

River to Sea Transportation Planning Organization

FY 2016/17 and FY 2017/18

UNIFIED PLANNING WORK PROGRAM

Adopted April 27, 2016
Amended February 28, 2018

FM# 439333-1-14-01 & 439333-1-14-02
FAP# 0260 054

CFDA Numbers

20.205 - Highway Planning and Construction
20.505 - Federal Transit Technical Studies Grant



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

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COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

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District MPO Liaison (Grant Manager) Name

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INTRODUCTION AND OVERVIEW

INTRODUCTION

The River to Sea Transportation Planning Organization (R2CTPO) is the designated agency responsible for transportation planning and programming of federal transportation funds across the identified Palm Coast – Daytona Beach – Port Orange Urbanized Area and the Deltona Urbanized Area. Formed in 1975, and originally serving the east side of Volusia County, the organization has grown over the past thirty-eight years both in area covered and board size. The R2CTPO now covers all of Volusia County and the urban areas of Flagler County including the cities of Beverly Beach, Flagler Beach, Palm Coast and Bunnell. Figure 1 on page 2 shows the extent of the TPO's metropolitan planning area.

The R2CTPO currently operates under signed joint participation and interlocal agreements executed in August 2014.

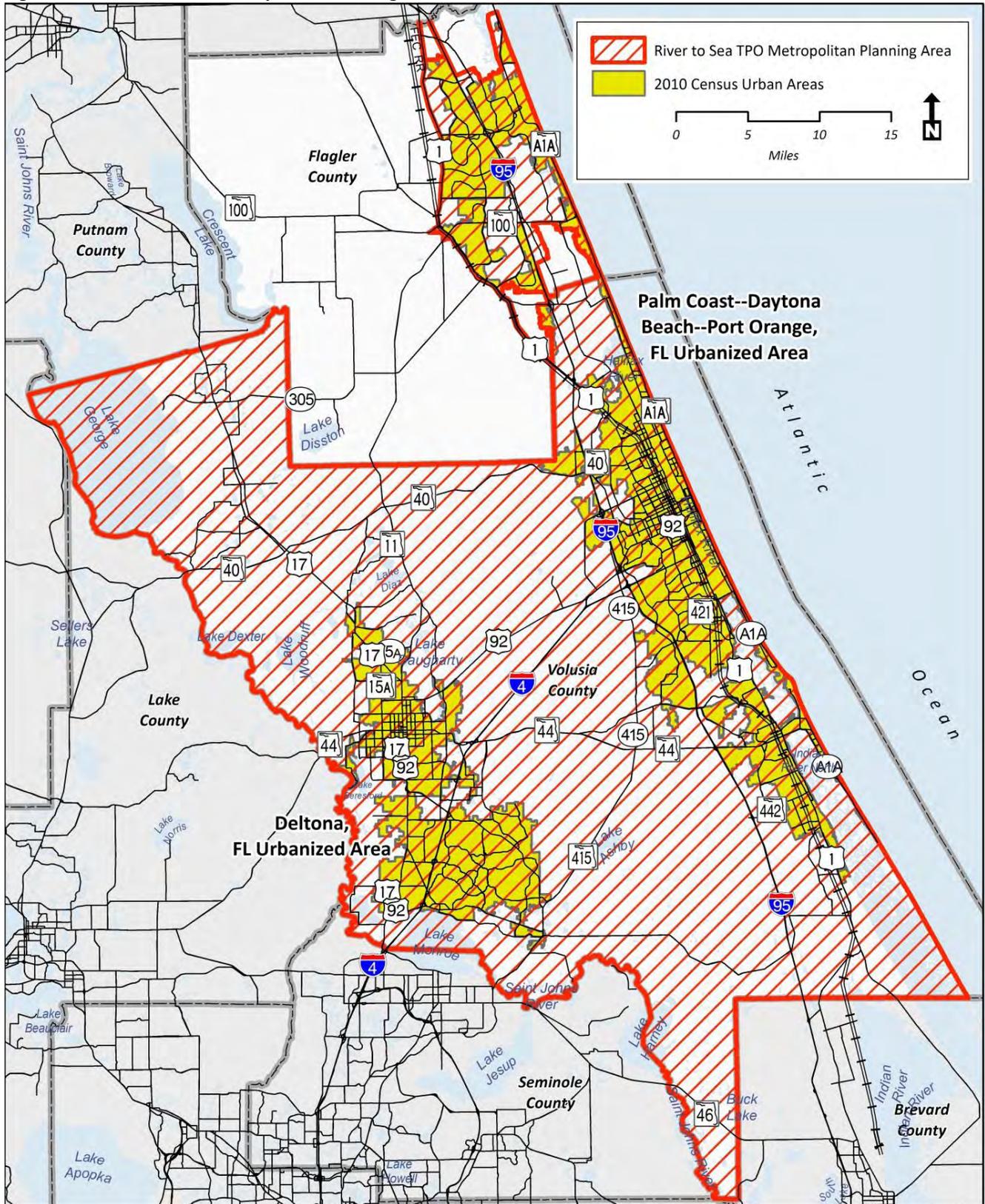
The Unified Planning Work Program (UPWP) identifies and outlines the program tasks to be undertaken by the River to Sea TPO for a two-year period. This particular UPWP will cover fiscal years (FYs) 2016/17 and 2017/18 beginning on July 1, 2016 and ending on June 30, 2018.

The UPWP also identifies the funding types and amounts for each program task. The R2CTPO staff has worked to provide reliable estimates of the costs associated with each of the specific task items and how that funding will be expended. Readers will note that the UPWP provides information not only on what the R2CTPO intends to accomplish for the next two years, but also how and in what way other agencies are involved. The tasks outlined in the UPWP exhibit the cooperative effort with which the R2CTPO pursues the areas of interest to the R2CTPO Board and member governments.

The funding identified within this document is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Florida Department of Transportation (FDOT), and the Commission for the Transportation Disadvantaged (CTD) of the State of Florida. It also includes local funds which are generated by a local assessment of all member local governments. The required local match of certain federal and state funds is provided by the participating local governments through cash and in-kind technical support of the metropolitan transportation planning process. This includes the local match provided by Votran, Volusia County's public transit service and by Flagler County Public Transit (FCPT) for the grants awarded by the Federal Transit Administration (FTA).

This introductory section provides some basic information on the goals of the R2CTPO, the organization, management and planning priorities of the R2CTPO. 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.

Figure 1 River to Sea TPO Metropolitan Planning Area



ORGANIZATON AND MANAGEMENT

The business of the R2CTPO is conducted through regularly scheduled meetings of the R2CTPO Board and its three advisory committees: the Technical Coordinating Committee (TCC), the Citizens' Advisory Committee (CAC), and the Bicycle/Pedestrian Advisory Committee (BPAC).

The voting members of the R2CTPO Board include elected officials representing Volusia and Flagler counties, the 16 cities in Volusia County, and four cities in Flagler County. Non-voting members include representatives of the Florida DOT District 5, the Volusia and Flagler County school boards, the R2CTPO's Technical Coordinating Committee, Citizens' Advisory Committee and Bicycle/Pedestrian Advisory Committee. The R2CTPO Board is the primary agency responsible for setting transportation planning policies within the River to Sea TPO's Metropolitan Planning Area.

The TCC conducts research, reviews plans and programs, and makes recommendations to the R2CTPO Board based upon technical expertise. The CAC furnishes the R2CTPO Board with citizen viewpoints and concerns relating to the various R2CTPO 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 Transportation Disadvantaged Local Coordinating Board (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 Volusia County. The TDLCB is not an advisory committee to the TPO; but the two entities do have a close working relationship. Under Chapter 427, Florida Statutes, the TPO is responsible for providing the TDLCB with sufficient staff support and resources to enable it to fulfill its responsibilities. This support is provided by the R2CTPO transit planner.

The R2CTPO Board and each of the advisory committees are guided by a set of bylaws¹, which identify regular meeting dates, membership makeup, and responsibilities. The board adopted its current bylaws on June 25, 2014. The TDLCB adopts an independent set of bylaws, which were most recently approved on July 8, 2015.

Public input is solicited through public workshops, public hearings, and other means in a process that is formally defined by the R2CTPO's adopted Public Participation Plan (PPP). The R2CTPO'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. The current Public Participation Plan was adopted on May 28, 2014 and modified on January 18, 2016. It is undergoing an update as this UPWP is being developed.

As part of the TPO's efforts to provide timely and engaging information to the public, the TPO revised the format of its website in 2011. The website provides a link to the TPO's web-based, interactive Transportation Improvement Program (TIP) that was first deployed in 2006. This interactive TIP continues to provide useful information pertaining to projects in the TPO's planning area, accessible any time, in a user-friendly format. In addition, the TPO has created a dataset of studies and reports (under the "resources" page) that can be downloaded. The dataset includes studies and reports funded through the TPO as well as transportation-related studies and reports produced by member local governments and the Florida Department of Transportation. The TPO's website, in combination and coordination with the TPO's Facebook page, also

¹ The bylaws are available on the R2CTPO's website at <http://www.r2ctpo.org/board-committees/vtpo-board/>

provides the public with information on meeting dates and times, agenda packets for scheduled meetings, and other transportation-related news and information.

Planning and Funding Agreements

On July 1, 2016, the TPO began operating under a single Transportation Planning Funds Joint Participation Agreement (JPA) between the TPO and FDOT. This agreement is the means by which FDOT passes through Federal funds to the TPO as reimbursement for the TPO's expenditures on transportation planning activities set forth in its Unified Planning Work Program (UPWP). It prescribes planning and administrative requirements placed on the TPO as a condition for receipt of planning funds. This new JPA replaces the several JPAs under which the TPO previously operated. It is a two-year agreement with a term that aligns with the two-year cycle of the UPWP. The UPWP will serve as the scope of services for this new agreement.

The R2CTPO previously operated under separate JPAs for FHWA Section 112 PL and SU funds and FTA Section 5305(d) funds. These JPAs, listed below, were terminated upon execution of the new full funding JPA.

Description	Financial Project No.	Contract No.	Federal No.
JPA for FHWA PL and SU funds	417962-1-14	A-5067	0260 049 M
JPA for FTA 5305(d) funds	422431-1-14	A-QI75	FL-80-X021

An interlocal agreement between FDOT and the cities and counties within the River to Sea TPO's metropolitan planning area establishes the makeup of the TPO and explains the various responsibilities for the organization and its members. It provides for communication and cooperation with local airport and port authorities and with public transportation providers. This agreement was most recently updated in August, 2014 for the purpose of reapportioning the membership of the board to accommodate three new participants – Flagler County and the cities of Palm Coast and Bunnell – and creating a new voting structure. The R2CTPO's voting structure is based on a weighted vote methodology.

Also in August 2014, the TPO, Florida DOT, East Central Florida Regional Planning Council, Northeast Florida Regional Planning Council, Volusia County (representing the Daytona Beach International Airport, Volusia County's Public Transit System, and the Ponce de Leon Inlet and Port District), Flagler County (representing the Flagler County Airport and Public Transit System), and the cities of New Smyrna Beach, DeLand, and Ormond Beach (each representing municipal airports) executed the Intergovernmental Coordination and Review (ICAR). 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.

The R2CTPO Board

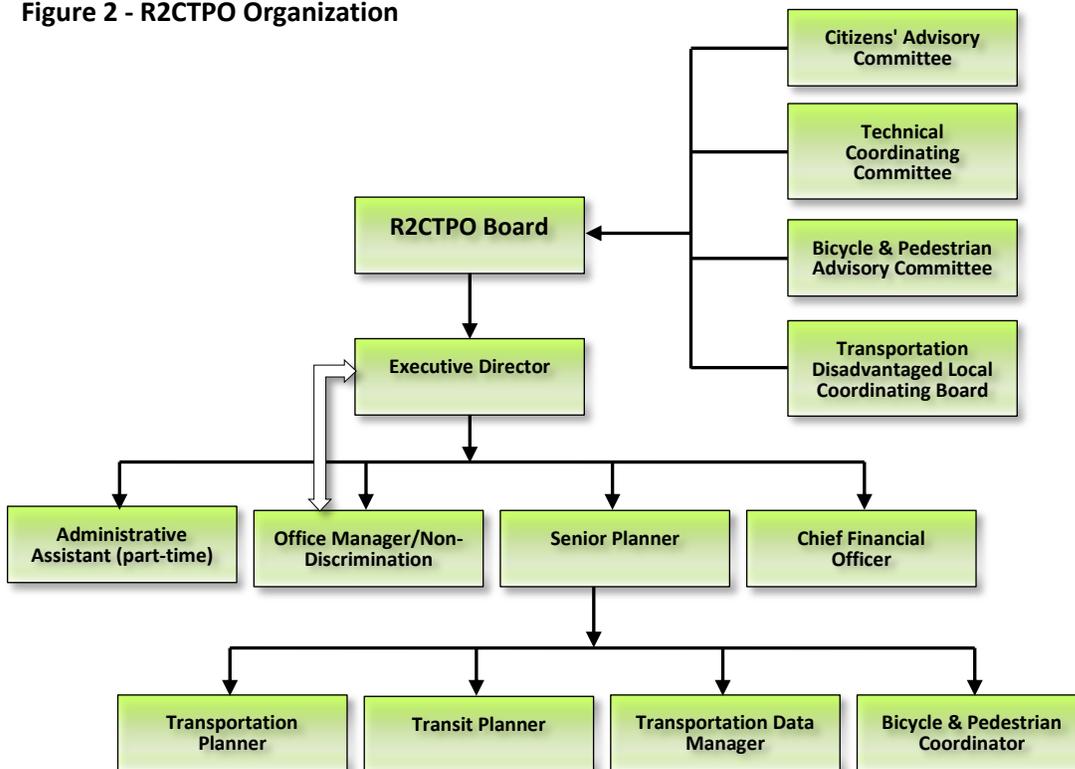
Currently, there are 19 voting seats on the R2CTPO Board. Volusia and Flagler counties, the sixteen (16) municipalities in Volusia County and four (4) municipalities in Flagler County fill these seats as follows. Five (5) seats are filled by members of the Volusia County Council and one seat is filled by a member of the Flagler County Commission. These six seats are "weighted" to represent 33.33% of the total vote of the full board. The twelve largest cities fill one seat each. The remaining eight small cities comprise the Small City Alliance and determine among themselves how the one remaining seat will be represented. The 13 seats held by the cities represent 66.67% of the total weighted vote. Additionally, the R2CTPO has five non-voting members: a representative of the Volusia County School Board, a representative of the Flagler 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 Secretary of FDOT District Five (or designee) serves as a non-voting advisor.

R2CTPO Staff

The staffs of the R2CTPO and the Florida Department of Transportation (FDOT) conduct the work effort required to support the transportation planning process. The R2CTPO has a complement of eight full-time professional staff (see Figure 2, below). The Executive Director oversees the operation of the organization and its personnel and appraises the board on the status of the activities of the organization. Three members of the staff deal primarily with administrative functions – the Office Manager, the Chief Financial Officer, and the Administrative Assistant. Five professional planners are responsible for administering a broad range of

Figure 2 - R2CTPO Organization



transportation-related programs and projects, providing technical and policy analysis, managing consultant contracts, and coordinating with technical and administrative staff of the TPO's member organizations, FDOT, adjacent MPOs/TPOs and counties, public transit agencies, and other organizations. One of these planners serves as the TPO's Bicycle & Pedestrian Coordinator, providing support to the BPAC. Another, the Transit Planner, serves as a liaison to Votran and Flagler County Transportation and supports the TDLCB. The Transportation Planner is responsible for long-range planning, administering the congestion management process, corridor planning, tracking projects, and various other planning activities. The Transportation Data Manager is responsible for managing the collection and analysis of transportation data and providing Geographic Information System (GIS) support. Finally, the Senior Transportation Planner is responsible for the

day-to-day oversight of R2CTPO projects, maintaining the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP), and administering portions of the TPO's Priority Project Process.

FDOT provides one full time professional liaison to assist the R2CTPO, 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 R2CTPO 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 2003, the Central Florida MPO Alliance adopted a Regional Long Range Transportation Plan. The plan was updated in 2007. This plan is a composite of the “significant”³ 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 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.

PUBLIC PARTICIPATION IN THE DEVELOPMENT OF THE UPWP

Recognizing the importance of public participation in the transportation planning process that is both meaningful and inclusive, the R2CTPO strives to engage citizens, affected public agencies, public and private transit services providers, public transit users, freight shippers, pedestrians, bicyclists, representatives of the disabled community, and other interested parties in all of our planning activities, including the development and review of the UPWP. The TPO's Public Participation Plan sets out strategies developed by the agency to ensure that public participation activities will meet or exceed the requirements outlined in the applicable federal and state guidelines. The general strategies for engaging the public in the development of this UPWP are as follows:

TCC, CAC, and BPAC members are appointed to the UPWP Subcommittee, which develops the initial list of tasks for the draft document. The timing for developing the UPWP is coordinated with the annual TPO Board Retreat so that board members are informed of projects being considered and have an opportunity to provide direction regarding the tasks being recommended. Once a draft UPWP is developed, it is made available to the public for review and comment throughout a formal review period and during the regular meetings of the TCC, CAC, and BPAC. At a minimum, the draft UPWP is presented to the TCC, CAC, BPAC, and TPO Board for review one month prior to adoption. The R2CTPO uses its own website, social media, and other electronic means, as well as traditional print media, to announce the availability of the draft UPWP for review and comment.

³ “Significant” is defined as “involving or affecting more than one county.”

