

Volusia Transportation Planning Organization

UNIFIED PLANNING WORK PROGRAM

for

FISCAL YEARS 2012/13 and 2013/14

FY 2012/13

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INTRODUCTION AND OVERVIEW

INTRODUCTION

The Volusia Transportation Planning Organization¹ (VTPO) is the designated agency responsible for transportation planning and programming of federal transportation funds within the identified Volusia County Urbanized Areas. Formed in 1975 through an interlocal agreement, and originally serving the east side of Volusia County, this organization has grown over the past thirty-three years both in area covered and Board size. The VTPO now covers all of Volusia County and includes two cities in Flagler County – the cities of Flagler Beach and Beverly Beach. The Volusia TPO currently operates under signed joint participation and interlocal agreements executed in 1975, as amended in 1978, 1980, 1996, 1997, 1998 and, more recently, in 2004 with the addition of the two newest cities – Flagler Beach and Beverly Beach.

The Unified Planning Work Program (UPWP) identifies and outlines the planning activities to be undertaken by the Volusia Transportation Planning Organization (VTPO) for a two-year period. This particular UPWP will cover fiscal years (FY) 2012/13 and 2013/14. Please note that the VTPO's fiscal year begins on July 1 and ends June 30 of the following calendar year.

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

The funding identified within this document is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Florida Department of Transportation (FDOT), the Commission for the Transportation Disadvantaged (CTD) of the State of Florida, and 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. Additionally, Voltran, Volusia County's public transit service, provides funding as local match for the grants awarded by the Federal Transit Administration (FTA).

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

The Unified Planning Work Program complies with the public involvement provisions of Title VI, which states: "no person in the United States shall, on the grounds of race, color, or national origin, be

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

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance”.

ORGANIZATION AND MANAGEMENT

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

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

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

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

Public input is provided through public workshops, public hearings, and other means in a process that is formally defined by the VTPO’s adopted Public Participation Plan. The VTPO’s Public Participation Plan is reviewed annually and is updated as needed to ensure that the process contributes to maximizing public involvement in the metropolitan transportation planning process. In calendar year 2011, the VTPO underwent its Federal Certification by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). During the certification process TPO staff and FHWA staff discussed the existing Public Participation Plan and agreed a review and revision was in order. Towards that end the TPO staff reviewed and updated the document which will be adopted in April of 2012.

As part of the TPO’s efforts to provide timely and engaging information to the public at large, the TPO staff revised the format of its webpage over 2010 and 2011. The web-based TIP is still available and continues to provide information on ongoing projects in the TPO area in a user friendly format. In

addition, the TPO has created a data-base of studies (under the “resources” page) whereby anyone can download any study funded through the TPO as well as additional transportation related studies we have obtained from member local governments and the Florida Department of Transportation. The web page, in combination and coordination with the TPO’s facebook page, also provides the public with information on meeting dates and times and agenda packets for each of the scheduled meetings.

The VTPO Board

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

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

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

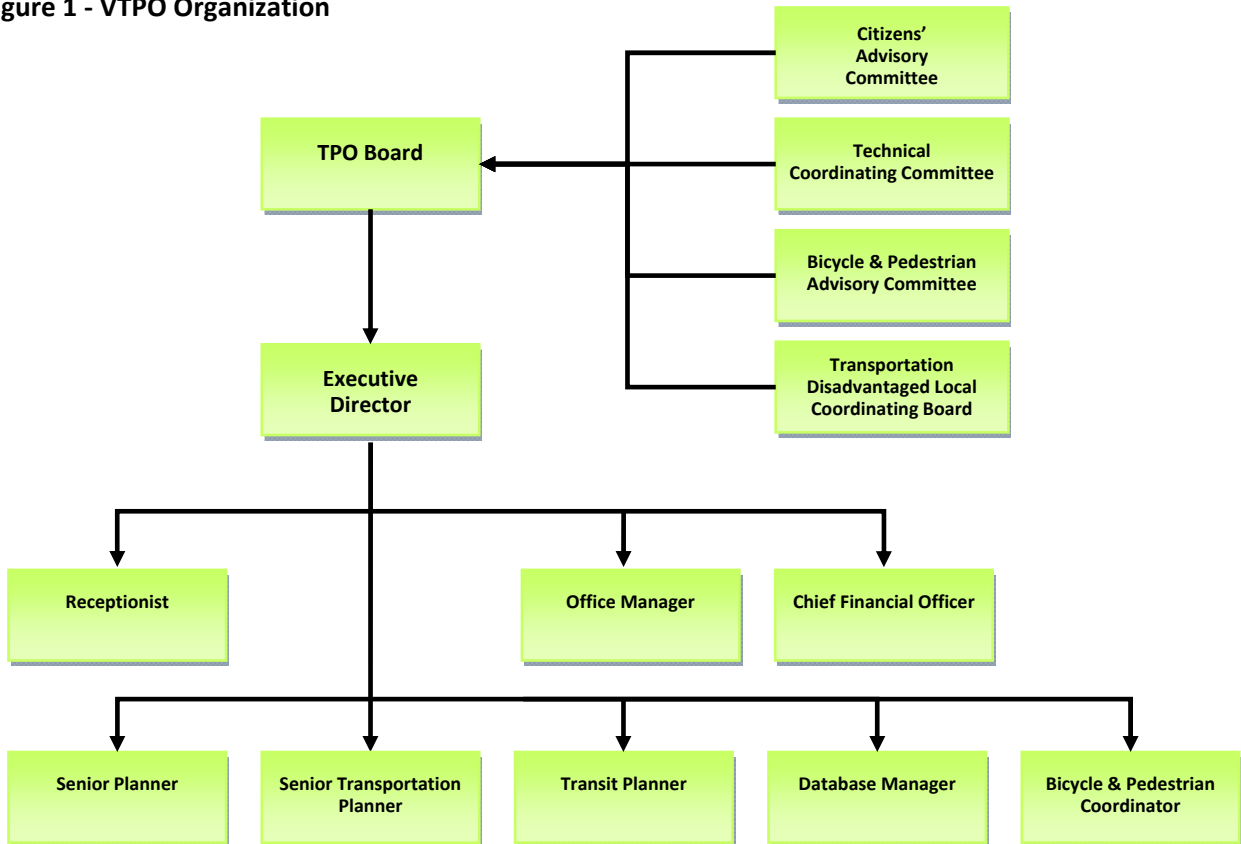
Currently, there are 19 voting seats on the VTPO Board. Volusia County, the sixteen (16) municipalities in Volusia County and two (2) municipalities in Flagler County fill these seats as follows. Six (6) seats are filled by members of the Volusia County Council. These six seats are “weighted” to ensure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

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

VTPO Staff

The VTPO has a complement of eight professional staff. (See Figure 1, below.) The Executive Director oversees the operation of the organization and its personnel and apprises the Board on the status of the activities of the organization. Two members of staff deal primarily with administrative functions – the Administrative Assistant and the Chief Financial Officer. The VTPO also has a full time database manager who is charged with developing and maintaining the transportation data including traffic count and project tracking. Additionally, one of the professional planners works with the local communities in reviewing plans and programs and provides GIS and other technical support relating to the development of the UPWP, the TIP and various special projects. The Bicycle & Pedestrian Coordinator acts as staff to the BPAC and also provides database and GIS technical support to the organization. The VTPO also provides assistance to Votran in the form of a liaison – the Transit Planner – who is also the primary staff to the TDLCB. Finally, the Senior Transportation Planner is responsible for the day-to-day oversight of VTPO projects and is also the Project Manager for the update to the 2040 Long Range Transportation Plan.

Figure 1 - VTPO Organization



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

The Central Florida MPO Alliance

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

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

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

Currently, the CFMPOA Staff Directors are developing a listing of projects that the Alliance, as a regional entity, could support as its transportation priorities.

PREVIOUS PLANNING EFFORTS/INITIATIVES

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

- providing planning assistance to the smaller local communities to assist them in gaining access to federal transportation funds;
- providing bicycle and pedestrian master planning assistance to the member local governments;
- initiating an in-depth analysis of studies, plans, visions, and CRAs along Volusia’s primary corridors;
- working with local governments and interested parties to assist in developing Smart Growth Guidelines and served on two technical support committees to the Smart Growth Steering Committee;

² “Significant” is defined as “involving or affecting more than one county”

- working with local governments to develop one consistent methodology for assessing transportation impact analysis of new development;
- working with Votran in undertaking a study of alternative funding sources for transit operations;
- assisting Votran with the development of its Transportation Development Plan and Transportation Disadvantaged Service Plan;
- Working with Votran to develop transit development guidelines for use by developers and local governments.

PLANNING PRIORITIES

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

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

In FY 2005/06, the VTPO was awarded an FDOT Safety Grant to undertake a Bicycle/Pedestrian School Safety Study with the goal of creating safe, connected and well maintained bicycle and pedestrian facilities to encourage students to walk or ride their bikes to school. Originally, ten elementary school sites and their surrounding areas were studied to identify issues for bicyclists and pedestrians. Building on this effort, the study was extended in over subsequent years until, by the summer of 2011 all elementary and middle schools throughout Volusia County were analyzed and implementation reports developed for each school.

These safety studies have increased awareness of the VTPO, showcased the organization's efforts to increase bicycle and pedestrian safety, especially for school children, and enabled the organization to obtain funding for projects. The safety studies also have increased coordination with some local governments and the County. As mentioned earlier all of the school safety studies are available for download on the TPO's website.

UPWP PROGRAM AND FORMAT

The Volusia TPO FY 2012/13 and FY 2013/14 UPWP, covering the two fiscal years from July 1, 2012 to June 30, 2014, was developed by the organization in cooperation with the FDOT and members of the VTPO's TCC, CAC, BPAC, TDLCB and the VTPO staff.

This section of the UPWP documents each specific task to be undertaken during 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 is broken down into six major categories which have been sub-divided into individual tasks. A final section contains the appropriate tables, including a task element index, summary of estimated expenditures for the previous UPWP, and a summary of proposed expenditures by responsible and participating agencies and funding sources.

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

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

Task 1.01 – General Administration and Program Support

Task 1.02 – Information Technology Systems and Website Support

Task 1.03 – Public Involvement

- 2.0 **FDOT Support and Planning:** This section provides information on planning and support activities undertaken by the Florida Department of Transportation, District V. These activities include:

Task 2.01 – FDOT Planning Support Services

Task 2.02 – Development and Public Hearing for the Tentative Work Program

Task 2.03 – FDOT support for Efficient Transportation Decision Making (ETDM)

- 3.0 **Planning Projects and Programs** – This section combines transportation related activities and planning initiatives from previous UPWPs into one section. These tasks range from general planning studies to transportation data information management to beginning the process for development of the next update to the Long Range Transportation Plan. The following are the specific tasks identified in this section:

Task 3.01 – Program Development (UPWP)

Task 3.02 – Transportation Improvement Program (TIP) Development

Task 3.03 – Transportation Data Information Management

Task 3.04 – Corridor Improvement Programs and Studies

Task 3.05 – State and Regional Planning and Coordination

Task 3.06 – Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)

Task 3.07 – ITS/Traffic Ops/Safety Project Feasibility Studies (LAP)

Task 3.08 – Community Transportation Survey

Task 3.09 – 2040 Long Range Transportation Plan (LAP)

Task 3.10 – General Planning Studies and Initiatives

4.0 ***Bicycle, Pedestrian and Community Safety Programs:*** The Volusia TPO has a long history of promoting alternate modes of transportation such as bicycling and walking as well as promoting and educating the public on safety issues associated with these modes. This section identifies those tasks to be undertaken by the TPO staff in coordination with member local governments to promote these activities. The specific tasks are as follows:

Task 4.01 – Community Safety Related Programs

Task 4.02 – Bicycle/Pedestrian Planning & Implementation

Task 4.03 – Bicycle & Pedestrian Feasibility Studies (LAP)

Task 4.04 – Pedestrian Enforcement Program

Task 4.05 – BPAC Master Planning Assistance for Small Communities

Task 4.06 – Safety Village

5.0 ***Transit and Transportation for the Disadvantaged:*** This section 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. Tasks in this category include:

Task 5.01 – Transit Related Activities and TD Program

Task 5.02 – Evaluation of Flex Route Transit Service

Task 5.03 – Transit Planning Services – General Consulting

6.0 **Reapportionment:** This section is included in anticipation of the possibility that the TPO's Urbanized Area may expand to include additional local governments. The task includes identifying the new Urbanized Area, Census data retrieval and analysis of the projected Planning Area for the TPO and development of a new reapportionment agreement with the member local governments and the Governor.

Task 6.01 – Reapportionment Activities

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

SAFETEA-LU FEDERAL PLANNING FACTORS

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

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

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

UPWP TASK Number	1 Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency	2 Increase the safety of the transportation system for motorized and non-motorized users	3 Increase the security of the transportation system for motorized and non-motorized users	4 Increase the accessibility and mobility options available to people and freight	5 Protect and enhance the environment, promote energy conservation, and improve quality of life	6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	7 Promote efficient system management and operation	8 Emphasize the preservation of the existing transportation system
1.01						✓	✓	✓
1.02	✓	✓						
1.03		✓		✓	✓		✓	✓
2.01	✓	✓	✓	✓	✓	✓	✓	✓
2.02	✓					✓		
2.03	✓	✓	✓	✓	✓	✓	✓	✓
3.01	✓	✓	✓	✓	✓	✓	✓	✓
3.02	✓	✓	✓	✓	✓	✓	✓	✓
3.03	✓	✓		✓	✓	✓	✓	
3.04	✓	✓	✓	✓	✓	✓	✓	✓
3.05	✓			✓		✓	✓	✓
3.06	✓			✓		✓	✓	✓
3.07	✓	✓	✓		✓	✓	✓	✓
3.08	✓			✓	✓	✓	✓	
3.09	✓	✓	✓	✓	✓	✓	✓	✓
3.10	✓				✓			✓
4.01	✓	✓	✓	✓	✓	✓	✓	✓
4.02	✓		✓	✓	✓	✓	✓	✓
4.03	✓	✓	✓	✓	✓	✓	✓	✓
4.04		✓	✓					
4.05	✓	✓			✓		✓	✓
4.06	✓	✓						
5.01	✓	✓	✓	✓		✓		✓
5.02	✓	✓			✓	✓	✓	
5.03	✓	✓	✓	✓	✓	✓	✓	✓
6.01	✓							

Abbreviations and Acronyms

Term	Description
ADA	Americans with Disabilities Act of 1990
AIS	Arterial Investment Study
BPAC	Bicycle/Pedestrian Advisory Committee
CAC	Citizens' Advisory Committee
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality
CMS	Congestion Management System
CTC	Community Transportation Coordinator
DEP	Department of Environmental Protection, State of Florida
ECFRPC	East Central Florida Regional Planning Council
E & H	Elderly and Handicapped
FAA	Federal Aviation Administration
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration of the U.S. Department of Transportation
FTA 5303 Funds	FTA funds provided annually through the Metropolitan Planning Program, Section 5303 of the Surface Transportation Planning Act. They require a 20% non-federal match.
FY	Fiscal Year
HPR	Highway Planning and Research Funds
HUD	U.S. Department of Housing and Urban Development
ISTEA	The Intermodal Transportation Efficiency Act of 1991
JPA	Joint Participation Agreement
MIS	Major Investment Study
MMP	Mobility Management Plan
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
MUTCD	Manual of Uniform Traffic Control Devices
PL Funds	FHWA Metropolitan Planning funds provided for in each Federal Surface Transportation Planning Act, the most recent being SAFETEA-LU. The amount allocated to each MPO is set by formula developed by FDOT in consultation with the MPOs and approved by FHWA. C
STP	Surface Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - - the current Surface Transportation Act
TCC	Technical Coordinating Committee
TDLCB	Transportation Disadvantaged Local Coordinating Board

TDM	Transportation Demand Management
TDP	Transit Development Plan
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPO	Transportation Planning Organization
TSM	Transportation System Management
UPWP	Unified Planning Work Program
VCATS	Volusia Coastal Area Transportation Study
VTPO	Volusia Transportation Planning Organization
VCTE	Volusia County Traffic Engineering (Department)
Votran	Volusia County Council dba Votran-- a county-wide public transit system
XU Funds	Extra-urban funds provided for in the the Surface Transportation Act. These funds are available to MPOs designated as Transportation Management Areas (TMAs) to fund a broad range of surface transportation capital needs as well as transit-related planning,

TASKS

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Section 1

Administration and Program Development

Task 1.01 - General Administration and Program Support

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$718,024

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$317,270	\$275,026	\$592,296
FTA 5303 Funds	\$37,570	\$63,014	\$100,584
Total Federal Funds	\$354,840	\$338,040	\$692,880
FDOT Match - FTA	\$4,696	\$7,876	\$12,572
Total State Funds	\$4,696	\$7,876	\$12,572
Local Funds	\$4,696	\$7,876	\$12,572
Total Funds	\$364,232	\$353,792	\$718,024

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$201,874	\$207,526	\$409,400
Fringe Benefits	\$67,686	\$70,203	\$137,889
Indirect Expenses	\$49,251	\$51,843	\$101,094
Staff Total	\$318,811	\$329,572	\$648,383
Materials	\$39,421	\$18,220	\$57,641
Consultant	\$6,000	\$6,000	\$12,000
Total Expenses	\$364,232	\$353,792	\$718,024

Objectives

- ★ Print reports, planning studies and organizational literature developed as part of the transportation planning process.
- ★ To develop and distribute meeting notices, agenda packets, minutes and other correspondence for the VTPO, TCC, CAC, BPAC, and TDLCB.
- ★ Complete compliance audits for FTA Section 5303 and FHWA Section 112 Funds and ensure financial compliance with SAFETEA-LU planning requirements.
- ★ Develop and submit the FY 2012/2013 and FY 2013/14 FTA Section 5303 Grant Applications.
- ★ Provide for accurate and updated accounting of all funds necessary for the MPO process to include invoices for state and federal funds, grant reporting, payroll and time-keeping as needed.
- ★ Complete the administrative activities necessary for an organization including personnel management, records management, professional development and training.
- ★ Establish and update as required all necessary agreements and retain legal counsel when necessary.
- ★ Educate new members of the Board about the VTPO functions and role in the local community.
- ★ Ensure that the VTPO meets the needs of the member local governments including an annual planning retreat to set the strategic direction for the VTPO.
- ★ Ensure the VTPO meets local, state and federal requirements for planning and certification and maintains compliance with provisions of SAFETEA-LU.

Previous Work

- ★ Successful completion of the annual state certification process and a federal certification in 2011.
- ★ Ongoing coordination with FDOT, FTA, FHWA and local agencies concerning in the development of compliant documents, the timely completion of agreements and communication of planning needs.
- ★ Coordination and completion of annual strategic planning retreats and completion of new member orientation meetings as appointments are made.
- ★ Attendance and participation in professional training opportunities and professional conferences.
- ★ Ongoing provision of planning staff support services, administration and management of the VTPO.
- ★ Completion of the Volusia TPO Personnel Study and the Human Resources Development Program report.
- ★ Completed a restructuring and re-design of the VTPO website and re-branding of the organization with a new name, logo and color scheme.
- ★ Creation of a VTPO Face Book page.
- ★ Accurate management of VTPO finances including timely invoicing, accurate record keeping and successful grants management as reflected in successful financial audits.
- ★ Printing of all previous VTPO technical reports, documents, and meeting minutes and agenda.

Methodology

- ★ Communicate with FHWA and FDOT representatives, review legislation and participate in local, state and national meetings and conferences to remain familiar with all current requirements for MPO's/TPO's.
- ★ Provide new member orientations and conduct an annual workshop using a professional facilitator to develop strategies and priorities for the following fiscal year and to inform members of current issues and the VTPO's role in addressing them.
- ★ Utilize effective administrative management strategies, processes and resources to provide the timely and accurate completion of meeting schedules, agendas, and
- ★ Track expiration dates, conduct timely reviews and process all amendments and updates to written agreements and legal documents as needed. Contract with an attorney to provide legal review and counsel when required.
- ★ Utilize effective personnel management strategies to develop staffing plans and assignments, identify training needs and manage human resources of the organization.
- ★ Track and report monthly assessments of expended transportation planning funds as identified in progress reports and invoices.
- ★ Submit grants, coordinate funding activities and develop revenue summaries for the organization.
- ★ Arrange for the performance of an Annual Compliance Audit.
- ★ Ensure ADA and Title VI compliance in the development and distribution of materials.
- ★ Increase efficiency and lower unit costs by hiring general contractor to provide printing services on an as needed basis.
- ★ Work through the TPO committee process to develop and distribute all reports, meeting minutes, agendas, etc. in an electronic format and when required print, reproduce, collate, bind, and distribute such document.
- ★ Provide opportunities for professional development of staff, including participation in conferences and training, and related travel as necessary to achieve the agency's objectives.
- ★ Purchase supplies and services necessary to perform the functions and meet the responsibilities of the agency.

End Products

- ★ An organization that meets requirements of federal, state and local planning requirements in accordance with SAFETEA-LU. Timeline/anticipated completion date: Ongoing.
- ★ Improved understanding of the VTPO's organizational objectives and a clear communication regarding Board expectations. Timeline/anticipated completion date: Ongoing.
- ★ Provide ongoing support to the VTPO and all its efforts.
- ★ Improved understanding of the VTPO's organizational objectives and a clear communication regarding Board expectations. Timeline/anticipated completion date: January 2013 and 2014.
- ★ The timely printing and distribution of VTPO/Committee meeting notices, agenda packets, and meeting minutes. This activity is implemented throughout the year to support the metropolitan transportation planning process.
- ★ Accurate and completed FY 2011/2012 and FY 2012/13 FTA Section 5303 grant applications.
- ★ Transmittal of completed invoices in a timely manner and 100% approval/acceptance rating by FDOT of invoices/progress reports. Timeline/anticipated completion date: Ongoing.
- ★ A completed Compliance Audit (with no findings) of all FTA Section 5303 and FHWA Section 112 funds to be completed within six months of the ending of the fiscal year.

