		\$100,000	\$0	\$0	\$0	\$100,000
Travel						
Travel Expenses		\$20,000	\$0	\$1,500	\$0	\$21,500
Category Subtotal		\$20,000	\$0	\$1,500	\$0	\$21,500
Other Direct Expenses						
Office Expenses		\$160,600	\$0	\$0	\$0	\$160,600
Operating Expenses		\$83,076	\$0	\$500	\$0	\$83,576
Network Costs		\$30,000	\$0	\$0	\$0	\$30,000
Software		\$20,000	\$0	\$0	\$0	\$20,000
Professional Services		\$26,000	\$0	\$0	\$0	\$26,000
Audit		\$20,000	\$0	\$0	\$0	\$20,000
Capital Outlay - AV System Upgrade		\$75,000	\$0	\$0	\$0	\$75,000
Capital Outlay - Server Replacement		\$15,000	\$0	\$0	\$0	\$15,000
Capital Outlay - Equipment		\$15,000	\$0	\$0	\$0	\$15,000
Category Subtotal		\$444,676	\$0	\$500	\$0	\$445,176
Task Total		\$1,038,815	\$0	\$2,000	\$0	\$1,040,815

Year 2 - FY 2025/26

Fund Source: Contract:		FHWA		CTD	Local/Other*	
Category/Budget Item	PL Funds	SU Funds	TD Funds	Funds	Total	
Personnel						
Salaries and Fringe Benefits	\$96,676	\$0	\$0	\$419,620	\$516,296	
Category Subtotal	\$96,676	\$0	\$0	\$419,620	\$516,296	
Consultant						
Consultant Services	\$100,000	\$0	\$0	\$0	\$100,000	
Category Subtotal	\$100,000	\$0	\$0	\$0	\$100,000	
Travel						
Travel Expenses	\$18,500	\$0	\$1,500	\$0	\$20,000	
Category Subtotal	\$18,500	\$0	\$1,500	\$0	\$20,000	
Other Direct Expenses						
Office Expenses	\$136,023	\$0	\$0	\$0	\$136,023	
Operating Expenses	\$71,010	\$0	\$500	\$0	\$71,510	
Network Costs	\$28,000	\$0	\$0	\$0	\$28,000	
Software	\$20,000	\$0	\$0	\$0	\$20,000	
Professional Services	\$22,500	\$0	\$0	\$0	\$22,500	
Audit	\$20,000	\$0	\$0	\$0	\$20,000	
Capital Outlay - Equipment	\$15,000	\$0	\$0	\$0	\$15,000	
Category Subtotal	\$312,533	\$0	\$500	\$0	\$313,033	
Task Total	\$527,709	\$0	\$2,000	\$419,620	\$949,329	

*Local/Other Funds includes estimated PL Carry Forward Amounts in Year 2 (will require a UPWP Amendment following close out of FY 2022/23 and FY 2023/24 UPWP)

Task 2.0 – Planning Projects and Program Support

Responsible Agency – River to Sea TPO

Purpose	
This task combines transportation-related activities, planning projects and programs from previous UPWPs into one task. These tasks include general planning studies, community safety related program, transportation data and information management, and bicycle and pedestrian implementation as well as providing staff support for special study consultant activities contained within Task 6.0	
Previous Work	
Provide support, coordinate efforts and participate as needed in the completion of various planning studies including corridor studies, participating in and commenting on PD&E developments of regional impact and other planning efforts that evaluate and improve the transportation system, regional planning coordination efforts, as well as planning and promoting safe, non-motorized travel options within the planning area. This task also involved enhancing community safety awareness in the TPO planning area by organizing, supporting and participating in new and recurring community safety events and programs.	
Required Activities and Work Products	Responsible Staff
Provide data analysis support and assistance in planning efforts, activities, and work products to ensure appropriate representation	Ongoing
Monitor area travel characteristics and factors affecting travel	Ongoing
Coordinate with local jurisdictions and agencies on data collection/data sharing	Ongoing
Coordinate and communicate policy associated with Transportation Performance Management (TPM)	Ongoing
Participate in Statewide Model Task Force	Ongoing
Participate in GIS User Groups	Ongoing
Monitor changes in programs and funding results from TPM	Ongoing
Incorporate TMP data and rules into planning documents	Ongoing
Update and analyze crash data to support establishment of Safety Targets	Ongoing
Support General Planning activities of the TPO	Ongoing
Resiliency Planning	Ongoing
Freight Planning	Ongoing
Implement TSMO strategies and projects	Ongoing
Participation in local planning area meetings	Ongoing
Provide project development support	Ongoing
Provide support for corridor studies, masterplans, PD&E studies and environmental analysis	Ongoing
Implement the Community Safety Action Plan	Ongoing
Participate in CTST Meetings	Monthly
Develop and Implement a Community Safety Events Schedule	Annually
Partner with local and statewide agencies on safety awareness campaigns	Ongoing
Planning and promotion of safe, non-motorized travel options	Ongoing

Participate in local and regional bicycle/pedestrian advisory groups	Ongoing
Participate in the St. Johns River to Sea Loop Alliance Active Transportation Workshop	As Requested
Participate in Bike Walk Central Florida's Best Foot Forward Program	Ongoing
Adopt 2025 and 2026 Transportation Safety Performance Targets	Annually
Develop and Adopt Greenhouse Gas Emissions Targets*	FY 2025
Update Transportation Systems Congestion Management/Performance Measures Report*	FY 2025
Staff support to manage special study consultant work for planning level feasibility studies for Bicycle/Pedestrian and Traffic Operations and Safety focused projects	Annually/Varied
Provide technical staff support to the Citizen's Advisory Committee, Technical Coordinating Committee, and TPO Board	Ongoing
Provide Support for Corridor Studies, Masterplans, PD&E Studies and Environmental Analysis	Ongoing
Work with local governments, FDOT and project stakeholders on the implementation of study recommendations	Ongoing
Staff support for consultant work in Task 6.0 – Special Studies	Ongoing
Update Transportation Impact Analysis (TIA) guidelines*	FY 2025
Utilize heat maps to track recent crash data to identify hot spots*	FY 2025
Coordinate Regional Planning Sub-Area Studies with member governments*	As Requested
Conduct before and after studies for specific projects to analyze their effectiveness*	As Needed
Conduct School Safety Studies for select schools to identify safety and traffic operations concerns and develop mitigation strategies*	FY 2025 and FY 2026
Identify golf cart utilization and other micromobility modes of transportation to include policy guidelines and best practices	FY 2025
Speakers Bureau Presentations	As Requested
Develop and Educational and Awareness campaign for safety, speeding and distracted driving	Ongoing
Create targeted and social media safety campaigns	Ongoing
Coordinate Helmets and Educational Material Distribution	Ongoing
Pilot Project for Social Media Distracted Driving Awareness Campaign *	FY 2025
Coordinate with FDOT and local governments on short-term and continuous Bicycle and Pedestrian Counters	FY 2025
Create a digital, app-compatible replacement for the 2019 River to Sea TPO Bicycle Suitability Map *	FY 2026
Coordination with Bike/Walk Central Florida to expand the Best Foot Forward Pedestrian Safety Program to Flagler County *	FY 2025
Facilitate coordination with municipalities in East Volusia County to complete SUN Trail Projects via periodic meetings and/or workshops	FY 2025
Update the 2018 River to Sea TPO Bicycle and Pedestrian Master Plan*	FY 2026