The Unified Planning Work Program complies with the public involvement provisions of Title VI, which states: “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the River to Sea TPO. For more information on the River to Sea TPO's Civil Rights program and the procedures to file a complaint, contact Ms. Pamela Blankenship, Title VI Coordinator, at 386-226-0422 ext. 20416 or email pblankenship@r2ctpo.org. If a complainant is unable or unwilling to complain to the River to Sea TPO, or if the complainant is dissatisfied with the River to Sea TPO's handling of a complaint, the complainant may file a complaint directly with the Florida Department of Transportation and/or the US Department of Justice:

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

U.S. Department of Justice
Civil Rights Division
Federal Coordination & Compliance Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

PREVIOUS PLANNING EFFORTS/INITIATIVES

Over the past two years, the R2CTPO has continued efforts to increase inter-agency cooperation and improve the effectiveness of the organization in meeting the community's transportation needs. These efforts have included:

- developing and adopting the 2040 Long Range Transportation Plan (LRTP);
- developing a new Congestion Management Process as part of the 2040 LRTP that addresses congestion management through a process that objectively measures multi-modal transportation system performance, identifies congestion and safety issues, determines the causes, and evaluates and prioritizes transportation improvements and strategies to resolve the issues;
- providing planning assistance to the smaller local communities to assist them in gaining access to federal transportation funds;
- conducting a planning study for the US 17 (SR 600) corridor throughout the entire planning area (Seminole County to Putnam County) which identified numerous transportation improvement projects to promote mobility, accessibility and safety for all users consistent with the visions, goals, and objectives of the county and the several municipalities along the corridor;
- conducting a comprehensive intersection analysis for 30 intersections along Belle Terre Blvd/Belle Terre Pkwy in Palm Coast;
- conducting a comprehensive bicycle and pedestrian safety study for the SR A1A/CR A1A corridor throughout Flagler and Volusia counties;
- 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 updating its Transportation Development Plan and Transportation Disadvantaged Service Plan;

- participating in and supporting efforts to promote commuter rail transit through the Central Florida Commuter Rail Initiative and stakeholders meetings;
- participating in and supporting the International Speedway Boulevard (ISB) Coalition's ISB corridor study;
- participating in and supporting the FDOT's efforts to develop a statewide Freight Mobility and Trade Plan;
- participating in and supporting the CFMPOA's efforts to develop the List of Legislative Priorities and Regional List of Project Priorities;
- completing numerous feasibility studies resulting in the programming and implementation of high priority traffic operations, ITS, safety, bicycling and pedestrian projects;
- participating in and supporting the East and West Volusia Community Traffic Safety Teams;
- producing the Walk and Ride Bicycle and Pedestrian Safety Video and Public Service Announcements;
- holding workshops for police departments and local government staffs in addressing pedestrian safety issues;
- participating in and supporting the Volusia/Flagler Safe Kids Coalition;
- updating and distributing the Volusia County Bicycling Map for the Experienced Cyclist;
- participating in community safety programs including bike helmet fittings/giveaways, bike rodeos, and International Walk to School Day events.

PLANNING PRIORITIES

In accordance with the requirements of CFR 23, §450.308 (c), several planning priorities for the R2CTPO have been identified for discussion. These priorities exist on short, intermediate, and long-range time frames, depending upon the planning activity.

The R2CTPO is committed to encouraging and promoting the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between states and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes as defined in Title 23, §134 and 135 and title 49, §5303, United States Code. Through a continuing, cooperative, and comprehensive metropolitan planning process, the TPO continues to address the core planning factors prescribed in Title 23, §134 (h) and Title 49, 5303 (h), USC. These planning factors are included on page 5.

In FY 2005/06, the TPO was awarded an FDOT Safety Grant to conduct bicycle/pedestrian school safety studies at ten elementary school sites. The goal of these studies was to create safe, connected and well maintained bicycle and pedestrian facilities to encourage students to walk or ride their bikes to school. Building on this effort, the study was extended until, by the summer of 2011, all elementary and middle schools throughout Volusia County were analyzed and implementation reports developed for each school. For FY 2016/17, the TPO will continue this effort with studies of seven schools in the recently expanded metropolitan planning area that includes the cities of Bunnell and Palm Coast in Flagler County.

These safety studies have increased public awareness of the R2CTPO, 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 the R2CTPO's member governments. As mentioned earlier all of the school safety studies are available for download on the R2CTPO's website.

UPWP PROGRAM AND FORMAT

The R2CTPO's FY 2016/17 and FY 2017/18 UPWP, covering the two fiscal years from July 1, 2016 to June 30, 2018, was developed by the R2CTPO staff in cooperation with the FDOT and members of the R2CTPO's Board, TCC, CAC, BPAC, and TDLCB.

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 subdivided into individual tasks. A final section contains the summary budget tables including estimated revenues and proposed expenditures for each task by participating agencies and funding sources.

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

1.0 Administration and Program Support: 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 R2CTPO staff provides support to over 90 meetings each year. In addition, the R2CTPO staff works closely with the R2CTPO 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 R2CTPO 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 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 2.01 – Program Development (UPWP)

Task 2.02 – Transportation Improvement Program (TIP) Development

Task 2.03 – Transportation Data Information Management

Task 2.04 – Corridor Studies

Task 2.05 – State and Regional Planning and Coordination

Task 2.06 – ITS/Traffic Operations/Safety Project Feasibility Studies

Task 2.07 – Community Transportation Survey

Task 2.08 – General Planning Studies and Initiatives

Task 2.09 – Intelligent Transportation Systems (ITS) Planning

3.0 Bicycle, Pedestrian, and Community Safety Programs: The River to Sea 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 3.01 – Community Safety Related Programs

Task 3.02 – Bicycle/Pedestrian Planning & Implementation

Task 3.03 – Bicycle & Pedestrian Feasibility Studies

Task 3.04 – Pedestrian Safety Action Plan

Task 3.05 – Flagler Bicycle & Pedestrian School Safety Review Studies

4.0 Transit and Transportation Disadvantaged Programs: 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 4.01 – Transit Related Activities and TD Program

Task 4.02 – Transit Planning Services – General Consulting

Every task sheet follows a consistent format 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 R2CTPO, cost is further broken down into 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.

FEDERAL PLANNING FACTORS

Section 134 (h), of title 23, United States Code, details planning factors which should be emphasized by MPOs as they develop their unified planning work programs. These Planning Factors are:

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;
- (h) emphasize the preservation of the existing transportation system;
- (i) improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (j) enhance travel and tourism.

Each task included in this UPWP addresses one or more of these ten planning factors and supports the goals and objectives of the River to Sea Transportation Planning Organization's 2040 Long Range Transportation Plan.

Table 1 Federal Planning Factors – Title 23 §134 (h) and Title 49 §5303 (h), U.S.C.

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	9 Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	10 Enhance travel and tourism
1.01						✓	✓	✓		
1.02	✓	✓		✓		✓			✓	✓
1.03		✓		✓	✓		✓	✓		✓
2.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.03	✓	✓		✓	✓	✓	✓		✓	
2.04	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.05	✓			✓		✓	✓	✓	✓	✓
2.06	✓	✓	✓		✓	✓	✓	✓	✓	✓
2.07	✓			✓		✓	✓		✓	✓
2.08	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.09	✓	✓	✓		✓		✓	✓		
3.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.03	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.04		✓	✓		✓	✓	✓		✓	✓
3.05		✓	✓	✓	✓	✓	✓		✓	
4.01	✓	✓	✓	✓		✓		✓	✓	✓
4.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Federal Metropolitan Planning Funds and Soft Match

Federal funds authorized by Title 23 U.S.C. generally require a non-federal match at the ratio of 80 (federal) to 20 (local). However, this is subject to a sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93%. Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. This soft match is not required to be programmed. It will not be shown in the budget tables throughout this UPWP; however, it should be known that the "soft match" amounts shown below are being utilized to match the FHWA funding in this UPWP:

	FY 2016/17	FY 2017/18	Total
Soft Match - PL funds	\$168,362	\$152,011	\$320,363
Soft Match -SU funds	\$77,193	\$44,111	\$121,304
Soft Match - All FHWA funds	\$245,555	\$196,122	\$441,667

Soft match for the FHWA funds equates to 18.07%.

ABBREVIATIONS AND ACRONYMS

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

CMP - Congestion Management Process

CMS - Congestion Management System

CTC - Community Transportation Coordinator

DEP - Department of Environmental Protection, State of Florida

E & H - Elderly and Handicapped

ECFRPC - East Central Florida Regional Planning Council

FAA - Federal Aviation Administration

FAST Act - Fixing America's Surface Transportation Act (P.L. 112 141) the current Surface Transportation Act signed into law on December 4, 2015. It superseded MAP-21.

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 5305(d) Funds - FTA funds provided annually through the Metropolitan Planning Program, Title 23, §5305(d), United States Code. 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

LAP - Local Agency Program

MAP 21 - Moving Ahead for Progress in the 21st Century Act (P.L. 112 141) – the Surface Transportation Act signed into law on July 6, 2012. It is superseded by FAST Act.

MIS - Major Investment Study

MMP - Mobility Management Plan

MOA - Memorandum of Agreement

MPO - Metropolitan Planning Organization - the designated local decision-making body that is responsible for carrying out the metropolitan transportation planning process. An MPO must be designated for each urbanized area with population of 50,000 or more.

MUTCD - Manual on Uniform Traffic Control Devices

PL Funds - FHWA Metropolitan Planning funds provided for in each Federal Surface Transportation Planning Act, the most recent being Fixing America's Surface Transportation (FAST) Act. The amount allocated to each MPO is set by formula.

R2CTPO - River to Sea Transportation Planning Organization. The designated MPO for the metropolitan area that includes the Palm Coast - Daytona Beach - Port Orange Urbanized Area and the Deltona Urbanized Area.

STP - Surface Transportation Program

SU Funds - See XU funds

TCC - Technical Coordinating Committee

TDLCB - Transportation Disadvantaged Local Coordinating Board

TDM - Transportation Demand Management

TDP - Transit Development Plan

TIP - Transportation Improvement Program

TMA - Transportation Management Area (TMA) an area designated by the Secretary of Transportation, having an urbanized area population of over 200,000, or upon special request from the Governor and MPO designated for the area.

TPO - Transportation Planning Organization

TSM - Transportation System Management

UPWP - Unified Planning Work Program

VCARD - Volusia County Association for Responsible Development

VCTE - Volusia County Traffic Engineering (Department)

Votran - Volusia County Council dba Votran a county wide public transit system

VTPO - Volusia Transportation Planning Organization

XU (SU) Funds - Extra-urban funds provided for in the the Surface Transportation Act apportioned to MPOs designated as Transportation Management Areas (TMAs)

TASKS

Section 1 Administration and Program Support

TASK 1.01 - General Administration and Program Support

Responsible Agency - River to Sea TPO

Total Cost - \$743,953

PURPOSE

- ♦ Print reports, planning studies and organizational literature developed as part of the transportation planning process.
- ♦ Develop and distribute meeting notices, agenda packets, minutes and other correspondence for the River to Sea TPO Board, Executive Committee, TCC, CAC, BPAC, TDLCB, and subcommittees.
- ♦ Complete compliance audits for FTA Section 5305(d) and FHWA Section 112 funds and ensure financial compliance with planning requirements under Title 23 and Title 49, U.S.C., as amended by MAP-21 and FAST Acts.
- ♦ Provide for accurate and updated accounting of all funds necessary for the TPO 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 and advisory committees about the River to Sea TPO functions and role in the local community.
- ♦ Ensure that the R2CTPO meets the needs of the member local governments including an annual planning retreat to set the strategic direction for the R2CTPO.
- ♦ Ensure the R2CTPO meets local, state and federal requirements for planning and certification and maintains compliance with provisions of Title 23 and Title 49, U.S.C., as amended by MAP- 21 and FAST Acts.
- ♦ Update of the Continuity of Operations Plan (COOP).

PREVIOUS WORK

- ♦ Printing of all previous TPO technical reports, documents, and meeting minutes and agendas. Ongoing.
- ♦ Accurate management of R2CTPO finances including timely invoicing, accurate record keeping and successful grants management as reflected in successful financial audits. Ongoing.
- ♦ Timely submission of bills and invoices to FDOT and processing of vendor payments. Ongoing.
- ♦ Ongoing provision of planning staff support services, administration and management of the R2CTPO.
- ♦ Attendance and participation in professional training opportunities and professional conferences.
- ♦ Coordination and completion of annual strategic planning retreats and completion of new member orientation meetings as appointments are made.
- ♦ 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.
- ♦ Successful completion of the annual state certification process and a federal certification in 2015.
- ♦ Annual completion of the budget, legislative positions, and other administrative activities.
- ♦ Established a Continuity of Operations Plan (COOP).
- ♦ Produce an Annual Budget for each fiscal year. Timeline/anticipated completion date: May 2017 and 2018

REQUIRED ACTIVITIES

- ♦ 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 MPOs/TPOs.
- ♦ Provide new member orientations and conduct an annual workshop to develop strategies and priorities for the following fiscal year and to inform members of current issues and the River to Sea TPO's role in addressing them.
- ♦ Utilize effective administrative management strategies, processes and resources to provide the timely and accurate completion of meeting schedules and agendas.
- ♦ Track expiration dates, conduct timely reviews and process all amendments and updates to written agreements and legal documents as needed. Retain 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 contractors to provide professional 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 documents.
- ◆ 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.
- ◆ Periodically review the COOP and ensure all employees are familiar with procedures.

END PRODUCTS

- ◆ A completed Compliance Audit (with no findings) of all FTA Section 5305(d) and FHWA Section 112 funds to be completed within six months of the ending of the fiscal year.
- ◆ Transmittal of completed invoices in a timely manner and 100% approval/acceptance rating by FDOT of invoices/progress reports.
- ◆ The timely printing and distribution of River to Sea TPO committee meeting notices, agenda packets, and meeting minutes. This activity is implemented throughout the year to support the metropolitan transportation planning process.
- ◆ A well-attended Annual Retreat that improves understanding of the R2CTPO's organizational objectives and a clear communication regarding board expectations. Timeline/anticipated completion date: February 2017 and 2018.
- ◆ Provide ongoing communications and support to the R2CTPO and all its efforts. Timeline/anticipated completion date: Ongoing
- ◆ Development of a Strategic Business Plan for the organization. Estimated completion: February 2018
- ◆ Accurate and timely records kept according to the General Records Schedule GS1-SL. Timeline/anticipated completion date: Ongoing
- ◆ An organization that meets requirements of federal, state and local planning requirements in accordance with Title 23 and Title 49, U.S.C., as amended by MAP-21 and FAST Acts.
- ◆ A current and implementable COOP.
- ◆ Produce an Annual Budget for each fiscal year. Timeline/anticipated completion date: May 2017 and 2018

Task 1.01 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$302,445	\$0	\$65,504	\$8,189	\$8,189	\$0	\$0	\$384,326
Task Total	\$302,445	\$0	\$65,504	\$8,189	\$8,189	\$0	\$0	\$384,326

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$285,844	\$0	\$59,027	\$7,378	\$7,378	\$0	\$0	\$359,627
Task Total	\$285,844	\$0	\$59,027	\$7,378	\$7,378	\$0	\$0	\$359,627

Task 1.01 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$123,157	\$0	\$62,319	\$7,791	\$7,791	\$0	\$0	\$201,057
Category Subtotal	\$123,157	\$0	\$62,319	\$7,791	\$7,791	\$0	\$0	\$201,057
Travel								
Travel Expenses	\$16,050	\$0	\$0	\$0	\$0	\$0	\$0	\$16,050
Category Subtotal	\$16,050	\$0	\$0	\$0	\$0	\$0	\$0	\$16,050
Other Direct Expenses								
Office Supplies/Equipment	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Office Rent	\$93,207	\$0	\$3,185	\$398	\$398	\$0	\$0	\$97,188
Utilities	\$4,851	\$0	\$0	\$0	\$0	\$0	\$0	\$4,851
Cleaning Services/Supplies	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750
Storage Unit Rent	\$2,292	\$0	\$0	\$0	\$0	\$0	\$0	\$2,292
Conference, Workshops & Seminar Registrations	\$5,800	\$0	\$0	\$0	\$0	\$0	\$0	\$5,800
Fees	\$5,475	\$0	\$0	\$0	\$0	\$0	\$0	\$5,475
Membership Dues	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Publications	\$788	\$0	\$0	\$0	\$0	\$0	\$0	\$788
Copy Expense	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Professional Services	\$12,975	\$0	\$0	\$0	\$0	\$0	\$0	\$12,975
Liability and Equipment Insurance	\$8,250	\$0	\$0	\$0	\$0	\$0	\$0	\$8,250
Repairs	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$750
Telephone	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
Pension	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
Category Subtotal	\$163,238	\$0	\$3,185	\$398	\$398	\$0	\$0	\$167,219
Task Total	\$302,445	\$0	\$65,504	\$8,189	\$8,189	\$0	\$0	\$384,326

Note: "Fees" includes expenses such as accounting system maintenance and bank fees.

"Professional Services" includes expenses such as auditing services and legal services.

Year 2 - FY 2017/18

Budget	FHWA	FHWA	FTA	State	Local		Other	
Category/Budget Item	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds	TD Funds	Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$106,680	\$0	\$55,842	\$6,980	\$6,980	\$0	\$0	\$176,482
Category Subtotal	\$106,680	\$0	\$55,842	\$6,980	\$6,980	\$0	\$0	\$176,482
Travel								
Travel Expenses	\$16,050	\$0	\$0	\$0	\$0	\$0	\$0	\$16,050
Category Subtotal	\$16,050	\$0	\$0	\$0	\$0	\$0	\$0	\$16,050
Other Direct Expenses								
Office Supplies/Equipment	\$5,875	\$0	\$0	\$0	\$0	\$0	\$0	\$5,875
Office Rent	\$93,208	\$0	\$3,185	\$398	\$398	\$0	\$0	\$97,189
Utilities	\$4,851	\$0	\$0	\$0	\$0	\$0	\$0	\$4,851
Cleaning Services/Supplies	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750
Storage Unit Rent	\$2,292	\$0	\$0	\$0	\$0	\$0	\$0	\$2,292
Conference, Workshops & Seminar Registrations	\$5,800	\$0	\$0	\$0	\$0	\$0	\$0	\$5,800
Fees	\$5,475	\$0	\$0	\$0	\$0	\$0	\$0	\$5,475
Membership Dues	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Publications	\$788	\$0	\$0	\$0	\$0	\$0	\$0	\$788
Copy Expense	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Professional Services	\$12,975	\$0	\$0	\$0	\$0	\$0	\$0	\$12,975
Liability and Equipment Insurance	\$8,250	\$0	\$0	\$0	\$0	\$0	\$0	\$8,250
Repairs	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$750
Telephone	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
Pension	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
Category Subtotal	\$163,114	\$0	\$3,185	\$398	\$398	\$0	\$0	\$167,095
Task Total	\$285,844	\$0	\$59,027	\$7,378	\$7,378	\$0	\$0	\$359,627

Note: "Fees" includes expenses such as accounting system maintenance and bank fees.
 "Professional Services" includes expenses such as auditing services and legal services.