Timeline: on-going



Task 1.02 - Information Technology Systems and Website Support

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$96,180

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$58,153	\$29,327	\$87,480
FTA 5303 Funds	\$3,480	\$3,480	\$6,960
Total Federal Funds	\$61,633	\$32,807	\$94,440
FDOT Match - FTA	\$435	\$435	\$870
Total State Funds	\$435	\$435	\$870
Local Funds	\$435	\$435	\$870
Total Funds	\$62,503	\$33,677	\$96,180

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$12,907	\$14,114	\$27,021
Fringe Benefits	\$4,327	\$4,775	\$9,102
Indirect Expenses	\$3,149	\$3,526	\$6,675
Staff Total	\$20,383	\$22,415	\$42,798
Materials	\$42,120	\$11,262	\$53,382
Total Expenses	\$62,503	\$33,677	\$96,180

Objectives

- ★ Ongoing maintenance of interactive, Web based Transportation Improvement Program.
- ★ Prior web-hosting and maintenance of VTPO website and the development of an LRTP web page.
- ★ Establishment of a Continuity of Operations Plan (COOP).
- ★ Annual purchases of new hardware and software systems including upgraded system capacity, system printers and plotter, and projection equipment.
- ★ Maintain the VTPO website by contracting with a high performance Web host and integrate special web links and tools as appropriate (2035 LRTP, Interactive TIP and CIP project).
- ★ Establish procedures and agreements necessary to ensure minimal interruption to TPO operations during emergencies and procure required support hardware and software.
- ★ Maintain the VTPO's computer information system and network to improve internal and external data sharing capabilities and procure necessary hardware and software as needed to improve functioning of the organization.

Previous Work

- ★ Annual purchases of new hardware and software systems including upgraded system capacity, system printers and plotter, and projection equipment.
- ★ Establishment of a Continuity of Operations Plan (COOP).
- ★ Prior web-hosting and maintenance of VTPO website and the development of an LRTP web page.
- ★ Ongoing maintenance of interactive, Web based Transportation Improvement Program.
- ★ Contract with professional firm to update and maintain the VTPO's website and add new interactive components involving TIP information, online surveying capabilities, comprehensive links, etc.

Methodology

- ★ Utilize electronic media (VTPO web page and the Internet) to provide technical planning information using innovative and advanced applications.
- ★ Periodically review the COOP and ensure all employees are familiar with procedures .
- ★ Purchase replacement computers for staff as existing systems become outdated at highest level of technology available within budgetary constraints.
- ★ Annually assess the VTPO’s computer needs (hardware and software) and other related items as required to support the management information system and staff needs.
- ★ Maintain accurate inventory of all capital equipment and budget annually for required replacements.

End Products

- ★ A computer support system that is current, functioning, and efficient.
- ★ A current and implementable COOP.
- ★ Updated computer systems and software.
- ★ Updated web site and Facebook site that offers current and timely information to TPO members and the public. Timeline/anticipated completion date: Ongoing.

Timeline: on-going



Task 1.03 - Public Involvement

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$39,672

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$27,666	\$9,046	\$36,712
FTA 5303 Funds	\$1,184	\$1,184	\$2,368
Total Federal Funds	\$28,850	\$10,230	\$39,080
FDOT Match - FTA	\$148	\$148	\$296
Total State Funds	\$148	\$148	\$296
Local Funds	\$148	\$148	\$296
Total Funds	\$29,146	\$10,526	\$39,672

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$8,894	\$6,628	\$15,522
Fringe Benefits	\$2,982	\$2,242	\$5,224
Indirect Expenses	\$2,170	\$1,656	\$3,826
Staff Total	\$14,046	\$10,526	\$24,572
Materials	\$15,100	\$0	\$15,100
Total Expenses	\$29,146	\$10,526	\$39,672

Objectives

- ★ Ensure compliance with SAFETEA-LU planning requirements.
- ★ To continue utilizing new and innovative outreach tool via the website and other forums to inform the public and receive input.
- ★ Print and distribute meeting agendas, notices, minutes of the VTPO, TCC, CAC, BPAC, and TDLCB.
- ★ Develop promotional and educational literature and print reports developed as part of the transportation planning process in multiple formats to ensure access by interested parties.
- ★ Provide in a timely manner all information requested by the public, government agencies, and elected officials and ensure opportunities for public involvement on all agendas and through press releases, legal advertising and public service announcements.
- ★ Ensure public participation in, and understanding of the VTPO, its processes and products through all forms of media, including the internet, to all segments of the population including those that are traditionally under represented.

Previous Work

- ★ Coordination with FDOT to assist with public outreach efforts. Ongoing.
- ★ Creation, distribution and updates of TPO literature including "Layman's Guide to the VTPO", the VTPO's web page, and a newsletter titled "Local Motion". Ongoing.
- ★ Development, maintenance and refinement of a new website and web based, interactive TIP. Ongoing.
- ★ Printing and posting drafts for public review and final adopted planning studies, technical reports, documents, and meeting minutes and agenda. Ongoing.
- ★ Partner with FDOT and Daytona State College in developing bicycle/pedestrian safety video and PSAs. Updated August 2011.
- ★ Revised the Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan. Completed January - March 2012.
- ★ Development of a public outreach strategy for the 2035 Long Range Transportation Plan (LRTP) including Make Your Mark planning sessions, development of a project web site, transportation surveys, public meetings and press releases.

Methodology

- ★ Utilize electronic media (VTPO web page and the Internet) to promote the VTPO's role and improve public awareness of the VTPO.
- ★ Develop, update and distribute as needed a variety of educational and promotional literature including LRTP Executive Summaries, transportation surveys, the Layman's Guide and annual reports.
- ★ Ensure ADA and Title VI compliance in the development and distribution of materials.
- ★ When appropriate, create and distribute all reports, documents, meeting minutes and agendas in an electronic format and when required print, bind, reproduce, and distribute documents.
- ★ Distribute meeting notices to the media, issue press releases for matters of public concern, and post all such notices on the TPO Web site and Face Book page.
- ★ Provide timely replies to requests for information from the public, the business community, local agencies, and elected officials.

End Products

- ★ Implementation of the Public Participation Plan including activities and documentation regarding and outreach to member communities and along with representative input from the general public.
- ★ Utilization of "Measures of Effectiveness" as established in the VTPO's adopted Public Participation Plan to evaluate ongoing public involvement efforts. Timeline/anticipated completion date: April 2013 and 2014.
- ★ A Website and Face Book page that provides updated information and monitoring of the activity on those sites as available. Timeline/anticipated completion date: Ongoing.

Timeline: on-going



Section 2

FDOT Support and Planning

Task 2.01 - FDOT Planning Support Services

Responsible Entity: Florida Department of Transportation

Total Cost: \$325,859

Revenues	FY 2012/13	FY 2013/14	2-Year Total
Total Federal Funds	\$0	\$0	\$0
FDOT Match - PL	\$172,885	\$152,974	\$325,859
Total State Funds	\$172,885	\$152,974	\$325,859
Total Funds	\$172,885	\$152,974	\$325,859

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Other Expenses	\$172,885	\$152,974	\$325,859
Total Expenses	\$172,885	\$152,974	\$325,859

Objectives

- ★ Provide transportation planning support, guidance and technical assistance to the VTPO Board, VTPO staff, and various committees as requested and/or required by departmental policy.
- ★ Foster strong professional relationships with the Volusia TPO that includes open communication, sharing of information and the provision of resources to support innovative, cost effective transportation planning.
- ★ Assign a liaison to act as the primary point of contact to coordinate activities.
- ★ Promote the FDOT goals of consistency, reliability and repeatability (CPR).
- ★ Ensure FDOT representation at VTPO, TCC, CAC, BPAC, TDLCB, and subcommittee meetings.
- ★ Compliance with SAFETEA LU planning requirements.

Previous Work

- ★ Requisite technical assistance provided by various management systems planning, and project planning work tasks as required to match Federal Planning (PL) funds by task. Ongoing.
- ★ Review and provide input for various documents including the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP) and TIP Amendments, Long Range Transportation Plan (LRTP); the Public Involvement Plan, etc. Ongoing.
- ★ Participate in and conduct Federal and State Certification reviews. Completed July 2011 (Federal) and January 2012 (State).
- ★ Financial administration assistance including review of funding resources and allocations, initiation of Local Area Program (LAP) agreements, Joint Participation Agreements and State and Federal Grant Programs. Ongoing.
- ★ Attendance at various TPO Board and committee meetings and public outreach meetings. Ongoing.
- ★ Completion of ETDM Screenings for 2035 LRTP transportation projects. Completed July 2010.

Methodology

- ★ Use FDOT staffing and support to guide and supervise the administrative tasks (program management, development, review, and reporting) and planning activities necessary to carry out the transportation planning process within the urban area boundaries.

End Products

- ★ FDOT staff attendance of 100% at VTPO, TCC, BPAC, and CAC regular meetings. Timeline/anticipated completion date: Ongoing.
- ★ FDOT staff representation at public meetings, workshops and other functions in the planning area. Timeline/anticipated completion date: Ongoing.
- ★ Completion of required VTPO documents (UPWP, TIP, LRTP) that have FDOT review and input and that meet all State and Federal requirements. Timeline/anticipated completion date: Ongoing.
- ★ Completed Certification reviews. Timeline/anticipated completion date: January 2013 & 2014.
- ★ Proper and timely responses to requests from the VTPO and other local government representatives. Timeline/anticipated completion date: Ongoing.

Timeline: on-going



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Section 3

Planning Projects and Programs

Task 3.01 - Program Development (UPWP)

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$60,345

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$17,681	\$39,764	\$57,445
FTA 5303 Funds	\$1,160	\$1,160	\$2,320
Total Federal Funds	\$18,841	\$40,924	\$59,765
FDOT Match - FTA	\$145	\$145	\$290
Total State Funds	\$145	\$145	\$290
Local Funds	\$145	\$145	\$290
Total Funds	\$19,131	\$41,214	\$60,345

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$12,114	\$25,952	\$38,066
Fringe Benefits	\$4,062	\$8,779	\$12,841
Indirect Expenses	\$2,955	\$6,483	\$9,438
Staff Total	\$19,131	\$41,214	\$60,345
Total Expenses	\$19,131	\$41,214	\$60,345

Objectives

- ★ Ensure compliance with existing SAFETEA-LU planning requirements.
- ★ Ensure that all requirements of the Federal funding and authorization bill that will supercede SAFETEA-LU will be incorporated into the updated UPWP.
- ★ Develop the new FY 2014/2015 - FY 2015/2016 Unified Planning Work Program (UPWP), a two year work program.
- ★ Maintain, and amend as needed, the adopted FY 2012/2013 - FY 2013/2014 UPWP.

Previous Work

- ★ Coordination of subcommittee activities and committee activity for development of the FY 2010/2011 FY 2011/2012 UPWP. Completed March 2010.
- ★ Timely processing of UPWP amendments. Completed as required.

Methodology

- ★ Establish project schedules for the development of the UPWP, process all amendments and complete updates to documents in a timely fashion.
- ★ Utilize Volusia TPO subcommittees, standing committee's and Board to develop the UPWP.
- ★ Development of the above identified documents in an approved and prescribed manner pursuant to existing FHWA, FTA, and FDOT regulations.

End Products

- ★ Accurate and completed FY 2014/2015 - FY 2015/2016 Unified Planning Work Program (UPWP).
Timeline/anticipated completion date: March 2014.
- ★ A current UPWP that is compliant with SAFETEA LU. Timeline/anticipated completion date: Ongoing.

Timeline:



Task 3.02 - Transportation Improvement Program (TIP) Development

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$104,038

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$46,393	\$48,945	\$95,338
FTA 5303 Funds	\$3,480	\$3,480	\$6,960
Total Federal Funds	\$49,873	\$52,425	\$102,298
FDOT Match - FTA	\$435	\$435	\$870
Total State Funds	\$435	\$435	\$870
Local Funds	\$435	\$435	\$870
Total Funds	\$50,743	\$53,295	\$104,038

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$26,052	\$27,514	\$53,566
Fringe Benefits	\$8,735	\$9,308	\$18,043
Indirect Expenses	\$6,356	\$6,873	\$13,229
Staff Total	\$41,143	\$43,695	\$84,838
Consultant	\$9,600	\$9,600	\$19,200
Total Expenses	\$50,743	\$53,295	\$104,038

Objectives

- ★ Ensure compliance with all SAFETEA-LU requirements.
- ★ Incorporate as much as possible, the County's five year work program into a similar format.
- ★ Maintain the VTPO's web page interactive TIP.
- ★ Annually issue a Call for Projects and develop the VTPO Lists of Prioritized Transportation Projects for use in the development of the FDOT Work Program and TIP's.
- ★ Annually develop and maintain a new five-year TIP (FY 2014/2015 - FY 2017/2018 and FY 2015/2016 - FY 2018/2019).
- ★ Maintain, and amend as needed the adopted FY 2013/2014 - FY 2017/2018 TIP.

Previous Work

- ★ Development of all previous TIPs and Prioritized Transportation Project lists.
- ★ Developed and updated the VTPO's Web based, interactive TIP. Developed in May 2009 and updated as needed.
- ★ Convening of a TIP Subcommittee to participate in the annual project priority process.
- ★ Review of draft TIP by CAC, TCC, BPAC, and VTPO Board, April June 2009.

Methodology

- ★ Establish project schedules for the annual call for projects, the development of the project priority lists and development of the TIP.
- ★ Utilize Volusia TPO subcommittees, standing committee's and Board to review and approve the TIP updates and process all amendments and complete updates to documents in a timely fashion.
- ★ Timely processing of all amendments and updates to documents.
- ★ Development of the above identified documents in an approved and prescribed manner pursuant to existing FHWA, FTA, and FDOT regulations.

End Products

- ★ An accurate and up-to-date FY 2013/2014 - FY 2017/2018 TIP. Timeline/anticipated completion date: Ongoing.
- ★ A completed TIP each year covering the five-year periods of FY 2014/2015 - FY 2017/2018 and FY 2015/2016 - FY 2018/2019. Timeline/anticipated completion date: August 2013 and 2014.
- ★ A completed set of Prioritized Project Lists for each year. Timeline/anticipated completion date: June 2012.
- ★ A SAFETEA LU compliant TIP.

Timeline: on-going



Task 3.03 - Transportation Data Information Management

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$107,755

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$47,098	\$48,957	\$96,055
FTA 5303 Funds	\$4,680	\$4,680	\$9,360
Total Federal Funds	\$51,778	\$53,637	\$105,415
FDOT Match - FTA	\$585	\$585	\$1,170
Total State Funds	\$585	\$585	\$1,170
Local Funds	\$585	\$585	\$1,170
Total Funds	\$52,948	\$54,807	\$107,755

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$32,894	\$33,881	\$66,775
Fringe Benefits	\$11,029	\$11,462	\$22,491
Indirect Expenses	\$8,025	\$8,464	\$16,489
Staff Total	\$51,948	\$53,807	\$105,755
Materials	\$1,000	\$1,000	\$2,000
Total Expenses	\$52,948	\$54,807	\$107,755

Objectives

- ★ Assist in data collection and analysis for the Central Florida Regional Planning Model (CFRPM) network as needed.
- ★ Provide technical support in the development of online surveys as needed.
- ★ Provide data support and data related activities for the 2040 LRTP, local Mobility Plans, livability principles and other local and regional transportation planning and integrated transportation-land use planning efforts, as appropriate.
- ★ Ongoing developments of and improvements to the TPO's website. Identification of desired functionality of a web based transportation data management tool for use by local governments and the general public to access transportation information.
- ★ Provide support activities related to GIS database maintenance, data collection and dissemination of information including the Work Program, TIP, Bicycle/Pedestrian and mobility related data.
- ★ Continue to maintain the integration of databases as needed for tracking of projects.
- ★ Provide local governments with transportation data in both tabular and map formats as needed.
- ★ Assist local governments with the integration of data to help meet legislative, local and regional requirements, goals and objectives.

Previous Work

- ★ Assist in the analysis of traffic counting stations to determine current needs and traffic count reports for state and county thoroughfare roads.
- ★ Development of a countywide bicycle and pedestrian facilities database.
- ★ Development and maintenance of socio economic and TAZ data for the 2035 LRTP.
- ★ Workshops with the cities, County, FDOT, VCARD, VOTRAN and the VTPO for coordinated efforts related to concurrency data and analysis.
- ★ Development of the TPO website including site discovery, content, structure, schedules, design, architecture and layout.
- ★ Development of the 2035 LRTP website and online surveys.
- ★ Develop a bicycle/pedestrian web page that promotes the bicycle/pedestrian program including school safety videos and public service announcements.
- ★ Assistance to county and local governments in developing and maintaining a compatible GIS informational database.

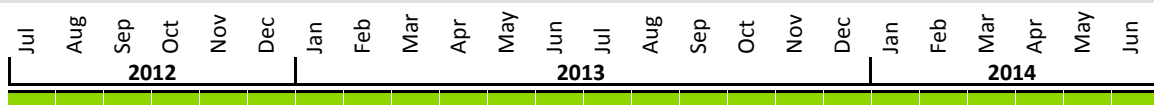
Methodology

- ★ Develop and add new Interactive components involving inventory of information, online surveying capabilities, comprehensive links, updating of the site to integrate mapping capabilities.
- ★ Management of the web based applications to collect information, disseminate data, produce reports through the administrative back end to make them available on the website for downloading and viewing.
- ★ Ongoing development and implementation of projects tracking system.
- ★ Prepare and maintain data for input and output as required.
- ★ Work in conjunction with Mobility Subcommittee and TCC to help programs as identified by the local jurisdictions, County, FDOT, VOTRAN and TPO in efforts to help in create a more transit friendly multi-modal transportation system.
- ★ Ongoing consultation and collaboration with various agencies for the collection and dissemination of transportation related data.
- ★ To enhance and maintain the VTPO's interactive website as to promote and stimulate public interest and knowledge of the organization and its planning processes.
- ★ Coordinate with local jurisdictions Volusia County, Florida Department of Transportation (FDOT) and agencies to ensure consistency of data.

End Products

- ★ Ability to access data on TPO website and full functionality of interactive Web based application. Timeline/anticipated completion date: Ongoing.
- ★ An accurate, compiled, and assimilated database to be used in assisting with public involvement through the use of graphics (maps) and for coordinating efforts with state and local governmental agencies. Timeline/anticipated completion date: Ongoing.

Timeline: on-going



Task 3.04 - Corridor Improvement Programs and Studies

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$542,984

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$15,372	\$17,412	\$32,784
XU Funds	\$250,000	\$250,000	\$500,000
FTA 5303 Funds	\$8,160	\$0	\$8,160
Total Federal Funds	\$273,532	\$267,412	\$540,944
FDOT Match - FTA	\$1,020	\$0	\$1,020
Total State Funds	\$1,020	\$0	\$1,020
Local Funds	\$1,020	\$0	\$1,020
Total Funds	\$275,572	\$267,412	\$542,984

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$35,325	\$30,630	\$65,955
Fringe Benefits	\$11,844	\$10,362	\$22,206
Indirect Expenses	\$8,618	\$7,652	\$16,270
Staff Total	\$55,787	\$48,644	\$104,431
Consultant	\$219,785	\$218,768	\$438,553
Total Expenses	\$275,572	\$267,412	\$542,984

Objectives

- ★ Continue the Corridor Improvement Program (CIP) to identify the projects and activities needed to improve the safety and operational efficiency along specified corridors and create a secure and comfortable environment for all users.
- ★ Provide support, input and assistance to corridor studies, PD&E studies and other planning and/or engineering activities including public awareness/public involvement activities conducted or led by other organizations.
- ★ Assist local governments in establishing coordinated land use and transportation strategies and to develop multi-modal mobility activities.
- ★ Develop and assist in implementing funding opportunities to support transportation strategies.
- ★ Establish areas and/or corridors for complete streets, transit-oriented development, Transportation Corridor Livability Plans (TCLP) and/or similar designations that may determine the range and types of transportation improvements and land use activities.
- ★ Ensure compliance with SAFETEA LU planning requirements.

Previous Work

- ★ Phase I of the Corridor Improvement Program for US-1 /SR 5 corridor. Completed March 2012.
- ★ Corridor studies including SR 415, LPGA Blvd Extension and SR 44.
- ★ PD&E study support including SR 483 and SR 40.
- ★ International Speedway Boulevard (ISB) Coalition and corridor study.
- ★ TPO staff support of Corridor Improvement Program activity.
- ★ Development and application of the Transit-Oriented Development (TOD) Guidelines.
- ★ Volusia TPO Transit Feasibility Study.
- ★ Transit Alternate Funding Options Study.