Responsible TPO Staff:

Executive Director
 Manager of Operations and Planning
 Accounting and Office Manager
 Community Outreach Coordinator
 Administrative Assistant
 Transportation Planner (Modal) (Data)

Task 2.0 Budget Detail**Year 1 - FY 2024/25**

Fund Source: Contract:	FHWA		CTD	Local/Other	
Category/Budget Item	PL Funds	SU Funds	TD Funds	Funds	Total
Personnel					
Salaries and Fringe Benefits	\$257,971	\$0	\$0	\$0	\$257,971
Category Subtotal	\$257,971	\$0	\$0	\$0	\$257,971
Consultant Services					
Consultant Services	\$50,000	\$0	\$0	\$0	\$50,000
Category Subtotal	\$50,000	\$0	\$0	\$0	\$50,000
Other Direct Expenses					
Outreach/Educational	\$12,500	\$0	\$0	\$0	\$12,500
Category Subtotal	\$12,500	\$0	\$0	\$0	\$12,500
Pass-Through					
Pass-Through	\$75,000	\$0	\$0	\$0	\$75,000
Category Subtotal	\$75,000	\$0	\$0	\$0	\$75,000
Task Total	\$395,471	\$0	\$0	\$0	\$395,471

Year 2 - FY 2025/26

Fund Source: Contract:	FHWA		CTD	Local/Other*	
Category/Budget Item	PL Funds	SU Funds	TD Funds	Funds	Total
Personnel					
Salaries and Fringe Benefits	\$140,462	\$0	\$0	\$150,000	\$290,462
Category Subtotal	\$140,462	\$0	\$0	\$150,000	\$290,462
Consultant Services					
Consultant Services	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0
Other Direct Expenses					
Outreach/Educational	\$12,500	\$0	\$0	\$0	\$12,500
Category Subtotal	\$12,500	\$0	\$0	\$0	\$12,500
Pass-Through					
Pass-Through	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0
Task Total	\$152,962	\$0	\$0	\$150,000	\$302,962

*Local/Other Funds includes estimated PL Carry Forward Amounts in Year 2 (will require a UPWP Amendment following close out of FY 2022/23 and FY 2023/24 UPWP)

Task 3.0 – Transportation Improvement Program (TIP)

Responsible Agency – River to Sea TPO

Purpose
This task is intended to document all activities associated with the development and maintenance of a five-year TIP as mandated by federal and state law (Title 23 and Title 49, U.S.C. and F.S. 339.175). Activities required under this task element include the annual development of a new five-year TIP, amendments as needed including the annual “roll forward” update, publication of the TIP including the maintenance of the interactive, online TIP and management of the annual Call for Projects and development of the TPO's Lists of Priority Projects (LOPP).

Previous Work Activity
Updated and Adopted 2021 and 2022 List of Priority Projects, developed and adopted FY 2021/22 to FY 2025/26 TIP and FY 2022/23 to FY 2026/27 TIP, processed TIP amendments and modifications, conducted an annual review of prioritization process to include review of and revisionsto the scoring criteria and guiding policies, issued and managed the annual Call for Projects, coordinate with FDOT on project programming and development of Tentative Work Program.

Required Activities and Work Products	Milestone/Target
Conduct an annual review of prioritization process to include review of scoring criteria and guiding policies	Annually
Issue annual Call for Projects (2023 and 2024)	Annually
Convene subcommittees to review and rank project applications	Annually
Coordinate with FDOT on Project Programming and development of Tentative Work Program	Annually
Review and Comment on FDOT Tentative Work Program	Annually
Update and Adopt 2025 List of Priority Projects*	June 2023
Update and Adopt 2026 List of Priority Projects*	June 2024
Develop and Adopt FY 2025/26 to FY 2029/30 TIP*	June 2023
Develop and Adopt FY 2026/27 to FY 2030/31 TIP*	June 2024
Process TIP amendments and modifications*	As Needed

* Indicates Work Products that may utilize Consultants

Responsible TPO Staff:

Executive Director

Manager of Operations and Planning

Transportation Planner (Modal) (Data)

Task 3.0 Budget Detail

Year 1 - FY 2024/25

Fund Source: Contract:	FHWA		CTD	Local/Other	
	PL Funds	SU Funds	TD Funds	Funds	
Category/Budget Item					Total
Personnel					
Salaries and Fringe Benefits	\$65,808	\$0	\$0	\$0	\$65,808
Category Subtotal	\$65,808	\$0	\$0	\$0	\$65,808
Consultant Services					
Consultant Services	\$25,000		\$0	\$0	\$25,000
Category Subtotal	\$25,000	\$0	\$0	\$0	\$25,000
Task Total	\$90,808	\$0	\$0	\$0	\$90,808

Year 2 - FY 2025/26

	Fund Source: Contract:	FHWA		CTD	Local/Other	
Category/Budget Item		<u>PL Funds</u>	<u>SU Funds</u>	<u>TD Funds</u>	<u>Funds</u>	<u>Total</u>
Personnel						
Salaries and Fringe Benefits		\$75,111	\$0	\$0	\$0	\$75,111
Category Subtotal		\$75,111	\$0	\$0	\$0	\$75,111
Consultant Services						
Consultant Services		\$25,000	\$0	\$0	\$0	\$25,000
Category Subtotal		\$25,000	\$0	\$0	\$0	\$25,000
Task Total		\$100,111	\$0	\$0	\$0	\$100,111

Task 4.0 – Long Range Transportation Plan

Responsible Agency – River to Sea TPO

Purpose
This task supports the Long Range Transportation Plan. The purpose of the LRTP is to develop and maintain a 25-year plan that assesses future transportation infrastructure needs and opportunities for the TPO planning area. Working with consultants, the TPO staff will complete all activities required for inclusion in the LRTP and ensure compliance with federal planning requirements.