TASK 1.02 - Information Technology Systems and Website Support

Responsible Agency - River to Sea TPO

Total Cost - \$101,481

PURPOSE

- ◆ Ongoing maintenance of interactive, web-based Transportation Improvement Program.
- ◆ Web hosting and maintenance of the TPO website.
- ◆ Upgrade and overhaul of the TPO website.
- ◆ Annual purchases of new hardware and software systems including upgraded system capacity, system printers and plotter, and projection equipment.
- ◆ Maintain the TPO website by contracting with a high-performance web host and integrate special web links and tools as appropriate (Interactive TIP).
- ◆ Establish procedures and agreements necessary to ensure minimal interruption to TPO operations during emergencies and procure required support hardware and software.
- ◆ Maintain the TPO'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.
- ◆ Ongoing development of and improvements to the TPO's website including the identification of social media add-ons to improve the functionality and ease by which the general public can access information.
- ◆ Maximize office productivity and improve internal and external communication by providing up-to-date technology resources.

PREVIOUS WORK

- ◆ Completed a restructuring and re-design of the TPO website to reflect the TPO's new name (River to Sea TPO).
- ◆ Support of the development of the LRTP website. A 2040 LRTP web page that links to the LRTP host site and provides detail on the Long Range Transportation Plan activities. Ongoing.
- ◆ Maintain the TPO's website and add new interactive components involving TIP information, online surveying capabilities, comprehensive links, etc. Ongoing.
- ◆ Provided ongoing maintenance and enhancements to the TPO's website.
- ◆ Annual purchases of new hardware and software systems including upgraded system capacity, system printers and plotter, and projection equipment.
- ◆ Contract with Professional IT service to maintain and update the TPO network.
- ◆ Have nightly backups both onsite and offsite to insure protection of all data.
- ◆ Attended training opportunities to maintain basic support.
- ◆ Purchased replacement computer for staff. Ongoing.

REQUIRED ACTIVITIES

- ◆ Maximize office productivity by providing technology resources.
- ◆ Utilize social media, TPO website and the Internet to provide planning information using innovative and advanced applications.
- ◆ Purchase replacement computers for staff as existing systems become outdated at highest level of technology available within budgetary constraints.
- ◆ Annually assess the TPO'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.
- ◆ Utilize in-house support to troubleshoot and maintain IT and minimize program expenditures.
- ◆ Utilize information technology specialists to support the efficient maintenance of the IT system.

END PRODUCTS

- ◆ A current and updated TPO website that offers timely information to TPO members, the public and other agencies. Ongoing.
- ◆ Updated computer systems and software. Ongoing.
- ◆ A computer support system that is current, functioning, and efficient. Ongoing.

- ◆ Issue and maintain a Continuing Services Contract for support of the information technology system and website. Estimated Timeline/completion: Ongoing as needed.

Task 1.02 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$48,642	\$0	\$9,760	\$1,220	\$1,220	\$0	\$0	\$60,842
Task Total	\$48,642	\$0	\$9,760	\$1,220	\$1,220	\$0	\$0	\$60,842

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$30,239	\$0	\$8,320	\$1,040	\$1,040	\$0	\$0	\$40,639
Task Total	\$30,239	\$0	\$8,320	\$1,040	\$1,040	\$0	\$0	\$40,639

Task 1.02 Estimated Budget Detail

Year 1 - FY 2016/17

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$12,112	\$0	\$4,480	\$560	\$560	\$0	\$0	\$17,712
Category Subtotal	\$12,112	\$0	\$4,480	\$560	\$560	\$0	\$0	\$17,712
Other Direct Expenses								
Web Services	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Network Services	\$17,638	\$0	\$4,242	\$530	\$530	\$0	\$0	\$22,940
Capital Outlay (Computer & Server)	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Software	\$3,892	\$0	\$1,038	\$130	\$130	\$0	\$0	\$5,190
Category Subtotal	\$36,530	\$0	\$5,280	\$660	\$660	\$0	\$0	\$43,130
Task Total	\$48,642	\$0	\$9,760	\$1,220	\$1,220	\$0	\$0	\$60,842

Year 2 - FY 2017/18

Budget	FHWA	FHWA	FTA	State	Local		Other	
Category/Budget Item	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds	TD Funds	Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$5,209	\$0	\$3,040	\$380	\$380	\$0	\$0	\$9,009
Category Subtotal	\$5,209	\$0	\$3,040	\$380	\$380	\$0	\$0	\$9,009
Other Direct Expenses								
Network Services	\$12,638	\$0	\$4,242	\$530	\$530	\$0	\$0	\$17,940
Capital Outlay (Computer & Server)	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500
Software	\$3,892	\$0	\$1,038	\$130	\$130	\$0	\$0	\$5,190
Category Subtotal	\$25,030	\$0	\$5,280	\$660	\$660	\$0	\$0	\$31,630
Task Total	\$30,239	\$0	\$8,320	\$1,040	\$1,040	\$0	\$0	\$40,639

TASK 1.03 - Public Involvement

Responsible Agency - River to Sea TPO

Total Cost - \$122,245

PURPOSE

- ◆ Continue utilizing new and innovative outreach tools via the website and other forums to inform the public and receive input.
- ◆ Ensure compliance with provisions of Title 23 and Title 49, U.S.C., as amended by MAP-21 and FAST Acts.
- ◆ Administer programs necessary to comply with Title VI and Limited English Proficiency (LEP) requirements.
- ◆ Print and distribute meeting agendas, notices, and minutes of the River to Sea TPO Board, Executive Committee, 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.
- ◆ Improve business relationships and partnerships by participating in business organizations and through direct outreach.
- ◆ Ensure public participation in, and understanding of the TPO, 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.
- ◆ Attend public meetings and participate in community events and organizations to increase visibility and awareness of the organization.

PREVIOUS WORK

- ◆ Coordination with FDOT to assist with public outreach efforts. Ongoing
- ◆ Maintained and frequently posted events, meeting notices and other information on the River to Sea TPO Facebook page and website.
- ◆ Annual Title VI and Limited English Proficiency (LEP) staff training - July 2014/July 2015
- ◆ Participate in Port Orange Family Days. October 2014/October 2015
- ◆ Development of a public outreach strategy for the 2040 Long Range Transportation Plan (LRTP) including Make Your Mark planning sessions, development of a project website, transportation surveys, public meetings and press releases.
- ◆ Revised the Title VI Plan and Limited English Proficiency (LEP) Access Plan. Completed April – June 2014
- ◆ Participate in the annual Minority Institution of Higher Education (MIHE) Conference. February 2013
- ◆ Partner with Brighthouse Network to air bicycle/pedestrian safety PSAs. April through September 2014
- ◆ Printing and posting drafts for public review and final adopted planning studies, technical reports, documents, and meeting minutes and agenda. Ongoing
- ◆ Creation, distribution and updates of TPO literature including "A Layman's Guide to the River to Sea TPO", and the River to Sea TPO's webpage. Ongoing
- ◆ Development, maintenance and refinement of an updated website and web-based, interactive TIP. Ongoing
- ◆ Developed and implemented a Public Participation Plan. Updated May 2014

REQUIRED ACTIVITIES

- ◆ Expand activities to include awareness in the expanded metropolitan planning area.
- ◆ Utilize electronic media (River to Sea TPO webpage and Facebook) to promote the River to Sea TPO's role and improve public awareness of the TPO.
- ◆ Develop, update and distribute as needed a variety of educational and promotional literature including LRTP Executive Summaries, transportation surveys, the Citizen's Guide to the TPO and annual reports.
- ◆ Develop and distribute a Public Records Request Policy. January 2014 - August 2014
- ◆ 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.

- ◆ Hold and participate in public hearings, speakers' bureau presentations, community events, newsletter outreach, partnerships with area organizations, media relations, multicultural outreach, and marketing/social media.
- ◆ Distribute meeting notices to the media, issue press releases for matters of public concern, and post all such notices on the TPO website and Facebook page.
- ◆ Provide timely replies to requests for information from the public, the business community, local agencies, and elected officials.
- ◆ Update to the River to Sea TPO's Title VI Implementation Plan and Limited English Proficiency (LEP) Access Plan. December 2016 – February 2017
- ◆ Development of an update to the River to Sea TPO's Public Participation Plan.
- ◆ Development of the Public Outreach Summary for FY 2016/17 and FY 2017/18.
- ◆ Development of the Public Participation Plan's "Measures of Effectiveness" Public Involvement Evaluation Matrix for FY 2016/17 and FY 2017/18.
- ◆ Development and distribution of monthly TPO Outreach and Activities Summaries.
- ◆ Provide support for various projects and planning efforts such as the APS Plan and the I-95 to SR 417 Connector Environmental Study

END PRODUCTS

- ◆ Implementation the Public Participation Plan (PPP) including activities, and documentation of outreach to member communities along with representative input from the general public. Ongoing.
- ◆ Update the Public Participation Plan (PPP). Timeline/anticipated completion date: September 2016.
- ◆ Annual Title VI and Limited English Proficiency (LEP) TPO staff training - July 2016/July 2017.
- ◆ Annual completion of "Measures of Effectiveness" (Public Involvement Evaluation Matrix) as established in the TPO's adopted Public Participation Plan (PPP) to evaluate ongoing public involvement efforts. Timeline/anticipated completion date: September 2016 and 2017.
- ◆ Development of an Annual Report for the organization. Estimated completion: September 2016 and 2017.
- ◆ A continuous, comprehensive, and coordinated public involvement process that provides opportunities for the public to participate in the transportation planning process. Timeline/anticipated completion date: Ongoing.
- ◆ An updated website and Facebook page that provides updated information and monitoring of the activity on those sites as available. Timeline/anticipated completion date: Ongoing.
- ◆ Distribution of monthly TPO Outreach and Activities summaries. Timeline/anticipated completion date: Monthly.
- ◆ Updated Title VI Implementation Plan and Limited English Proficiency (LEP) Access Plan. Timeline/anticipated completion date: January 2017.
- ◆ An R2CTPO Annual Report. Timeline/anticipated completion date: Annually.
- ◆ Public participation support for transportation related projects and activities throughout the planning area. Timeline/anticipated completion date: Ongoing.
- ◆ Implementation of a TRAC program in one Volusia County School. Estimated Timeline/completion: May 2018

Task 1.03 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$42,777	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$53,377
Task Total	\$42,777	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$53,377

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$50,768	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$61,368
Other Agency	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Task Total	\$58,268	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$68,868

Task 1.03 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$31,277	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$41,877
Category Subtotal	\$31,277	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$41,877
Other Direct Expenses								
Postage	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Advertising	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
Printing	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Category Subtotal	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500
Task Total	\$42,777	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$53,377

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$39,268	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$49,868
Category Subtotal	\$39,268	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$49,868
Other Direct Expenses								
Postage	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Advertising	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
Printing	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
TRAC Program	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Category Subtotal	\$19,000	\$0	\$0	\$0	\$0	\$0	\$0	\$19,000
Task Total	\$58,268	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$68,868

Section 2 Planning Projects and Programs

TASK 2.01 - Program Development (UPWP)

Responsible Agency - River to Sea TPO

Total Cost - \$81,932

PURPOSE

- ◆ Develop, maintain, implement, and amend as needed, a program of activities needed to satisfy state and federal planning requirements.
- ◆ Ensure the planning programs and projects advanced by the TPO address all federal planning factors and emphasis areas.
- ◆ Monitor Federal and State funding program allocations and levels to ensure expenditures support the planning needs and priorities of the MPA.
- ◆ Coordinate funding and program activities as needed with FDOT, FTA, and FHWA to ensure effective utilization of planning resources.
- ◆ Ensure the planning programs and projects advanced by the TPO address all federal planning factors and emphasis areas.
- ◆ Develop a work program that adequately defines the available financial resources and planned expenditures of the TPO over a two-year period.

PREVIOUS WORK

- ◆ Timely processing of UPWP amendments. Completed as required.
- ◆ Period review of task activity, completion of projects and financial resources. Completed quarterly or as needed.
- ◆ Coordination of subcommittee activities and committee activity for development of the FY 2014/15 – FY 2015/16 UPWP. Completed April 2014.

REQUIRED ACTIVITIES

- ◆ Establish project schedules and procedures for the development of the UPWP.
- ◆ Utilize TPO subcommittees, standing committees, the board, public, and special interest groups to develop the UPWP.
- ◆ Develop the UPWP in an approved and prescribed manner pursuant to existing FHWA, FTA, and FDOT regulations.
- ◆ Prepare and process amendments and complete updates to the UPWP as needed.
- ◆ Communicate routinely with FDOT, FTA, and FHWA.
- ◆ Develop the new FY 2018/19 – FY 2019/20 Unified Planning Work Program (UPWP), a two year work program.

END PRODUCTS

- ◆ A current FY 2016/17 – FY 2017/18 UPWP that is compliant with Title 23 and Title 49, U.S.C. as amended by the Fix America's Surface Transportation (FAST) Act. Timeline/anticipated completion date: Ongoing; amended as needed.
- ◆ Accurate and completed 2018/19 – FY 2019/20 Unified Planning Work Program (UPWP). Timeline/anticipated completion date: Adoption in April 2018.

Task 2.01 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$16,699	\$0	\$5,280	\$660	\$660	\$0	\$0	\$23,299
Task Total	\$16,699	\$0	\$5,280	\$660	\$660	\$0	\$0	\$23,299

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$46,933	\$0	\$9,360	\$1,170	\$1,170	\$0	\$0	\$58,633
Task Total	\$46,933	\$0	\$9,360	\$1,170	\$1,170	\$0	\$0	\$58,633

Task 2.01 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$16,699	\$0	\$5,280	\$660	\$660	\$0	\$0	\$23,299
Category Subtotal	\$16,699	\$0	\$5,280	\$660	\$660	\$0	\$0	\$23,299
Task Total	\$16,699	\$0	\$5,280	\$660	\$660	\$0	\$0	\$23,299

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$46,933	\$0	\$9,360	\$1,170	\$1,170	\$0	\$0	\$58,633
Category Subtotal	\$46,933	\$0	\$9,360	\$1,170	\$1,170	\$0	\$0	\$58,633
Task Total	\$46,933	\$0	\$9,360	\$1,170	\$1,170	\$0	\$0	\$58,633

TASK 2.02 - Transportation Improvement Program (TIP) Development

Responsible Agency - River to Sea TPO

Total Cost - \$135,319

PURPOSE

- ♦ Annually develop a new five-year TIP and amend it as needed.
- ♦ Ensure compliance with Title 23 and Title 49, U.S.C., as amended by Fixing America's Surface Transportation Act (FAST Act), as well as applicable state requirements.
- ♦ Incorporate significant, locally-funded, city and county transportation projects into the TIP for information purposes.
- ♦ Provide convenient public access to the TIP and related documents through the TPO's online, interactive TIP tool.
- ♦ Annually issue a Call for Projects and develop the TPO's Lists of Priority Projects (LOPP) for use in the development of the FDOT Work Program and TIP.
- ♦ Monitor and support the development of projects on the TPO's Lists of Priority Projects to ensure that priority projects will be timely programmed and successfully implemented on budget.

PREVIOUS WORK

- ♦ Developed, adopted, and maintained the FY 2015/16 – FY 2019/20 TIP (February/March 2015).
- ♦ Convened the TIP Subcommittee to participate in the annual review of the "Call for Projects" process, evaluated and prioritized applications for project funding, and updated and expanded the Lists of Priority Projects to include the new projects. Recurring Annually.
- ♦ Participated in project intake meetings and other activities relating to the programming of priority projects. Recurring Annually.
- ♦ Participated with other MPOs throughout the state in the Interactive TIP Users Group. March 2013-March 2014.
- ♦ Provided ongoing maintenance of the online, interactive Transportation Improvement Program website and coordination with consultants. Recurring Annually.
- ♦ Developed all previous TIPs and Lists of Priority Projects. Recurring Annually.
- ♦ Developed and maintained the TPO's online, interactive TIP. Recurring Annually.

REQUIRED ACTIVITIES

- ♦ Complete an annual review of the "Call for Projects" to ensure an efficient and effective process.
- ♦ Conduct an annual "Call for Projects" to identify cost-effective, high-priority transportation improvement projects.
- ♦ Develop, review and approve the Lists of Priority Projects (LOPP).
- ♦ Revise the Lists of Priority Projects as needed to reflect the advancement of projects through completion of each phase, changing project costs and funding levels, modification of scopes, etc.
- ♦ Provide general assistance to implementing agencies in readying projects on the List of Priority Projects for programming and implementation.
- ♦ Annually, produce a draft TIP incorporating relevant projects from FDOT's Tentative Work Program and city/county capital improvement plans.
- ♦ Utilize River to Sea TPO subcommittees, standing committees and Board to review and approve the TIP updates and process all amendments and complete updates to documents in a timely manner.
- ♦ Develop the above referenced documents in an approved and prescribed manner pursuant to applicable FHWA, FTA, and FDOT regulations with input from FDOT, the CAC, TCC, BPAC, TPO Board, local public transit agencies, the public, and special interest groups.
- ♦ Participate in the TIP Users' Group and state-wide and/or district-wide meetings regarding TIP requirements.
- ♦ Coordinate project development with FDOT and local government sponsors.
- ♦ Research project history, obtain project information, and provide coordination and support for transportation projects.