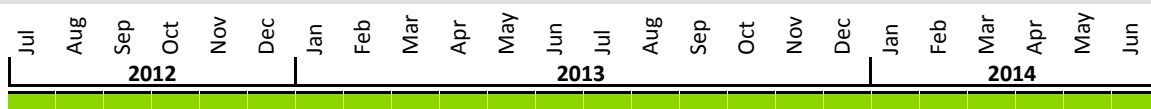
Methodology

- ★ Participate on planning review committees to provide oversight, input and review as requested and/or required by the project scope.
- ★ Provide data and information regarding prior planning efforts as applicable to enhance the project outcome.
- ★ Provide updates, presentations and/or invite presenters to TPO standing committees and the TPO Board as appropriate.
- ★ TPO staff will work with subcommittees and stakeholders to identify transportation corridors, develop a scope of services and work with a consultant to complete a CIP for each corridor identified.
- ★ Coordinate with the consultant to host workshops and interviews involving all affected jurisdictions and ensure they have opportunity to review information and provide input.
- ★ Utilize readily accessible, pertinent studies, plans, reports, etc. to identify projects that may be pursued within the next few years.
- ★ Conduct field reviews to assess existing transportation and land use conditions, and other issues that impact safety and mobility along the selected corridor.
- ★ Monitor Growth Management legislation, funding opportunities and Mobility Plan requirements.
- ★ Work with Votran, local jurisdictions, the County and FDOT to coordinate Mobility Plans and transportation strategies necessary to maintain and improve mobility including the establishment of transit corridors.
- ★ Utilize a subcommittee to identify and assemble information regarding “best practices” as a tool to assist in development respective Mobility Plans including possible funding options.

End Products

- ★ Ongoing coordination, assistance and input to various corridor studies as needed. Timeline/anticipated completion date: Ongoing.
- ★ Reports documenting the findings from previously collected work, the input from stakeholders and the results of field review. Timeline/anticipated completion date: Ongoing.
- ★ Maps and databases will be developed using GIS and web-based formats to depict and identify projects, studies and data assessed and reviewed throughout the corridor. Timeline/anticipated completion date: Ongoing.
- ★ Recommendations of follow up activities, studies or additional analysis if needed. Timeline/anticipated completion date: Ongoing.
- ★ A stakeholder task force will be identified for the corridor to pursue future activities. Timeline/anticipated completion date: Ongoing.
- ★ A report providing examples of Mobility Plans and Comprehensive Plan strategies and funding options. Timeline/anticipated completion date: June 2013.
- ★ Coordinated activities that promote consistency between comprehensive plans, transit plans and transportations plans including the funding elements. Timeline/anticipated completion date: Ongoing.
- ★ Recommendations for transit corridors and transportation strategies that support local desires. Timeline/anticipated completion date: April 2013.

Timeline: on-going



Task 3.05 - State and Regional Planning and Coordination

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$41,036

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$17,279	\$17,957	\$35,236
FTA 5303 Funds	\$2,320	\$2,320	\$4,640
Total Federal Funds	\$19,599	\$20,277	\$39,876
FDOT Match - FTA	\$290	\$290	\$580
Total State Funds	\$290	\$290	\$580
Local Funds	\$290	\$290	\$580
Total Funds	\$20,179	\$20,857	\$41,036

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$12,018	\$12,378	\$24,396
Fringe Benefits	\$4,029	\$4,187	\$8,216
Indirect Expenses	\$2,932	\$3,092	\$6,024
Staff Total	\$18,979	\$19,657	\$38,636
Materials	\$1,200	\$1,200	\$2,400
Total Expenses	\$20,179	\$20,857	\$41,036

Objectives

- ★ Ensure compliance with SAFETEA-LU planning requirements.
- ★ To provide assistance to FDOT in its continued efforts under the continuing Florida Aviation Systems Planning Process (CFASPP).
- ★ To promote state wide issues at the national level when working with national organizations such as the National Association of Regional Councils and the Association of MPOs.
- ★ Maintain an ongoing dialogue with neighboring counties and municipalities in efforts to promote a regional perspective on transportation planning.
- ★ Actively participate in the MPOAC staff and Board meetings, MPOAC Policy and Legislative Subcommittee meetings, and FDOT District 5 quarterly meetings.
- ★ Work with various organizations including the Smart Growth Alliance, the State Wide Model Task Force, FDOT Central Office and FHWA to coordinate activities and stay informed of current issues.
- ★ Utilization of the Central Florida MPO Alliance to address issues of regional interest and importance.

Previous Work

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

Methodology

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

End Products

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

Timeline: on-going



Task 3.06 - Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$30,473

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$25,145	\$5,328	\$30,473
Total Federal Funds	\$25,145	\$5,328	\$30,473
Total State Funds	\$0	\$0	\$0
Total Funds	\$25,145	\$5,328	\$30,473

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$3,258	\$3,355	\$6,613
Fringe Benefits	\$1,092	\$1,135	\$2,227
Indirect Expenses	\$795	\$838	\$1,633
Staff Total	\$5,145	\$5,328	\$10,473
Consultant	\$20,000	\$0	\$20,000
Total Expenses	\$25,145	\$5,328	\$30,473

Objectives

- * Continue utilizing an engineering consultant to provide the necessary technical assistance to the smaller local governments to identify and develop projects.
- * Assist small local governments in completing project applications for the annual call for projects.
- * Support the smaller local governments by improving their ability to take advantage of project funding opportunities.
- * Provide smaller local governments with technical assistance in developing and programming transportation improvement projects.

Previous Work

- * Technical Assistance contract awarded. 2010/2011.
- * Planning assistance provided to local governments.
- * Bicycle and pedestrian coordination assistance to local governments.
- * Financial assistance for local area traffic studies.
- * Completion of project feasibility studies.
- * Develop Scope of Work, Request for Qualifications, and Request for Proposals for consultant services.

Methodology

- * Renew and/or extend the contract as necessary.
- * Oversee consultant activity to support small local governments in developing and submitting applications during the annual Call for Projects.

End Products

- ★ Improved access to funding for smaller local governments in the form of an increased number of project applications and projects programmed. Timeline/anticipated completion date: Ongoing.
- ★ Completed applications and successful funding of transportation projects for small local governments. Timeline/anticipated completion date: Annually through the Call for Projects.

Timeline: on-going



Task 3.07 - ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$190,305

Revenues	FY 2012/13	FY 2013/14	2-Year Total
XU Funds	\$90,965	\$90,965	\$181,930
Total Federal Funds	\$90,965	\$90,965	\$181,930
Total State Funds	\$0	\$0	\$0
Local Funds	\$8,375	\$0	\$8,375
Total Funds	\$99,340	\$90,965	\$190,305

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$3,258	\$3,355	\$6,613
Fringe Benefits	\$1,092	\$1,135	\$2,227
Indirect Expenses	\$795	\$838	\$1,633
Staff Total	\$5,145	\$5,328	\$10,473
Materials	\$200	\$290	\$490
Consultant	\$93,995	\$85,347	\$179,342
Total Expenses	\$99,340	\$90,965	\$190,305

Objectives

- ★ To ensure that every project funded under our XU Set-Aside for Traffic Operations/ITS/Safety Projects represents a necessary and cost-effective solution to a significant traffic operations and/or safety issue.
- ★ To quickly advance high priority traffic operations/ITS/safety projects from concept to construction.

Previous Work

- ★ Completed numerous feasibility studies resulting in the programming and implementation of high priority traffic operations/ITS/safety projects in considerably less time than would have been required if feasibility studies had not been performed.

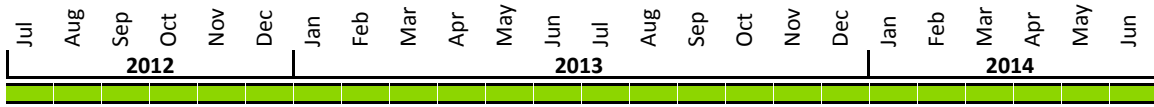
Methodology

- ★ Engage project sponsors and stakeholders in the development of consultant task orders for each feasibility study to be performed, ensuring that studies will fully address the issues that have been identified and will assess all reasonable alternatives.
- ★ Manage consultants in strict accordance with contracts, and ensure that work performed under contract fully satisfies task orders.
- ★ Conduct a consultant selection process that fully complies with applicable rules and regulations, and that results in the selection of one or more qualified professional traffic engineering consultants to perform complete and accurate feasibility studies.
- ★ Utilize professional traffic engineering consultants to perform thorough, comprehensive feasibility studies on candidate projects submitted to the TPO for funding under our XU Traffic Operations/ITS/Safety Priority Project Process.

End Products

- ★ Priority Project lists that include high priority, cost-effective traffic operations/ITS/safety projects ready for programming and implementation.
- ★ An effective process for assessing candidate traffic operations/ITS/safety projects to ensure that they are necessary, cost-effective and appropriately prioritized relative to other candidate projects.
- ★ Completed feasibility studies.

Timeline: on-going



Task 3.08 - Community Transportation Survey

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$70,884

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$5,346	\$5,538	\$10,884
Total Federal Funds	\$5,346	\$5,538	\$10,884
Total State Funds	\$0	\$0	\$0
Local Funds	\$30,000	\$30,000	\$60,000
Total Funds	\$35,346	\$35,538	\$70,884

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$3,385	\$3,487	\$6,872
Fringe Benefits	\$1,135	\$1,180	\$2,315
Indirect Expenses	\$826	\$871	\$1,697
Staff Total	\$5,346	\$5,538	\$10,884
Consultant	\$30,000	\$30,000	\$60,000
Total Expenses	\$35,346	\$35,538	\$70,884

Objectives

- ★ Partner with local agencies to collect information at determined intervals so that transportation preferences and trends can be measured over time.
- ★ Obtain statistically valid input from the community regarding various transportation trends and issues.
- ★ Develop and implement a survey instrument that can assist the VTPO and other transportation decision-making entities in transportation planning.

Previous Work

- ★ Public outreach events aimed at collecting input from the community.
- ★ Surveys administered as part of the development of the 2035 LRTP.
- ★ Data collected through the Higher Education Consortium Transportation Study and the Transit Development Plan.

Methodology

- ★ Utilize the results of the survey to support VTPO policy decisions, public outreach effort and the development of long-range transportation planning decisions.
- ★ Work with local partners to identify the questions and issues most pertinent to local transportation decision-making for the current period.
- ★ Develop a scope of services, issue a request for proposals and select a qualified consultant to develop and implement a community survey.

End Products

- ★ A report describing the survey methodology and results. Timeline/anticipated completion date: December 2012 and 2013.

Timeline:



Task 3.09 - 2040 Long Range Transportation Plan (LAP)

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$465,583

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$22,725	\$42,515	\$65,240
XU Funds	\$390,000	\$0	\$390,000
FTA 5303 Funds	\$8,273	\$0	\$8,273
Total Federal Funds	\$420,998	\$42,515	\$463,513
FDOT Match - FTA	\$1,035	\$0	\$1,035
Total State Funds	\$1,035	\$0	\$1,035
Local Funds	\$1,035	\$0	\$1,035
Total Funds	\$423,068	\$42,515	\$465,583

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$22,328	\$26,771	\$49,099
Fringe Benefits	\$7,486	\$9,056	\$16,542
Indirect Expenses	\$5,447	\$6,688	\$12,135
Staff Total	\$35,261	\$42,515	\$77,776
Consultant	\$387,807	\$0	\$387,807
Total Expenses	\$423,068	\$42,515	\$465,583

Objectives

- ★ Ensure compliance with SAFETEA-LU planning requirements.
- ★ Continue to have a robust public outreach component for the LRTP.
- ★ Continue to increase the emphasis on land use planning and transportation in support of planning trends such as "How Shall We Grow" and current Growth Management legislation.
- ★ Coordinate with FDOT District 5 and other MPOs/TPOs in supporting the regional LRTP planning effort.
- ★ Complete all activities required to adopt the next update of the VTPO LRTP with a horizon year of 2040 including transportation modeling, environmental justice, congestion management, safety and ETDM.

Previous Work

- ★ Development and adoption of the 2035 Long Range Transportation Plan. Completed September 2010.
- ★ ETDM data entry for identified projects, purpose and need statements, and program screening of projects for MPOs/TPOs in District V.
- ★ Participation in the regional long-range planning subcommittee.
- ★ Development of a Congestion Management Plan.
- ★ Adoption of an "Accommodated" land use scenario and 2035 socio economic data (zdata1 and zdata2) for update of the 2035 LRTP.

Methodology

- ★ Monitor transportation re-authorization activity to ensure compliance with new requirements, standards and performance measures.
- ★ Coordinate with FDOT Central Office on developing financial forecasts and SIS planning.
- ★ Continue coordination with FDOT District 5 to update the Central Florida Regional Planning Model (CFRPM).
- ★ Develop a comprehensive scope of services and issue a request for proposals to utilize a consultant to assist in the completion of required activities.

End Products

- ★ A SAFETEA LU compliant 2040 LRTP. Timeline/anticipated completion date: September 2015.
- ★ A project website and public outreach campaign that has increased awareness of LRTP and TPO activities throughout the planning area. Timeline/anticipated completion date: September 2015.
- ★ Updated demographic information for the planning area and a successful public outreach effort that improves community understanding and relations. Timeline/anticipated completion date: September 2015.

Timeline: on-going



Task 3.10 - General Planning Studies and Initiatives

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$43,512

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$20,311	\$23,201	\$43,512
Total Federal Funds	\$20,311	\$23,201	\$43,512
Total State Funds	\$0	\$0	\$0
Total Funds	\$20,311	\$23,201	\$43,512

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$4,946	\$5,164	\$10,110
Fringe Benefits	\$1,658	\$1,747	\$3,405
Indirect Expenses	\$1,207	\$1,290	\$2,497
Staff Total	\$7,811	\$8,201	\$16,012
Consultant	\$12,500	\$15,000	\$27,500
Total Expenses	\$20,311	\$23,201	\$43,512

Objectives

- ★ Maintain flexibility in program support for area initiatives including ATMS planning activities, data collection efforts to improve the regional model, post re-apportionment needs and other activities that may be required.
- ★ Support partners throughout the TPO planning area with resources needed to complete planning efforts.

Previous Work

- ★ City of Deland and Volusia County Traffic Study.
- ★ Assistance provided to the City of Ormond Beach and the City of Deltona Small Area Traffic Study.
- ★ Technical assistance to small communities.

Methodology

- ★ Develop, as needed scopes of work and requests for proposal for transportation planning activities identified.
- ★ Participate in regional discussions and coordination efforts to improve planning tools and support data that guides decision-making.
- ★ Utilize the TPO standing committees and working groups to evaluate planning needs and develop scopes of service that address the need.

End Products

- ★ Reports and or data sets needed for transportation systems improvements. Timeline/anticipated completion date: Ongoing.

Timeline: on-going



Section 4

Bicycle, Pedestrian and Community Safety Programs

Task 4.01 - Community Safety-Related Program

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$43,930

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$21,579	\$22,351	\$43,930
Total Federal Funds	\$21,579	\$22,351	\$43,930
Total State Funds	\$0	\$0	\$0
Total Funds	\$21,579	\$22,351	\$43,930

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$13,664	\$14,074	\$27,738
Fringe Benefits	\$4,581	\$4,761	\$9,342
Indirect Expenses	\$3,334	\$3,516	\$6,850
Staff Total	\$21,579	\$22,351	\$43,930
Total Expenses	\$21,579	\$22,351	\$43,930

Objectives

- ★ Ensure compliance with SAFETEA-LU planning requirements.
- ★ Continue efforts to highlight the "5 E's" (Engineering, Enforcement, Education, Encouragement and Evaluation) of bicycle and pedestrian safety.
- ★ To participate in annual safety related programs such as "International Walk to School Day", "White Cane Safety Day", "National Trails Day Celebration".
- ★ To provide assistance in promoting the function and mission of the CTSTs.
- ★ To work with the Volusia Community Traffic Safety Teams (CTSTs) in finding solutions to local safety problems.
- ★ To distribute Bicycle Safety Decal promoting Florida Statute 316.083.
- ★ To promote Walk and Ride Bicycle & Pedestrian Safety Video and Public Service Announcements.

Previous Work

- ★ Bicycle/Pedestrian Advisory Committee (BPAC) bicycle safety awareness decal.
- ★ Successful Pedestrian Safety Action Plan Workshop in Volusia County.
- ★ Completed the Walk and Ride Bicycle and Pedestrian Safety Video and Public Service Announcements.
- ★ Participation with the Volusia/Flagler Safe Kids Coalition.
- ★ Completed Bicycle and Pedestrian School Safety Review Study.
- ★ Planning, promotion and execution of the annual Volusia Transportation Planning Organization Safety Day and Mayor's Wheelchair Challenge from 2005 to 2009.
- ★ Active participation in previous community safety programs.
- ★ Participation in the East and West Volusia CTST over the last several years .

Methodology

- ★ Continued participation in the East and West Volusia Community Traffic Safety Teams.
- ★ Continued participation in community safety programs including bike rodeos and International Walk to School Day.
- ★ Coordinate and provide workshops and educational opportunities for police departments, city staff, in addressing pedestrian safety issues, problems and solutions.
- ★ Distribution of Walk and Ride Bicycle & Pedestrian Safety Video and Public Service Announcements to promote safe bicycling and pedestrian practices.
- ★ Continued participation with the Volusia/Flagler Safe Kids Coalition.

End Products

- ★ Cable TV distribution of Walk and Ride Bicycle & Pedestrian Safety Video and public service announcements in English and Spanish language versions.
- ★ To conduct at least a dozen bicycle helmet fittings during the year.
- ★ Successful outreach effort including participation in International Walk to School Day.
- ★ A comprehensive and ongoing "5 E's" program. (The "5 E's" refer to engineering, education, enforcement, encouragement and evaluation.)
- ★ Ongoing support to CTSTs and endeavor to reduce the number of automobile/bicycle and automobile/pedestrian crashes throughout the VTPO planning area.

Timeline: on-going



Task 4.02 - Bicycle/Pedestrian Planning and Implementation

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$95,688

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$47,189	\$48,499	\$95,688
Total Federal Funds	\$47,189	\$48,499	\$95,688
Total State Funds	\$0	\$0	\$0
Total Funds	\$47,189	\$48,499	\$95,688

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$23,169	\$23,864	\$47,033
Fringe Benefits	\$7,768	\$8,073	\$15,841
Indirect Expenses	\$5,652	\$5,962	\$11,614
Staff Total	\$36,589	\$37,899	\$74,488
Materials	\$10,600	\$10,600	\$21,200
Total Expenses	\$47,189	\$48,499	\$95,688

Objectives

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

Previous Work

- * Bicycle & Pedestrian Feasibility Studies.
- * Volusia County Bicycling Map for the Experienced Cyclist.
- * Bicycle/Pedestrian Plan.

Methodology

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

End Products

- ★ Adopted VTPO Bicycle/Pedestrian Implementation Plan, Map, and Priority Project Lists.

Timeline: on-going



Task 4.03 - Bicycle and Pedestrian Project Feasibility Studies (LAP)

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$190,492

Revenues	FY 2012/13	FY 2013/14	2-Year Total
XU Funds	\$90,965	\$90,965	\$181,930
Total Federal Funds	\$90,965	\$90,965	\$181,930
Total State Funds	\$0	\$0	\$0
Local Funds	\$8,562	\$0	\$8,562
Total Funds	\$99,527	\$90,965	\$190,492

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$2,405	\$2,477	\$4,882
Fringe Benefits	\$806	\$838	\$1,644
Indirect Expenses	\$587	\$619	\$1,206
Staff Total	\$3,798	\$3,934	\$7,732
Consultant	\$95,729	\$87,031	\$182,760
Total Expenses	\$99,527	\$90,965	\$190,492

Objectives

- ★ Conduct studies to ensure that projects programmed for funding under the VTPO XU Set-Aside for bicycle and pedestrian projects provides an appropriate, constructible and cost-effective solution to a significant traffic operations and/or safety issue.
- ★ Develop reliable project estimates that fully consider project development requirements and costs.
- ★ Implement a process that quickly advances high priority bicycle and pedestrian related projects from concept to construction.

Previous Work

- ★ Completed numerous feasibility studies over previous years resulting in the programming and implementation of high priority bicycle and pedestrian projects.

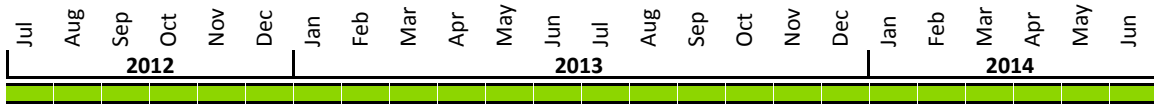
Methodology

- ★ Engage project sponsors and stakeholders in the development of consultant task orders for each feasibility study to be performed, ensuring that studies will fully address the issues that have been identified and will assess all reasonable alternatives.
- ★ Manage consultants in strict accordance with contracts, and ensure that work performed under contract fully satisfies task assignments.
- ★ Conduct a consultant selection process that fully complies with applicable rules and regulations, and that result in the selection of one or more qualified, professional consultants to perform complete and accurate feasibility studies.
- ★ Utilize professional planning and engineering consultants to perform thorough, comprehensive feasibility studies on candidate projects submitted to the TPO for funding under the bicycle and pedestrian Priority Project Process.

End Products

- ★ Priority Project lists that include high priority, cost-effective priority bicycle and pedestrian related projects ready for programming and implementation.
- ★ An effective process for assessing candidate priority bicycle and pedestrian projects to ensure that they are necessary, cost-effective and appropriately prioritized relative to other candidate projects.
- ★ Completed feasibility studies.