Previous/Ongoing Work
Development and Adoption of the Connect 2045 Long Range Transportation Plan and processing LRTP Amendments as requested

Required Activities and Work Products	Milestone/Target
Maintain and implement the Connect 2045 Long Range Transportation Plan	Ongoing
Process LRTP Amendments and Modifications to ensure planning consistency between plans and documents	As Needed
Develop 2050 Long Range Transportation Plan*	FY 25 and FY 26

*Indicates work products that may utilize consultants

Responsible TPO Staff:

Executive Director

Manager of Operations and Planning

Transportation Planner (Modal) (Data)

Task 4.0 Budget Detail

Year 1 - FY 2024/25

Category/Budget Item	Fund Source: Contract:	FHWA		CTD	Local/Other	Total
		PL Funds	SU Funds	TD Funds	Funds	
Personnel						
Salaries and Fringe Benefits		\$162,626	\$0	\$0	\$0	\$162,626
Category Subtotal		\$162,626	\$0	\$0	\$0	\$162,626
Consultant Services						
Consultant Services		\$0	\$676,378	\$0	\$0	\$676,378
Category Subtotal		\$0	\$676,378	\$0	\$0	\$676,378
Task Total		\$162,626	\$676,378	\$0	\$0	\$839,004

Year 2 - FY 2025/26

	Fund Source: Contract:	FHWA		CTD	Local/Other	
Category/Budget Item		<u>PL Funds</u>	<u>SU Funds</u>	<u>TD Funds</u>	<u>Funds</u>	<u>Total</u>
Personnel						
Salaries and Fringe Benefits		\$115,977	\$0	\$0	\$0	\$115,977
Category Subtotal		\$115,977	\$0	\$0	\$0	\$115,977
Consultant Services						
Consultant Services		\$0	\$0	\$0	\$0	\$0
Category Subtotal		\$0	\$0	\$0	\$0	\$0
Task Total		\$115,977	\$0	\$0	\$0	\$115,977

Task 5.0 – Transit Related Activities and TD Program

Responsible Agency – River to Sea TPO/Votran/Flagler County Public Transportation

Purpose
The purpose of this task is to provide technical planning staff and consultant assistance for local government and transit agencies to identify transit development priorities, improve regional transit connectivity, and continue to improve coordinated transportation services to meet the mobility needs of the TPO transportation disadvantaged groups. This task also provides transit planning assistance in support of service planning activities including, but not limited to, coordination with local governments, route analysis and data retrieval, service performance reporting, transit research, transportation disadvantaged programs and transit plan development and implementation.

Previous/Ongoing Work
Provided technical staff support for the TDLCB and its committees including meeting coordination, development of agenda support documentation, and conducting presentations of transit information, participated in regional transit studies and community initiatives, conducted TDLCB Annual Public Hearing, adopt Transit Safety Targets, attended Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day, updated TDLCB Bylaws, provided funding assistance for Votran

Required Activities and Work Products	Milestone/Target
Provide technical staff support for the TDLCB and its committees	Quarterly
Provide technical planning assistance and reports for local government and transit agencies (issue consultant task work orders, as needed)	Ongoing
Provide input to local and regional transit planning studies	Ongoing
Identify Transit Development Priorities	Ongoing
Improve Transit Related Safety and Connectivity	Ongoing
Coordinate and Attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day	Annually
Provide transit input and assistance in planning efforts, activities and work products to ensure appropriate representation	Ongoing
Produce annual quarterly reports and required plans <ul style="list-style-type: none"> Volusia County's AOR and AER Reports TDSP Annual update reports CTD quarterly program reports Other plans and report updates 	Quarterly
Votran Mobility on Demand (MOD) Design and Deployment Project	FY 2025
Votran Park and Ride Intermodal Transfer Facility Study Implementation	FY 2025 and FY 2026
Votran Automatic Passenger Counters (APCs)	FY 2025
Technical/planning assistance for Flagler County Public Transportation to complete FTA Section 5307 Designated Recipient Process	FY 2025
Technical/planning assistance for Flagler County Public Transportation to complete Public Transportation Agency Safety Plan (PTASP)	FY 2026
Participation in SunRail TAC and Commission Meetings	Monthly
Participation in Flagler County Public Transportation Meetings (Flagler TDLCB)	Quarterly
Evaluate the performance of the Community Transportation Coordinator	Annually

Review and Update (as necessary) the TDLCB Bylaws	Annually
Review and update (as necessary) the TDLCB Grievance Procedures	Annually
Conduct Annual Public Hearing	Annually

* Indicates Work Products that may utilize Consultants, Votran, or FCPT

Responsible TPO Staff:

Executive Director

Manager of Operations and Planning

Transportation Planner (Modal)

Task 5.0 Budget Detail

Year 1 - FY 2024/25

	Fund Source: Contract:	FHWA		CTD	Local/Other	
Category/Budget Item		<u>PL Funds</u>	<u>SU Funds</u>	<u>TD Funds</u>	<u>Funds</u>	<u>Total</u>
Personnel						
Salaries and Fringe Benefits		\$25,761	\$0	\$31,142		\$56,903
Category Subtotal		\$25,761	\$0	\$31,142	\$0	\$56,903
Consultant Services						
Consultant Services		\$0	\$0	\$0		\$0
Category Subtotal		\$0	\$0	\$0	\$0	\$0
Pass-Through						
Pass-Through		\$100,000	\$0	\$0	\$0	\$100,000
Category Subtotal		\$100,000	\$0	\$0	\$0	\$100,000
Task Total		\$125,761	\$0	\$31,142	\$0	\$156,903

Year 2 - FY 2025/26

	Fund Source: Contract:	FHWA	CTD	Local/Other		
Category/Budget Item		PL Funds	SU Funds	TD Funds	Funds	Total
Personnel						
Salaries and Fringe Benefits		\$22,278	\$0	\$31,142	\$0	\$53,420
Category Subtotal		\$22,278	\$0	\$31,142	\$0	\$53,420
Consultant Services						
Consultant Services		\$0	\$0	\$0	\$0	\$0
Category Subtotal		\$0	\$0	\$0	\$0	\$0
Pass-Through						
Pass-Through		\$100,000	\$0	\$0	\$0	\$100,000
Category Subtotal		\$100,000	\$0	\$0	\$0	\$100,000
Task Total		\$122,278	\$0	\$31,142	\$0	\$153,420

Task 6.0 – Special Studies

Responsible Agency – River to Sea TPO

Purpose
To conduct special studies and task work orders for on-call consultant technical support

Previous Work
This represents a new task in the UPWP

Required Activities and Work Products*	Milestone/Target
Task work orders to support general planning consultant activities	As Needed
Implementation of the SS4A Grant	FY 2025

*Activities and consultant scopes of services and schedules will be amended into Appendix H prior to start of project

Responsible TPO Staff:

Executive Director

Manager of Operations and Planning

Community Outreach Coordinator

Transportation Planner (Modal) (Data)

Task 6.0 Budget Detail

Year 1 - FY 2024/25

Category/Budget Item	Fund Source: FHWA		CTD	SS4A*	Local/Other**	Total
	PL Funds	SU Funds	TD Funds	Funds	Funds	
Consultant Services	\$420,640	\$0	\$0	\$400,000	\$20,000	\$840,640
Category Subtotal	\$420,640	\$0	\$0	\$400,000	\$20,000	\$840,640
Task Total	\$420,640	\$0	\$0	\$400,000	\$20,000	\$840,640