END PRODUCTS

- ♦ An adopted TIP covering the five-year period of FY 2017/18 – FY 2021/22 . Timeline/anticipated completion date: June 2017.
- ♦ An adopted TIP covering the five-year period of FY 2018/19 – FY 2022/23 . Timeline/anticipated completion date: June 2018.

- ◆ An adopted TIP that is readily accessible and informative to the public. Timeline/anticipated completion date: Ongoing.
- ◆ TIPs that are compliant with Title 23 and Title 49, U.S.C. as amended by FAST Act, and with state requirements. Timeline/anticipated completion date: Ongoing.
- ◆ Adopted Lists of Priority Projects (LOPP), updated and expanded each year. Timeline/anticipated completion date: Annual (June 2017/June 2018).
- ◆ An accurate and up-to-date FY 2016/17 – FY 2020/21 TIP. Timeline/anticipated completion date: Ongoing.

Task 2.02 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$61,398	\$0	\$4,960	\$620	\$620	\$0	\$0	\$67,598
Task Total	\$61,398	\$0	\$4,960	\$620	\$620	\$0	\$0	\$67,598

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$61,521	\$0	\$4,960	\$620	\$620	\$0	\$0	\$67,721
Task Total	\$61,521	\$0	\$4,960	\$620	\$620	\$0	\$0	\$67,721

Task 2.02 Estimated Budget Detail

Year 1 - FY 2016/17

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$50,818	\$0	\$4,960	\$620	\$620	\$0	\$0	\$57,018
Category Subtotal	\$50,818	\$0	\$4,960	\$620	\$620	\$0	\$0	\$57,018
Other Direct Expenses								
Network Services	\$9,600	\$0	\$0	\$0	\$0	\$0	\$0	\$9,600
GIS Software Support (ESRI)	\$980	\$0	\$0	\$0	\$0	\$0	\$0	\$980
Category Subtotal	\$10,580	\$0	\$0	\$0	\$0	\$0	\$0	\$10,580
Task Total	\$61,398	\$0	\$4,960	\$620	\$620	\$0	\$0	\$67,598

Year 2 - FY 2017/18

Budget	FHWA	FHWA	FTA	State	Local		Other	
Category/Budget Item	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds	TD Funds	Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$50,671	\$0	\$4,960	\$620	\$620	\$0	\$0	\$56,871
Category Subtotal	\$50,671	\$0	\$4,960	\$620	\$620	\$0	\$0	\$56,871
Other Direct Expenses								
Network Services	\$9,600	\$0	\$0	\$0	\$0	\$0	\$0	\$9,600
GIS Software Support (ESRI)	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250
Category Subtotal	\$10,850	\$0	\$0	\$0	\$0	\$0	\$0	\$10,850
Task Total	\$61,521	\$0	\$4,960	\$620	\$620	\$0	\$0	\$67,721

TASK 2.03 - Transportation Data Information Management

Responsible Agency - River to Sea TPO

Total Cost - \$100,260

PURPOSE

- ♦ Provide data and analysis to the TPO board, local governments, other agencies, the business community, and the general public to inform transportation-related planning and decision making processes.
- ♦ Comply with federal and state requirements for TPO's designated as Transportation Management Areas (TMA) to administer a congestion management review process.
- ♦ Monitor transportation system performance measures as established and develop targets as guidance is developed.

PREVIOUS WORK

- ♦ Assistance to county and local governments in the development and review of the federal functional classification of roadways in Volusia County. Approved Jan 22, 2014.
- ♦ Workshops and meetings with the cities, County, FDOT, VCARD, VOTRAN and the TPO for coordinated efforts related to Urban Area Boundaries and classification of roads; including activities such as data and analysis. Completed January 2014.
- ♦ Development of the base year socio-economic and TAZ data for the 2040 LRTP model in coordination with FDOT. March 2015.
- ♦ Developed and updates to the bicycle/pedestrian web page promoting the bicycle/ pedestrian program including school safety videos and public service announcements. Completed as required.
- ♦ Ongoing support in the analysis of traffic count data to determine current needs and traffic count reports for roadways in the TPO planning area.
- ♦ Ongoing support in the analysis of traffic crash data to prevent injuries and fatalities for roadways in the TPO planning area.

REQUIRED ACTIVITIES

- ♦ Monitor area travel characteristics and factors affecting travel such as socioeconomic, community and land use data, transportation system data, natural, physical, and human environmental concerns and issues.
- ♦ Coordinate with the Congestion Management Technical Working Group to produce an annual Transportation System Congestion Management/Performance Measure Report to assist transportation decision-makers with a better understanding of transportation-related opportunities and challenges.
- ♦ Monitor freight movements and factors affecting the safe and efficient transport of goods and commodities.
- ♦ Acquire data necessary for performance measurements and monitoring of roadway conditions to identify congestion, delay, and safety issues.
- ♦ Provide support activities related to GIS database maintenance, data collection and dissemination of information including the Work Program, TIP and mobility related data.
- ♦ Provide data support and data related activities for the long range transportation plan, local mobility plans, and other local and regional transportation planning and integrated transportation-land use planning efforts, as appropriate.
- ♦ Continue to maintain the tracking of projects on the TPO's project priority lists.
- ♦ Assist in data collection and analysis for the Central Florida Regional Planning Model (CFRPM) network as needed.
- ♦ Provide transportation data in both tabular and map formats to other agencies and the public as needed.
- ♦ Assist local governments with the integration of transportation-related data to help meet legislative, local and regional requirements, goals and objectives.
- ♦ Ongoing consultation and collaboration with various agencies for the collection and dissemination of transportation related data. Prepare and maintain data for input and output as required.
- ♦ Coordinate with local jurisdictions Volusia, Flagler Counties, Florida Department of Transportation (FDOT) and agencies to ensure consistency of data.
- ♦ Provide technical support in the development the TPO's biannual transportation survey as needed.

END PRODUCTS

- ♦ Transportation data in both tabular and map formats as needed and 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.

- ◆ Completion of a crash data analysis report. Estimated Timeline/completion: September 2017
- ◆ Annual Transportation Systems Congestion Management/Performance Measures Report providing information on transportation system performance. Timeline/anticipated completion date: Annually in September.
- ◆ Review of CFRPM data sets in support of the regional model update. Estimated Timeline/completion: December 2017

Task 2.03 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$41,819	\$0	\$8,400	\$1,050	\$1,050	\$0	\$0	\$52,319
Task Total	\$41,819	\$0	\$8,400	\$1,050	\$1,050	\$0	\$0	\$52,319

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$38,341	\$0	\$7,680	\$960	\$960	\$0	\$0	\$47,941
Task Total	\$38,341	\$0	\$7,680	\$960	\$960	\$0	\$0	\$47,941

Task 2.03 Estimated Budget Detail

Year 1 - FY 2016/17

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$41,819	\$0	\$8,400	\$1,050	\$1,050	\$0	\$0	\$52,319
Category Subtotal	\$41,819	\$0	\$8,400	\$1,050	\$1,050	\$0	\$0	\$52,319
Task Total	\$41,819	\$0	\$8,400	\$1,050	\$1,050	\$0	\$0	\$52,319

Year 2 - FY 2017/18

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$38,341	\$0	\$7,680	\$960	\$960	\$0	\$0	\$47,941
Category Subtotal	\$38,341	\$0	\$7,680	\$960	\$960	\$0	\$0	\$47,941
Task Total	\$38,341	\$0	\$7,680	\$960	\$960	\$0	\$0	\$47,941

TASK 2.04 - Corridor Studies

Responsible Agency - River to Sea TPO

Total Cost - \$6,777

PURPOSE

- ◆ Enhance integrated planning efforts by the utilization of partnerships that seek to integrate housing, transportation, water, and land use planning and investments.
- ◆ Provide support and coordinate efforts with local jurisdictions and agencies to help protect the environment, promote equitable development, and address the challenges of climate change.
- ◆ Target Federal funding opportunities for communities, whose strategies integrate transit oriented, mixed-use development, land recycling and increase community revitalization.
- ◆ Help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities.
- ◆ Help improve the transportation system in a manner that increases choices for transportation users, provide affordable connections from residences to employment centers and other key amenities, and enhance builds community and environmental sustainability.
- ◆ Provides support for improving economic vitality of the metropolitan planning area by improving productivity and efficiency of transportation corridors.
- ◆ Ensures the preservation of the existing transportation infrastructure.

PREVIOUS WORK

- ◆ Transit Alternate Funding Options Study. Completed May 2011.
- ◆ TPO staff support of Corridor Improvement Program activity. Completed as required.
- ◆ Participation and support for the US 92 Corridor Master Management Plan. Completed June 2015.
- ◆ PD&E study support including SR 483 and SR 40.
- ◆ Corridor studies including SR 415, LPGA Blvd Extension and SR 44.
- ◆ Phase I of the Corridor Improvement Program for US-1/SR 5 corridor. Completed March 2012.
- ◆ TPO staff support of Phase II of the US-1/SR 5 CIP. Completed Spring 2014.
- ◆ Phases 1 and 2 of the Corridor Improvement Program for US-17/92 and US 17 corridor. Completed June 2016.
- ◆ Completed an assessment of regional trails identifying trail gaps and opportunities for new alignments to be included in the State of Florida Office of Greenway and Trails 2015 update. Completed May 2015.

REQUIRED ACTIVITIES

- ◆ Support and assist with implementation of plans and other local and regional transportation planning and integrated transportation -land use planning efforts, as appropriate to help implement land use and transportation strategies included in mobility plans by supporting and funding transit and non-motorized (bicycle and pedestrian) opportunities.
- ◆ Develop a framework of shared goals and multimodal strategies to maximize system efficiency; balance movements of people, goods and services; promote economic vitality, and environment responsibility while maintaining quality of life.
- ◆ Work with Votran, cities, and the counties to coordinate mobility plans and the interconnected transportation system improvements and travel demand management strategies necessary to maintain and improve mobility for people and freight within and between the area addressed by the mobility plans.
- ◆ Revise the Long-Range Transportation Plan, TIP and Priority Project List, as may be appropriate, to incorporate projects called for in the adopted mobility plans.

END PRODUCTS

- ◆ Identify best practices to ensure those plans are carried through to localities. Ongoing.
- ◆ Standardized and efficient performance measures. Ongoing.
- ◆ Completed corridor studies including TPO support for corridor masterplans, PD&E studies and environmental analyses as programmed by FDOT. Ongoing.

Task 2.04 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$3,255	\$0	\$640	\$80	\$80	\$0	\$0	\$4,055
Task Total	\$3,255	\$0	\$640	\$80	\$80	\$0	\$0	\$4,055

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$2,222	\$0	\$400	\$50	\$50	\$0	\$0	\$2,722
Task Total	\$2,222	\$0	\$400	\$50	\$50	\$0	\$0	\$2,722

Task 2.04 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$3,255	\$0	\$640	\$80	\$80	\$0	\$0	\$4,055
Category Subtotal	\$3,255	\$0	\$640	\$80	\$80	\$0	\$0	\$4,055
Task Total	\$3,255	\$0	\$640	\$80	\$80	\$0	\$0	\$4,055

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$2,222	\$0	\$400	\$50	\$50	\$0	\$0	\$2,722
Category Subtotal	\$2,222	\$0	\$400	\$50	\$50	\$0	\$0	\$2,722
Task Total	\$2,222	\$0	\$400	\$50	\$50	\$0	\$0	\$2,722

TASK 2.05 - State and Regional Planning and Coordination

Responsible Agency - River to Sea TPO

Total Cost - \$45,809

PURPOSE

- ◆ Ensure compliance with planning requirements under Title 23 and Title 49, U.S.C., as amended by MAP-21 and FAST Acts.
- ◆ Provide assistance to FDOT and monitor activities associated with Future SIS Corridors, Freight Mobility and other initiatives.
- ◆ 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.
- ◆ Actively participate and utilize the Central Florida MPO Alliance to address and promote issues of regional interest and importance.

PREVIOUS WORK

- ◆ Interlocal agreements with Flagler County and Space Coast TPO.
- ◆ Participation in statewide Model Task Force.
- ◆ Cooperation and involvement with the Florida Freight Mobility and Trade Plan.
- ◆ Participation in MetroPlan Orlando's Regional Freight Study (2013).
- ◆ Participation in Central Florida Smart Growth Alliance.
- ◆ Development of interlocal agreements for the Transportation Regional Incentive Program.
- ◆ Development of CFMPOA list of Legislative Priorities and Regional List of Project Priorities.
- ◆ Creation of and participation in the Central Florida MPO Alliance.
- ◆ Participated in the update of the FDOT District 5 regional ITS architecture. Completed 2015.

REQUIRED ACTIVITIES

- ◆ Participate as part of the Statewide Model Task Force.
- ◆ Attend and provide support where necessary to quarterly meetings of the MPO Advisory Council and its subcommittees.
- ◆ Attend and actively participate in the FDOT/MPO Quarterly Meetings.
- ◆ 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.
- ◆ Attend and actively participate in regional and state-wide freight planning activities.

END PRODUCTS

- ◆ Continued involvement with the Statewide Model Task Force. Timeline/anticipated completion date for regional and state coordination: Ongoing.
- ◆ Participation in activities that support the regional vision created, accepted, and adopted by members of the CFMPOA and the ECFRPC. Timeline/anticipated completion date for regional and state coordination: Ongoing.
- ◆ Maintain active membership in the MPOAC and its subcommittees to help address issues of a regional and statewide nature. Timeline/anticipated completion date for regional and state coordination: Ongoing.
- ◆ Active participation with the Central Florida MPO Alliance in coordinating planning efforts for the near term and future transportation needs of Central Florida. Timeline/anticipated completion date for regional and state coordination: Ongoing.
- ◆ Participate in and support the development of a regional long range transportation plan. Estimated Timeline/completion: December 2017.

Task 2.05 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$18,665	\$0	\$3,680	\$460	\$460	\$0	\$0	\$23,265
Task Total	\$18,665	\$0	\$3,680	\$460	\$460	\$0	\$0	\$23,265

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$17,044	\$0	\$4,400	\$550	\$550	\$0	\$0	\$22,544
Task Total	\$17,044	\$0	\$4,400	\$550	\$550	\$0	\$0	\$22,544

Task 2.05 Estimated Budget Detail

Year 1 - FY 2016/17

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$13,665	\$0	\$3,680	\$460	\$460	\$0	\$0	\$18,265
Category Subtotal	\$13,665	\$0	\$3,680	\$460	\$460	\$0	\$0	\$18,265
Other Direct Expenses								
CFMPOA Administrative Support	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Category Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Task Total	\$18,665	\$0	\$3,680	\$460	\$460	\$0	\$0	\$23,265

Year 2 - FY 2017/18

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$12,044	\$0	\$4,400	\$550	\$550	\$0	\$0	\$17,544
Category Subtotal	\$12,044	\$0	\$4,400	\$550	\$550	\$0	\$0	\$17,544
Other Direct Expenses								
CFMPOA Administrative Support	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Category Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Task Total	\$17,044	\$0	\$4,400	\$550	\$550	\$0	\$0	\$22,544

TASK 2.06 - ITS/Traffic Operations/Safety Project Feasibility Studies

Responsible Agency - River to Sea TPO

Total Cost - \$262,175

PURPOSE

- Conduct studies to ensure that candidate projects for funding on the R2CTPO's List of Priority Traffic Operations, Safety and Local Initiatives Projects provides an appropriate, constructible and cost-effective solution to a significant traffic operations, mobility, accessibility, and/or safety issue.
- Develop reliable project estimates that fully consider project development requirements and costs.
- Implement a process that quickly advances high priority traffic operations, safety, and local initiatives (traffic operations focused) projects from concept to completion.

PREVIOUS WORK

- Utilize professional planning and engineering consultants to perform thorough, comprehensive planning-level feasibility studies on candidate projects submitted to the TPO for funding on our List of Priority Traffic Operations, Safety and Local Initiatives Projects.
- Manage consultants in strict accordance with contracts, and ensure that work performed under contract fully satisfies task orders.
- Engage project sponsors and stakeholders in the development of consultant task orders for each planning-level feasibility study to be performed, ensuring that studies will fully address the issues that have been identified and will assess all reasonable alternatives.

REQUIRED ACTIVITIES

- Utilize professional planning and engineering consultants to perform thorough, comprehensive planning-level feasibility studies on candidate projects submitted to the TPO for funding on our List of Priority Traffic Operations, Safety and Local Initiatives Projects.
- Manage consultants in strict accordance with contracts, and ensure that work performed under contract fully satisfies task orders.
- Engage project sponsors and stakeholders in the development of consultant task orders for each planning-level feasibility study to be performed, ensuring that studies will fully address the issues that have been identified and will assess all reasonable alternatives.

END PRODUCTS

- Completed planning-level feasibility studies. Timeline/anticipated completion date: Varied completion date for each study.
- Lists of Priority Projects that include high priority, cost-effective traffic operations, safety, and local initiatives (traffic operations focused) projects ready for programming and implementation. Timeline/anticipated completion date: Ongoing.
- An effective process for assessing candidate traffic operations, safety, and local initiatives (traffic operations focused) projects to ensure that they are necessary, cost-effective and appropriately prioritized relative to other candidate projects. Timeline/anticipated completion date: Ongoing.
- A traffic operations and safety analysis of high crash locations and crash types with clearly identified countermeasures. Timeline: March 2018 - September 2018.