Timeline: on-going



Task 4.04 - Pedestrian Crosswalk Safety Enforcement Program

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$67,964

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$7,596	\$7,868	\$15,464
Highway Safety Funds	\$52,500	\$0	\$52,500
Total Federal Funds	\$60,096	\$7,868	\$67,964
Total State Funds	\$0	\$0	\$0
Total Funds	\$60,096	\$7,868	\$67,964

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$4,810	\$4,954	\$9,764
Fringe Benefits	\$1,613	\$1,676	\$3,289
Indirect Expenses	\$1,173	\$1,238	\$2,411
Staff Total	\$7,596	\$7,868	\$15,464
Direct Expenses	\$32,500	\$0	\$32,500
Consultant	\$20,000	\$0	\$20,000
Total Expenses	\$60,096	\$7,868	\$67,964

Objectives

- ★ To work with member local governments, law enforcement agencies and the Center for Education and Research in Safety (CERS) to increase awareness of pedestrian safety and enforcement of Florida's Traffic Laws.

Previous Work

- ★ Pedestrian Safety Enforcement Program, Phase 1.
- ★ Collaboration with Volusia Community Traffic Safety Teams.
- ★ Participation in White Cane Safety Awareness Day Events.
- ★ Participation in International Walk to School Day Events.
- ★ Bicycle & Pedestrian School Safety Review Studies.

Task 4.05 - BPAC Master Planning Assistance for Small Communities

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$15,464

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$7,596	\$7,868	\$15,464
Total Federal Funds	\$7,596	\$7,868	\$15,464
Total State Funds	\$0	\$0	\$0
Total Funds	\$7,596	\$7,868	\$15,464

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$4,810	\$4,954	\$9,764
Fringe Benefits	\$1,613	\$1,676	\$3,289
Indirect Expenses	\$1,173	\$1,238	\$2,411
Staff Total	\$7,596	\$7,868	\$15,464
Total Expenses	\$7,596	\$7,868	\$15,464

Objectives

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

Previous Work

- ★ Bicycle & Pedestrian School Safety Review Studies.
- ★ Volusia County Bicycling Map for the Experienced Cyclist.
- ★ Volusia TPO Bicycle/Pedestrian Plan.

Methodology

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

End Products

- ★ Adopted Bicycle & Pedestrian Master Plans for the Volusia TPO's smaller communities.

Timeline: on-going



Task 4.06 - Safety Village

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$19,162

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$8,253	\$10,909	\$19,162
Total Federal Funds	\$8,253	\$10,909	\$19,162
Total State Funds	\$0	\$0	\$0
Total Funds	\$8,253	\$10,909	\$19,162

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$5,226	\$6,869	\$12,095
Fringe Benefits	\$1,752	\$2,324	\$4,076
Indirect Expenses	\$1,275	\$1,716	\$2,991
Staff Total	\$8,253	\$10,909	\$19,162
Total Expenses	\$8,253	\$10,909	\$19,162

Objectives

- ★ To develop an educational curriculum based on the Florida Traffic and Bicycle Safety Education Program.
- ★ To identify opportunities for marketing Safety Village programs.
- ★ To identify viable public-private partnerships.
- ★ To identify sources of funding for startup and operation of the Safety Village.
- ★ To identify costs associated with building, operating and maintaining the Safety Village.
- ★ To define the roles, responsibilities and limits of liability for Safety Village stakeholders.
- ★ To define a program of services for the Safety Village.
- ★ To develop a concept plan.

Previous Work

- ★ Bicycle & Pedestrian School Safety Review Studies.
- ★ Bicycle & Pedestrian Feasibility Studies.
- ★ Bicycle/Pedestrian Plan.

Methodology

- ★ To work with member local governments, Community Traffic Safety Teams, Law Enforcement Agencies, School Board, FDOT and International Speedway Corporation to develop end products.

End Products

- ★ Concept Plan.
- ★ Marketing Plan.
- ★ Program of Services.
- ★ List of Stakeholders.
- ★ List of Viable Public-Private Partnerships.
- ★ Estimated Costs of Startup, Operation and Maintenance.
- ★ List of Potential Funding Sources.

Timeline:



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Section 5

Transit and Transportation Disadvantaged Programs

Task 5.01 - Transit -Related Activities and TD Program

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$161,336

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$0	\$2,509	\$2,509
FTA 5303 Funds	\$41,670	\$41,671	\$83,341
Total Federal Funds	\$41,670	\$44,180	\$85,850
FDOT Match - FTA	\$5,209	\$5,209	\$10,418
CTD Funds	\$27,325	\$27,325	\$54,650
Total State Funds	\$32,534	\$32,534	\$65,068
Local Funds	\$5,209	\$5,209	\$10,418
Total Funds	\$79,413	\$81,923	\$161,336

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$50,158	\$51,460	\$101,618
Fringe Benefits	\$16,818	\$17,408	\$34,226
Indirect Expenses	\$12,237	\$12,855	\$25,092
Staff Total	\$79,213	\$81,723	\$160,936
Materials	\$200	\$200	\$400
Total Expenses	\$79,413	\$81,923	\$161,336

Objectives

- ★ Ensure compliance with SAFETEA-LU planning requirements.
- ★ To update as necessary the procedure with step by step instructions for periodic update and maintenance of the GIS database.
- ★ Develop and maintain GIS database information including the bus stop inventory and bus route GIS files and coordinate information within Votran and its automated systems.
- ★ To provide for any additional Transportation Disadvantaged (TD) studies as required.
- ★ Continue to improve coordinated transportation services to meet the mobility needs of the county's elderly, persons with disabilities, and the transportation disadvantaged.
- ★ Provide technical planning and personnel support for ancillary issues related to public transportation.

Previous Work

- ★ Participation in Central Florida Commuter Rail Initiative and Stakeholders meetings.
- ★ Provided annual review for transit related projects to be included in the TIP.
- ★ Provided staff support to the TDLCB, the Quality Assurance Committee, the Grievance Committee, and the Accessible Pedestrian Signals Committee.
- ★ Development of the Coordinated Transportation Development Plan (CTDP) and all previous updates.
- ★ Completion of previous years' Transportation Disadvantaged Annual Reports.
- ★ Assistance to Votran in the development of the TDP and TDSP.
- ★ Development of transit routes in GIS and a countywide transit stop inventory.
- ★ Conversion, updating, and expansion of data of the bus stop inventory database.

Methodology

- ★ Provide project oversight and administrative services for consulting team.
- ★ Provide ongoing updates to the bus stop inventory on an "as needed" basis.
- ★ Provide ongoing support of Votran's consultant in the finalization of the GIS based database.
- ★ Ensure that the TDLCB monitors and evaluates the Community Transportation Coordinator (CTC).
- ★ Provide at least one public hearing annually by the TDLCB.
- ★ Provide on going staff support to the TDLCB and its subcommittees.
- ★ Provide necessary information to the elected officials of participating Boards (Votran, METROPLAN, LYNX, and VTPO).
- ★ Participate as a member of the Central Florida Commuter Rail Commission Technical Advisory Committee.

End Products

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

Timeline: on-going



Task 5.02 - Evaluate Flex Route Transit Service

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$25,730

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FTA 5303 Funds	\$20,584	\$0	\$20,584
Total Federal Funds	\$20,584	\$0	\$20,584
FDOT Match - FTA	\$2,573	\$0	\$2,573
Total State Funds	\$2,573	\$0	\$2,573
Local Funds	\$2,573	\$0	\$2,573
Total Funds	\$25,730	\$0	\$25,730

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$462	\$0	\$462
Fringe Benefits	\$155	\$0	\$155
Indirect Expenses	\$113	\$0	\$113
Consultant	\$25,000	\$0	\$25,000
Total Expenses	\$25,730	\$0	\$25,730

Objectives

- ★ Determine which type of flex service is appropriate for various land use and demand patterns.
- ★ Determine when adding or expanding flex service is appropriate.
- ★ Determine when flex route performance indicates a need to return to fixed route service.
- ★ Define method(s) used to measure, assess and determine the performance of flex service within Votran's transit system.

Previous Work

- ★ Development of West Side Transit Plan.
- ★ Development of East Side Transit Study.
- ★ Development of Transit Development Plan and Transportation Disadvantaged Service Plan.

Methodology

- ★ Delineating connections with customer marketing and public information.
- ★ Description of costs and cost considerations.
- ★ Detailed information on operating procedures, technology and design factors.
- ★ Analysis of ridership markets and threshold levels making comparisons with Fixed Route service.
- ★ Overview of kinds of flexible service including a description of the existing New Smyrna Beach Flex Service in Volusia County.

End Products

- ★ Guidelines for measuring, assessing and determining flex service performance in Votran's transit system.
- ★ A guide for determining when flex route service should be replaced with fixed route service.
- ★ Guidelines for determining when it is appropriate to add or expand flex service.
- ★ Techniques for effective customer marketing and public information.
- ★ Guidelines in determining which type of flex service appropriate for various land use and demand patterns.

Timeline:



Task 5.03 - Transit Planning Services - General Consulting

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$51,212

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FTA 5303 Funds	\$18,835	\$22,135	\$40,970
Total Federal Funds	\$18,835	\$22,135	\$40,970
FDOT Match - FTA	\$2,354	\$2,767	\$5,121
Total State Funds	\$2,354	\$2,767	\$5,121
Local Funds	\$2,354	\$2,767	\$5,121
Total Funds	\$23,543	\$27,669	\$51,212

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$2,244	\$2,310	\$4,554
Fringe Benefits	\$752	\$782	\$1,534
Indirect Expenses	\$547	\$577	\$1,124
Staff Total	\$3,543	\$3,669	\$7,212
Consultant	\$20,000	\$24,000	\$44,000
Total Expenses	\$23,543	\$27,669	\$51,212

Objectives

- ★ Provide general transit planning assistance to Votran in support of service planning activities including, but not limited to coordination with local governments, route analysis and data retrieval, service performance reporting and transit research.

Previous Work

- ★ Transit Oriented Development Guidelines.
- ★ Development of West Side Transit Plan.
- ★ Development of East Side Transit Study.
- ★ Development of Transit Development Plan and Transportation Disadvantaged Service Plan.
- ★ Votran service reduction analysis for budgets FY 2008 and FY 2010.
- ★ Volusia TPO Transit Feasibility Study.
- ★ Development of Transit Development Plan and Transportation Disadvantaged Service Plan.

Methodology

- ★ Issue specific task orders to complete transit planning activities as needed to meet financial obligations, to assess and improve service efficiency and performance, to assist in the analysis of service development requests and other planning needs.
- ★ Work collaboratively with Votran management to develop a scope of services, issue a request for proposals and select a consultant to provide planning services.

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Section 6

Reapportionment

Task 6.01 - Reapportionment Activities

Responsible Entity: Volusia Transportation Planning Organization

Total Cost: \$125,087

Revenues	FY 2012/13	FY 2013/14	2-Year Total
FHWA PL Funds	\$71,218	\$30,569	\$101,787
FTA 5303 Funds	\$9,320	\$9,320	\$18,640
Total Federal Funds	\$80,538	\$39,889	\$120,427
FDOT Match - FTA	\$1,165	\$1,165	\$2,330
Total State Funds	\$1,165	\$1,165	\$2,330
Local Funds	\$1,165	\$1,165	\$2,330
Total Funds	\$82,868	\$42,219	\$125,087

Expenditures	FY 2012/13	FY 2013/14	2-Year Total
Salaries	\$42,975	\$26,585	\$69,560
Fringe Benefits	\$14,409	\$8,993	\$23,402
Indirect Expenses	\$10,484	\$6,641	\$17,125
Staff Total	\$67,868	\$42,219	\$110,087
Consultant	\$15,000	\$0	\$15,000
Total Expenses	\$82,868	\$42,219	\$125,087

Objectives

- ★ Coordinate and communicate all activities between FDOT, FHWA, FTA and other entities as necessary to ensure a timely and successful re-apportionment that continues to support sound transportation planning and programming.
- ★ Ensure legal and regulatory requirements are met for the update of all documents and agreements that guide the activities of the TPO.
- ★ Coordinate, as needed, the activities required to comply with a re-apportionment of the TPO based on updated census data.
- ★ To ensure that all Census products, particularly the Census Transportation Planning Package (CTPP) TAZ level tabulations, will be sufficiently detailed, accurate and complete to allow sound transportation decisionmaking.

Previous Work

- ★ Participated in development and review of Volusia County census geography and data products associated with previous decennial censuses.
- ★ Reapportionment of the Volusia TPO.

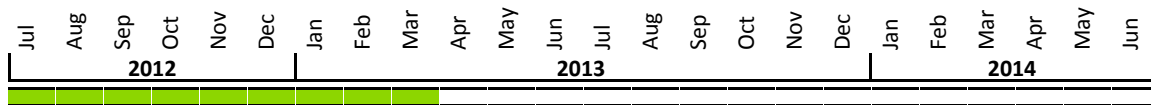
Methodology

- ★ Present information to TPO Board and technical support staff to inform and educate members of potential changes to the TPO.
- ★ Coordinate and communicate routinely with affected parties and establish project schedules and activities to ensure timely completion of required tasks.
- ★ Monitor the progress of the Census Bureau's American Community Survey (ACS), the release of data and its applications to the transportation planning process.

End Products

- ★ Completion of required reapportionment activities including the execution of legal documents by the prescribed deadlines.

Timeline:



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SUMMARY TABLES and CHARTS

Table 2A - Proposed Agency Participation and Anticipated Costs by Task for FY 2012/13 (1st Year)

Task Number	Task Title	VTPO	FDOT	Consultant	Total
1.01	General Administration and Program Support	\$358,232	\$0	\$6,000	\$364,232
1.02	Information Technology Systems and Website Support	\$62,503	\$0	\$0	\$62,503
1.03	Public Involvement	\$29,146	\$0	\$0	\$29,146
2.01	FDOT Planning Support Services	\$0	\$172,885	\$0	\$172,885
3.01	Program Development (UPWP)	\$19,131	\$0	\$0	\$19,131
3.02	Transportation Improvement Program (TIP) Development	\$41,143	\$0	\$9,600	\$50,743
3.03	Transportation Data Information Management	\$52,948	\$0	\$0	\$52,948
3.04	Corridor Improvement Programs and Studies	\$55,787	\$0	\$219,785	\$275,572
3.05	State and Regional Planning and Coordination	\$20,179	\$0	\$0	\$20,179
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$5,145	\$0	\$20,000	\$25,145
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$5,345	\$0	\$93,995	\$99,340
3.08	Community Transportation Survey	\$5,346	\$0	\$30,000	\$35,346
3.09	2040 Long Range Transportation Plan (LAP)	\$35,261	\$0	\$387,807	\$423,068
3.10	General Planning Studies and Initiatives	\$7,811	\$0	\$12,500	\$20,311
4.01	Community Safety-Related Program	\$21,579	\$0	\$0	\$21,579
4.02	Bicycle/Pedestrian Planning and Implementation	\$47,189	\$0	\$0	\$47,189
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$3,798	\$0	\$95,729	\$99,527
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$40,096	\$0	\$20,000	\$60,096
4.05	BPAC Master Planning Assistance for Small Communities	\$7,596	\$0	\$0	\$7,596
4.06	Safety Village	\$8,253	\$0	\$0	\$8,253
5.01	Transit -Related Activities and TD Program	\$79,413	\$0	\$0	\$79,413
5.02	Evaluate Flex Route Transit Service	\$730	\$0	\$25,000	\$25,730
5.03	Transit Planning Services - General Consulting	\$3,543	\$0	\$20,000	\$23,543
6.01	Reapportionment Activities	\$67,868	\$0	\$15,000	\$82,868
		\$978,042	\$172,885	\$955,416	\$2,106,343

Table 2B - Proposed Agency Participation and Anticipated Costs by Task for FY 2013/14 (2nd Year)

Task Number	Task Title	VTPO Total	FDOT	Consultant	Total
1.01	General Administration and Program Support	\$347,792	\$0	\$6,000	\$353,792
1.02	Information Technology Systems and Website Support	\$33,677	\$0	\$0	\$33,677
1.03	Public Involvement	\$10,526	\$0	\$0	\$10,526
2.01	FDOT Planning Support Services	\$0	\$152,974	\$0	\$152,974
3.01	Program Development (UPWP)	\$41,214	\$0	\$0	\$41,214
3.02	Transportation Improvement Program (TIP) Development	\$43,695	\$0	\$9,600	\$53,295
3.03	Transportation Data Information Management	\$54,807	\$0	\$0	\$54,807
3.04	Corridor Improvement Programs and Studies	\$48,644	\$0	\$218,768	\$267,412
3.05	State and Regional Planning and Coordination	\$20,857	\$0	\$0	\$20,857
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$5,328	\$0	\$0	\$5,328
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$5,618	\$0	\$85,347	\$90,965
3.08	Community Transportation Survey	\$5,538	\$0	\$30,000	\$35,538
3.09	2040 Long Range Transportation Plan (LAP)	\$42,515	\$0	\$0	\$42,515
3.10	General Planning Studies and Initiatives	\$8,201	\$0	\$15,000	\$23,201
4.01	Community Safety-Related Program	\$22,351	\$0	\$0	\$22,351
4.02	Bicycle/Pedestrian Planning and Implementation	\$48,499	\$0	\$0	\$48,499
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$3,934	\$0	\$87,031	\$90,965
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$7,868	\$0	\$0	\$7,868
4.05	BPAC Master Planning Assistance for Small Communities	\$7,868	\$0	\$0	\$7,868
4.06	Safety Village	\$10,909	\$0	\$0	\$10,909
5.01	Transit -Related Activities and TD Program	\$81,923	\$0	\$0	\$81,923
5.02	Evaluate Flex Route Transit Service	\$0	\$0	\$0	\$0
5.03	Transit Planning Services - General Consulting	\$3,669	\$0	\$24,000	\$27,669
6.01	Reapportionment Activities	\$42,219	\$0	\$0	\$42,219
		\$897,652	\$152,974	\$475,746	\$1,526,372

Table 3A - Funding by Program Source and Task for FY 2012/13 (1st Year)

Task Number	Task Title	FHWA (PL) Funds			FTA Funds			CTD Funds
		FHWA PL Funds*	State Match - PL	Highway Safety Funds	FTA 5303	State Match - FTA	Local Mach - FTA	
1.01	General Administration and Program Support	\$317,270	\$0	\$0	\$37,570	\$4,696	\$4,696	\$0
1.02	Information Technology Systems and Website Support	\$58,153	\$0	\$0	\$3,480	\$435	\$435	\$0
1.03	Public Involvement	\$27,666	\$0	\$0	\$1,184	\$148	\$148	\$0
2.01	FDOT Planning Support Services	\$0	\$172,885	\$0	\$0	\$0	\$0	\$0
3.01	Program Development (UPWP)	\$17,681	\$0	\$0	\$1,160	\$145	\$145	\$0
3.02	Transportation Improvement Program (TIP) Development	\$46,393	\$0	\$0	\$3,480	\$435	\$435	\$0
3.03	Transportation Data Information Management	\$47,098	\$0	\$0	\$4,680	\$585	\$585	\$0
3.04	Corridor Improvement Programs and Studies	\$15,372	\$0	\$0	\$8,160	\$1,020	\$1,020	\$0
3.05	State and Regional Planning and Coordination	\$17,279	\$0	\$0	\$2,320	\$290	\$290	\$0
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$25,145	\$0	\$0	\$0	\$0	\$0	\$0
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.08	Community Transportation Survey	\$5,346	\$0	\$0	\$0	\$0	\$0	\$0
3.09	2040 Long Range Transportation Plan (LAP)	\$22,725	\$0	\$0	\$8,273	\$1,035	\$1,035	\$0
3.10	General Planning Studies and Initiatives	\$20,311	\$0	\$0	\$0	\$0	\$0	\$0
4.01	Community Safety-Related Program	\$21,579	\$0	\$0	\$0	\$0	\$0	\$0
4.02	Bicycle/Pedestrian Planning and Implementation	\$47,189	\$0	\$0	\$0	\$0	\$0	\$0
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$7,596	\$0	\$52,500	\$0	\$0	\$0	\$0
4.05	BPAC Master Planning Assistance for Small Communities	\$7,596	\$0	\$0	\$0	\$0	\$0	\$0
4.06	Safety Village	\$8,253	\$0	\$0	\$0	\$0	\$0	\$0
5.01	Transit -Related Activities and TD Program	\$0	\$0	\$0	\$41,670	\$5,209	\$5,209	\$27,325
5.02	Evaluate Flex Route Transit Service	\$0	\$0	\$0	\$20,584	\$2,573	\$2,573	\$0
5.03	Transit Planning Services - General Consulting	\$0	\$0	\$0	\$18,835	\$2,354	\$2,354	\$0
6.01	Reapportionment Activities	\$71,218	\$0	\$0	\$9,320	\$1,165	\$1,165	\$0
		\$783,870	\$172,885	\$52,500	\$160,716	\$20,090	\$20,090	\$27,325

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* The FY 2012/13 PL funds include a current year allocation (\$704,237) and the carryover funds from FY 2011/12. This page was corrected on 1/23/13.