Year 2 - FY 2025/26

Category/Budget Item	Fund Source: FHWA		CTD	SS4A	Local/Other**	Total
	PL Funds	SU Funds	TD Funds	Funds	Funds	
Consultant Services	\$252,608	\$200,000	\$0	\$0	\$214,015	\$666,623
Category Subtotal	\$252,608	\$200,000	\$0	\$0	\$214,015	\$666,623
Task Total	\$252,608	\$200,000	\$0	\$0	\$214,015	\$666,623

* SS4A Funds include \$ 320,000 federal and \$ 80,000 local match

** Local Funds include 10% local match requirement from member governments for feasibility studies and estimated SU Carry Forward amounts in Year 2 (will require a UPWP Amendment following close-out of FY 22/23 and FY 23/24 UPWP)

Task 7.0 – Regional Activities Transfer

Responsible Agency – River to Sea TPO

Purpose
To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interest, through the Central Florida MPO Alliance (CFMPOA). Participating MPOs/TPOs include: Space Coast TPO, River to Sea TPO, Ocala/Marion TPO, Lake/Sumter MPO, Polk TPO and MetroPlan Orlando.

Previous Work
CFMPOA Regional Priority Project List, quarterly meetings, annual joint meeting with Sun Coast Transportation Planning Alliance

Required Activities and Work Products*	Milestone/Target
CFMPOA Regional Regional Priority Project List	FY 25 and FY 26
CFMPOA continued coordination amongst regional MPO partners	Quarterly/Ongoing
CFMPOA Regional Indicators Report	FY 25 and FY 26
CFMPOA Regional LRTP Summary	FY 26

Responsible TPO Staff:

Executive Director

Manager of Operations and Planning

Task 7.0 Budget Detail

Year 1 - FY 2024/25

	Fund Source:	FHWA		CTD	Local/Other**	
	Contract:					
Category/Budget Item		<u>PL Funds</u>	<u>SU Funds</u>	<u>TD Funds</u>	<u>Funds</u>	<u>Total</u>
Transfer						
Transfer to MetroPlan Orlando Annual Allocation for CFMPO Alliance		\$5,000	\$0	\$0	\$0	\$5,000
Category Subtotal		\$5,000	\$0	\$0	\$0	\$5,000
Task Total		\$5,000	\$0	\$0	\$0	\$5,000

Year 2 - FY 2025/26

	Fund Source:	FHWA		CTD	Local	
	Contract:					
Category/Budget Item		<u>PL Funds</u>	<u>SU Funds</u>	<u>TD Funds</u>	<u>Funds</u>	<u>Total</u>
Transfer						
Transfer to MetroPlan Orlando Annual Allocation for CFMPO Alliance		\$5,000	\$0	\$0	\$0	\$5,000
Category Subtotal		\$5,000	\$0	\$0	\$0	\$5,000
Task Total		\$5,000	\$0	\$0	\$0	\$5,000

Orange indicates outgoing funds

SUMMARY TABLES

AGENCY PARTICIPATION

Funding Source:		FHWA		CTD		SS4A		Local/Other	
		Contract:							
Fiscal Year:		2025	2026	2025	2026	2025	2026	2025	2026
TASK	Total Budget:	\$ 2,915,499	\$ 1,476,645	\$ 33,142	\$ 33,142	\$ 400,000		\$ 20,000	\$ 783,635
SECTION 1.0 Administration and Program Support									
	Personnel	\$ 474,139	\$ 96,676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 419,620
	Consultant	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Travel	\$ 20,000	\$ 18,500	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
	Direct Expenses	\$ 444,676	\$ 312,533	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -
	Total	\$ 1,038,815	\$ 527,709	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ 419,620
SECTION 2.0 Planning Projects and Programs									
	Personnel	\$ 257,971	\$ 140,462	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Consultant	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Direct Expenses	\$ 12,500	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Pass-Through	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 395,471	\$ 152,962	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SECTION 3.0 Transportation Improvement Program									
	Personnel	\$ 65,808	\$ 75,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Consultant	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 90,808	\$ 100,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECTION 4.0 Long Range Transportation Plan									
	Personnel	\$ 162,626	\$ 115,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Consultant	\$ 676,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 839,004	\$ 115,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECTION 5.0 Transit and Transportation Disadvantage Programs									
	Personnel	\$ 25,761	\$ 22,278	\$ 31,142	\$ 31,142	\$ -	\$ -	\$ -	\$ -
	Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Pass-Through	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 125,761	\$ 122,278	\$ 31,142	\$ 31,142	\$ -	\$ -	\$ -	\$ -
SECTION 6.0 Special Studies									
	Consultant	\$ 420,640	\$ 452,608	\$ -	\$ -	\$ 400,000	\$ -	\$ 20,000	\$ 214,015
	Sub Total	\$ 420,640	\$ 452,608	\$ -	\$ -	\$ 400,000	\$ -	\$ 20,000	\$ 214,015
SECTION 7.0 Regional Activities									
	Transfer	\$ 5,000	\$ 5,000	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Programmed	\$ 2,915,499	\$ 1,476,645	\$ 33,142	\$ 33,142	\$ 400,000	\$ -	\$ 20,000	\$ 783,635

FUNDING SOURCE

Funding				FY 2025 Funding Source			
Contract	Source	Source Level	2025	Soft Match*	Federal	State	Local/Other
TBD	FHWA	PL**	\$ 2,239,121	\$ 493,847	\$ 2,239,121	\$ -	\$ -
		SU***	\$ 676,378	\$ 149,178	\$ 676,378	\$ -	\$ -
		FHWA Total	\$ 2,915,499	\$ 643,025	\$ 2,915,499	\$ -	\$ -
TBD	CTD	State	\$ 33,142	\$ -	\$ -	\$ 33,142	\$ -
		CTD Total	\$ 33,142	\$ -	\$ -	\$ 33,142	\$ -
	SS4A	Federal	\$ 320,000	\$ 70,577	\$ 320,000	\$ -	\$ -
		Local	\$ 80,000	\$ 17,644	\$ 80,000	\$ -	\$ -
		SS4A Total	\$ 400,000	\$ 88,222	\$ 400,000	\$ -	\$ -
N/A	Local/Other	Local	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
		Local Total	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total			\$ 3,368,641	\$ 643,025	\$ 2,915,499	\$ 33,142	\$ 20,000

Funding Source				FY 2026 Funding Source			
Contract	Source	Source Level	2026	Soft Match*	Federal	State	Local/Other
TBD	FHWA	PL	\$ 1,276,645	\$ 281,569	\$ 1,276,645	\$ -	\$ -
		SU	\$ 200,000	\$ 44,111	\$ 200,000	\$ -	\$ -
		FHWA Total	\$ 1,476,645	\$ 325,680	\$ 1,476,645	\$ -	\$ -
TBD	CTD	State	\$ 33,142	\$ -	\$ -	\$ 33,142	\$ -
		CTD Total	\$ 33,142	\$ -	\$ -	\$ 33,142	\$ -
N/A	Local/Other	Local/Other	\$ 783,635	\$ -	\$ -	\$ -	\$ 783,635
		Local Total	\$ 783,635	\$ -	\$ -	\$ -	\$ 783,635
Total			\$ 2,293,422	\$ 325,680	\$ 1,476,645	\$ 33,142	\$ 783,635

Notes:

*State Soft Match: FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share. This FDOT soft match is non-cash. The soft match includes fund transfers, and is calculated at 18.07% for PL utilizing Transportation Development Credits.