Task 2.06 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	Other	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds		
R2CTPO	\$1,304	\$10,000	\$0	\$0	\$0	\$0	\$11,304
Consultant	\$0	\$124,998	\$0	\$0	\$0	\$0	\$138,887
Task Total	\$1,304	\$134,998	\$0	\$0	\$0	\$0	\$150,191

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$1,984	\$10,000	\$0	\$0	\$0	\$0	\$0	\$11,984
Consultant	\$0	\$90,000	\$0	\$0	\$0	\$0	\$10,000	\$100,000
Task Total	\$1,984	\$100,000	\$0	\$0	\$0	\$0	\$10,000	\$111,984

Task 2.06 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$1,304	\$10,000	\$0	\$0	\$0	\$0	\$0	\$11,304
Category Subtotal	\$1,304	\$10,000	\$0	\$0	\$0	\$0	\$0	\$11,304
Consultant Services								
Consultant Services	\$0	\$124,998	\$0	\$0	\$0	\$0	\$13,889	\$138,887
Category Subtotal	\$0	\$124,998	\$0	\$0	\$0	\$0	\$13,889	\$138,887
Task Total	\$1,304	\$134,998	\$0	\$0	\$0	\$0	\$13,889	\$150,191

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$1,984	\$10,000	\$0	\$0	\$0	\$0	\$0	\$11,984
Category Subtotal	\$1,984	\$10,000	\$0	\$0	\$0	\$0	\$0	\$11,984
Consultant Services								
Consultant Services	\$0	\$90,000	\$0	\$0	\$0	\$0	\$10,000	\$100,000
Category Subtotal	\$0	\$90,000	\$0	\$0	\$0	\$0	\$10,000	\$100,000
Task Total	\$1,984	\$100,000	\$0	\$0	\$0	\$0	\$10,000	\$111,984

TASK 2.07 - Community Transportation Survey

Responsible Agency - River to Sea TPO

Total Cost - \$56,840

PURPOSE

- ◆ Survey the public to collect useful baseline data/marketing research about perceptions of relevant transportation issues.
- ◆ Increase awareness and branding of the TPO throughout the planning area.
- ◆ Increase the TPO database of interested residents, businesses, and visitors, and improve public outreach coordination with other transportation entities.

PREVIOUS WORK

- ◆ The baseline "Tell the TPO" Survey Campaign Summary was adopted by Resolution 2014-32 on September 24, 2014.
- ◆ The 2016 "Tell the TPO" Survey Campaign Summary is scheduled to be adopted In August 2016.

REQUIRED ACTIVITIES

- ◆ Develop a transportation issues survey that serves to collect public input and inform the public of the TPO.
- ◆ Deploy the survey through multiple outlets including electronic web-based, news, radio and other print media.
- ◆ Compile a database of survey results and add new entries to the contact database.

END PRODUCTS

- ◆ An expanded public participation contact list. Timeline/anticipated completion date: June 2018.
- ◆ A completed "Tell the TPO" Survey Report. ECD: June 2018

Task 2.07 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$5,876	\$0	\$0	\$0	\$0	\$0	\$0	\$5,876
Task Total	\$5,876	\$0	\$0	\$0	\$0	\$0	\$0	\$5,876

Year 2 - FY 2017/18

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$10,964	\$0	\$0	\$0	\$0	\$0	\$0	\$10,964
Other Agency	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Task Total	\$10,964	\$0	\$0	\$0	\$0	\$0	\$40,000	\$50,964

Task 2.07 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$5,876	\$0	\$0	\$0	\$0	\$0	\$0	\$5,876
Category Subtotal	\$5,876	\$0	\$0	\$0	\$0	\$0	\$0	\$5,876
Task Total	\$5,876	\$0	\$0	\$0	\$0	\$0	\$0	\$5,876

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$10,964	\$0	\$0	\$0	\$0	\$0	\$0	\$10,964
Category Subtotal	\$10,964	\$0	\$0	\$0	\$0	\$0	\$0	\$10,964
Other Agency								
Other Agency	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Task Total	\$10,964	\$0	\$0	\$0	\$0	\$0	\$40,000	\$50,964

TASK 2.08 - General Planning Studies and Initiatives

Responsible Agency - River to Sea TPO

Total Cost - \$157,184

PURPOSE

- Maintain flexibility in program support for area initiatives including the deployment of Intelligent Transportation Systems (ITS) and Advanced Traffic Management Systems (ATMS), coordination of transportation and land use, improving intermodal connectivity and freight mobility, data collection efforts to improve the regional transportation model, and other activities that may be required.
- Support partners throughout the TPO planning area with resources needed to complete planning efforts.
- Oversee consultant activity, coordinate with local staff efforts, and provide the necessary technical assistance to support the local governments in utilization of the TPO's general planning consultant (GPC).
- Resiliency/Vulnerability Adaptation Assessments: Identifying plausible scenarios and their potential ramifications of storm surges/sea level rise to the area's transportation infrastructure and operations.
- Provide general transportation planning support utilizing TPO staff and consultants as needed to ensure a continuous, coordinated, and cooperative planning program.
- Monitor and provide support for economic development and tourism related activities throughout the planning area.

PREVIOUS WORK

- An update to the Transportation Impact Analysis (TIA) Methodology. Phase I completed in December 2015. Phase II ongoing.
- Participate in regional discussions and coordination efforts to improve planning tools and support data that guides decision-making.
- A completed Bicycle/Pedestrian Safety Mobility Study for the SR A1A corridor. Anticipated completion date: June 2016.
- Conducted the annual TPO Board Retreat with a focus on the impact and role of emerging technologies on transportation.
- Provided planning technical assistance and financial support relating to bicycle and pedestrian planning and project implementation to small local governments within the TPO's planning area. Recurring as needed.
- Provided planning and engineering support to small local governments in order to advance their priority projects.
- Worked with East Central Florida Regional Planning Council (ECFRPC), Volusia and Flagler Counties and FDOT in supporting efforts in sea level rise vulnerability assessment study. Completed June 2016.
- Completed SR/CR A1A Pedestrian Safety & Mobility Study. Estimated Completion June 2016.

REQUIRED ACTIVITIES

- 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.
- Develop a Transportation Corridor Livability Plan (TCLP) that focuses on short range objectives and measures over a 10 year timeframe.
 - Convene and facilitate "Transportation Corridor" working groups to help identify and describe the challenges and opportunities of the future so that our planning and implementation choices can meet both our short term and long term needs:
 - Help in data collection and analysis to facilitate integrated planning, and to implement and assess projects that forward livability principles.
 - Identify programs that would expand transit access for low-income persons and increase the planning and project development capabilities of local communities.
 - Work to achieve critical environmental justice goals and other environmental goals by targeting development to locations that already have infrastructure and offer transportation choices.
 - Examine the land use implications of air quality standards; and, in cooperation with local agencies identify and recommend policies and actions at the local and individual level that would help the region stay in, "attainment status".
- Complete activities needed to incorporate sustainability and resiliency into the transportation planning activities of the TPO.
- Assess Sea Level Rise Vulnerability for the Flagler County Urbanized Area.

END PRODUCTS

- Reports analyses and findings needed for transportation systems improvements. Timeline/anticipated completion date: Ongoing.
- Transportation Corridor Livability Plan (TCLP) that focuses on short range objectives and measures over a 10 year timeframe. Timeline/anticipated completion date: June 2018.
- A Sea Level Rise Vulnerability Assessment Report that examines potential sea level rise, erosion and coastal flooding impacts. Timeline/anticipated completion date: September 2016.
- A report outlining severe weather and system resiliency efforts and implementation strategies in transportation. Timeline/anticipated completion date: August 2017.
- Improved coordination and documentation of activities supporting economic development and tourism. Ongoing.
- A report outlining sea level rise vulnerability for the Flagler County Urbanized Area. Timeline/anticipated completion date: June 2019.

Task 2.08 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$53,369	\$0	\$10,800	\$1,350	\$1,350	\$0	\$0	\$66,869
Consultant	\$20,779	\$0	\$0	\$0	\$0	\$0	\$0	\$20,779
Task Total	\$74,148	\$0	\$10,800	\$1,350	\$1,350	\$0	\$0	\$87,648

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$43,136	\$0	\$5,120	\$640	\$640	\$0	\$0	\$49,536
Consultant	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Task Total	\$63,136	\$0	\$5,120	\$640	\$640	\$0	\$0	\$69,536

Task 2.08 Estimated Budget Detail

Year 1 - FY 2016/17

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match - FTA Funds</u>	<u>Local Match - FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$53,369	\$0	\$10,800	\$1,350	\$1,350	\$0	\$0	\$66,869
Category Subtotal	\$53,369	\$0	\$10,800	\$1,350	\$1,350	\$0	\$0	\$66,869
Consultant Services								
Consultant Services	\$20,779	\$0	\$0	\$0	\$0	\$0	\$0	\$20,779
Category Subtotal	\$20,779	\$0	\$0	\$0	\$0	\$0	\$0	\$20,779
Task Total	\$74,148	\$0	\$10,800	\$1,350	\$1,350	\$0	\$0	\$87,648

Year 2 - FY 2017/18

Budget	FHWA	FHWA	FTA	State	Local		Other	
Category/Budget Item	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds	TD Funds	Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$43,136	\$0	\$5,120	\$640	\$640	\$0	\$0	\$49,536
Category Subtotal	\$43,136	\$0	\$5,120	\$640	\$640	\$0	\$0	\$49,536
Consultant Services								
Consultant Services	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Category Subtotal	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Task Total	\$63,136	\$0	\$5,120	\$640	\$640	\$0	\$0	\$69,536

TASK 2.09 - Intelligent Transportation Systems (ITS) Planning

Responsible Agency - River to Sea TPO

Total Cost - \$226,358

PURPOSE

- ◆ Help member agencies negotiate the systems engineering process and to support their efforts to procure and deploy ITS technologies that conform to the Regional Architecture and priorities.
- ◆ Maintain an up-to-date Regional ITS Architecture and ITS system deployment strategy.
- ◆ Identify and prioritize cost-effective ITS projects for programming in the TPO's TIP.
- ◆ Develop policies, plans, and strategies to implement ITS projects in coordination with regional partner agencies.
- ◆ Provide technical assistance and guidance to the TPO's member agencies related to the planning, design, permitting, and implementation of an integrated regional ITS system.
- ◆ Encourage and support the implementation of cost-effective Intelligent Transportation System (ITS) technologies, integrated across jurisdictional boundaries, for the purpose of improving the safety, security, and efficiency of the surface transportation systems.

PREVIOUS WORK

- ◆ Completed the "Countywide Emergency Vehicle Preemption Study for Volusia County" (July 2009).
- ◆ Participated in the update of the FDOT District 5 regional ITS architecture. Completed 2015.
- ◆ Convened a working group of traffic engineers and other professionals to develop a strategy for advancing ITS projects that effectively address issues relating to traffic operations and safety. November 2014.
- ◆ Completed Phase 1 of an ITS Master Plan for the R2CTPO's planning area. Completed June 2016.

REQUIRED ACTIVITIES

- ◆ Utilize professional consultant services to complete Phase II of the TPO's ITS Master Plan including a prioritized list of ITS projects and strategies as well as evaluation criteria appropriate for selecting and prioritizing ITS projects for funding through the TPO's annual "Call for Projects".
- ◆ Ensure that the TPO Board, staff, and subcommittee members are properly informed of ITS issues and opportunities.
- ◆ Participate as a member in the FDOT District 5 TSM&O Consortium, "ITS Florida", and/or other ITS educational and information-sharing organizations.
- ◆ Monitor advances in ITS technology and its application for improving operational safety, efficiency, security, and reliability of the surface transportation system.
- ◆ Establish a standing working group of traffic engineers and other transportation professionals to: 1) guide the TPO's efforts to support and encourage the deployment of projects that serve an effective, integrated regional ITS system; and 2) coordinate incident management, ITS, congestion management, and other traffic/transit operations issues for the purpose of better linking planning and operations to improve decision-making and the overall effectiveness of transportation systems.
- ◆ Update the River to Sea TPO's Regional ITS Architecture as needed.

END PRODUCTS

- ◆ A completed ITS Master Plan for the R2CTPO's planning area. Timeline/anticipated completion date: June 2018.
- ◆ Clear written guidelines for identifying and prioritizing cost-effective ITS projects for implementation. Timeline/anticipated completion date: September 2017.
- ◆ Updates to the River to Sea TPO's Regional ITS Architecture. Timeline/anticipated completion date: as needed.
- ◆ TPO Board, staff, and subcommittee members that are well informed regarding ITS issues and opportunities. Timeline/anticipated completion date: Ongoing.

Task 2.09 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$22,911	\$0	\$0	\$0	\$0	\$0	\$0	\$22,911
Consultant	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
Task Total	\$82,911	\$0	\$0	\$0	\$0	\$0	\$0	\$82,911

Year 2 - FY 2017/18

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$13,447	\$0	\$0	\$0	\$0	\$0	\$0	\$13,447
Consultant	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$130,000
Task Total	\$13,447	\$130,000	\$0	\$0	\$0	\$0	\$0	\$143,447

Task 2.09 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds			
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$22,911	\$0	\$0	\$0	\$0	\$0	\$0	\$22,911
Category Subtotal	\$22,911	\$0	\$0	\$0	\$0	\$0	\$0	\$22,911
Consultant Services								
Consultant Services	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
Category Subtotal	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
Task Total	\$82,911	\$0	\$0	\$0	\$0	\$0	\$0	\$82,911

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds			
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$13,447	\$0	\$0	\$0	\$0	\$0	\$0	\$13,447
Category Subtotal	\$13,447	\$0	\$0	\$0	\$0	\$0	\$0	\$13,447
Consultant Services								
Consultant Services	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$130,000
Category Subtotal	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$130,000
Task Total	\$13,447	\$130,000	\$0	\$0	\$0	\$0	\$0	\$143,447

Section 3 Bicycle, Pedestrian, and Community Safety Programs

TASK 3.01 - Community Safety-Related Program

Responsible Agency - River to Sea TPO

Total Cost - \$53,021

PURPOSE

- ♦ Develop a Pedestrian/Bicycle Safety Action Plan (PSAP) to reduce the number and severity of pedestrian or bicycle crashes in the R2CTPO Planning Area.
- ♦ To distribute and promote bicycle and pedestrian safety-related information such as the Bicycle Safety Decal promoting Florida Statute 316.083, the Walk and Ride Bicycle & Pedestrian Safety Video, Volusia County Bicycling Map for the Experienced Cyclist and Public Service Announcements.
- ♦ To work with the Volusia Community Traffic Safety Teams (CTSTs) in finding solutions to local safety problems.
- ♦ To provide assistance in promoting the function and mission of the CTSTs.
- ♦ To participate in annual safety related programs such as “International Walk to School Day”, “White Cane Safety Awareness Day”, “and National Trails Day Celebration”.
- ♦ Continue efforts to highlight the “5 E’s” (Engineering, Enforcement, Education, Encouragement and Evaluation) of bicycle and pedestrian safety.
- ♦ Ensure compliance with FAST Act planning requirements.

PREVIOUS WORK

- ♦ Bicycle/Pedestrian Advisory Committee (BPAC) bicycle safety awareness decal. Completed June 2008.
- ♦ Successful Pedestrian Safety Action Plan Workshop in Volusia County. Completed October 2014.
- ♦ Completed the Walk and Ride Bicycle and Pedestrian Safety Video and Public Service Announcements. Completed November 30, 2012.
- ♦ Participation with the FDOT Alert Today, Alive Tomorrow Safety Program. Ongoing.
- ♦ Participation with the Volusia/Flagler Safe Kids Coalition. Ongoing.
- ♦ Completed Bicycle and Pedestrian School Safety Review Studies. Completed July 31, 2011.
- ♦ Completed Pedestrian Crosswalk Enforcement Workshops and Field Enforcement Exercises in Daytona Beach, Daytona Beach Shores, DeLand, Deltona, New Smyrna Beach and Orange City. Completed June 11, 2014.
- ♦ Active participation in Bicycle Helmet Fitting Events.
- ♦ Participation in the East and West Volusia CTST over the last several years.

REQUIRED ACTIVITIES

- ♦ Develop a formal process to identify types of projects (spot locations, corridors, targeted areas, entire jurisdictions) for pedestrian and bicycle safety improvements.
- ♦ Collect and analyze crash data using Signal Four Analytics (county and local roadways) and CARS (state roadways) crash databases.
- ♦ Perform a safety screening analysis of the TPO Planning Area to identify focus areas for in-depth safety analysis.
- ♦ Conduct Pedestrian/Bicycle Safety Audits for focus areas (contingent on grant funding for engineering support).
- ♦ Develop safety countermeasures using FHWA Pedestrian Safety Guide and Countermeasure Selection System (PEDSAFE) and Bicycle Safety Guide and Countermeasure Selection System (BIKESAFE) (contingent on grant funding for engineering support).
- ♦ Develop an implementation strategy (short term, medium term and long term) for safety countermeasures.
- ♦ Continued participation with the Volusia/Flagler Safe Kids Coalition.
- ♦ Distribution of Walk and Ride Bicycle & Pedestrian Safety Video and Public Service Announcements to promote safe bicycling and pedestrian practices.
- ♦ Coordinate and provide workshops and educational opportunities to address pedestrian safety issues, problems and solutions.
- ♦ Continued participation in community safety programs, including the East and West Volusia and Flagler County Community Traffic Safety Teams.

END PRODUCTS

- ◆ Schedule of bicycle helmet fitting events (at least 12 events annually).
- ◆ Successful outreach effort including participation in International Walk to School Day. Ongoing.
- ◆ A comprehensive and ongoing "5 E's" (engineering, education, enforcement, encouragement and evaluation) program.
- ◆ Support goals of the Florida Strategic Highway Safety Plan. Ongoing.