Table 3A (continued)

Task Number	Task Title	XU Funds	Total Federal Revenue	Total State Revenue	Local Funds Other	Total Local Revenue	Total Revenue
1.01	General Administration and Program Support	\$0	\$354,840	\$4,696	\$0	\$4,696	\$364,232
1.02	Information Technology Systems and Website Support	\$0	\$61,633	\$435	\$0	\$435	\$62,503
1.03	Public Involvement	\$0	\$28,850	\$148	\$0	\$148	\$29,146
2.01	FDOT Planning Support Services	\$0	\$0	\$172,885	\$0	\$0	\$172,885
3.01	Program Development (UPWP)	\$0	\$18,841	\$145	\$0	\$145	\$19,131
3.02	Transportation Improvement Program (TIP) Development	\$0	\$49,873	\$435	\$0	\$435	\$50,743
3.03	Transportation Data Information Management	\$0	\$51,778	\$585	\$0	\$585	\$52,948
3.04	Corridor Improvement Programs and Studies	\$250,000	\$273,532	\$1,020	\$0	\$1,020	\$275,572
3.05	State and Regional Planning and Coordination	\$0	\$19,599	\$290	\$0	\$290	\$20,179
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$0	\$25,145	\$0	\$0	\$0	\$25,145
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$90,965	\$90,965	\$0	\$8,375	\$8,375	\$99,340
3.08	Community Transportation Survey	\$0	\$5,346	\$0	\$30,000	\$30,000	\$35,346
3.09	2040 Long Range Transportation Plan (LAP)	\$390,000	\$420,998	\$1,035	\$0	\$1,035	\$423,068
3.10	General Planning Studies and Initiatives	\$0	\$20,311	\$0	\$0	\$0	\$20,311
4.01	Community Safety-Related Program	\$0	\$21,579	\$0	\$0	\$0	\$21,579
4.02	Bicycle/Pedestrian Planning and Implementation	\$0	\$47,189	\$0	\$0	\$0	\$47,189
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$90,965	\$90,965	\$0	\$8,562	\$8,562	\$99,527
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$0	\$60,096	\$0	\$0	\$0	\$60,096
4.05	BPAC Master Planning Assistance for Small Communities	\$0	\$7,596	\$0	\$0	\$0	\$7,596
4.06	Safety Village	\$0	\$8,253	\$0	\$0	\$0	\$8,253
5.01	Transit -Related Activities and TD Program	\$0	\$41,670	\$32,534	\$0	\$5,209	\$79,413
5.02	Evaluate Flex Route Transit Service	\$0	\$20,584	\$2,573	\$0	\$2,573	\$25,730
5.03	Transit Planning Services - General Consulting	\$0	\$18,835	\$2,354	\$0	\$2,354	\$23,543
6.01	Reapportionment Activities	\$0	\$80,538	\$1,165	\$0	\$1,165	\$82,868
		\$821,930	\$1,819,016	\$220,300	\$46,937	\$67,027	\$2,106,343

Table 3B - Funding by Program Source and Task for FY 2013/14 (2nd Year)

Task Number	Task Title	FHWA (PL) Funds			FTA Funds			CTD Funds
		FHWA PL Funds	State Match - PL	Highway Safety Funds	FTA 5303	State Match - FTA	Local Match - FTA	
1.01	General Administration and Program Support	\$275,026	\$0	\$0	\$63,014	\$7,876	\$7,876	\$0
1.02	Information Technology Systems and Website Support	\$29,327	\$0	\$0	\$3,480	\$435	\$435	\$0
1.03	Public Involvement	\$9,046	\$0	\$0	\$1,184	\$148	\$148	\$0
2.01	FDOT Planning Support Services	\$0	\$152,974	\$0	\$0	\$0	\$0	\$0
3.01	Program Development (UPWP)	\$39,764	\$0	\$0	\$1,160	\$145	\$145	\$0
3.02	Transportation Improvement Program (TIP) Development	\$48,945	\$0	\$0	\$3,480	\$435	\$435	\$0
3.03	Transportation Data Information Management	\$48,957	\$0	\$0	\$4,680	\$585	\$585	\$0
3.04	Corridor Improvement Programs and Studies	\$17,412	\$0	\$0	\$0	\$0	\$0	\$0
3.05	State and Regional Planning and Coordination	\$17,957	\$0	\$0	\$2,320	\$290	\$290	\$0
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$5,328	\$0	\$0	\$0	\$0	\$0	\$0
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.08	Community Transportation Survey	\$5,538	\$0	\$0	\$0	\$0	\$0	\$0
3.09	2040 Long Range Transportation Plan (LAP)	\$42,515	\$0	\$0	\$0	\$0	\$0	\$0
3.10	General Planning Studies and Initiatives	\$23,201	\$0	\$0	\$0	\$0	\$0	\$0
4.01	Community Safety-Related Program	\$22,351	\$0	\$0	\$0	\$0	\$0	\$0
4.02	Bicycle/Pedestrian Planning and Implementation	\$48,499	\$0	\$0	\$0	\$0	\$0	\$0
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$7,868	\$0	\$0	\$0	\$0	\$0	\$0
4.05	BPAC Master Planning Assistance for Small Communities	\$7,868	\$0	\$0	\$0	\$0	\$0	\$0
4.06	Safety Village	\$10,909	\$0	\$0	\$0	\$0	\$0	\$0
5.01	Transit -Related Activities and TD Program	\$2,509	\$0	\$0	\$41,671	\$5,209	\$5,209	\$27,325
5.02	Evaluate Flex Route Transit Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.03	Transit Planning Services - General Consulting	\$0	\$0	\$0	\$22,135	\$2,767	\$2,767	\$0
6.01	Reapportionment Activities	\$30,569	\$0	\$0	\$9,320	\$1,165	\$1,165	\$0
		\$693,589	\$152,974	\$0	\$152,444	\$19,055	\$19,055	\$27,325

Table 3B (continued)

Task Number	Task Title	XU Funds	Total Federal Revenue	Total State Revenue	Local Funds -Other	Total Local Revenue	Total Revenue
1.01	General Administration and Program Support	\$0	\$338,040	\$282,902	\$0	\$7,876	\$353,792
1.02	Information Technology Systems and Website Support	\$0	\$32,807	\$29,762	\$0	\$435	\$33,677
1.03	Public Involvement	\$0	\$10,230	\$9,194	\$0	\$148	\$10,526
2.01	FDOT Planning Support Services	\$0	\$0	\$0	\$0	\$0	\$152,974
3.01	Program Development (UPWP)	\$0	\$40,924	\$39,909	\$0	\$145	\$41,214
3.02	Transportation Improvement Program (TIP) Development	\$0	\$52,425	\$49,380	\$0	\$435	\$53,295
3.03	Transportation Data Information Management	\$0	\$53,637	\$49,542	\$0	\$585	\$54,807
3.04	Corridor Improvement Programs and Studies	\$250,000	\$267,412	\$17,412	\$0	\$0	\$267,412
3.05	State and Regional Planning and Coordination	\$0	\$20,277	\$18,247	\$0	\$290	\$20,857
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$0	\$5,328	\$5,328	\$0	\$0	\$5,328
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$90,965	\$90,965	\$0	\$0	\$0	\$90,965
3.08	Community Transportation Survey	\$0	\$5,538	\$5,538	\$30,000	\$30,000	\$35,538
3.09	2040 Long Range Transportation Plan (LAP)	\$0	\$42,515	\$42,515	\$0	\$0	\$42,515
3.10	General Planning Studies and Initiatives	\$0	\$23,201	\$23,201	\$0	\$0	\$23,201
4.01	Community Safety-Related Program	\$0	\$22,351	\$22,351	\$0	\$0	\$22,351
4.02	Bicycle/Pedestrian Planning and Implementation	\$0	\$48,499	\$48,499	\$0	\$0	\$48,499
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$90,965	\$90,965	\$0	\$0	\$0	\$90,965
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$0	\$7,868	\$7,868	\$0	\$0	\$7,868
4.05	BPAC Master Planning Assistance for Small Communities	\$0	\$7,868	\$7,868	\$0	\$0	\$7,868
4.06	Safety Village	\$0	\$10,909	\$10,909	\$0	\$0	\$10,909
5.01	Transit -Related Activities and TD Program	\$0	\$44,180	\$35,043	\$0	\$5,209	\$81,923
5.02	Evaluate Flex Route Transit Service	\$0	\$0	\$0	\$0	\$0	\$0
5.03	Transit Planning Services - General Consulting	\$0	\$22,135	\$2,767	\$0	\$2,767	\$27,669
6.01	Reapportionment Activities	\$0	\$39,889	\$31,734	\$0	\$1,165	\$42,219
		\$431,930	\$1,277,963	\$739,969	\$30,000	\$49,055	\$1,526,372

Table 4 - Participating Agencies and Anticipated Costs - FY 2011/12 (Prior Year)

Task Number	Description	Federal (PL)		Federal (FTA)			Federal (Other)		FDOT (Other)	
		FHWA PL Funds	State Match - PL	Section 5303	State Match - FTA	Local/In Kind	XU Funds	Enhance-ment Funds	D Funds	CTD Funds
1.01	General Administration	\$223,576	\$0	\$44,050	\$5,507	\$5,507	\$0	\$0	\$0	\$0
1.02	Administration of Funds	\$101,701	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1.03	Management Information Systems Maintenance	\$18,314	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1.04	MPO Board Strategic Planning & Staff Development	\$9,379	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.01	Traffic Counting/Transportation Database Maintenance	\$12,222	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0
2.02	Census Activities	\$17,395	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.03	Transportation Data Library (TDL) - Development/Management	\$8,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.01	FDOT Planning Support Services	\$0	\$158,756	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.01	Transportation Improvement Program	\$42,515	\$0	\$7,986	\$998	\$998	\$0	\$0	\$0	\$0
4.02	Unified Planning Work Program	\$13,344	\$0	\$3,200	\$400	\$400	\$0	\$0	\$0	\$0
4.03	TPO Update to 2035 LRTP	\$20,742	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.01	Community Safety Programs	\$17,569	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.02	Mobility Plan Coordination	\$0	\$0	\$2,460	\$307	\$307	\$0	\$0	\$0	\$0
5.03	Liveability	\$1,882	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.04	Bicycle/Pedestrian Planning	\$67,578	\$0	\$0	\$0	\$9,035	\$90,965	\$0	\$0	\$0
5.05	BPAC Master Planning Assistance for Small Communities	\$5,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.06	Pedestrian Safety Enforcement Program	\$6,033	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.07	Traffic Engineering Assisitance to Small Local Governments	\$47,007	\$0	\$0	\$0	\$0	\$171,700	\$0	\$0	\$0
5.08	Corridor Implementation Program/Feasibility Studies	\$19,437	\$0	\$0	\$0	\$0	\$305,000	\$0	\$0	\$0
6.01	Public Involvement & Information	\$31,109	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6.02	Printing & Publications	\$22,287	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6.03	WEB Site Development/Management	\$11,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7.01	Intelligent Transportation Systems & Traffic Incident Management	\$0	\$0	\$0	\$0	\$9,035	\$90,965	\$0	\$0	\$0
8.01	Future Funding for Transit & TD Guidelines	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8.02	Transit Related Activities & TD	\$0	\$0	\$49,920	\$6,240	\$6,240	\$0	\$0	\$0	\$27,382
8.03	Bus Stop Inventory & GIS	\$0	\$0	\$4,188	\$523	\$523	\$0	\$0	\$0	\$0
8.04	Environmental "Green" Planning for Votran	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8.05	Transit Planning and Implementation	\$0	\$0	\$8,569	\$1,071	\$1,071	\$0	\$0	\$0	\$0

Table 4 - (continued)

Task Number	Description	Federal (PL)		Federal (FTA)			Federal (Other)		FDOT (Other)	
		FHWA PL Funds	State Match - PL	Section 5303	State Match - FTA	Local/In Kind	XU Funds	Enhance-ment Funds	D Funds	CTD Funds
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	\$0	\$0	\$34,595	\$4,324	\$4,324	\$0	\$0	\$0	\$0
9.01	State & Regional Planning	\$17,766	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9.02	Corridor Studies	\$4,921	\$0	\$8,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0
9.03	Adaptation to Global Warming & Climate Change	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9.04	PLANSAFE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$719,806	\$158,756	\$162,968	\$20,370	\$38,440	\$688,630	\$0	\$0	\$27,382

Table 4 (continued)

Task Number	Description	Total Federal	Total State	Total Local	Total Element
1.01	General Administration	\$267,626	\$5,507	\$5,507	\$278,640
1.02	Administration of Funds	\$101,701	\$0	\$0	\$101,701
1.03	Management Information Systems Maintenance	\$18,314	\$0	\$0	\$18,314
1.04	MPO Board Strategic Planning & Staff Development	\$9,379	\$0	\$0	\$9,379
2.01	Traffic Counting/Transportation Database Maintenance	\$42,222	\$0	\$0	\$42,222
2.02	Census Activities	\$17,395	\$0	\$0	\$17,395
2.03	Transportation Data Library (TDL) - Development/Management	\$8,088	\$0	\$0	\$8,088
3.01	FDOT Planning Support Services	\$0	\$158,756	\$0	\$158,756
4.01	Transportation Improvement Program	\$50,501	\$998	\$998	\$52,497
4.02	Unified Planning Work Program	\$16,544	\$400	\$400	\$17,344
4.03	TPO Update to 2035 LRTP	\$20,742	\$0	\$0	\$20,742
5.01	Community Safety Programs	\$17,569	\$0	\$0	\$17,569
5.02	Mobility Plan Coordination	\$2,460	\$307	\$307	\$3,074
5.03	Liveability	\$1,882	\$0	\$0	\$1,882
5.04	Bicycle/Pedestrian Planning	\$158,543	\$0	\$9,035	\$167,578
5.05	BPAC Master Planning Assistance for Small Communities	\$5,250	\$0	\$0	\$5,250
5.06	Pedestrian Safety Enforcement Program	\$65,226	\$0	\$0	\$65,226
5.07	Traffic Engineering Assisitance to Small Local Governments	\$218,707	\$0	\$0	\$218,707
5.08	Corridor Implementation Program/Feasibility Studies	\$324,437	\$0	\$0	\$324,437
6.01	Public Involvement & Information	\$31,109	\$0	\$0	\$31,109
6.02	Printing & Publications	\$22,287	\$0	\$0	\$22,287
6.03	WEB Site Development/Management	\$11,691	\$0	\$0	\$11,691
7.01	Intelligent Transportation Systems & Traffic Incident Management	\$90,965	\$0	\$9,035	\$100,000
8.01	Future Funding for Transit & TD Guidelines	\$0	\$0	\$0	\$0
8.02	Transit Related Activities & TD	\$49,920	\$33,622	\$6,240	\$89,782
8.03	Bus Stop Inventory & GIS	\$4,188	\$523	\$523	\$5,234
8.04	Environmental "Green" Planning for Votran	\$0	\$0	\$0	\$0
8.05	Transit Planning and Implementation	\$8,569	\$1,071	\$1,071	\$10,711
8.06	Increasing Transit Ridership; Transitioning to a "Choice Rider" System	\$34,595	\$4,324	\$4,324	\$43,243
9.01	State & Regional Planning	\$17,766	\$0	\$0	\$17,766
9.02	Corridor Studies	\$12,921	\$1,000	\$1,000	\$14,921
9.03	Adaptation to Global Warming & Climate Change	\$0	\$0	\$0	\$0
9.04	PLANSAFE	\$0	\$0	\$0	\$0
		\$1,630,597	\$206,508	\$38,440	\$1,875,545

Table 5A - Summary of Expenses by UPWP Task for FY 2012/13 (1st Year)

Task Number	Task Title	Salaries	Fringe Benefits	Indirect Expenses	Direct Expenses	Consultant	Other Expenses	Total Expenses
1.01	General Administration and Program Support	\$201,874	\$67,686	\$49,251	\$39,421	\$6,000	\$0	\$364,232
1.02	Information Technology Systems and Website Support	\$12,907	\$4,327	\$3,149	\$42,120	\$0	\$0	\$62,503
1.03	Public Involvement	\$8,894	\$2,982	\$2,170	\$15,100	\$0	\$0	\$29,146
2.01	FDOT Planning Support Services	\$0	\$0	\$0	\$0	\$0	\$172,885	\$172,885
3.01	Program Development (UPWP)	\$12,114	\$4,062	\$2,955	\$0	\$0	\$0	\$19,131
3.02	Transportation Improvement Program (TIP) Development	\$26,052	\$8,735	\$6,356	\$0	\$9,600	\$0	\$50,743
3.03	Transportation Data Information Management	\$32,894	\$11,029	\$8,025	\$1,000	\$0	\$0	\$52,948
3.04	Corridor Improvement Programs and Studies	\$35,325	\$11,844	\$8,618	\$0	\$219,785	\$0	\$275,572
3.05	State and Regional Planning and Coordination	\$12,018	\$4,029	\$2,932	\$1,200	\$0	\$0	\$20,179
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$3,258	\$1,092	\$795	\$0	\$20,000	\$0	\$25,145
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$3,258	\$1,092	\$795	\$200	\$93,995	\$0	\$99,340
3.08	Community Transportation Survey	\$3,385	\$1,135	\$826	\$0	\$30,000	\$0	\$35,346
3.09	2040 Long Range Transportation Plan (LAP)	\$22,328	\$7,486	\$5,447	\$0	\$387,807	\$0	\$423,068
3.10	General Planning Studies and Initiatives	\$4,946	\$1,658	\$1,207	\$0	\$12,500	\$0	\$20,311
4.01	Community Safety-Related Program	\$13,664	\$4,581	\$3,334	\$0	\$0	\$0	\$21,579
4.02	Bicycle/Pedestrian Planning and Implementation	\$23,169	\$7,768	\$5,652	\$10,600	\$0	\$0	\$47,189
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$2,405	\$806	\$587	\$0	\$95,729	\$0	\$99,527
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$4,810	\$1,613	\$1,173	\$32,500	\$20,000	\$0	\$60,096
4.05	BPAC Master Planning Assistance for Small Communities	\$4,810	\$1,613	\$1,173	\$0	\$0	\$0	\$7,596
4.06	Safety Village	\$5,226	\$1,752	\$1,275	\$0	\$0	\$0	\$8,253
5.01	Transit -Related Activities and TD Program	\$50,158	\$16,818	\$12,237	\$200	\$0	\$0	\$79,413
5.02	Evaluate Flex Route Transit Service	\$462	\$155	\$113	\$0	\$25,000	\$0	\$25,730
5.03	Transit Planning Services - General Consulting	\$2,244	\$752	\$547	\$0	\$20,000	\$0	\$23,543
6.01	Reapportionment Activities	\$42,975	\$14,409	\$10,484	\$0	\$15,000	\$0	\$82,868
		\$529,176	\$177,424	\$129,101	\$142,341	\$955,416	\$172,885	\$2,106,343

Table 5b - Summary of Expenses by UPWP Task for FY 2013/14 (2nd Year)

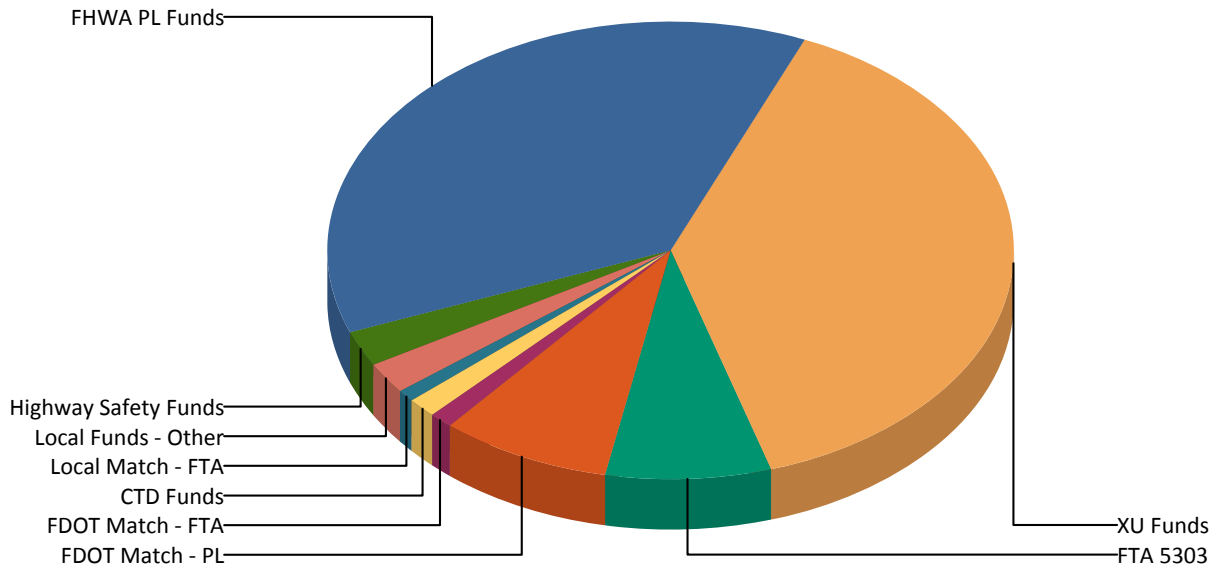
Task Number	Task Title	Salaries	Fringe Benefits	Indirect Expenses	Direct Expenses	Consultant	Other Expenses	Total Expenses
1.01	General Administration and Program Support	\$207,526	\$70,203	\$51,843	\$18,220	\$6,000	\$0	\$353,792
1.02	Information Technology Systems and Website Support	\$14,114	\$4,775	\$3,526	\$11,262	\$0	\$0	\$33,677
1.03	Public Involvement	\$6,628	\$2,242	\$1,656	\$0	\$0	\$0	\$10,526
2.01	FDOT Planning Support Services	\$0	\$0	\$0	\$0	\$0	\$152,974	\$152,974
3.01	Program Development (UPWP)	\$25,952	\$8,779	\$6,483	\$0	\$0	\$0	\$41,214
3.02	Transportation Improvement Program (TIP) Development	\$27,514	\$9,308	\$6,873	\$0	\$9,600	\$0	\$53,295
3.03	Transportation Data Information Management	\$33,881	\$11,462	\$8,464	\$1,000	\$0	\$0	\$54,807
3.04	Corridor Improvement Programs and Studies	\$30,630	\$10,362	\$7,652	\$0	\$218,768	\$0	\$267,412
3.05	State and Regional Planning and Coordination	\$12,378	\$4,187	\$3,092	\$1,200	\$0	\$0	\$20,857
3.06	Technical Assistance to Small Local Governments (Lake Helen, Pierson, Oak Hill, Flagler Beach, Beverly Beach)	\$3,355	\$1,135	\$838	\$0	\$0	\$0	\$5,328
3.07	ITS/Traffic Operations/Safety Project Feasibility Studies (LAP)	\$3,355	\$1,135	\$838	\$290	\$85,347	\$0	\$90,965
3.08	Community Transportation Survey	\$3,487	\$1,180	\$871	\$0	\$30,000	\$0	\$35,538
3.09	2040 Long Range Transportation Plan (LAP)	\$26,771	\$9,056	\$6,688	\$0	\$0	\$0	\$42,515
3.10	General Planning Studies and Initiatives	\$5,164	\$1,747	\$1,290	\$0	\$15,000	\$0	\$23,201
4.01	Community Safety-Related Program	\$14,074	\$4,761	\$3,516	\$0	\$0	\$0	\$22,351
4.02	Bicycle/Pedestrian Planning and Implementation	\$23,864	\$8,073	\$5,962	\$10,600	\$0	\$0	\$48,499
4.03	Bicycle and Pedestrian Project Feasibility Studies (LAP)	\$2,477	\$838	\$619	\$0	\$87,031	\$0	\$90,965
4.04	Pedestrian Crosswalk Safety Enforcement Program	\$4,954	\$1,676	\$1,238	\$0	\$0	\$0	\$7,868
4.05	BPAC Master Planning Assistance for Small Communities	\$4,954	\$1,676	\$1,238	\$0	\$0	\$0	\$7,868
4.06	Safety Village	\$6,869	\$2,324	\$1,716	\$0	\$0	\$0	\$10,909
5.01	Transit -Related Activities and TD Program	\$51,460	\$17,408	\$12,855	\$200	\$0	\$0	\$81,923
5.02	Evaluate Flex Route Transit Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5.03	Transit Planning Services - General Consulting	\$2,310	\$782	\$577	\$0	\$24,000	\$0	\$27,669
6.01	Reapportionment Activities	\$26,585	\$8,993	\$6,641	\$0	\$0	\$0	\$42,219
		\$538,302	\$182,102	\$134,476	\$42,772	\$475,746	\$152,974	\$1,526,372