** Includes \$ 980,814 of De-Obligated PL Funds

*** Includes \$ 176,378 of De-Obligated SU Funds

APPENDICIES

Appendix A: Resolution Adopting the FY 2022/23 and FY 2023/24 UPWP

Sign Resolution adopting the UPWP will be inserted in the Final Document

Appendix B: UPWP Revision Log

Revision Type	Resolution Number	Approval Date	Description of Change
Adoption	2024-XX	06/26/2024	River to Sea TPO Adoption of the FY 2024/25 and FY 2025/26 Unified Planning Work Program

Appendix C: Transportation Acronyms and Abbreviations

Acronym	Description
3-C Process	Continuing, Cooperative, Comprehensive – Generally used to defining qualities of the metropolitan planning organization (MPO) planning process.
3-R	Restoration, Rehabilitation, and Resurfacing
4-R	3R plus Reconstruction

A

AA	Alternative Analysis – A process for evaluating alternative methods to address transportation needs in a region.
AADT	Average Annual Daily Traffic – The total traffic for a year divided by 365.
AADTT	Average Annual Daily Truck Traffic
AASHTO	American Association of State Highway and Transportation Officials
ACCM	Advanced Construction Congestion Mitigation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association – National organization of professional planners; focus includes planning policy, lobbying and public information.
APS	Accessible Pedestrian Signal
APWA	American Public Works Association
ASCE	American Society of Civil Engineers
ATMS	Advanced Traffic Management Systems

B

B/C Ratio	Benefit/Cost Ratio – Benefit/Cost Ratio is used to compare the benefit versus the cost of proposed alternatives. For highway projects, benefits may include reduced fuel consumption, travel time, and air pollution; cost may include construction, right-of-way, and maintenance.
BEBR	Bureau of Economic and Business Research (University of Florida)
BLS	Bureau of Labor Statistics
BPAC	Bicycle/Pedestrian Advisory Committee
BFP	Bridge Formula Program
BRP	Bridge Rehab Funds (state)
BRT	Bus Rapid Transit
BTS	Bureau of Transportation Statistics
BTU	Beyond the Ultimate (I-4)

C

CAC	Citizens' Advisory Committee – Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.
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CDD	Community Development District
CEI	Construction, Engineering and Inspection
CFMPOA	Central Florida Metropolitan Planning Organization Alliance
CFR	Code of Federal Regulations – Compilation of the rules of the executive department and agencies of the federal government.
CFRPM	Central Florida Regional Planning Model
CIE	Capital Improvements Element
CIP	Corridor Improvement Program
CMA	Critical Movement Analysis – For signalized intersections, CMA focuses on lane groups or movements which control signal requirements. CMA focuses on the identification and provision of capacity for such flows called critical movements. CMA is also used in capacity analysis.
CMAQ	Congestion Mitigation and Air Quality – A special provision of the Intermodal Surface Transportation Efficiency Act (ISTEA) that directs funds towards projects in Clean Air Act Non-Attainment areas for ozone and carbon monoxide.
CMP	Congestion Management Process
CMPWG	Congestion Management Process Working Group
CMS	Congestion Management System – A systematic process which provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of persons and goods. A CMS includes methods to monitor and evaluate performance, identify alternative actions, access and implement cost-effective actions, and evaluate the effectiveness of implemented actions.
COOP	Continuity of Operations Plan
CRA	Community Redevelopment Agency
CSAP	Community Safety Action Plan
CST	Construction Project Phase
CTC	Community Transportation Coordinator – People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.
CTE	City/County Traffic Engineer
CTST	Community Traffic Safety Teams
CUTR	Center for Urban Transportation and Research
CY	Calendar Year

D

DBE	Disadvantaged Business Enterprise
DCA	Department of Community Affairs – Now called the Department of Economic Opportunity
DDR	District Dedicated Revenue
DEIS	Draft Environmental Impact Statement
DEO	Department of Economic Opportunity
DEP	Department of Environmental Protection
DHSMV	Department of Highway Safety and Motor Vehicles
DIH	Designated In-House funds
DOT	Department of Transportation – Agency responsible for transportation at the local, state or federal level.

DRI	Developments of Regional Impact
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E

EA	Environmental Assessment – A document that assesses an action that is not a categorical exclusion and does not clearly require the preparation of an environmental impact statement (EIS), or where the Federal Highway Administration believes an environmental assessment would assist in determining the need for an EIS.
EB	Equity Bonus funds
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Regional Rail Trail
EIS	Environmental Impact Statement
ENV	Environmental Phase
EPA	Environmental Protection Agency – A federal agency charged with protecting the natural resources in the nation.
ERAU	Embry-Riddle Aeronautical University
ETDM	Efficient Transportation Decision Making

F

FAA	Federal Aviation Association – A federal entity responsible for overseeing air commerce, air traffic control, noise abatement, and other related issues.
FAHP	Federal Aid Highway Program
FAST Act	Fixing America’s Surface Transportation Act
FCARD	Flagler County Association for Responsible Development – A non-profit association of Central Florida professionals who work in all aspects of land development.
FCTD	Florida Commission for the Transportation Disadvantaged
FDEP	Federal Department of Environmental Protection
FDHSMV	Florida Department of Highway Safety and Motor Vehicles
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FEMA	Federal Emergency Management Administration – Administers of the Federal Emergency Management Act.
FGTF	Florida Greenways and Trails Foundation
FHP	Florida Highway Patrol
FHWA	Federal Highway Administration
FPTA	Florida Public Transit Association
FR	Federal Register
FS	Florida Statutes
FSUTMS	Florida Standard Urban Transportation Modeling Structure
FTA	Federal Transit Administration – The FTA operates under the authority of the Federal Transit Act. The FTA was established as a component of the US Department of Transportation.
FTC	Florida Transportation Commission
FTE	Florida’s Turnpike Enterprise