Task 3.01 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$14,640	\$0	\$0	\$0	\$0	\$0	\$10,000	\$24,640
Task Total	\$14,640	\$0	\$0	\$0	\$0	\$0	\$10,000	\$24,640

Year 2 - FY 2017/18

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$18,381	\$0	\$0	\$0	\$0	\$0	\$10,000	\$28,381
Task Total	\$18,381	\$0	\$0	\$0	\$0	\$0	\$10,000	\$28,381

Task 3.01 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds			
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$14,640	\$0	\$0	\$0	\$0	\$0	\$0	\$14,640
Category Subtotal	\$14,640	\$0	\$0	\$0	\$0	\$0	\$0	\$14,640
Other Direct Expenses								
Helmets and Other Safety Items	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Task Total	\$14,640	\$0	\$0	\$0	\$0	\$0	\$10,000	\$24,640

Year 2 - FY 2017/18

Budget	FHWA	FHWA	FTA	State	Local		Other	
Category/Budget Item	PL Funds	SU Funds	5305(d) Funds	Match - FTA Funds	Match - FTA Funds	TD Funds	Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$18,381	\$0	\$0	\$0	\$0	\$0	\$0	\$18,381
Category Subtotal	\$18,381	\$0	\$0	\$0	\$0	\$0	\$0	\$18,381
Other Direct Expenses								
Helmets and Other Safety Items	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Task Total	\$18,381	\$0	\$0	\$0	\$0	\$0	\$10,000	\$28,381

TASK 3.02 - Bicycle/Pedestrian Planning and Implementation

Responsible Agency - River to Sea TPO

Total Cost - \$82,240

PURPOSE

- ◆ Encourage sound planning by coordinating with TPO member governments.
- ◆ Ensure compliance with planning requirements under Title 23 and Title 49, U.S.C., as amended by the FAST Act.
- ◆ Prioritize bicycle and pedestrian projects based on criteria approved by the TPO Board.
- ◆ Pursue additional grant programs to help implement a safe and efficient bicycle and pedestrian system
- ◆ Implement the existing Bicycle and Pedestrian Plan.
- ◆ Create a new Bicycle and Pedestrian Plan encompassing the entire R2CTPO Planning Area.
- ◆ Create a Sidewalk Plan for the Bicycle and Pedestrian Plan.
- ◆ Maintain and expand an integrated bicycle and pedestrian transportation system.
- ◆ Research and identify additional funding sources and opportunities.
- ◆ Promote safe bicycling and walking by planning and implementing projects.
- ◆ Promote Complete Streets Policies.

PREVIOUS WORK

- ◆ Bicycle/Pedestrian Plan. Ongoing.
- ◆ Volusia County Bicycling Map for the Experienced Cyclist. Completed August 30, 2014.
- ◆ Bicycle & Pedestrian Feasibility Studies. Ongoing.
- ◆ Bicycle & Pedestrian School Safety Review Studies. Completed July 31, 2011.
- ◆ Successful Complete Streets Workshop. Completed June 13, 2014.

REQUIRED ACTIVITIES

- ◆ In partnership with local governments, Volusia and Flagler County Schools, Votran, FDOT, FDEP Office of Greenways and Trails and the Florida Bicycle Association continue efforts to collect, maintain and update an inventory of the bicycle and pedestrian facilities located within the R2CTPO's planning area.
- ◆ Refine, as needed, the bicycle and pedestrian funding criteria and identify projects for future funding.
- ◆ Bicycle/Pedestrian List of Prioritized Projects.
- ◆ Continued coordination with stakeholders (including Space Coast TPO, FDOT, FDEP, Brevard, Flagler, Putnam, St. Johns and Volusia Counties) to develop the St. Johns River to Sea Loop Trail and Coast to Coast Connector Trail.
- ◆ Continue bicycle/pedestrian feasibility studies (to FDOT standards) for projects on the R2CTPO's List of Prioritized Bicycle/Pedestrian Projects.

END PRODUCTS

- ◆ A Bicycle and Pedestrian Masterplan for the planning area. Timeline/anticipated completion date: November 2017.
- ◆ Adopted Bicycle Suitability Map (June 2018).
- ◆ Updated Regional Trails Corridor Assessment map. Timeline/anticipated completion date: June 2018.

Task 3.02 Summary Task Funding Source

Year 1 - FY 2016/17

Responsible Agency	FHWA	FHWA	FTA	State	Local	TD Funds	Other Funds	Total
	PL Funds	SU Funds	5305(d) Funds	Match for FTA Funds	Match for FTA Funds			
R2CTPO	\$41,548	\$0	\$0	\$0	\$0	\$0	\$0	\$41,548
Task Total	\$41,548	\$0	\$0	\$0	\$0	\$0	\$0	\$41,548

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$40,692	\$0	\$0	\$0	\$0	\$0	\$0	\$40,692
Task Total	\$40,692	\$0	\$0	\$0	\$0	\$0	\$0	\$40,692

Task 3.02 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$41,423	\$0	\$0	\$0	\$0	\$0	\$0	\$41,423
Category Subtotal	\$41,423	\$0	\$0	\$0	\$0	\$0	\$0	\$41,423
Other Direct Expenses								
Membership Dues	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$125
Category Subtotal	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$125
Task Total	\$41,548	\$0	\$0	\$0	\$0	\$0	\$0	\$41,548

Note: "Membership Dues" includes the TPO's membership dues for the Florida Bicycle Association.

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$40,567	\$0	\$0	\$0	\$0	\$0	\$0	\$40,567
Category Subtotal	\$40,567	\$0	\$0	\$0	\$0	\$0	\$0	\$40,567
Other Direct Expenses								
Membership Dues	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$125
Category Subtotal	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$125
Task Total	\$40,692	\$0	\$0	\$0	\$0	\$0	\$0	\$40,692

Note: "Membership Dues" includes the TPO's membership dues for the Florida Bicycle Association.

TASK 3.03 - Bicycle/Pedestrian Project Feasibility Studies

Responsible Agency - River to Sea TPO

Total Cost - \$259,233

PURPOSE

- ◆ Conduct studies to ensure that candidate projects for funding under the R2CTPO's SU Set-Aside for bicycle and pedestrian projects provide an appropriate, constructible, and cost-effective solution to a significant bicycling and/or pedestrian 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 completion.
- ◆ To continue bicycle/pedestrian feasibility studies in order to expedite the construction of selected projects.

PREVIOUS WORK

- ◆ Completed numerous feasibility studies over previous years resulting in the programming and implementation of high priority bicycle and pedestrian projects.
- ◆ Completed a consultant selection process that fully complied with applicable rules and regulations, and that resulted in the selection of qualified professional planning and engineering consultants to perform complete and accurate planning-level feasibility studies for bicycle and pedestrian projects.
- ◆ Completed a revised Scope of Services for bicycle and pedestrian feasibility studies with emphasis on the use of right-of-way planning cost estimates using FDOT District 5 standards and Long Range Estimate (LRE) figures associated with design and construction costs.

REQUIRED ACTIVITIES

- ◆ 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.
- ◆ 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.

END PRODUCTS

- ◆ Completed planning-level feasibility studies. Timeline/anticipated completion date: Varied completion for each study.
- ◆ 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.
- ◆ Lists of Priority Projects that include high priority, cost effective bicycle and pedestrian projects ready for programming and implementation. Timeline/anticipated completion date: August, 2016.

Task 3.03 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$138	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,138
Consultant	\$0	\$124,997	\$0	\$0	\$0	\$0	\$13,889	\$138,886
Task Total	\$138	\$134,997	\$0	\$0	\$0	\$0	\$13,889	\$149,024

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$209	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,209
Consultant	\$0	\$90,000	\$0	\$0	\$0	\$0	\$10,000	\$100,000
Task Total	\$209	\$100,000	\$0	\$0	\$0	\$0	\$10,000	\$110,209

Task 3.03 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$138	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,138
Category Subtotal	\$138	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,138
Consultant Services								
Consultant Services	\$0	\$124,997	\$0	\$0	\$0	\$0	\$13,889	\$138,886
Category Subtotal	\$0	\$124,997	\$0	\$0	\$0	\$0	\$13,889	\$138,886
Task Total	\$138	\$134,997	\$0	\$0	\$0	\$0	\$13,889	\$149,024

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$209	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,209
Category Subtotal	\$209	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,209
Consultant Services								
Consultant Services	\$0	\$90,000	\$0	\$0	\$0	\$0	\$10,000	\$100,000
Category Subtotal	\$0	\$90,000	\$0	\$0	\$0	\$0	\$10,000	\$100,000
Task Total	\$209	\$100,000	\$0	\$0	\$0	\$0	\$10,000	\$110,209

TASK 3.04 - Pedestrian Safety Action Plan

Responsible Agency - River to Sea TPO

Total Cost - \$0

PURPOSE

- ♦ A Pedestrian Safety Action Plan (PSAP) is a plan developed by community stakeholders that is intended to improve pedestrian safety in the community.

PREVIOUS WORK

- ♦ Successful Pedestrian Safety Action Plan Workshop in Volusia County. Completed June 25, 2008.
- ♦ Bicycle & Pedestrian School Safety Review Studies. Completed July 31, 2011.

REQUIRED ACTIVITIES

- ♦ Develop a formal process to identify types of projects (spot locations, corridors, targeted areas, entire jurisdictions) for pedestrian safety improvements.
- ♦ Perform a safety screening analysis of the TPO Planning Area to identify focus areas for in-depth safety analysis.
- ♦ Conduct Pedestrian Safety Audits for focus areas.
- ♦ Develop safety countermeasures designed to eliminate pedestrian and bicycle crashes.
- ♦ Develop an implementation strategy (short term, medium term and long term) for safety countermeasures.
- ♦ Prepare PSAP Report.
- ♦ Develop a mechanism to evaluate results and refine the PSAP.
- ♦ Hire a General Planning Consultant to perform Pedestrian Safety Audits for focus areas.

END PRODUCTS

- ♦ Adopted Pedestrian Safety Action Plan for the River to Sea TPO planning area. Timeline/anticipated completion date: June, 2018.

Task 3.04 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Task Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Task Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Task 3.04 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Task Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Task Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TASK 3.05 - Flagler Bicycle and Pedestrian School Safety Review Studies

Responsible Agency - River to Sea TPO

Total Cost - \$87,095

PURPOSE

- ◆ Increase mobility and safety for students who bicycle and walk to school.
- ◆ Recommended Safety Improvement Projects.
- ◆ Support goals of the Florida Strategic Highway Safety Plan and Safe Routes to School National Partnership.
- ◆ Supports Safe Routes to School initiatives.
- ◆ Improve coordination, communication, and involvement of Flagler County Schools in TPO

PREVIOUS WORK

- ◆ Bicycle & Pedestrian School Safety Review Studies in Volusia County. Completed July 31, 2011.
- ◆ Walk and Ride Bicycle and Pedestrian Safety Video . Completed November 30, 2012.

REQUIRED ACTIVITIES

- ◆ Coordinate with Flagler County Public Schools, Flagler County Government, Cities of Bunnell and Palm Coast, FDOT and Consultants.
- ◆ Document existing conditions within a 2 mile radius of selected school campuses.
- ◆ Identify safety issues and recommend safety countermeasures.
- ◆ Create safety assessment report and bicycle & pedestrian master plans with recommended safety improvement projects (engineering support required).
- ◆ Develop cost estimate and constructability analysis for each recommended safety improvement project (engineering support required).

END PRODUCTS

- ◆ Bicycle & Pedestrian Safety Assessment Reports and Master Plans for the following schools: Belle Terre Elementary, Bunnell Elementary, Old Kings Elementary, Rymfire Elementary, Wadsworth Elementary, Buddy Taylor Middle, and Indian Trails Middle. Estimated Completion Date: June 2017.
- ◆ Anticipated completion date: June 2017.

Task 3.05 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$7,095	\$0	\$0	\$0	\$0	\$0	\$0	\$7,095
Consultant	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Task Total	\$7,095	\$80,000	\$0	\$0	\$0	\$0	\$0	\$87,095

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
Task Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Task 3.05 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$7,095	\$0	\$0	\$0	\$0	\$0	\$0	\$7,095
Category Subtotal	\$7,095	\$0	\$0	\$0	\$0	\$0	\$0	\$7,095
Consultant Services								
Consultant Services	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Category Subtotal	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Task Total	\$7,095	\$80,000	\$0	\$0	\$0	\$0	\$0	\$87,095

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Task Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Section 4 Transit and Transportation Disadvantaged Programs

TASK 4.01 - Transit-Related Activities and TD Program

Responsible Agency - River to Sea TPO

Total Cost - \$231,910

PURPOSE

- ♦ Provide continuous technical planning assistance for local government and transit agencies.
- ♦ Improve regional transit connectivity in the TPO's planning region.
- ♦ Identify transit development priorities for the region.
- ♦ Enhance local coordination in developing transit projects.
- ♦ Continue to improve coordinated transportation services to meet the mobility needs of the TPO region's transportation disadvantaged groups.

PREVIOUS WORK

- ♦ Maintained an active Transportation Disadvantaged Local Coordinating Board (TDLCB).
- ♦ Maintained active involvement in SunRail's Technical Advisory Committee.
- ♦ Assisted Voltran in updating the Transit Development Plan (TDP). Approved September 2011.
- ♦ Assisted Voltran in updating the Transit Development Service Plan (TDSP). Approved May 2015.
- ♦ Assisted in maintaining Volusia County's bus transit database. Ongoing (Upon request)
- ♦ Produced Volusia County's Annual Operation Report (AOR). Submitted 2015.
- ♦ CTC used TDSP as a foundation for the development of the Human Services Plan and the TDLCB used TDSP as a monitoring tool for bus services. Ongoing.

REQUIRED ACTIVITIES

- ♦ Provide project oversight and administrative services for consulting team.
- ♦ Provide on-time performance evaluation for CTC's fixed bus route system.
- ♦ Provide ongoing support of the TPO region's transit agencies.
- ♦ Ensure that the TDLCB monitors and evaluates the Community Transportation Coordinator (CTC).
- ♦ Provide at least one public hearing annually by the TDLCB.
- ♦ Provide ongoing staff support to the TDLCB and its subcommittees.
- ♦ Provide necessary information to the elected officials of participating Boards (Voltran, METROPLAN, LYNX and etc.).
- ♦ Provide on-going technical and planning staff support to transit activities and programs in Volusia and Flagler County.
- ♦ Participate as a member of the Central Florida Commuter Rail Commission Technical Advisory Committee.
- ♦ Participate in regional transit studies and communications that provide significant mobility improvement in the region.
- ♦ Conduct the Automated Pedestrian Signals (APS) Action Plan to implement ADA compliance in transit operation and local development.
- ♦ Assist in preparing Volusia County's Bus Stop Improvement Plan.
- ♦ Research/conduct studies of transit oriented corridor plans and actively seek local support for the discussion.
- ♦ Provide any additional Transportation Disadvantaged (TD) studies as required.
- ♦ Maintain a well-updated TPO transit database, including (but not limited to) ArcGIS map database, bus route updates, SunRail development documentations and etc.
- ♦ Work to enhance the ADA compliance in current public transportation system.
- ♦ Help guide sustainable development by updating transit design guidelines and transit development plans.
- ♦ Provide grant support and other annual reports updates under FTA and the transit disadvantaged program.
- ♦ Provide assistance during the LRTP update process.

END PRODUCTS

- ♦ An Automated Pedestrian Signals (APS) Action Plan. (Timeline: June 2017).
- ♦ Active involvement in SunRail (commuter rail) as it develops with updates provided to elected officials. Timeline/anticipated completion date: Ongoing.

- ◆ Active involvement in Volusia Connector Study conducted by FDOT as it develops with updates provided to elected officials. Timeline/anticipated completion date: July 2016.
- ◆ Increase communication with state and regional transit partners. Timeline/anticipated completion date: Ongoing.
- ◆ An active Transportation Disadvantaged Local Coordinating Board (TDLCB).Timeline/anticipated completion date: Ongoing.
- ◆ Produce annual and quarterly report and required plan updates, including Volusia County’s annual AOR report, TDSP annual update report, CTD quarterly program report, and other required report updates. Timeline/anticipated completion date: Annually and Ongoing.
- ◆ Provide assistance to the TPO’s GIS and LRTP update as needed.

Task 4.01 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$0	\$0	\$63,896	\$7,986	\$7,986	\$29,505	\$0	\$109,373
Task Total	\$0	\$0	\$63,896	\$7,986	\$7,986	\$29,505	\$0	\$109,373

Year 2 - FY 2017/18

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$0	\$0	\$73,630	\$9,203	\$9,203	\$30,501	\$0	\$122,537
Task Total	\$0	\$0	\$73,630	\$9,203	\$9,203	\$30,501	\$0	\$122,537

Task 4.01 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$0	\$0	\$20,567	\$2,571	\$2,571	\$27,505	\$0	\$53,214
Category Subtotal	\$0	\$0	\$20,567	\$2,571	\$2,571	\$27,505	\$0	\$53,214
Travel								
Travel Expenses	\$0	\$0	\$1,000	\$125	\$125	\$1,500	\$0	\$2,750
Category Subtotal	\$0	\$0	\$1,000	\$125	\$125	\$1,500	\$0	\$2,750
Other Direct Expenses								
Office Rent	\$0	\$0	\$25,826	\$3,228	\$3,228	\$0	\$0	\$32,282
Utilities	\$0	\$0	\$1,294	\$162	\$162	\$0	\$0	\$1,618
Cleaning Services/Supplies	\$0	\$0	\$1,000	\$125	\$125	\$0	\$0	\$1,250
Storage Unit Rent	\$0	\$0	\$1,600	\$200	\$200	\$0	\$0	\$2,000
Conference, Workshops & Seminar Registrations	\$0	\$0	\$400	\$50	\$50	\$0	\$0	\$500
Fees	\$0	\$0	\$661	\$82	\$82	\$0	\$0	\$825
Membership Dues	\$0	\$0	\$120	\$15	\$15	\$0	\$0	\$150
Publications	\$0	\$0	\$210	\$26	\$26	\$0	\$0	\$262
Copy Expense	\$0	\$0	\$3,600	\$450	\$450	\$500	\$0	\$5,000
Professional Services	\$0	\$0	\$4,258	\$532	\$532	\$0	\$0	\$5,322
Liability and Equipment Insurance	\$0	\$0	\$2,200	\$275	\$275	\$0	\$0	\$2,750
Repairs	\$0	\$0	\$200	\$25	\$25	\$0	\$0	\$250
Software	\$0	\$0	\$360	\$45	\$45	\$0	\$0	\$450
Telephone	\$0	\$0	\$600	\$75	\$75	\$0	\$0	\$750
Category Subtotal	\$0	\$0	\$42,329	\$5,290	\$5,290	\$500	\$0	\$53,409
Task Total	\$0	\$0	\$63,896	\$7,986	\$7,986	\$29,505	\$0	\$109,373

Note: "Fees" includes expenses such as accounting system maintenance and bank fees.
 "Professional Services" includes expenses such as auditing services and legal services.