**TABLE 6 - VOLUSIA TPO CARRYOVER FUNDS TO UPWP FY 2012/13
FY 2011/12 UNIFIED PLANNING WORK PROGRAM**

UPWP TASK NUMBER	UPWP TASK DESCRIPTION	TOTAL FEDERAL PL FUNDS AUTHORIZED	TOTAL ESTIMATED COSTS FOR YEAR	ESTIMATED REMAINING PL FUNDS	CARRYOVER OF PL FUNDS
1.01	GENERAL ADMINISTRATION	\$216,913	\$223,576	(\$6,663)	(\$6,663)
1.02	ADMINISTRATION OF FUNDS	98,418	101,701	(\$3,283)	(\$3,283)
1.03	MANAGEMENT INFORMATION SYSTEM	36,585	18,314	\$18,271	\$18,271
1.04	VTPO BOARD STRATEGIC PLANNING & STAFF DEVELOPMENT	9,379	9,379	\$0	\$0
2.01	TRAFFIC COUNTING /TRANSPORTATION DATA MAINTENANCE	23,186	12,222	\$10,964	\$10,964
2.02	CENSUS ACTIVITIES	23,449	17,395	\$6,054	\$6,054
2.03	TRANSPORTATION DATA LIBRARY -DEVELOPMENT/MGT.	21,850	8,088	\$13,762	\$13,762
4.01	PROGRAM DEVELOPMENT (TIP)	46,788	42,515	\$4,273	\$4,273
4.02	PROGRAM DEVELOPMENT (UPWP)	31,830	13,344	\$18,486	\$18,486
4.03	VTPO UPDATE TO 2035 LRTP	12,500	20,742	(\$8,242)	(\$8,242)
5.01	COMMUNITY SAFETY RELATED PROGRAMS	19,173	17,569	\$1,604	\$1,604
5.02	MOBILITY PLAN COORDINATION	7,009	0	\$7,009	\$7,009
5.03	LIVABILITY	1,598	1,882	(\$284)	(\$284)
5.04	BIKE/PED PLANNING & IMPLEMENTATION	62,368	67,578	(\$5,210)	(\$5,210)
5.05	BPAC MASTER PLANNING ASST. FOR SMALL COMMUNITIES	10,093	5,250	\$4,843	\$4,843
5.06	PEDESTRIAN SAFETY ENFORCEMENT PROGRAM	8,870	6,033	\$2,837	\$2,837
5.07	TECHNICAL ASSISTANCE TO SMALLER LOCAL GOVERNMENTS	47,007	47,007	\$0	\$0
5.08	CORRIDOR IMPLEMENTATIONPROGRAMS/FEASIBILITY STUDIES	29,019	19,437	\$9,582	\$9,582
6.01	PUBLIC INFORMATION & INVOLVEMENT	35,500	31,109	\$4,391	\$4,391
6.02	REPORTS, PUBLICATIONS, PRINTING	30,000	22,287	\$7,713	\$7,713
6.03	WEB SITE DEVELOPMENT/MANAGEMENT	10,000	11,691	(\$1,691)	(\$1,691)
9.01	STATE & REGIONAL PLANNING & COORDINATION	13,350	17,766	(\$4,416)	(\$4,416)
9.02	CORRIDOR STUDIES	4,921	4,921	\$0	\$0
9.03	ADAPTATION TO GLOBAL WARMING & CLIMATE CHANGE	0	0	\$0	\$0
9.04	PLANSAFE	0	0	\$0	\$0
	TOTALS	\$799,806	\$719,806	\$80,000	\$80,000

Chart 1 - Revenues by Source

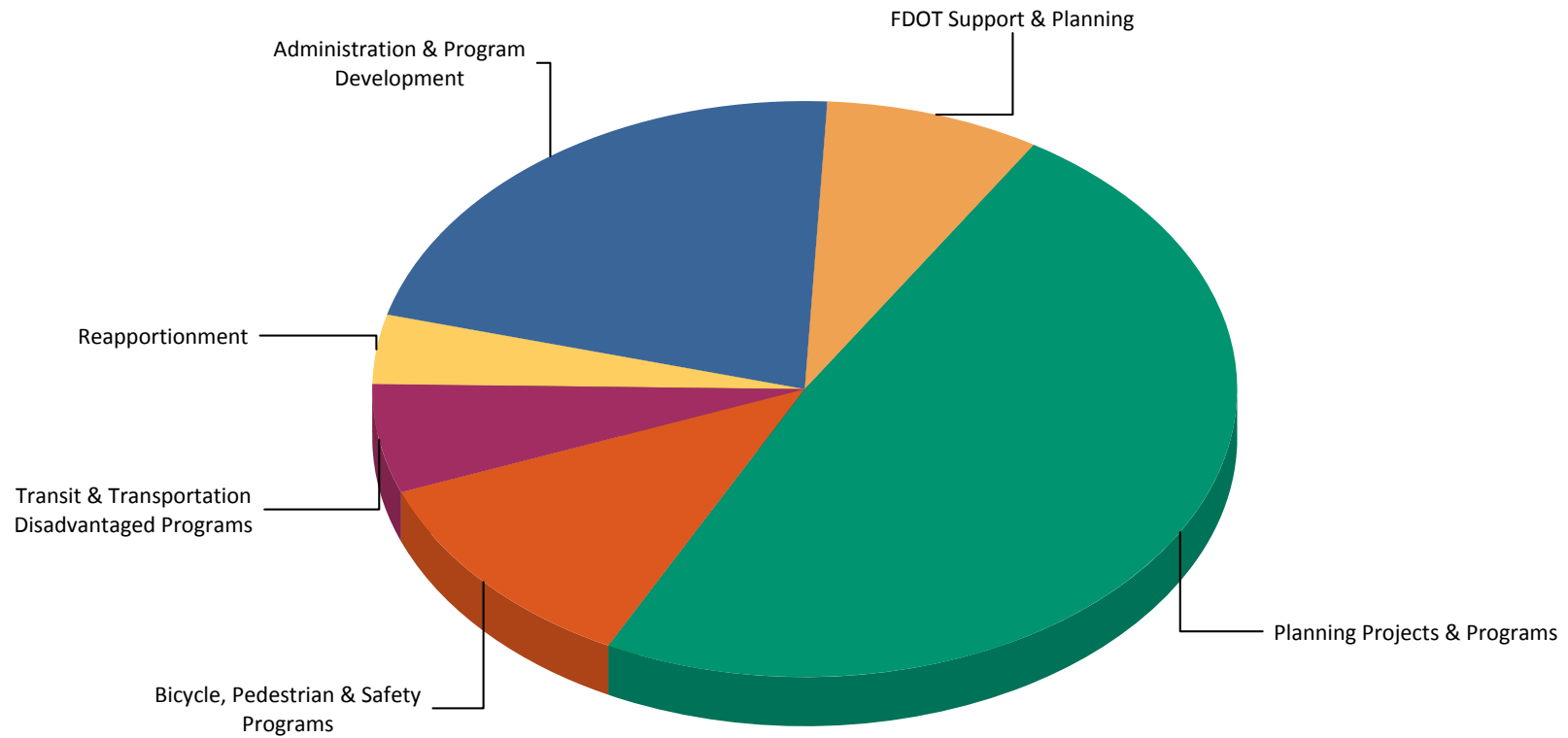
FY 2012/13 (1st Year)



FHWA PL Funds	783870	37.2%
XU Funds	821930	39.0%
FTA 5303	160716	7.6%
FDOT Match - PL	172885	8.2%
FDOT Match - FTA	20090	1.0%
CTD Funds	27325	1.3%
Local Match - FTA	20090	1.0%
Local Funds - Other	46937	2.2%
Highway Safety Funds	52500	2.5%
Total:	2106343	100.0%

Chart 2 - Expenditures by UPWP Sections

FY 2012/13 (1st Year)



Administration & Program Development	455881	21.6%
FDOT Support & Planning	172885	8.2%
Planning Projects & Programs	1021783	48.5%
Bicycle, Pedestrian & Safety Programs	244240	11.6%
Transit & Transportation Disadvantaged Programs	128686	6.1%
Reapportionment	82868	3.9%
Total:	2106343	100.0%

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APPENDICES

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APPENDIX A

FDOT District Five General Planning Activities & Specific Tasks FY 2012/2013 & FY 2013/2014 Unified Planning Work Program February 2012

GENERAL PLANNING ACTIVITIES

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

Transportation Planning Activities:

➤ MPO/TPO Support

Provide a MPO/TPO Liaison between the Department and each MPO/TPO; Provide supporting information and documentation to support MPO/TPO planning; Review and take appropriate action on Transportation Improvement Program(TIP) and TIP Amendments; Review and take appropriate action on Unified Planning Work Program (UPWP) and UPWP Amendments; Review and take appropriate action on Long Range Transportation Plan; Review and take appropriate action on Public Involvement Plan; Prepare and conduct Federal and State Certification reviews; Assist MPOs/TPOs in attending various committee meetings and Community Awareness Planning Meetings; Assist MPOs/TPOs with Work Program System issues and reports; Assist MPOs/TPOs in State and Federal Grant Programs; and Support and assist with Transit issues and initiatives. Review and update MPO/TPO contract agreements (Interlocal Agreement for the Creation of Metropolitan Planning Organization, Intergovernmental Coordination and Review (ICAR), and Transportation Planning Funds Joint Participation Agreement.

Assist with providing revenue forecasts to the MPOs/TPOs to develop their Long Range Transportation Plans; Provide support and assistance to assure that the MPOs/TPOs comply with the state and federal policies, procedures and federal code of regulation; comply with Title VI in the planning process (UPWP, TIP, Model Validation, etc.) and comply with other certification requirements; Provide supporting information and documentation to support MPO/TPO planning; Assist MPO/TPO with boundary and membership issues for merging and emerging MPOs/TPOs.

➤ Transit Support

Provide a Transit Analyst between the Department and each MPO/TPO; Assist MPOs/TPOs with transit related issues and initiatives; Review and recommend appropriate action on TIP and TIP Amendments and UPWP and UPWP Amendments for transit projects. Assist MPOs/TPOs in attending the Transportation Disadvantaged Local

Coordinating Board (TDLCB) Meetings; Provides technical assistance to the TDLCB; Review and update MPO/TPO transit grant agreements for Section 5303 grants and transit programs; Assist MPOs/TPOs with Work Program and execution of all related system issues and reports.

➤ Intergovernmental Support and Review

Review amendments, both proposed and adopted, and Evaluation and Appraisal Reports for the Local Government Comprehensive Plans (LGCP). Assist MPOs/TPOs with feasibility studies and implementation planning.

➤ Strategic Intermodal System Plan (SIS Strategic Plan)

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

➤ Public Involvement

Conduct Public Involvement activities related to Efficient Transportation Decision Making (ETDM), Project Development and Environmental (PD&E) studies, and Work Program Public Hearings; Provide tools for developing and reviewing projects at the Planning Screen Phase (used in the development of MPO/TPO long range transportation plans and FIHS cost-feasible plan.

Data Collection Activities:

➤ Systems Inventory

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

➤ Mapping

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

Systems Planning Activities:

➤ Development of Regional Impact (DRI) Review

Conduct large scale development review through the DRI process or as requested by local government. These reviews offer technical comments and may result in the

development and coordination of transportation projects and funding partnerships, including agreements with private parties or local governments. These projects are then coordinated with the MPOs/TPOs during project development, prioritization, or programming.

➤ Systems Management

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

➤ Modeling

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

➤ FIHS/SIS

Conduct Traffic/Travel Demand Assignment Studies; Develop traffic projections; Develop and maintain a SIS Needs Plan and SIS Cost Feasible Plan; Provide input for FIHS modifications and refinements; Develop, coordinate and distribute FIHS corridor plans.

FDOT DISTRICT FIVE SPECIFIC ACTIVITIES

This section provides a listing, with a short description of some of the more prominent FDOT District Five activities and projects anticipated during Fiscal Year 2012/2013 and Fiscal Year 2013/2014.

➤ ETDM/SCE

To assist and collaborate with Space Coast TPO, Lake-Sumter MPO, Ocala/Marion County TPO, METROPLAN ORLANDO and Volusia County TPO with the implementation of the Efficient Transportation Decision Making (ETDM) Process. District Five is coordinating with each of the MPOs/TPOs to determine which projects should be sent out for an ETDM review.

The District will continue assisting the MPOs/TPOs with their ETDM/SCE (Sociocultural Effects) tasks by helping to coordinate schedules, provide guidance, and assist in sending projects for Planning Screen reviews, including providing guidance with

summary reports for those projects. The District will continue to run Programming Screens on projects prior to PD&E, as required by FHWA, FDOT will provide ETDM technical assistance and training to MPO/TPO staff as needed or requested.

➤ Modeling

The Department will continue to support the District Five MPOs/TPOs (Space Coast TPO, Lake/Sumter MPO, Ocala/Marion TPO, METROPLAN ORLANDO, and Volusia TPO) with ongoing modeling activities applications, enhancements and technical support. The Central Florida Regional Planning Model (CFRPM) v5.0 is the currently adopted model and will support regional planning efforts through the year 2015. It was validated for the base year 2005 and was utilized as the primary technical tool in support of the development of 2035 Long Range Transportation Plans (LRTP) for the Space Coast TPO, Lake/Sumter MPO, Ocala/Marion TPO and Volusia TPO. The Department coordinated extensively with MetroPlan Orlando in the development of this model ensuring consistency with key model attributes including land use and network data for the three county areas. The Department released the CFRPM 5.0 model in March 2011.

During Fiscal Years 2012/2013 and 2013/2014, the Department will continue to investigate ways to update the CFRPM model with the latest available data and tools. The Department is working with Central Office to secure research funds to develop a demonstration project for an Activity Based Model for District Five. This effort will be concurrent with our current effort of developing the CFRPM 6.0. The base year of the CFRPM 6.0 will be 2010 and will use the latest Census Data available. This model will be used to assist the MPOs/TPOs in developing their 2040 Long Range Transportation Plans (LRTP). Significant updates to this model will include a Lifestyles Trip Generation and Income component. Based on the status of the Air Quality Standards, the Department will continue to monitor the need for the integration of the MOVES model and the FSUTMS Air-Quality Post-Processor to facilitate the evaluation of land use and transportation initiatives that are proposed to improve air quality at a regional scale. Other model enhancements will continue to be discussed with the MPOs/TPOs in the coming year.

The Department has developed the initial version of the CFRPM 5.5 time-of-day travel demand model to be used for transit studies. The purpose of this model is to integrate several key forecasting best practices from the Federal Transit Administration (FTA). These enhancements are critical for upcoming regional transit projects including the OIA I-Drive Connector Alternatives Analysis (AA) and the US 441 AA. These model tasks involved extensive research and coordination on model framework, data collection, and a model validation that was data driven based on accurate traveler flow and speed data. Over the next two years, as these project develop, the Department will continue to improve and update the Time-of-Day model.

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

To develop and conduct the Department's Tentative Five Year Work Program and consider making any changes to the Program that is necessary to balance the Five Year Work Program. The Work Program Public Hearing(s) is being developed and conducted pursuant to Section 339.135(4)(C), Florida Statutes, as amended. The Public Hearing(s) will include information for Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter and Volusia Counties. The Public Hearing(s) will include consideration of proposed projects for the Florida's Turnpike Enterprise. The Public Hearing(s) and Public Information Meetings are conducted annually. The Department continuously coordinates with the MPOs/TPOs in their project priority development and project selection in the Department's Tentative Five Year Work Program. The Department will hold a Public Hearing(s) for the tentative work program in November and December of the 2013 and 2014 Calendar year. The Department will continuously coordinate with the MPOs/TPOs to provide video tapings of each Public Hearing to be broadcasted on public television. The Department will continue to provide a website for the Work Program Public Hearing. The website will include a link to a webinar option for the MPOs/TPOs and citizen's to access to join into the District's Work Program Public Hearing. The website will continue to have information and maps on the Department's Tentative Five Year Work Program.

➤ District Five GIS Initiative/CFGIS

The Department is continuing to develop the Enterprise GIS framework. District Five is finalizing their Geographic Information System (GIS) Strategic Plan to provide guidance and a framework for GIS policy and implementation. Based on the conclusion and assessment of the Districtwide data Needs Assessment, a plan for how the district will begin development upon the Enterprise GIS framework will be implemented. District Five has established and continues to work with their GIS Steering Committee to help coordinate and facilitate GIS activities across the different work units.

District Five continues to utilize the resources of the Central Florida GIS (CFGIS) initiative. The availability of the Data Clearinghouse allows members of the general public, while providing a Users Group forum for GIS users within the Central Florida region, to facilitate data sharing and information exchange. District Five has been a major funding contributor to the CFGIS initiative. Discussions have occurred with the East Central Florida Regional Planning Council (ECFRPC) to further identify the regional data needs, funding partnerships, and the roles and responsibilities of the agencies involved.

The Department is continuing to upkeep their GIS interactive tools up-to-date developing and available utilizing the CFGIS information portal. Some tools currently available on this portal include: TransMap, which serves transit data; the Strategic Intermodal System Implemental & Management (SISIM) tool which allows partners throughout the district to share information concerning the implementation of operational improvements for SIS facilities; etc. Additionally District Five maintains a non-GIS specific information Traffic Data web page on this website. This would make transportation data currently begin

maintained by the Department more publicly available as an interactive tool to be housed on the CFGIS server.

FUNDING SOURCES

		FY 2012/2013	FY 2013/2014
FDOT General Planning Activities and Specific Task	Consultant Funding	\$5,250,000	\$5,560,000
	Grant Funding	\$242,537	\$159,838
	TOTAL	\$5,492,537	\$5,719,838

APPENDIX B

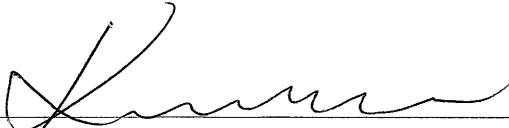
JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

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

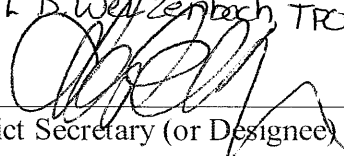
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b)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

Included in this certification package is a summary of noteworthy achievements by the TPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the TPO and accurately reflect the results of the joint certification review meeting held on January 30, 2012.

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



Volusia TPO Chairman (or Designee)
Mark D. Weitzel, TPO Executive Director



District Secretary (or Designee)

2-22-12

Date

2-28-2012

Date

2012 MODIFIED JOINT CERTIFICATION REVIEW

Florida Department of Transportation, District Five And Volusia Transportation Planning Organization

Attendees: Karl Welzenbach (VTPO), Lois Bollenback (VTPO), Steve Friedel (FDOT), Mary Schoelzel (FDOT)

The Volusia Transportation Planning Organization (TPO) has the responsibility for ensuring that the major transportation issues in their planning areas are addressed and that the requirements in state and federal law governing the metropolitan transportation planning process are met. Certification reviews are the tool used to determine whether the MPOs/TPOs are fulfilling this responsibility. They are conducted on an annual basis by the Florida Department of Transportation (FDOT) and on a new implemented four (4) year cycle by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for MPOs/TPOs in TMA areas. The only exception is “conditional certification” issued for a MPO/TPO by FHWA. The next federal certification review for the Volusia Transportation Planning Organization will be conducted in year 2015.