FTP	Florida Transportation Plan
FTP	File Transfer Protocol
FY	Fiscal Year

G

GIS	Geographic Information System
GPC	General Planning Consultant
GPS	Global Positioning System
GPS	General Planning Studies
GMSC	Growth Management Subcommittee

H

HAWK	High-Intensity Activated crossWalk
HOV	High Occupancy Vehicle – Vehicles having more than one occupant. Examples include carpools, vanpools, buses, and mini-buses. Transportation systems may encourage HOV use by having designated HOV lanes.
HSIP	Highway Safety Improvement Program
HSR	High Speed Rail – A railway system which can transport people or goods at speeds in excess of 125 miles per hour.
HSRC	Highway Safety Research Center
HTF	National Highway Trust Fund
HVE	High Visibility Enforcement

I

I/C	Interchange
ICAR	Intergovernmental Coordination and Review
IF	Impact Fees
IHS	Interstate Highway System
IJR	Interchange Justification Report
IMS	Intermodal Management System – Systematic process to improve the coordination in planning and implementation of air, water, and land-based transportation facilities and services; required for transportation facilities connected to the National Highway System (NHS) as a part of ISTEA; must be in use by October 1, 1997; for non-NHS transportation facilities, the extent of an IMS is left to the discretion of state and local officials.
ISB	International Speedway Boulevard
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITE	Institute of Transportation Engineers – An international society of professionals in transportation and traffic engineering; published Trip Generation (a manual of trip generation rates by land use type).
ITS	Intelligent Transportation Systems – program that endeavors to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

J

JPA	Joint Participation Agreement – Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies. (Contract)
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L

LAP	Local Agency Program
LEP	Limited English Proficiency
LI	Local Initiatives
LIDAR	Light Detection and Ranging
LOGT	Local Option Gas Tax
LOPP	List of Priority Projects
LOS	Level of Service – A qualitative assessment of a road’s operating condition; generally described using a scale of A (little congestion) to E/F (severe congestion).
L RTP	Long Range Transportation Plan – A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.
LRT	Light Rail Transit

M

MAP-21	Moving Ahead for Progress in the 21 st Century – Current Federal Transportation Bill adopted July 2012.
MOT	Maintenance of Traffic
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area – The geographic area within which the metropolitan transportation planning process is carried out.
MPOAC	Metropolitan Planning Organization Advisory Council – An advisory council (consisting of one member from each MPO) that serves as the principal forum for collective policy discussion in urban areas; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.
MSA	Metropolitan Statistical Area
MUTCD	Manual on Uniform Traffic Control Devices

N

NEPA	National Environmental Policy Act - Federal law passed in 1969 which requires an analysis of environmental impacts of federal actions (including the funding of projects).
NAAQS	National Ambient Air Quality Standards
NHFP	National Highway Freight Program
NHPP	National Highway Performance Program
NHS	National Highway System – The NHS is one of the three major components of the 1991 Intermodal Surface Transportation Efficiency Act. A major new Federal-Aid system was established in the NHS. It includes the Interstate System, other routes identified as having strategic defense characteristics, routes providing access to major ports, airports, public transportation and intermodal transportation facilities, and many principal urban and rural arterials which provide regional service.
NHTSA	National Highway Traffic Safety Administration
NOAA	National Oceanic and Atmospheric Administration
NTS	National Transportation System – An intermodal system consisting of all forms of transportation in a unified, interconnected manner to reduce energy consumptions and air pollution while promoting economic development and supporting the Nation's preeminent position in international commerce. The NTS includes the National Highway System, public transportation and access to ports and airports.
NTSB	National Transportation Safety Board

O

OA	Obligational Authority
OGT	Office of Greenways & Trails
OPP	Office of Policy & Planning
OTTED	Office of Tourism, Trade & Economic Development

P

P&R	Park and Ride
PAS	Principal Arterial System
PD&E	Project Development and Environmental Study
PE	Preliminary Engineering
PIP/PPP	Public Involvement/Participation Plan
PL	Planning Funds
PRSC	Project Review Subcommittee
PSA	Public Service Announcement
PSAP	Pedestrian Safety Action Plan

Q

QAC	Quality Assurance Committee
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R

RHCP	Railway-Highway Crossings Program
RFP	Request for Proposal
RFQ	Request for Qualifications
RITSA	Regional Intelligent Transportation System Architecture
RMLO	Records Management Liaison Office
ROW	Right of Way - The land (usually a strip) acquired for or devoted to transportation purposes.
RPC	Regional Planning Council - A multipurpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope.
RRFB	Rectangular Rapid Flashing Beacon
RTCA	Regional Trails Corridor Assessment

S

SAFETEA-LU	The "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" – Federal Transportation Bill that was adopted in August 2005; Replaced in July 2012 by MAP-21.
SE	Surface Enhancement funds
SCE	Socio-cultural Effects
SHS	State Highway System
SIS	Strategic Intermodal System

SJRWMD	St. Johns River Water Management District
SOV	Single Occupancy Vehicle
SRTS	Safe Routes To School
STBGP	Surface Transportation Block Grant Program - A new block grant type program established as one of the three major components of the Intermodal Surface Transportation Efficiency Act to supplement the National Highway System (NHS). The STP may be used by states and localities for any roads, including NHS, that are not functionally classified as local or rural minor collectors. These roads are now collectively referred to as Federal-aid roads.
STIP	Statewide Transportation Improvement Program The official statewide, intermodal transportation plan that is developed through the statewide planning process.
STTF	State Transportation Trust Fund
SU	Urban Attributable Funding
SUN Trails	Shared-use, nonmotorized Trails

T

TAC	Transportation Advisory Committee/Technical Advisory Committee
TAM	Transit Asset Management
TAP	Transportation Alternative Program
TAZ	Traffic or Travel Analysis Zone
TPO	Technical Coordinating Committee
TCEA	Transportation Concurrency Exception Area – A specific geographic area where transportation concurrency requirements do not apply; area must be designated in a local comprehensive plan.
TD	Transportation Disadvantaged – People who are unable to transport themselves or to purchase transportation due to disability, income status or age.
TDDG	Transit Development Design Guidelines
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDM	Transportation Demand Management – Strategies to reduce peak period congestion which focus on managing travel demand; includes shifting solo drives to carpools or transit, staggered work hours, telecommuting and other similar concepts.
TDP	Transit Development Plan – A short term (5 years) plan that identifies the intended development of transit, including equipment purchase, system management and operation.
TDSP	Transit Disadvantaged Service Plan
TDTF	Transportation Disadvantaged Trust Fund
TTF	Transportation Trust Fund
TEA-21	Transportation Equity Act for the 21 st Century – Federal Transportation Law in effect from 1997-2005
TF	Transportation Fund
TIA	Transportation Impact Analysis
TIP	Transportation Improvement Program – The TIP is a staged, three-to-five-year prioritized program of transportation projects covering a metropolitan planning area which is consistent with the metropolitan transportation plan.
TMA	Transportation Management Area – An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the Metropolitan Planning Organization (MPO), and officially designated by the metropolitan planning area

	served by an MPO within which the TMA is located.
TOD	Transit-Oriented Development – A mixed use community or neighborhood designed to encourage transit use and pedestrian activity.
TPM	Transportation Performance Measures
TPO	Transportation Planning Organization – An association of local agencies established for mutual benefit to help coordinate planning and development activities within a metropolitan region. Establishment of the TPO is required by law in urban areas with populations over 50,000 if federal funds are to be used. The TPO is not a level of government. However, the TPO has “effective control” over transportation improvements within the area since a project must be a part of the TPO’s adopted plan in order to receive federal funding.
TPS	Transportation Planning Studies
TRIP	Transportation Regional Incentive Program
TSMO	Transportation Systems Management & Operations