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$0	\$0	\$30,300	\$3,788	\$3,788	\$28,501	\$0	\$66,377
Category Subtotal	\$0	\$0	\$30,300	\$3,788	\$3,788	\$28,501	\$0	\$66,377
Travel								
Travel Expenses	\$0	\$0	\$1,000	\$125	\$125	\$1,500	\$0	\$2,750
Category Subtotal	\$0	\$0	\$1,000	\$125	\$125	\$1,500	\$0	\$2,750
Other Direct Expenses								
Office Rent	\$0	\$0	\$25,826	\$3,228	\$3,228	\$0	\$0	\$32,282
Utilities	\$0	\$0	\$1,294	\$162	\$162	\$0	\$0	\$1,618
Cleaning Services/Supplies	\$0	\$0	\$1,000	\$125	\$125	\$0	\$0	\$1,250
Storage Unit Rent	\$0	\$0	\$1,600	\$200	\$200	\$0	\$0	\$2,000
Conference, Workshops & Seminar Registrations	\$0	\$0	\$400	\$50	\$50	\$0	\$0	\$500
Fees	\$0	\$0	\$1,461	\$182	\$182	\$0	\$0	\$1,825
Membership Dues	\$0	\$0	\$120	\$15	\$15	\$0	\$0	\$150
Publications	\$0	\$0	\$210	\$26	\$26	\$0	\$0	\$262
Copy Expense	\$0	\$0	\$3,600	\$450	\$450	\$500	\$0	\$5,000
Professional Services	\$0	\$0	\$3,459	\$432	\$432	\$0	\$0	\$4,323
Liability and Equipment Insurance	\$0	\$0	\$2,200	\$275	\$275	\$0	\$0	\$2,750
Repairs	\$0	\$0	\$200	\$25	\$25	\$0	\$0	\$250
Software	\$0	\$0	\$360	\$45	\$45	\$0	\$0	\$450
Telephone	\$0	\$0	\$600	\$75	\$75	\$0	\$0	\$750
Category Subtotal	\$0	\$0	\$42,330	\$5,290	\$5,290	\$500	\$0	\$53,410
Task Total	\$0	\$0	\$73,630	\$9,203	\$9,203	\$30,501	\$0	\$122,537

Note: "Fees" includes expenses such as accounting system maintenance and bank fees.
 "Professional Services" includes expenses such as auditing services and legal services.

TASK 4.02 - Transit Planning Services - General Consulting

Responsible Agency - River to Sea TPO

Total Cost - \$71,622

PURPOSE

- ◆ Provide general transit planning assistance to public transit providers in support of service planning activities including, but not limited to coordination with local governments, route analysis and data retrieval, service performance reporting, transit research, transit plan development and implementation, and ADA consultation about service and facility compliance.

PREVIOUS WORK

- ◆ Provided assistance for the Transit Development Plan and Transportation Disadvantaged Service Plan. September 2011.
- ◆ Provided continuous technical and planning support for Votran’s West Side Comprehensive Operation Analyzes (COA) report. Ongoing.
- ◆ Provided assistance for Votran Annual Operation Report data analysis. September 2015.
- ◆ Provided assistance in updating Transit Development Design Guidelines and Transportation Impact Analysis. May, 2016.
- ◆ Ridership analysis report. Ongoing.

REQUIRED ACTIVITIES

- ◆ Issue specific task orders to complete transit planning activities in the contract of Transit Services – General Consulting Scope of Services (2016).
- ◆ Work with the consulting team to improve existing bus service efficiency and effectiveness.
- ◆ Work with the consulting team to assist in developing transit plans and assessments that serve Volusia and Flagler County.
- ◆ Work collaboratively with local governments, communities and transit agencies to develop or update the Transportation Impact Analysis, Transit Development Design Guidelines, Transit Development Plan, and Transit Development Service Plan as necessary.

END PRODUCTS

- ◆ Assisting Votran in completing a Volusia County Bus Stops Improvement Plan.(Timeline: June 2018).
- ◆ Develop a Flagler County Fixed Route Transit Operation Plan (ECD: October 2017).
- ◆ Technical and planning assistance for the development of a Fixed Route Bus Service Implementation Plan for Flagler County Public Transit. (Timeline: June 2018).
- ◆ Technical and planning assistance and/or reports as requested by the task orders issued. (Timeline: Ongoing).

Task 4.02 Summary Task Funding Source

Year 1 - FY 2016/17

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$0	\$0	\$3,514	\$439	\$439	\$0	\$0	\$4,392
Consultant	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$25,000
Task Total	\$0	\$0	\$23,514	\$2,939	\$2,939	\$0	\$0	\$29,392

Year 2 - FY 2017/18

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$0	\$0	\$3,537	\$443	\$443	\$0	\$0	\$4,423
Consultant	\$0	\$0	\$30,245	\$3,781	\$3,781	\$0	\$0	\$37,807
Task Total	\$0	\$0	\$33,782	\$4,224	\$4,224	\$0	\$0	\$42,230

Task 4.02 Estimated Budget Detail

Year 1 - FY 2016/17

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$0	\$0	\$3,514	\$439	\$439	\$0	\$0	\$4,392
Category Subtotal	\$0	\$0	\$3,514	\$439	\$439	\$0	\$0	\$4,392
Consultant Services								
Consultant Services	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$25,000
Category Subtotal	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$25,000
Task Total	\$0	\$0	\$23,514	\$2,939	\$2,939	\$0	\$0	\$29,392

Year 2 - FY 2017/18

Budget Category/Budget Item	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match - FTA Funds	Local Match - FTA Funds	TD Funds	Other Funds	Total
Personnel Services								
TPO Staff Salaries and Fringe Benefits	\$0	\$0	\$3,537	\$443	\$443	\$0	\$0	\$4,423
Category Subtotal	\$0	\$0	\$3,537	\$443	\$443	\$0	\$0	\$4,423
Consultant Services								
Consultant Services	\$0	\$0	\$30,245	\$3,781	\$3,781	\$0	\$0	\$37,807
Category Subtotal	\$0	\$0	\$30,245	\$3,781	\$3,781	\$0	\$0	\$37,807
Task Total	\$0	\$0	\$33,782	\$4,224	\$4,224	\$0	\$0	\$42,230

SUMMARY TABLES

**TABLE 2A - AGENCY PARTICIPATION
FY 2016/17 UPWP**

	FHWA	FTA	FDOT		Local	TD	Total	Total (minus soft match)	Amount to Consultant
			Soft Match	Cash Match					
SECTION 1.00 Administration and Program Support									
1.01 General Administration and Program Support	\$302,445	\$65,504	\$66,706	\$8,189	\$8,189	\$0	\$451,032	\$384,326	\$0
1.02 Information Technology Systems and Website Support	\$48,642	\$9,760	\$10,728	\$1,220	\$1,220	\$0	\$71,570	\$60,842	\$0
1.03 Public Involvement	\$42,777	\$8,480	\$9,435	\$1,060	\$1,060	\$0	\$62,812	\$53,377	\$0
SECTION 2.00 Planning Projects and Programs									
2.01 Program Development (UPWP)	\$16,699	\$5,280	\$3,683	\$660	\$660	\$0	\$26,982	\$23,299	\$0
2.02 Transportation Improvement Program (TIP) Development	\$61,398	\$4,960	\$13,542	\$620	\$620	\$0	\$81,140	\$67,598	\$0
2.03 Transportation Data Information Management	\$41,819	\$8,400	\$9,223	\$1,050	\$1,050	\$0	\$61,542	\$52,319	\$0
2.04 Corridor Studies	\$3,255	\$640	\$718	\$80	\$80	\$0	\$4,773	\$4,055	\$0
2.05 State and Regional Planning and Coordination	\$18,665	\$3,680	\$4,117	\$460	\$460	\$0	\$27,382	\$23,265	\$0
2.06 ITS/Traffic Operations/Safety Project Feasibility Studies	\$136,302	\$0	\$30,062	\$0	\$13,889	\$0	\$180,253	\$150,191	\$138,887
2.07 Community Transportation Survey	\$5,876	\$0	\$1,296	\$0	\$0	\$0	\$7,172	\$5,876	\$0
2.08 General Planning Studies and Initiatives	\$74,148	\$10,800	\$16,354	\$1,350	\$1,350	\$0	\$104,002	\$87,648	\$20,779
2.09 Intelligent Transportation Systems (ITS) Planning	\$82,911	\$0	\$18,286	\$0	\$0	\$0	\$101,197	\$82,911	\$60,000
SECTION 3.00 Bicycle, Pedestrian, and Community Safety Programs									
3.01 Community Safety-Related Program	\$14,640	\$0	\$3,229	\$0	\$10,000	\$0	\$27,869	\$24,640	\$0
3.02 Bicycle/Pedestrian Planning and Implementation	\$41,548	\$0	\$9,164	\$0	\$0	\$0	\$50,712	\$41,548	\$0
3.03 Bicycle/Pedestrian Project Feasibility Studies	\$135,135	\$0	\$29,805	\$0	\$13,889	\$0	\$178,829	\$149,024	\$138,886
3.04 Pedestrian Safety Action Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.05 Flagler Bicycle and Pedestrian School Safety Review Studies	\$87,095	\$0	\$19,209	\$0	\$0	\$0	\$106,304	\$87,095	\$80,000
SECTION 4.00 Transit and Transportation Disadvantaged Programs									
4.01 Transit-Related Activities and TD Program	\$0	\$63,896	\$0	\$7,986	\$7,986	\$29,505	\$109,373	\$109,373	\$0
4.02 Transit Planning Services - General Consulting	\$0	\$23,514	\$0	\$2,939	\$2,939	\$0	\$29,392	\$29,392	\$25,000
Total	\$1,113,355	\$204,914	\$245,555	\$25,614	\$63,392	\$29,505	\$1,682,334	\$1,436,779	\$463,552

**TABLE 2B - AGENCY PARTICIPATION
FY 2017/18 UPWP**

	FDOT						Total	Total (minus soft match)	Amount to Consultant
	FHWA	FTA	Soft Match	Cash Match	Local	TD			
SECTION 1 Administration and Program Support									
1.01 General Administration and Program Support	\$285,844	\$59,027	\$63,044	\$7,378	\$7,378	\$0	\$422,671	\$359,627	\$0
1.02 Information Technology Systems and Website Support	\$30,239	\$8,320	\$6,669	\$1,040	\$1,040	\$0	\$47,308	\$40,639	\$0
1.03 Public Involvement	\$58,268	\$8,480	\$12,851	\$1,060	\$1,060	\$0	\$81,719	\$68,868	\$0
SECTION 2 Planning Projects and Programs									
2.01 Program Development (UPWP)	\$46,933	\$9,360	\$10,351	\$1,170	\$1,170	\$0	\$68,984	\$58,633	\$0
2.02 Transportation Improvement Program (TIP) Development	\$61,521	\$4,960	\$13,569	\$620	\$620	\$0	\$81,290	\$67,721	\$0
2.03 Transportation Data Information Management	\$38,341	\$7,680	\$8,456	\$960	\$960	\$0	\$56,397	\$47,941	\$0
2.04 Corridor Studies	\$2,222	\$400	\$490	\$50	\$50	\$0	\$3,212	\$2,722	\$0
2.05 State and Regional Planning and Coordination	\$17,044	\$4,400	\$3,759	\$550	\$550	\$0	\$26,303	\$22,544	\$0
2.06 ITS/Traffic Operations/Safety Project Feasibility Studies	\$101,984	\$0	\$22,493	\$0	\$10,000	\$0	\$134,477	\$111,984	\$100,000
2.07 Community Transportation Survey	\$10,964	\$0	\$2,418	\$0	\$40,000	\$0	\$53,382	\$50,964	\$0
2.08 General Planning Studies and Initiatives	\$63,136	\$5,120	\$13,925	\$640	\$640	\$0	\$83,461	\$69,536	\$20,000
2.09 Intelligent Transportation Systems (ITS) Planning	\$143,447	\$0	\$2,966	\$0	\$0	\$0	\$146,413	\$143,447	\$130,000
SECTION 3 Bicycle, Pedestrian, and Community Safety Programs									
3.01 Community Safety-Related Program	\$18,381	\$0	\$4,054	\$0	\$10,000	\$0	\$32,435	\$28,381	\$0
3.02 Bicycle/Pedestrian Planning and Implementation	\$40,692	\$0	\$8,975	\$0	\$0	\$0	\$49,667	\$40,692	\$0
3.03 Bicycle/Pedestrian Project Feasibility Studies	\$100,209	\$0	\$22,102	\$0	\$10,000	\$0	\$132,311	\$110,209	\$100,000
3.04 Pedestrian Safety Action Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.05 Flagler Bicycle and Pedestrian School Safety Review Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SECTION 4 Transit and Transportation Disadvantaged Programs									
4.01 Transit-Related Activities and TD Program	\$0	\$73,630	\$0	\$9,203	\$9,203	\$30,501	\$122,537	\$122,537	\$0
4.02 Transit Planning Services - General Consulting	\$0	\$33,782	\$0	\$4,224	\$4,224	\$0	\$42,230	\$42,230	\$37,807
Total	\$1,019,225	\$215,159	\$196,122	\$26,895	\$96,895	\$30,501	\$1,584,797	\$1,388,675	\$387,807

**TABLE 3A - FUNDING SOURCE
FY 2016/17 UPWP**

TASK	TITLE	FHWA PL Funds		FHWA SU Funds		FTA Section 5305(d) Funds			CTD Funds		OTHER	TOTAL
		Federal 81.93% ¹	State 18.07% ²	Federal 81.93%	State 18.07% ²	Federal 80%	State 10% ³	Local 10%	State 100%			
SECTION 1.00 Administration and Program Support												
1.01	General Administration and Program Support	\$302,445	\$66,706	\$0	\$0	\$65,504	\$8,189	\$8,189	\$0	\$0	\$0	\$451,032
1.02	Information Technology Systems and Website Support	\$48,642	\$10,728	\$0	\$0	\$9,760	\$1,220	\$1,220	\$0	\$0	\$0	\$71,570
1.03	Public Involvement	\$42,777	\$9,435	\$0	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$0	\$62,812
SECTION 2.00 Planning Projects and Programs												
2.01	Program Development (UPWP)	\$16,699	\$3,683	\$0	\$0	\$5,280	\$660	\$660	\$0	\$0	\$0	\$26,982
2.02	Transportation Improvement Program (TIP) Development	\$61,398	\$13,542	\$0	\$0	\$4,960	\$620	\$620	\$0	\$0	\$0	\$81,140
2.03	Transportation Data Information Management	\$41,819	\$9,223	\$0	\$0	\$8,400	\$1,050	\$1,050	\$0	\$0	\$0	\$61,542
2.04	Corridor Studies	\$3,255	\$718	\$0	\$0	\$640	\$80	\$80	\$0	\$0	\$0	\$4,773
2.05	State and Regional Planning and Coordination	\$18,665	\$4,117	\$0	\$0	\$3,680	\$460	\$460	\$0	\$0	\$0	\$27,382
2.06	ITS/Traffic Operations/Safety Project Feasibility Studies	\$1,304	\$288	\$134,998	\$29,774	\$0	\$0	\$0	\$0	\$13,889	\$0	\$180,253
2.07	Community Transportation Survey	\$5,876	\$1,296	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,172
2.08	General Planning Studies and Initiatives	\$74,148	\$16,354	\$0	\$0	\$10,800	\$1,350	\$1,350	\$0	\$0	\$0	\$104,002
2.09	Intelligent Transportation Systems (ITS) Planning	\$82,911	\$18,286	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101,197
SECTION 3.00 Bicycle, Pedestrian, and Community Safety Programs												
3.01	Community Safety-Related Program	\$14,640	\$3,229	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$27,869
3.02	Bicycle/Pedestrian Planning and Implementation	\$41,548	\$9,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,712
3.03	Bicycle/Pedestrian Project Feasibility Studies	\$138	\$30	\$134,997	\$29,774	\$0	\$0	\$0	\$0	\$13,889	\$0	\$178,829
3.04	Pedestrian Safety Action Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.05	Flagler Bicycle and Pedestrian School Safety Review Studies	\$7,095	\$1,565	\$80,000	\$17,644	\$0	\$0	\$0	\$0	\$0	\$0	\$106,304
SECTION 4.00 Transit and Transportation Disadvantaged Programs												
4.01	Transit-Related Activities and TD Program	\$0	\$0	\$0	\$0	\$63,896	\$7,986	\$7,986	\$29,505	\$0	\$0	\$109,373
4.02	Transit Planning Services - General Consulting	\$0	\$0	\$0	\$0	\$23,514	\$2,939	\$2,939	\$0	\$0	\$0	\$29,392
Total:		\$763,360	\$168,362	\$349,995	\$77,193	\$204,914	\$25,614	\$25,614	\$29,505	\$37,778	\$0	\$1,682,334

¹ Includes \$30,000 PL Funds carried forward from the previous year's UPWP.

² FDOT Non-Cash Match to FHWA Funds - \$245,555 (PL and SU funds).

³ FDOT Cash Match to FTA Funds - \$25,614.

[Numbers may not add due to rounding errors.]