The 2012 State Modified Joint Certification Review process for the Volusia TPO commenced with a conference between FDOT District Five Staff and the Volusia TPO Staff on January 30, 2012. The discussions were organized around a set of questions developed by FDOT Staff to review all of the transportation planning processes and requirements mandated by law. The Volusia TPO staff provided responses to the questions that led to additional dialogue. The findings, summary of noteworthy achievements, and recommendations presented in this Modified Joint Certification Review are drawn from the responses to the questions. They also reflect the emerging importance of regionalism, the increasing emphasis being placed on development of interconnected multi-modal transportation systems, and the need to improve linkages between transportation planning and land use planning. FDOT Staff will present the results of the 2012 Modified Joint Certification Review to the Volusia TPO Board, the Technical Coordinating Committee and the Citizens Advisory Committee.

FINDINGS

General

The Volusia TPO continues to work with the Florida Department of Transportation, Local Governmental Agencies, Regional Planning Agencies, and other Transportation Agencies to support the initiatives needed for the Transportation demands within Volusia County. The TPO Staff have worked very hard in the past year to plan and prioritize projects of significant importance within their TPO boundary. They continue to move forward with working, planning and developing regional projects. These projects include pedestrian sidewalk/trails and bicycle transportation facilities. The TPO successfully completed and submitted their annual Transportation Improvement Program

(TIP), and their annual Prioritized List of Projects. In addition the TPO continued to realign and update their existing two year Unified Planning Work Program (UPWP), and make necessary amendments required in their 2035 Long Range Transportation Plan. They continue to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The TPO Staff continues to support their TPO Board Members, Technical Coordinating Committee Members, and Citizen's Advisory Committee Members with updated information and training to help them better understand their roles and the importance of their participation. The Department appreciates the support that the TPO and Local Agencies provide to move projects forward to complete the transportation needs in Volusia County.

Summary of Noteworthy Achievements

The Volusia TPO coordinated and worked cooperatively over the past year with the Local Governmental Agencies and the Department to come up with projects to take advantage of previously unidentified and unobligated XU funding. Essential project information was delivered by the TPO and local governments in an expeditious manner that allowed them to take complete advantage of this influx of funding.

The Volusia TPO undertook several new initiatives in 2011, one of which was deemed the corridor improvement program. This new proposal aims to identify and prioritize the various corridors within the county to allow for additional data studies, which in result should recognize specific projects for local member governments to apply for during the TPO's scheduled call for projects.

The Volusia TPO assumed two new initiatives aimed at assisting local governments in Volusia County. The first initiative embarked upon was to provide technical assistance to the smaller communities within the County. This entailed aiding communities that lack sufficient staff and financial wherewithal to develop project applications during the TPO's annual call for projects. Additionally, this program provided a foundation for coordination amongst FDOT and TPO staff in identifying and developing the necessary information (i.e. permits, LAP checklist, etc.) to move projects forward through the programming process after they are placed in the TPO's listing of Priority Projects.

The second initiative undertaken by Volusia TPO was directed at assisting local communities to advance a project once it was fully funded. With several transportation projects progressing concurrently a lack of staff amongst the Cities and County to manage and produce the various projects became apparent. To remedy this issue the Volusia TPO worked with the Department to become a LAP certified agency on a project and phase specific basis. In turn this permitted the TPO to facilitate the hiring of a project manager and design consultant for a specific project which was already funding, but was queued awaiting the necessary staff required for implementation.

During the duration of June 28-30, 2011 the Volusia TPO underwent its Federal Certification review where the FHWA and FDOT assessed the practices, procedures and policies implemented within the organization for compliance with federal and state

standards. The TPO is commended for an excellent federal and state review and for perpetuating the image of a first class planning organization that truly cares about the citizens of the community it serves and the safety within.

After completion and adoption of the 2035 Long Range Transportation Plan, the Volusia TPO addressed regional projects that were unable to be included in the fiscally constrained plan. Consequently, local member governments coordinated and agreed upon a list of projects which solidified a needs plan.

The Volusia TPO concluded its Pedestrian School Safety Study, which was an initiative designed to assess the pedestrian facilities around various elementary and middle school areas in Volusia County. The efforts objective was to analyze numerous school zones and identify hazardous areas where key improvements could be recommended to provide a safer experience for children who walk or ride a bicycle to school.

The Volusia TPO held its annual strategic board retreat on January 11, 2011 at the Debary Hall Historic Site. This annual function serves as an important forum to discuss and identify the goals and direction of the organization during the upcoming year. In addition this event assists in acclimating new board members to the roles and functions of the TPO.

On June 4, 2011 Volusia TPO participated in Volusia County's 7th Annual National Trails Day. The TPO once again demonstrated its continued dedication to bicycle and pedestrian safety by encouraging cyclists to wear helmets. The TPO assisted in the fitting and donation of bicycle helmets to children at no charge. Over the previous 6 years, the Volusia TPO has fitted over 4,000 bicycle helmets.

Accountability

The content of the monthly reports submitted by the Volusia TPO with invoices have been adequate in detail and capacity. These reports are intended to document progress made and difficulties encountered in implementing a MPO's/TPO's mission and vision through the UPWP. They also are used to help assess the eligibility and justification of MPO's/TPO's expenses to be reimbursed with federal funds.

Planning Fund Carryover Balances

The Volusia TPO is to be commended for their continued work in utilizing their Planning Funds. These funds are intended to be used for planning activities within a reasonable time frame and are subject to redistribution or loss if certain requirements are not met.

Public Involvement

The Volusia TPO continues to improve their public outreach and information efforts by upgrading their current website to make it more user-friendly. This website address is: <http://www.volusiatpo.org>. This website provides the public with the Federal and State required documents needed for public participation. The Volusia TPO updated their last Public Participation Plan in April 2007, but is currently in the process of reviewing their plan for an additional update. This document outlines the process and the tools that are utilized in order to achieve the objectives of incorporating regional and community priorities to solicit opinions, encourage participation and utilizes the information to better help the public to understand their role and responsibilities and to have a positive effect in transportation decision making.

Disadvantaged Business Enterprises (DBE) Goals

The Volusia TPO developed and adopted their Disadvantaged Business Enterprises (DBE) Program on March 27, 2007. This DBE Program is a federal requirement for any agency receiving federal funds (49 Code of Federal Regulation (CFR) Part 26). The Volusia TPO has been previously recognized by FHWA during their last federal certification review as going above and beyond the standard DBE requirements.

Public Transportation

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

Efficient Transportation Decision Making (ETDM)

The Volusia TPO has worked with the Department to support the efforts in the development of the ETDM Process. As priorities change the TPO and Department will continue to work collaboratively on sending projects through for ETDM review.

RECOMMENDATIONS/ACTIONS

1. The Volusia TPO should continue to work diligently with the Department in obligating their SU funding which effectively helps them reduce their obligating authority constraint placed on future allocations.

2. The Volusia TPO has done an excellent job and should continue to keep the Technical Advisory Committee, the Citizen's Advisory Committee and the TPO Board Members informed of the status of their transportation initiatives as well as the initiatives of the Department.
3. The Volusia TPO should make sure that they work with their FDOT MPO/TPO Liaison concerning any issues or requests. All inquiries and requests should come to the FDOT MPO/TPO Liaison directly, and if others need to be informed it will be the responsibility of the FDOT MPO/TPO Liaison to assure that they get the information.
4. The Volusia TPO staff needs to ensure that their FY 2010/2011 and FY 2011/2012 UPWP production plan and schedule is fully achieved and begin preparing for implementation of the successive two year UPWP.
5. In the coming year, the Department will continue to coordinate with each MPO/TPO to identify a process to integrate local funding opportunities that result from transportation concurrency and Developments of Regional Impact (DRIs) in their project identification and prioritization efforts.
6. When the Volusia TPO updates their Public Participation Plan the Department recommends that language is added that identifies and outlines the detailed method for processing TIP amendments. In addition the Public Participation Plan is recommended to include verbiage documenting the process of advertising and conducting special or emergency meetings if necessary.

APPENDIX C

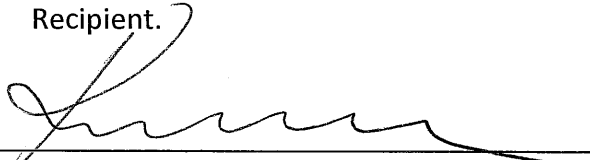
TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

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

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

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

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



Karl D. Welzenbach, Executive Director
Volusia TPO

2.28.12

Date

APPENDIX A

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

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

(5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

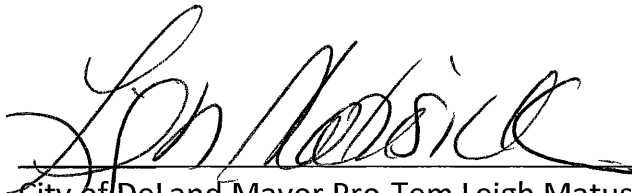
APPENDIX D

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

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

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



City of DeLand Mayor Pro-Tem Leigh Matusick
Volusia TPO Chairperson



Date

APPENDIX E

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 Volusia Transportation Planning Organization (TPO) that:

(1) No federal or state appropriated funds have been paid or will be paid by or on behalf of the Volusia TPO, to any person for influencing or attempting to influence an officer or employee of any federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any federal or state contract, the making of any federal or state grant, the making of any federal or state loan, extension, continuation, renewal, amendment, or modification of any federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Volusia TPO 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.



City of DeLand Mayor Pro-Tem Leigh Matusick
Volusia TPO Chairperson



Date

APPENDIX F

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulation on Government-wide Debarment and Suspension at 49 CFR 29.510

(1) The Volusia TPO 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;

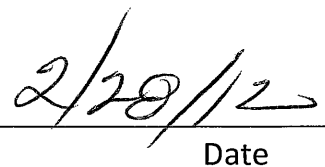
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(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 Volusia TPO 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 USDOT.



City of DeLand Mayor Pro-Tem Leigh Matusick
Volusia TPO Chairperson



Date

APPENDIX G

FTA Section 5303 Grant Application Package

1. TYPE OF SUBMISSION		
Application - place an x in the box <input type="checkbox"/> construction <input checked="" type="checkbox"/> non-construction		Pre-application - place an x in the box <input type="checkbox"/> construction <input type="checkbox"/> non-construction
2. DATE SUBMITTED		Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION		
Legal Name: Volusia Transportation Planning Organization		Organizational Unit: Department
Organizational DUNS: 139892819		Division:
Address: Suite 100		Name and telephone numbers of person to be contacted on matters involving this application (give area code)
Street: 2570 W. International Speedway Blvd.		Prefix: Mr. First Name: Karl
City: Daytona Beach		Middle Name: D.
County: Volusia		Last Name: Welzenbach
State: FL	Zip Code 32114-8145	Suffix:
Country: USA		Email: kwelzenbach@volusiatpo.org
6. EMPLOYER IDENTIFICATION NUMBER (EIN): (Replace these boxes with numerals)		Phone Number (give area code) (386) 226-0422
5 9 - 3 5 1 2 4 0 5		Fax Number (give area code) (386) 226-0428
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in the box (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) Other
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (Replace these boxes with numerals)		9. NAME OF FEDERAL AGENCY: Federal Transit Agency
TITLE (Name of Program) Section 5303: Metropolitan Planning Grant		Other (specify) Metropolitan Planning Organization
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.) Flagler County, Volusia County, City of Flagler Beach, Town of Beverly Beach		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:
Start Date: 10/1/2012	Ending Date: 9/30/2013	a. Applicant b. Project 3rd, 7th, 24th 3rd, 7th, 24th
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal	\$ 152,443.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
b. Applicant	\$ 0.00	DATE:
c. State	\$ 19,055.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372
d. Local	\$ 19,055.00	<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	\$ 0.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
f. Program Income	\$ 0.00	<input type="checkbox"/> Yes. If "Yes" attach an explanation. <input checked="" type="checkbox"/> No
g. TOTAL	\$ 190,553.00	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
a. Authorized Representative		
Prefix Mr.	First Name: Karl	Middle Name: D.
Last Name: Welzenbach		Suffix:
b. Title: Executive Director		c. Telephone Number (give area code) (386) 226-0422
d. Signature of Authorized Representative		e. Date Signed:

Section 5303
Approved Project Budget for FY 2013
(total dollars)

Technical Classifications

44.21.00	Program Support and Administration	\$ <u>61,542.00</u>
44.22.00	General Development and Comprehensive Planning	<u> </u>
44.23.01	Long Range Transportation Planning: System Level	<u>10,200.00</u>
44.23.02	Long Range Transportation Planning: Project Level	<u> </u>
44.24.00	Short Range Transportation Planning	<u>81,481.00</u>
44.25.00	Transportation Improvement Program	<u>4,350.00</u>
44.26.00	Planning Emphasis Areas	<u> </u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u> </u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>2,900.00</u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>25,730.00</u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u> </u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u> </u>
44.27.00	Other Activities	<u>4,350.00</u>
Total Net Project Cost		\$ <u>190,553.00</u>

Accounting Classifications

44.30.01	Personnel	\$ <u>91,530.00</u>
44.30.02	Fringe Benefits	<u>30,690.00</u>
44.30.03	Travel	<u>0.00</u>
44.30.04	Equipment	<u>0.00</u>
44.30.05	Supplies	<u>0.00</u>
44.30.06	Contractual	<u>45,000.00</u>
44.30.07	Other	<u>1,000.00</u>
44.30.08	Indirect Charges	<u>22,333.00</u>
Total Net Project Cost		\$ <u>190,553.00</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>190,553.00</u>
44.40.02	Transit Operator Activities	<u>0.00</u>
44.40.03	State and/or Local Agency Activities	<u>0.00</u>
Total Net Project Cost		\$ <u>190,553.00</u>

Federal Share (80%) \$ 152,442.00

Local Share (20%) \$ 38,110.00

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ <u>190,553.00</u>

Section 5303
GMIS Planning Line Item Codes - FY 2013
 (FTA Funds Only)

Technical Classifications

44.21.00	Program Support and Administration	\$ <u>49,234.00</u>
44.22.00	General Development and Comprehensive Planning	<u>0.00</u>
44.23.01	Long Range Transportation Planning: System Level	<u>8,160.00</u>
44.23.02	Long Range Transportation Planning: Project Level	<u>0.00</u>
44.24.00	Short Range Transportation Planning	<u>65,185.00</u>
44.25.00	Transportation Improvement Program	<u>3,480.00</u>
44.26.00	Planning Emphasis Areas	<u>0.00</u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u>0.00</u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>2,320.00</u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>0.00</u>
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	<u>20,584.00</u>
44.26.16	Incorporating Safety & Security in Transportation Planning	<u>0.00</u>
44.27.00	Other Activities	<u>3,480.00</u>
	Total Net Project Cost	\$ <u>152,443.00</u>

Accounting Classifications

44.30.01	Personnel	\$ <u>73,224.00</u>
44.30.02	Fringe Benefits	<u>24,552.00</u>
44.30.03	Travel	<u>0.00</u>
44.30.04	Equipment	<u>0.00</u>
44.30.05	Supplies	<u>0.00</u>
44.30.06	Contractual	<u>36,000.00</u>
44.30.07	Other	<u>800.00</u>
44.30.08	Indirect Charges	<u>17,867.00</u>
	Total Net Project Cost	\$ <u>152,443.00</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>152,443.00</u>
44.40.02	Transit Operator Activities	<u>0.00</u>
44.40.03	State and/or Local Agency Activities	<u>0.00</u>
	Total Net Project Cost	\$ <u>152,443.00</u>

APPENDIX A

**FEDERAL FISCAL YEAR 2012 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**
(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: _____ Volusia Transportation Planning Organization _____

The Applicant agrees to comply with applicable provisions of Groups 01 – 24 _____ x

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

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

APPENDIX A

FEDERAL FISCAL YEAR 2012 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA funding and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: Volusia Transportation Planning Organization

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

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2012.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances, should apply, as provided, to each project for which the Applicant seeks now, or may later seek FTA funding during Federal Fiscal Year 2012.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute

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

Signature  Date: 5/1/12

Name Karl D. Welzenbach
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Volusia Transportation Planning Organization

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature  Date: 5/2/12

Name Charles J. Cino, P.A.
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

APPENDIX H

Joint Participation Agreement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
JOINT PARTICIPATION AGREEMENT

725-030-06
 PUBLIC TRANSPORTATION
 06/11
 Page 1 of 14

Financial Project No(s): (item-segment-phase-sequence) 422431-1-14-21	Fund: 010 Function: 615 Federal No.: FL-80-X021 DUNS No.: 80-939-7102	FLAIR: 088774 Object Code: 790004 Org. Code: 55052000531 Vendor No.: F593-512-405-002
Contract No.: <u>AOI75</u>	CFDA Number: 20.505	CSFA Number:

THIS AGREEMENT, made and entered into this 18th day of November, 2011, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter referred to as the Department, and Volusia Transportation Planning Organization
2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114-8145
 hereinafter referred to as Agency. The Department and Agency agree that all terms of this Agreement will be completed on or before September 30, 2017 and this Agreement will expire unless a time extension is provided in accordance with Section 18.00.

WITNESSETH:

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

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

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

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

2.00 Accomplishment of the Project

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

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

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

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

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

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

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

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

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

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

6.00 Project Budget and Payment Provisions:

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

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

7.00 Accounting Records:

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

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

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

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

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

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

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

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

7.62 Audits:

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

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit "D" to this agreement indicates Federal resources awarded through the Department by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, Paragraph 1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133.

3. If the recipient expends less than the amount in Part I, Paragraph 1., an audit conducted in accordance with the provisions of OMB Circular A-133, is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from resources obtained from other than Federal entities.

4. Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

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

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. Exhibit "D" to this agreement indicates state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, Paragraph 1., the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than the amount in Part II, Paragraph 1., such audit is not required. If the recipient elects to conduct such an audit, the cost of the audit must be paid from the recipient's resources obtained from nonstate entities.

4. State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

Part III Other Audit Requirements

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

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

Part IV Report Submission

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Section 7.62 Part I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, by or on behalf of the recipient directly to each of the following:

A. The Department at each of the following addresses:

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

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

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

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

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

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

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

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

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

FDOT
attention: Dianne Peak
719 S. Woodland Blvd.
Deland, FL 32720
 - B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450
4. Copies of reports or the management letter required by Section 7.62 Part III of this Agreement shall be submitted by or on behalf of the recipient directly to:
 - A. The Department at each of the following addresses:

FDOT
attention: Dianne Peak
719 S. Woodland Blvd.
Deland, FL 32720
5. Any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Section 215.97, Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

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

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

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

8.00 Requisitions and Payments:

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

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

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

8.13 For real property acquired, submit;

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

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

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

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

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

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

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

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

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

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

9.00 Termination or Suspension of Project:

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

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

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

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

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

12.00 Contracts of the Agency:

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

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

12.30 Disadvantaged Business Enterprise (DBE) Policy

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

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*)

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

13.00 Restrictions, Prohibitions, Controls, and Labor Provisions:

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

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

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

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

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

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

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

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

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

14.00 Miscellaneous Provisions:

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

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

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

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

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

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

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

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

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

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

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

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

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

17.00 Appropriation of Funds:

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

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

18.00 Expiration of Agreement: The Agency agrees to complete the project on or before September 30, 2017. If the Agency does not complete the project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the District Director of Transportation Development. Expiration of this Agreement will be considered termination of the project and the procedure established in Section 9.00 of this Agreement shall be initiated.

18.10 Final Invoice: The Agency must submit the final invoice on this project to the Department within 120 days after the expiration of this Agreement.

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

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

21.00 Restrictions on Lobbying:

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

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

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

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

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

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

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

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

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

25.00 E-Verify

Vendors/Contractors:

1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Financial Project No(s) 422431-1-14-21

Contract No. AD175

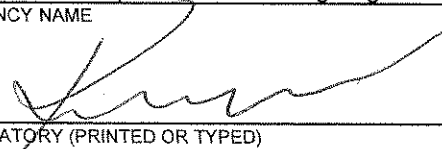
Agreement Date November 18, 2011

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

AGENCY

FDOT


Volusia Transportation Planning Organization
AGENCY NAME

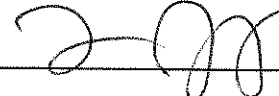

SIGNATORY (PRINTED OR TYPED)

Karl D. Welzenbach
SIGNATURE

Executive Director
TITLE

See attached Encumbrance Form for date of Funding Approval by Comptroller


LEGAL REVIEW
DEPARTMENT OF TRANSPORTATION


DEPARTMENT OF TRANSPORTATION

District Director of Transportation Development
TITLE

EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida Department of Transportation and Volusia Transportation Planning Organization, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114-8145 dated 11-18-2011.

PROJECT LOCATION:

Volusia Transportation Planning Organization
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114-8145

Mr. Karl D. Welzenbach
Executive Director

(386) 226-0422

PROJECT DESCRIPTION:

To participate in transit related task elements of Volusia Transportation Planning Organization's Unified Planning Work Program (UPWP) using pass through funds from the Federal Transit Administration Section 5303 Program and as identified in the annual program application completed by the Agency and on file with the Department.

SPECIAL CONSIDERATIONS BY AGENCY:

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

SPECIAL CONSIDERATIONS BY DEPARTMENT:

N/A

EXHIBIT "B"
PROJECT BUDGET

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and Volusia Transportation Planning Organization, 2570 W. international Speedway Blvd., Suite 100, Daytona Beach, FL 32114-8145 dated 11-18-2011.