U

UA	Urban Area
USACE	United States Army Corps of Engineers
US DOT	United States Department of Transportation
UPWP	Unified Planning Work Program – Official two-year budget of an MPO/TPO.
UZA	Census Urbanized Area

V

VCARD	Volusia County Association for Responsible Development – A non-profit association of Central Florida professionals who work in all aspects of land development.
VMT	Vehicle Miles Travelled

X

XU	Extra Urban: Funds attributable to urbanized areas over 200,000 population
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Appendix D: UPWP Statements and Assurances

Signed Statements and Assurances to be submitted with final document.

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES**

525-010-08
POLICY PLANNING
05/18

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The _____ hereby certifies to the best of its knowledge and belief, that it and its principals:
- (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 _____ 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.D.O.T.

Name:
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the _____ that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the _____, 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 _____ 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.
- (4) 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.

Name:
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
05/18

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the _____ that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of 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 _____, 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 _____, in a non-discriminatory environment.

The _____ shall require its consultants to not discriminate on the basis of race, color, national origin and sex 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

Name:
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
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TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the _____ assures the Florida Department of Transportation (FDOT) 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, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The _____ further assures FDOT that it will undertake the following 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 *Appendices A and E* 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.

Name:
Title: MPO Chairman (or designee)

Date

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
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APPENDICES A and E

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.

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) 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 subcontractor 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.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

Appendix E: River to Sea TPO Travel Policy

Policy for: **TIMEKEEPING & TRAVEL REIMBURSEMENTS**



Background

Reason for Policy: To establish effective internal controls for the review and oversight of time sheet reporting and expense reimbursements for R2CTPO staff. This policy and procedure is intended to supplement information included in the R2CTPO Handbook of Employee Policies and Practices (Employee Handbook).

Additional Action Needed: This policy and procedure should be reviewed periodically and incorporated into the R2CTPO Employee Handbook during the next update.

Approval Required: R2CTPO Board

Effective Date: November 1, 2019

Relevant Documents: R2CTPO Employee Handbook, 2 CFR 200.430, 2 CFR 200.303, Section 112.061 Florida Statutes, Executive Director Employment Agreement

Existing Guidance: The R2CTPO Employee Handbook, Section 4 (I) "Timekeeping" addresses the importance of recording time worked and states: "It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The Executive Director will review and then initial the time record before submitting it for payroll processing." Additionally, 2 CFR 200.430 "Compensation" requires that "federal awards for salaries and wages must be based on records that accurately reflect work performed." These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated." The Employee Handbook also addresses Travel Expenses for R2CTPO employees in Section 7 (V). This section allows R2CTPO employees to be reimbursed "for reasonable business travel expenses incurred while on assignments."

Policy Direction

Timekeeping

R2CTPO employees, including the Executive Director, document their work related activities by completing timesheets that document weekly activities and submitting these once every two weeks. Completed timesheets shall accurately reflect the time worked each day by task or the holiday, personal time off (PTO), or other authorized options for recording R2CTPO related activity. Detailed descriptions of work activities are listed on the reverse side of the timesheets to document work progress, training, meeting attendance, travel and other activities. This information is used to develop progress reports that accompany billing invoices. When completed, employees sign their timesheets and submit them to the Chief Financial Officer (CFO) for review of funding availability, allowable charges and availability of PTO. Upon satisfactory review, the CFO initials each timesheet and provides them to the Executive Director to review for accuracy, allowable charges and detailed work activity. Once completed, the Executive Director signs and returns timesheets to the CFO for processing.

Timesheets of the Executive Director will be submitted to the CFO to review for funding availability, allowable charges and availability of PTO. Upon satisfactory review, the CFO will initial the timesheet and provide to a senior staff member to screen for completeness and accuracy. Upon completion of their review, the staff member will sign the timesheet and return to the CFO.

On a monthly basis, the CFO will meet with the R2CTPO Board Chair to review completed timesheets of the Executive Director. The review will involve screening a sample of timesheets for timely submission, accuracy and consistency of work detail. The Board Chair will address any irregularities with the Executive Director and/or the CFO as appropriate. Once completed, the

Board Chair will sign the timesheets that were reviewed and will report completion of the review to the Executive Committee and Board. The 1st Vice-Chair may also complete the review if the Board Chair is unavailable.

Travel Expense Reimbursement

The R2CTPO reimburses employees for reasonable business travel expenses incurred while on assignment in support of R2CTPO activities. The R2CTPO uses funds provided by the Florida Department of Transportation (FDOT) to cover a portion of the travel costs. Travel costs being reimbursed by FDOT from grant funds must conform to the requirements of Section 112.061, Florida Statutes, Chapter 69I-42, F.A.C., Department of Financial Services Reference Guide for State Expenditures, FDOT Disbursement Handbook, any policies issued by the FDOT and the terms of any contracts the R2CTPO has with the FDOT.

Extended business travel includes work assignments outside the R2CTPO planning area that are longer than a single day involving overnight accommodations, registration fees and, possibly, airfare. All extended business travel for employees must be approved in advance by the Executive Director and the CFO. Requests are to be submitted using the R2CTPO Travel Form. Extended travel requests for the Executive Director must be approved in advance by the R2CTPO CFO and Board Chair or 1st Vice-Chair if the Chair is unavailable.

When travel is complete, employees should submit a completed travel expense report within 7 calendar days. Completed reports will be submitted using the R2CTPO Travel Form and FDOT Contractor Travel Form (#300-00-06) and must include receipts for all individual expenses submitted for reimbursement as well as relevant information such as conference agendas. Completed travel reports will be submitted to the CFO for review. The CFO will review for completeness and accuracy. Upon satisfactory review, the CFO will sign the report and provide it to the Executive Director for review and approval.

Extended business travel completed by the Executive Director should be reported on the R2CTPO Travel Form and FDOT Contractor Form (#300-00-06). Completed forms will be submitted to the CFO for review within 7 calendar days of completing a trip. The CFO will review for completeness and accuracy. Upon satisfactory review, the CFO will sign the report and provide it to the Board Chair for review and approval. The 1st Vice-Chair may also complete the review if the Board Chair is unavailable.

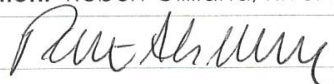
Single day travel expenses may be incurred within or outside of the R2CTPO planning area. Reimbursement for travel expenses such as personal vehicle mileage, tolls, and commuter rail boarding is provided for R2CTPO employees. Expenses for single day travel are not required to be approved in advance. These expenses are submitted on the FDOT Contractor Travel Form (#300-000-06) which should be submitted at least monthly. Completed travel forms will be submitted to the R2CTPO CFO for review. The CFO will review for completeness and accuracy. Upon satisfactory review, the CFO will sign the report and provide it to the Executive Director for review and approval.

Single day travel expenses incurred by the Executive Director are reimbursed for travel outside the R2CTPO planning area (as established in the Executive Director Employee Agreement). These expenses are submitted on the FDOT Contractor Travel Form (#300-000-06) which must be submitted to the Board Chair or 1st Vice-Chair if the Chair is unavailable for review and approval at least monthly.

Authorized by:

Name / Position: Robert Gilliland, River to Sea TPO Chairperson (per Board Action _____)

Signature:



Date: 11-6-2019

Appendix F: FDOT District 5 Planning Activities



Florida Department of Transportation
District Five

District Planning Activities

At Florida Department of Transportation (FDOT), our mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. In order to achieve FDOT's mission and to remain one of the top DOTs in the country, FDOT Secretary Kevin J. Thibault has implemented the department's Vital Few: **Improve Safety, Enhance Mobility, Inspire Innovation, and Foster Talent**. These four core areas should be at the forefront of everything we do as we continue to serve the residents and visitors of Florida. We should always strive to improve safety for all road users, enhance mobility for a growing Florida, inspire innovation within the transportation industry and foster talent within our agency by attracting the best and brightest employees in the nation.

Improve Safety

FDOT's mission and top priority is to create a safe, efficient transportation system for all road users in the state of Florida. To continually improve the safety of the traveling public, FDOT participates in several safety campaigns throughout the year, consistently spreads awareness of safety practices through its communication and social media channels, and follows safety standards in every project, every time. FDOT supports the mission of Vision Zero by implementing Target Zero initiatives and by collaborating with our partners to reach zero fatalities and serious injuring on all roads in Florida.

- Incorporate safety into all planning activities for all modes
 - Corridor studies
 - Bicycle and Pedestrian plans and projects
 - Transit plans and projects
 - Operational improvements
 - Intersection safety
 - Rail safety
 - Establish target speed for corridors and projects
- Develop and maintain District safety plans
- State Highway Safety Plan
- Safety Campaigns:
 - Target Zero
 - Alert Today Florida
 - Safe Mobility for Life
- Safety Emphasis Areas
 - Aggressive driving
 - Aging road users and teen drivers
 - Distracted driving



Florida Department of Transportation
District Five

- Impaired driving
 - Intersection crashes
 - Lane departure crashes
 - Traffic records data
 - Vulnerable road users
 - Speed Management
- Crash data

Enhance Mobility

As Florida continues to gain more than 600 residents a day and welcomes more than 126 million annual visitors, it is essential to enhance mobility throughout the state to accommodate its consistent and rapid growth. The Florida Department of Transportation is committed to continuing to enhance our state's transportation system to fit the current and future needs of our residents and visitors. Whether that's through the expansion or enhancement of existing roadways or increased multimodal options, we are committed to building the Florida of the future.

- Systems Planning
 - Travel demand model development
 - Interchange analysis and reviews
 - Level of Service (LOS)
 - Growth management reviews (traffic impact analysis)
 - System maintenance
 - GIS application development and data maintenance
 - Management of data and statistics (track trends)
 - Traffic count program
 - Functional classification
 - Incorporate CAV technology into infrastructure improvements
- Modal Development
 - Incorporate all modes into planning activities
 - Corridor studies that integrate transportation and land use
 - Bicycle and pedestrian facilities
 - Filling gaps in the network
 - Improvements and enhancements included with all plans and projects
 - Multi use trails and side paths
 - Connections to transit
 - Public transit
 - Increasing accessibility to transit routes
 - Commuter Assistance Program
 - Transit agency program management and technical assistance



Florida Department of Transportation
District Five

- Administration/Program Management of state and federal transit funds
- Assistance to develop transit plans
 - Transit Development Plan (TDP)
 - Transit Asset Management
 - Title VI
 - Transit Disadvantaged Service Plan (TDSP)
- Fixed Guideway Systems
 - Greater Orlando Area Airport (GOAA)
 - SunRail
- Triennial safety audits
- Transportation Disadvantaged Local Coordinating Boards
- Freight and goods movement
 - District Freight Plan
 - Truck Parking Feasibility Studies
 - Sub-area Freight Studies
- SunRail
- Context Classification
- Incident management
- Active work zone management
- Incorporate TSM&O strategies
- Expand flexibility of funding to support multimodal projects
 - District allocation of state funds for transit operations

Inspire Innovation

Since it was created, FDOT has been consistently creating innovative solutions to solve transportation challenges throughout the state and has become a leader in transportation across the country. The transportation industry is evolving at a rapid pace, and one of our goals at FDOT is to inspire innovation in everything we do. FDOT is proud to employ some of the best and brightest individuals. In order to continue to provide a safe, efficient transportation system for Florida's residents and visitors and prepare for the future, FDOT encourages every employee to think outside of the box. From the everyday processes we use to complete our work to incorporating the latest technologies, let us be forward-thinking in all we do.

- Improve innovation process
 - Ideation approach
 - Incorporate innovation into all FDOT activities and function
- Training
- Data needs and sharing
- Launch platform to engage FDOT staff



Florida Department of Transportation
District Five

- Innovator Teams
- Migrate ideas
- Monitor and report
 - Develop reports
 - Share information

Additional Planning Activities

- MPO Program Management
 - Administration of MPO program and federal funds
 - District Liaison support for MPOs and local governments
 - Technical assistance for development and maintenance of MPO plans and documents
 - UPWP
 - LRTP
 - TIP
 - Agreements
 - Monitoring of program
 - Financial management and oversight
 - Annual Joint MPO Certification
- Regional Planning
 - Support and participate in advisory role to regional boards and committees
 - Regional studies
 - Truck parking
 - Freight and goods movement
 - Multimodal
 - Regional project priorities
- Environmental Management
 - Enhance planning and environmental linkages (PEL)
 - ETDM process
 - Planning consistency
 - PD&E studies

Appendix G: Draft UPWP Comments and Responses

Agency	Comment	River to Sea TPO Response

Appendix H: Consultant Scopes of Services