PROJECT ESTIMATED AND PROGRAMMED BUDGET:

The Department has programmed the funding amounts shown below in the most currently adopted Work Program. The funding for subsequent years is based upon federal and/or state appropriation levels and on the distribution formula as outlined in Exhibit "C". This funding will be made available, annually, in the following manner. After all program requirements have been met, the Department will encumber funds for that fiscal year and will advise the agency in writing of the amount of funding available and the beginning date when eligible project cost may be incurred. This notification must be signed by the agency and returned to the Department.

		<u>FY 2011/2012</u>
Local Funding (LF)	(10 %)	<u>\$ 20,371.00</u>
Federal-Pass Through Funding (DU)	(80 %)	<u>\$162,966.00</u>
State Funding (DPTO)	(10 %)	<u>\$ 20,371.00</u>
TOTAL AMOUNT		\$203,708.00

It is the intent of the Department to participate in the project to the level of funding encumbered not to exceed 50% of the eligible and allowable non-federal share or which ever is less.

EXHIBIT "C"**Section 5303**

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and Volusia Transportation Planning Organization, 2570 W. International Speedway Blvd., Daytona Beach, FL 32114-8145, dated 1-18-2011.

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

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

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

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

Formula Information-

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

a. Basic MPP Assistance.

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

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

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

b. Supplemental MPP Assistance.

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

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

JPA Modifications

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

EXHIBIT "D"

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

Federal Agency: Federal Transit Administration, Department of Transportation

Authorization: 49 U.S.C. 5303

CFDA #: 20.505 Federal Transit Metropolitan Planning Grants

Amount: \$ 162,966

Compliance Requirement:

Allowed Activities:

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

Eligibility:

Applicant Eligibility

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

Beneficiary Eligibility

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

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

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

Poitras, Diane

From: The job FI989HLR
Sent: Friday, November 18, 2011 3:02 PM
To: Poitras, Diane
Subject: FUNDS APPROVAL/REVIEWED FOR CONTRACT AQI75

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

Contract #AQI75 Contract Type: AH Method of Procurement: G
Vendor Name: VOLUSIA TPO
Vendor ID: VF593512405002
Beginning date of this Agmt: 11/23/11
Ending date of this Agmt: 09/30/16
Contract Total/Budgetary Ceiling: ct = \$183,337.00

Description:

To provide funds to participate in transit related task elements of Volusia TPO's Unified Planning Work Program

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

Action: ORIGINAL Funds have been: APPROVED

55 052000531	*PT	*790004	*	183337.00	*42243111421	*615	*20.505
2012		*55100100			*088774/12		
0001		*00	*		*0001/04		

TOTAL AMOUNT: *\$ 183,337.00 *

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER
DATE: 11/18/2011

APPENDIX I

Technical Coordinating Committee (TCC)

& Citizens Advisory Committee (CAC)

Approvals of the UPWP

**Technical Coordinating Committee (TCC)
Meeting Minutes
March 20, 2012**

TCC Members Present:

Fred Ferrell
Pedro Leon
Stewart Cruz
Ron Paradise, Chairman
Darren Lear, Vice Chairman
Chad Lingenfelter
Tom Harowski
Don Findell
Gail Henrikson
Jim Kerr
Ric Goss
Jim Smith
Clay Ervin
Bill McCord
John Dillard
Larry LaHue
Melissa Winsett
Heather Blanck
Steve Friedel
Karl Welzenbach (non-voting)

TCC Members Absent:

Rebecca Hammock (excused)
Mike Holmes
Marian Ridgeway (excused)

Others Present:

Pamela Blankenship, Recording Secretary
Robert Keeth
Carole Hinkley
Stephan Harris
Jean Parlow
Rich Walton
Mike Marcum

Representing:

Daytona Beach
Daytona Bch Int'l Airport
Daytona Beach Shores
Deltona
Edgewater
Flagler Beach
Holly Hill
Lake Helen
New Smyrna Beach
Orange City
Ormond Beach
Pierson
Ponce Inlet
Port Orange
South Daytona
V.C. Emergency Mgmt.
V.C. Traffic Engineering
Votran
FDOT District 5
TPO Staff

Representing:

DeBary
DeLand
V.C. School Board

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Daytona Beach
Daytona Beach

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

The meeting of the Volusia Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) was called to order at 3:00 p.m. by Chairman Ron Paradise. The roll was called and it was determined that a quorum was present.

II. Consent Agenda

A. Approval of February 21, 2012 TCC Meeting Minutes

MOTION: *Mr. McCord moved to approve the February 21, 2012 TCC meeting minutes. The motion was seconded by Mr. Lear and carried unanimously.*

III. Action Items

A. Review and Recommend Approval of Resolution 2012-10 Adopting FY 2012 -13 to 2013-14 Unified Planning Work Program

Mr. Keeth explained that two items had been added to the methodology section of Task 1.01 Administration: staff training and travel and office supplies and minor equipment other than computers. Table 6 shows the funds carried over from the previous UPWP to this one.

Mr. McCord asked if an area wide complete streets study could be added to Task 3.04 or 3.10.

Mr. Welzenbach noted that over a dozen complete streets studies had been done and a detailed manual on how to approach the initiative was available on www.completestreets.org.

Mr. McCord stated that the city of Port Orange was considering doing a complete streets study.

Mr. Welzenbach stated that Phase II of the Corridor Improvement Program (CIP) for US 1 will address complete streets where the cities want to do it.

MOTION: *Mr. Lear moved to recommend approval of Resolution 2012-10 adopting the Volusia TPO's FY 2012-13 to FY 2013-14 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Lingenfelter and carried unanimously.*

B. Review and Recommend Approval of Resolution 2012-11 Amending the FY 2011/12 – 2015/16 Transportation Improvement Program (TIP) Adding New Projects and Modifying Existing Projects

[Handout provided]

Mr. Keeth explained the changes provided in the handout; two existing Votran projects were each split into two separate projects and the titles of the projects were modified so that they are consistent with one another.

Brief discussion ensued.

MOTION: *Mr. Lear moved to recommend approval of Resolution 2012-11 amending the Volusia TPO's FY 2011/12 – 2015/16 Transportation Improvement Program (TIP). The motion was seconded by Mr. Lingenfelter and carried unanimously.*

IV. Presentation, Status Reports, and Discussion Items

A. Review of Draft Volusia TPO Public Participation Plan (PPP)

Mr. Welzenbach explained that two presentations on the current agenda would be postponed until next month, the Public Participation Plan (PPP) and the US 17 sidewalk project presentation. He explained that the draft PPP had been completed and would be going before the TPO Board later this month for their authorization to post it to the TPO's website and so begin the required 45-day public comment period. The draft document would be provided to the TCC next month for their review and then in May for adoption. He added that there had been a scheduling conflict with the consultant for the US 17 sidewalk presentation.

B. Presentation on the Florida Black Bear Scenic Byway Master Plan

Mr. Michael Woods, Chairman of the Florida Black Bear Scenic Byway (FBBSB) Corridor Management Entity (CME) and transportation planner for the Lake-Sumter MPO, gave a PowerPoint presentation on the Florida Black Bear Scenic Byway Master Plan.

A short video was also shown.

C. Presentation on US 17 (Center Street) Sidewalk Project in Pierson

This presentation was postponed until the April meeting due to a scheduling conflict.

D. FDOT Reports

Mr. Friedel gave the FDOT report.

E. Volusia County Construction Report

Ms. Winsett stated that the construction report had not yet been completed and would be emailed to the TCC when it became available.

V. Staff Comments

Mr. Welzenbach gave an update on the Senate transportation bill and possible ramifications if it is approved by the House. He added that as soon as the Census information was released, the members would be notified. In addition, the AMPO summary of the transportation bill would be posted to the TPO website.

VI. TCC Member Comments

as amended
4-17-12
by TCC
Smith
Mr. Harowski thanked Mr. Harris for his help on the US 17 sidewalk project.

Mr. Welzenbach clarified the requirements regarding priority project applications; if a city has a project that has had a feasibility study completed, and they wish to have it placed on the Priority List as a project to be ranked, a new application must be completed.

Mr. McCord explained that Port Orange has a couple of projects that have had feasibility studies completed and the city would like to keep them on the list but they are waiting on a number of things or the local funding commitment has not yet been provided. He asked how long the projects would be allowed to sit on the "B" or "C" list (projects ready for funding or projects awaiting feasibility study, respectively).

Mr. Welzenbach noted that that issue had never been discussed and recommended that the TIP Subcommittee convene to discuss it and impose a time restriction.

VII. Information Items

➤ US 17/92 Corridor Improvement Program Update

Mr. Welzenbach announced that the request for proposal (RFP) has been issued. A subcommittee has been established to review the proposals and select a consultant. After the consultant has been selected, the recommendation will be forwarded to the Executive Committee for their authorization to move forward.

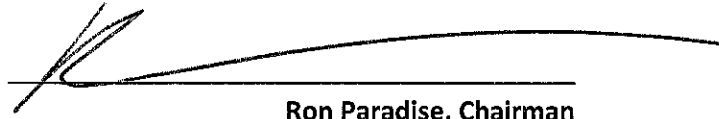
VIII. Press/Citizen Comments

There were no press or citizen comments.

IX. Adjournment

There being no further business, the meeting adjourned at 3:45 p.m.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

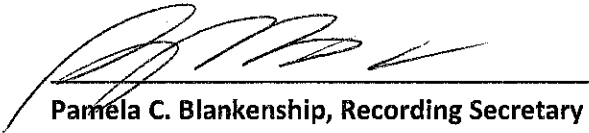


**Ron Paradise, Chairman
Technical Coordinating Committee (TCC)**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of the minutes of the March 20, 2012 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 17th day of April 2012.

*as amended 4.17.12 by the
Technical Coordinating Committee*



**Pamela C. Blankenship, Recording Secretary
Volusia Transportation Planning Organization**

**Citizens' Advisory Committee (CAC)
Meeting Minutes
March 20, 2012**

Members Present:

John Schmitz
Richard Gailey
Janet Deyette
Bliss Jamison
Gilles Blais
Jake Sachs
Bob Storke
Peter Hauser
Susan Elliott
Dan D'Antonio, Chairman
Judy Craig
Tomm Friend
Lary Galphin
Heather Blanck
Steve Friedel (non-voting)
Melissa Winsett (non-voting)
Karl Welzenbach (non-voting)

Members Absent:

Donald Smart
Frank Kinsley, Vice Chairman
Bobby Ball (excused)
Nadine Collard (excused)

Others Present:

Pamela Blankenship, Recording Secretary
Stephan Harris
Robert Keeth
Jean Parlow
Carole Hinkley
Mike Woods
Bill McCord

Representing:

Daytona Beach Shores
DeBary
Deltona
Edgewater
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Pierson
Volusia County
Volusia County
Volusia County
Volusia County
Votran
FDOT District 5
VC Traffic Engineering
TPO Staff

Representing:

Daytona Beach
Deland
Port Orange
Volusia County

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Lake-Sumter MPO
Port Orange

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

The meeting of the Volusia Transportation Planning Organization (VTPO) Citizens' Advisory Committee (CAC) was called to order at 1:30 p.m. by Chairman Dan D'Antonio. The roll was called and it was determined that a quorum was present.

II. Consent Agenda

A. Approval of February 21, 2012 CAC Meeting Minutes

MOTION: *Mr. Storke moved to approve the February 21, 2012 CAC meeting minutes. The motion was seconded by Ms. Jamison and carried unanimously.*

III. Action Items

A. Review and Recommend Approval of Resolution 2012-10 Adopting FY 2012/13 – 2013/14 Unified Planning Work Program (UPWP)

Mr. Keeth explained that two items had been added to the methodology section of Task 1.01 Administration: staff training and travel, and office supplies and minor equipment other than computers.

Mr. Welzenbach stated that there will be many upcoming changes with respect to reapportionment.

MOTION: *Mr. Storke made a motion to recommend approval of Resolution 2012-10 adopting the Volusia TPO FY 2012/13 – 2013/14 Unified Planning Work Program (UPWP). The motion was seconded by Ms. Elliott and carried unanimously.*

B. Review and Recommend Approval of Resolution 2012-11 Amending the FY 2011/12 to FY 2015/16 Transportation Improvement Program Adding New Projects and Modifying Existing Projects

[Handout provided]

Mr. Keeth explained the changes provided in the handout; two existing Votran projects were each split into two separate projects and the titles of the projects were modified so that they were consistent with one another.

MOTION *Ms. Elliott moved to recommend approval of Resolution 2012-11 amending the Volusia TPO FY 2011/12 to FY 2015/16 Transportation Improvement Program (TIP). The motion was seconded by Mr. Storke and carried unanimously.*

IV. Presentation, Status Reports, and Discussion Items

A. Review of Draft Volusia TPO Public Participation Plan (PPP)

Ms. Blankenship gave an overview of the public review process for the Public Participation Plan.

Mr. Welzenbach explained that two presentations on the current agenda would be postponed until next month, the Public Participation Plan (PPP) and the US 17 sidewalk project presentation. He explained that the draft PPP had been completed and would be going before the TPO Board later this month for their authorization to post it to the TPO's website and so begin the required 45-day public comment period. The draft document would be provided to the CAC next month for their review and then in May for adoption.

B. Presentation on the Florida Black Bear Scenic Byway Master Plan

Mr. Michael Woods, Chairman of the Florida Black Bear Scenic Byway (FBBSB) Corridor Management Entity (CME) and transportation planner for the Lake-Sumter MPO, gave a PowerPoint presentation on the Florida Black Bear Scenic Byway Master Plan.

A short video was also shown.

C. Presentation on US 17 (Center Street) Sidewalk Project in Pierson

This presentation was postponed until the April meeting due to a scheduling conflict.

D. FDOT Reports

Mr. Friedel gave the FDOT report.

E. Volusia County Construction Report

Ms. Winsett stated that the construction report had not yet been completed and would be emailed to the CAC when it became available

V. Staff Comments

Mr. Welzenbach gave an update on the Senate transportation bill and possible ramifications if it is approved by the House. He added that as soon as the census information was released, the members would be notified.

Mr. Welzenbach also noted that the US 17/92 request for proposal (RFP) had been issued.

VI. CAC Member Comments

Mr. Galphin requested a status update on SunRail.

Mr. Welzenbach explained that construction and ground breaking in DeBary and three other stations would begin very soon. He added that there is a bicycle company promoting a "Share-a-Bike" program where you can rent a bike in one location and return it to another location. He went on to say that SunRail is expected to be up and running next year.

Mr. Hauser asked what the north and south termini for SunRail were.

Mr. Welzenbach explained that currently, the southernmost terminus is Sand Lake Road in Orange County and the northern terminus is DeBary.

Ms. Craig expressed concerns that DeLand has limited parking.

Mr. Welzenbach stated that the county and the city would be looking into the parking issue.

Ms. Craig questioned if the handicapped spaces would be free like they are at the airports. She went on to note that there is a Florida Statute that requires handicapped parking to be free.

Mr. Blais asked for an update on US 17/92 at the I-4 overpass.

Mr. Welzenbach explained that design would take place as they do the I-4 widening.

Mr. Welzenbach announced that the request for proposal (RFP) has been issued for phase I of the US 17/92 corridor improvement program (CIP). A subcommittee has been established to review the proposals and select a consultant. After the consultant has been selected, the recommendation will be forwarded to the Executive Committee for their authorization to move forward.

Ms. Craig stated that once the DeLand SunRail station opens, there will be no Votran transportation to that station. Another means of transportation such as a cab would have to be utilized to get there. She added that she hoped this would be looked into.

Ms. Blanck responded that Votran does have a fixed route service in their plan and that there will be service when it opens.

VII. Information Items

- US 17/92 Corridor Improvement Program Update

VIII. Press/Citizen Comments

There were no press or citizen comments.

IX. Adjournment

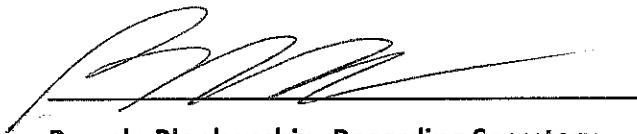
The meeting was adjourned at 2:24 p.m.



**Dan D'Antonio, Chairman
Citizens' Advisory Committee (CAC)**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of the minutes of the March 20, 2012 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 17th day of April 2012.



**Pamela Blankenship, Recording Secretary
Volusia Transportation Planning Organization**

APPENDIX J

Agency Comments Regarding Draft UPWP and Volusia TPO’s Response

[Reference the letter from Steve Friedel, FDOT MPO Liaison dated April 3, 2012 which presents the combined comments of the FDOT District Five Planning and Transit Offices and the Federal Highway Administration.]

Comment	VTPO Response
1. The cover page mentions the report was prepared in cooperation with FHWA and FDOT. Please include FTA in that acknowledgement. Also FHWA believes there should be a formal statement in effect conveying that the report does not reflect the views of USDOT.	The acknowledgement statement on the cover page was revised to include the Federal Transit Administration. Also, a disclaimer was added to indicate that the report does not necessarily reflect the official views or policies of the US DOT.
2. On page 4, the Section on VTPO staff, 6 th line down, it appears that the first word of line 6 “maintaining” should be removed.	The word “maintaining” was removed.
3. On page 82, the funding table for PL funding shows a total of \$783,870 anticipated, but FDOT forecasts \$704,237 being available for the first year. It is understood that the TPO is planning to de-obligate funds for use in the first year of the UPWP, but please double check your forecast for de-obligated funds to make sure this number is accurate. Additionally, under the FHWA PL Funds add a row beneath task 6.01 specifying the amount of De-Obligation anticipated for Fiscal Year 2013. The way it currently reflects is that \$783,870 will be available, but it is difficult to delineate how much of that is carry forward de-obligation versus the standard fiscal allocation of \$704,237. Additionally a subtotal may be helpful to show \$704,237 as the fiscal allocation, and then add in the de-obligation amount to arrive at a total.	In lieu of identifying the de-obligated funds as a new line item in Table 3A (pg. 82), a note was added to explain that the FY 2012/13 PL fund amount reported there (\$783,870) includes the current year allocation (\$704,237) and the carryover from FY 2011/12. Also, a new table was included (Table 6) showing carryover by individual task.
4. In the final UPWP, include a signed copy of the resolution adopting the UPWP.	A signed copy of Resolution 2012-10 adopting the UPWP has been included in the final document.
5. In the final UPWP, include the FTA Section 5303 funding application package.	The FTA Section 5303 funding application package has been included in the final document.
6. Correct page numbering (two pages numbered 112); ensure table of contents includes correct page references.	The page numbering was corrected and it was confirmed that the table of contents includes the correct page references.
7. Change Appendix F (Lobbying Certification) to Appendix E.	Appendix F (Lobbying Certification) was relabeled as Appendix E.

Comment	VTPO Response
8. Include tasks or activities needed to correct or eliminate deficiencies noted in previous federal and/or state certification reviews.	Tasks or activities needed to correct deficiencies have been included. For example, updating the Congestion Management Process is identified as an objective to be addressed in the development of the 2040 Long Range Transportation Plan (Task 3.09); review and update of the Continuity of Operations Plan (COOP) is identified as a subtask to be performed under Information Technology Systems and Website Support (Task 1.02).
9. Add staff training and travel, equipment rental and leases, equipment purchases, and supplies in Task 1.01, General Administration and Program Support, or wherever appropriate, so long as these expenditures are clearly identified in connection with the relevant task(s)	Added to Task 1.01 under the "Methodology" subheading: <ul style="list-style-type: none"> • Provide opportunities for professional development of staff, including participation in conferences and training, and related travel as necessary to achieve the agency's objectives. • Purchase supplies and services necessary to perform the functions and meet the responsibilities of the agency.
10. Clearly identify fund balances, amount and work to be carried over from the previous year's UPWP into the Proposed Year.	A new table (Table 6) was included (pg. 87 in the final document) to show fund balances carried over from the previous year's UPWP into the proposed year.
11. In the final document, include agency comments regarding the draft UPWP and description of the TPO's response.	Agency comments and the VTPO response to those comments were included in the final document as Appendix J.

APPENDIX K

Resolution 2012-10 Adopting the FY 2012/13 to FY 2013/14 Unified Planning Work Program

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2012-10

RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FY 2012-2013 AND 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the Urbanized Area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the Volusia Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Flagler Beach and Beverly Beach in Flagler County; and

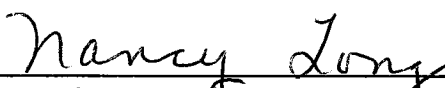
WHEREAS, 23 C.F.R. 450.104 provides that the Volusia TPO shall bi-annually develop and endorse the Unified Planning Work Program (UPWP).

NOW, THEREFORE, BE IT RESOLVED, by the Volusia TPO that:

1. The tasks in the FY 2012-2013 and FY 2013-2014 UPWP are consistent with the area transportation plan; and
2. The FY 2012-2013 and FY 2013-2014 UPWP is hereby endorsed and adopted;
3. The Chairperson of the Volusia TPO (or her designee) is hereby authorized and directed to submit the FY 2012-2013 and FY 2013-2014 UPWP to the:
 - a. Florida Department of Transportation;
 - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation);
 - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation); and the
 - d. Federal Aviation Administration (FAA).

DONE AND RESOLVED at the regularly convened meeting of the Volusia TPO held on the 27th day of March 2012.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION



City of South Daytona, Vice Mayor Nancy Long
Vice Chairperson, Volusia TPO

CERTIFICATE

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on March 27, 2012.

ATTEST:


Pamela Blankenship, Recording Secretary