**TABLE 3B - FUNDING SOURCE
FY 2017/18 UPWP**

TASK	TITLE	FHWA PL Funds		FHWA SU Funds		FTA Section 5305(d) Funds			CTD Funds		OTHER	TOTAL
		Federal 81.93%	State 18.07% ¹	Federal 81.93%	State 18.07% ¹	Federal 80%	State 10% ²	Local 10%	State 100%			
SECTION 1.00 Administration and Program Support												
1.01	General Administration and Program Support	\$285,844	\$63,044	\$0	\$0	\$59,027	\$7,378	\$7,378	\$0	\$0	\$0	\$422,671
1.02	Information Technology Systems and Website Support	\$30,239	\$6,669	\$0	\$0	\$8,320	\$1,040	\$1,040	\$0	\$0	\$0	\$47,308
1.03	Public Involvement	\$58,268	\$12,851	\$0	\$0	\$8,480	\$1,060	\$1,060	\$0	\$0	\$0	\$81,719
SECTION 2.00 Planning Projects and Programs												
2.01	Program Development (UPWP)	\$46,933	\$10,351	\$0	\$0	\$9,360	\$1,170	\$1,170	\$0	\$0	\$0	\$68,984
2.02	Transportation Improvement Program (TIP) Development	\$61,521	\$13,569	\$0	\$0	\$4,960	\$620	\$620	\$0	\$0	\$0	\$81,290
2.03	Transportation Data Information Management	\$38,341	\$8,456	\$0	\$0	\$7,680	\$960	\$960	\$0	\$0	\$0	\$56,397
2.04	Corridor Studies	\$2,222	\$490	\$0	\$0	\$400	\$50	\$50	\$0	\$0	\$0	\$3,212
2.05	State and Regional Planning and Coordination	\$17,044	\$3,759	\$0	\$0	\$4,400	\$550	\$550	\$0	\$0	\$0	\$26,303
2.06	ITS/Traffic Operations/Safety Project Feasibility Studies	\$1,984	\$438	\$100,000	\$22,055	\$0	\$0	\$0	\$0	\$10,000	\$0	\$134,477
2.07	Community Transportation Survey	\$10,964	\$2,418	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$53,382
2.08	General Planning Studies and Initiatives	\$63,136	\$13,925	\$0	\$0	\$5,120	\$640	\$640	\$0	\$0	\$0	\$83,461
2.09	Intelligent Transportation Systems (ITS) Planning	\$13,447	\$2,966	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,413
SECTION 3.00 Bicycle, Pedestrian, and Community Safety Programs												
3.01	Community Safety-Related Program	\$18,381	\$4,054	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$32,435
3.02	Bicycle/Pedestrian Planning and Implementation	\$40,692	\$8,975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,667
3.03	Bicycle/Pedestrian Project Feasibility Studies	\$209	\$46	\$100,000	\$22,055	\$0	\$0	\$0	\$0	\$10,000	\$0	\$132,311
3.04	Pedestrian Safety Action Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.05	Flagler Bicycle and Pedestrian School Safety Review Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SECTION 4.00 Transit and Transportation Disadvantaged Programs												
4.01	Transit-Related Activities and TD Program	\$0	\$0	\$0	\$0	\$73,630	\$9,203	\$9,203	\$30,501	\$0	\$0	\$122,537
4.02	Transit Planning Services - General Consulting	\$0	\$0	\$0	\$0	\$33,782	\$4,224	\$4,224	\$0	\$0	\$0	\$42,230
Total:		\$689,225	\$152,011	\$330,000	\$44,111	\$215,159	\$26,895	\$26,895	\$30,501	\$70,000	\$0	\$1,584,797

¹ FDOT Non-Cash Match to FHWA Funds - \$196,122 (PL and SU funds).

² FDOT Cash Match to FTA Funds - \$26,895.

[Numbers may not add due to rounding errors.]

UPWP REVISION LOG

Revision Date	Revision Type	Resolution #	Description
02/16/2016	Draft	n/a	Distributed first draft UPWP to CAC/TCC.
02/24/2016	Draft	n/a	Distributed first draft UPWP to TPO Board.
03/02/2016	Draft	n/a	Submitted draft UPWP to FDOT.
04/12/2016	Draft	n/a	Revised draft UPWP for review by CAC/TCC.
04/14/2016	Draft	n/a	Revised draft UPWP to include PL fund increase, to make minor funding adjustments among tasks, and to delete redundant text.
04/27/2016	Adopted	2016-12	TPO Board adopted FY 2016/17 - FY 2017/18 UPWP.
02/22/2017	Amendment	2017-05	Reallocated funds in FY 2016/17 to better align with actual expenditures. Added funds (SU) in FY 2017/18 to Task 2.09 - Intelligent Transportation Systems (ITS) Planning to fund the completion of an ITS Master Plan as prescribed in the existing scope.
08/23/2017	Amendment	2017-22	<p>Reallocated funds in FY 2017/18 to better align with actual expenditures. Added (PL) funds in FY 2017/18 to Task 1.01 - General Administration - Add \$35,000 for salaries, reduce \$10,000 of FTA for salaries (move to Transit GPC), move \$37,225 of lease expense from "other" to the PL category. Task 1.02 - Information Technology - Add \$3,500 for Capital Outlay to replace the server. Task 1.03 - Public Involvement - Add \$8,000 for salaries, add \$7,500 in direct expenses for the TRAC Program. Task 2.02 - Transportation Improvement Program - Add \$5,545 in salaries for the TIP. Task 2.08 - General Planning Consultant - Reduce salaries in the GPC by \$10,000, add \$20,000 to the Consultant category. Task 4.01 - Transit/Transportation Disadvantaged - Reduce salaries \$10,000. Task 4.02 - Transit - General Planning Consultant - Add \$20,000 to the Consultant category.</p> <p>The proposal also includes a change to reallocate \$20,000 in staff salaries from transit related Task 4.01 to the Consultant category under Task 4.02 in Year 1 of the UPWP.</p> <p>Made adjustment to the following tasks: Task 1.01 - General Administration, Task 1.02 - Information Technology, Task 1.03 - Public Involvement, Task 2.03 - Transportation Data Information, Task 2.05 - State and Regional Planning, Task 2.07 - Community Transportation Survey, Task 2.08 - General Planning Studies, Task 2.09 - ITS Planning, Task 3.01 - Community Safety, Task 3.02 - Bicycle/Pedestrian Planning, Task 4.01 - Transit Related Activities and TD Program, Task 4.02 Transit Planning - General Consulting.</p>
02/28/2018	Amendment	2018-05	<p>Reallocated funds in FY 2017/18 to better align with actual expenditures. Reallocated \$5000 from Task 2.07- Community Transportation Survey to Task 3.01- Community Safety-Related Program.</p> <p>Allocated additional transit funding to Task 4.01-Transit Related Activities and TD Program and Task 4.02-Transit Planning Services - General Consulting.</p> <p>Added two planning activities to the following tasks: Task 2.06 - ITS/Traffic Operations/Safety Project Feasibility Studies and 2.08 - General Planning Studies and Initiatives.</p>

02/28/2018

Amendment

2018-06

De-obligate \$ 57,716 unexpended Planning (PL) funds in the existing UPWP to support activities in the new UPWP.

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APPENDICES

Appendix A

FDOT District Five General Planning Activities & Specific Tasks

FDOT District Five General Planning Activities & Specific Tasks

Fiscal Year 2016/2017 & Fiscal Year 2017/2018 Unified Planning Work Program

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 and submit recommendations on Local Government Comprehensive Plans (LGCP) amendments, both proposed and adopted, and Evaluation and Appraisal Reports, Capital Improvement Elements (CIEs), and Capital Improvement Plan (CIPs) and TCEAs for appropriate land uses and transportation related impacts on those facilities of state concern. 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 Planning and Concept Development studies, 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.

➤ Bicycle/Pedestrian Support

Support and assist with bicycle, pedestrian and transit related issues and initiatives. Provide interagency coordination and technical support in the area of multimodal transportation planning and development. Review and provide feedback on local roadway and site plans for the inclusion of alternative transportation facilities. Review and provide feedback on alternative transportation planning documents and studies. Act as District Five steward for regional trail initiatives and projects. Coordinate multimodal transportation network infrastructure inventory and needs assessment for all facilities in District Five.

➤ Safety

The District Five Intermodal System Development Safety efforts will support the following: Florida's Pedestrian and Bicycle Focused Initiative, Corridor Planning Studies for MPOs/TPOs projects for Completed Streets, Multimodal Corridors, Context Sensitive Solutions and Transportation Design for Livable Communities, and Improvements to accommodate transit accessibility, pedestrians and accessibility for persons with disabilities.

➤ Transportation Systems Management and Operations (TSM&O) Program

Develop a District Five Transportation Systems Management and Operations (TSM&O) Program within a team of champions made up of MPOs/TPOs, transit agencies and District staff.

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 Regional Planning Councils. These reviews offer technical comments and may result in the development and coordination of transportation projects and funding partnerships, including agreements with developers. These projects are then coordinated with the MPOs/TPOs during project development, prioritization, or programming. In addition, provide review and comments for the review of master plans, sectors plans and sub-DRI developments for impacts to the state highway system.

➤ Systems Management

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

➤ Modeling

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 2016/2017 and Fiscal Year 2017/2018.

➤ **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.

➤ **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/or December of the 2016 and 2017 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

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.

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

FUNDING SOURCES

		FY 2016/2017	FY 2017/2018
FDOT General Planning Activities and Specific Task	Consultant Funding	\$0.00	\$0.00
	Grant Funding	\$0.00	\$0.00
	TOTAL	\$0.00	\$0.00

Appendix B

Joint Certification Statement on the Metropolitan Transportation Planning Process

**JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN
TRANSPORTATION PLANNING PROCESS**

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the **River to Sea 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 MAP-21 and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on **February 18, 2015**.

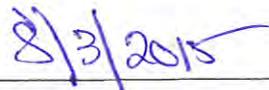
Based on a joint review and evaluation, the Florida Department of Transportation and the **River to Sea Transportation Planning Organization** recommend that the Metropolitan Planning Process for the **River to Sea Transportation Planning Organization** be **certified**.

District Secretary (or designee)



MPO Chairman (or designee)

Date



Date

2015 MODIFIED JOINT CERTIFICATION REVIEW

Florida Department of Transportation, District Five and River to Sea Transportation Planning Organization

Attendees: Lois Bollenback (River to Sea TPO), Robert Keeth (River to Sea TPO), Stephen Harris (River to Sea TPO), Jean Parlow (River to Sea TPO), Gene Ferguson (FDOT), Sam Weekley (FDOT), and Mary Schoelzel (FDOT)

The River to Sea Transportation Planning Organization (R2CTPO) 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 River to Sea Transportation Planning Organization will be conducted this year.

The 2015 State Modified Joint Certification Review process for the R2CTPO commenced with a meeting between FDOT District Five Staff and the R2CTPO Staff on February 18, 2015. 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 R2CTPO 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.

FINDINGS

General

The R2CTPO continues to have a positive cooperative working relationship 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 the R2CTPO Metropolitan Planning Area. The TPO Staff has worked diligently 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 roadway,

safety projects, freight, pedestrian sidewalk/trails and bicycle transportation facilities including sections of the Coast to Coast trail.

The TPO staff is to be commended for their work on the implementation and submission of their 2015-2019 Transportation Improvement Program (TIP). The TPO is currently working on their new 2040 Long Range Transportation Plan.

The TPO continues to have a positive relationship with other Local Governmental Agencies, Regional Planning Agencies and other transportation and land use agencies. The Department appreciates the support that the TPO and Local Agencies provide to move projects forward to enhance and complete the transportation needs in Volusia County and the urbanized area of Palm Coast in Flagler County.

Summary of Noteworthy Achievements

The R2CTPO should be recognized for their efforts in completing the process required to expand the MPA and reapportioning the membership for the organization. This activity also required updating the bylaws, revising the legal agreements required for a TPO, and developing amendments for the LRTP and PIP.

The R2CTPO completed the FY 2013/14 Financial Audit in October 2013 with no findings or concerns raised. Also, the TPO approved an update to their Purchasing Manual in August 2014. This provides staff with increased clarity and guidance for purchases. In the same timeframe, the Continuity of Operations (COOP) was updated.

The Volusia TPO also completed activities required to support the development of a regional traffic model for the 2040 long-range transportation planning (LRTP). These efforts included attendance at the District V Regional LRTP Subcommittee meetings, completing the development and review of base year socio-economic data for the transportation model as well as completing a review of base year model network.

The R2CTPO also held its annual Transportation Planning Organization Retreat & Orientation on February 6th, 2015 at the Volusia County Administrative Center in Deland. This annual function serves as a forum to review the purpose of the UPWP and LRTP, to reflect on the goals and the vision of TPO activities and decision making. In addition this event assists in acclimating new board members to the roles and functions of the TPO.

The Volusia TPO has continued an ambitious safety program including activities such as: airing Walk and Ride Bicycle & Safety public service announcements through the local cable television company, providing over 900 helmets at Bicycle Helmet Fitting events throughout the planning area, distributing over 9,000 bike-safety bumper stickers and 2,000 bike maps for experienced bicyclists. TPO staff participate with community safety groups including Mid-Town HEAT, the Community Traffic Safety Teams and the

Volusia County Schools Safety initiatives. The TPO also completed the final phase of the Pedestrian Crosswalk Safety Program.

Lastly, the R2CTPO staff have conducted seventeen (17) feasibility studies for bicycle/pedestrian and traffic operations projects shown in the 2014 List of Priority Projects. Also, the TPO is wrapping up the Regional Trails Corridor Assessment (RTCA) study to assess the status of the state-wide interconnected trail network to ensure effective trail development. The 2040 Long Range Transportation Plan development has continued including coordination with FDOT for transportation demand forecasting, the launch of a project website and an environmental justice review.

Public Involvement

The R2CTPO continues to improve their public outreach and information efforts. The R2CTPO has utilized the “**TELL the TPO Survey**” to provide baseline data and research regarding transportation issues. The effort created a buzz and earned media attention, built community partnerships and increased awareness. The TPO has re-introduced an Annual Report for the organization. The document identifies noteworthy accomplishments for the year and informs the public of TPO activities. The TPO has also developed a public outreach summary to track outreach efforts and ensure that the objectives of the Public Involvement Plan are met.

Public Transportation

The Volusia TPO continues to enhance the solid working relationship with their Public Transportation partners on a daily basis. The TPO’s Transit Planner has been located at the VOTRAN Office to act as a liaison between the Volusia TPO and VOTRAN since 1998. 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 be commended on a job well done in continuing to keep the Technical Advisory Committee, the Citizen's Advisory Committee, Bicycle/Pedestrian Advisory Committee and the TPO Board Members informed of the status of their transportation initiatives as well as the initiatives of the Department.
2. The Volusia TPO should continue its regional coordination by continuing to participate in the Central Florida MPO Alliance, SunRail TAC, MPO/FDOT Quarterly meetings, Regional LRTP Subcommittee meetings, MPO Advisory Council Meetings, attending other MPO/TPO's Board meetings in adjacent areas as well any other regional meetings to continue to benefit from the regional coordination efforts.
3. The Volusia TPO staff needs to ensure that their 2040 Long Range Transportation Plan effort results in the completion of the Plan in a timely manner.

Appendix C

Statements and Assurances

Lobbying Certification for Grants, Loans, and Cooperative Agreements

Debarment and Suspension Certification

Disadvantaged Business Enterprise Utilization

**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 River to Sea Transportation Planning Organization that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the River to Sea Transportation Planning Organization, 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 River to Sea Transportation Planning Organization 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.



Chairperson River to Sea Transportation Planning Organization



Date

DEBARMENT and SUSPENSION CERTIFICATION

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

(1) The River to Sea Transportation Planning Organization hereby certifies to the best of its knowledge and belief, that it and its principals:

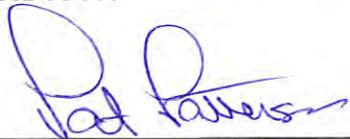
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(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 River to Sea Transportation Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.



Chairperson River to Sea Transportation Planning Organization Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

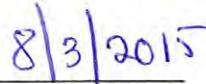
It is the policy of the River to Sea Transportation Planning Organization (TPO) that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the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

The River to Sea Transportation Planning Organization, 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 River to Sea Transportation Planning Organization in a non-discriminatory environment.

The River to Sea Transportation Planning Organization 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.



River to Sea TPO Chairperson



Date

Appendix D

Title VI Nondiscrimination Agreement

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The River to Sea Transportation Planning Organization 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 River to Sea Transportation Planning Organization 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.

Dated 8/3/15
by  , Chief Executive Officer

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 E

FTA Section 5305(d) Grant Application Package

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FILE: FTA16

June 14, 2016

Ms. Diane Poitras, Transit Programs Administrator
Florida Department of Transportation, District 5
133 South Semoran Boulevard
Orlando, FL 32807

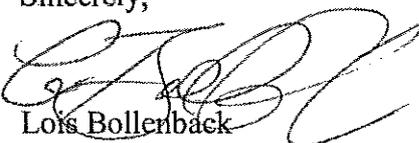
Subject: Submittal of FTA 5305(d) Grant Application

Dear Ms. Poitras:

Attached please find an original copy of the FTA 5305(d) grant application for FY 16/17. We request that the grant funding begin on October 1, 2016. The River to Sea TPO will be working with elements of this grant in October of 2016.

If you have any questions pertaining to this application, please contact me. Thank you in advance.

Sincerely,


Lois Bollenback
Executive Director

Enclosures

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2016-15

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
AUTHORIZING THE FILING AND EXECUTION OF A GRANT APPLICATION WITH THE FEDERAL
TRANSIT ADMINISTRATION FOR SECTION 5305(d) FUNDS**

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs; and

WHEREAS, it is required by the U.S. Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Moving Ahead for Progress in the 21st Century Act (MAP-21), the applicant assures that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprises (disadvantaged business enterprises and women business enterprises) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED by the River to Sea TPO that the:

1. Executive Director is authorized to execute and file the Section 5305(d) Planning funds application and execute the Section 5305(d) Joint Participation Agreement on behalf of the River to Sea TPO with the Florida Department of Transportation, to aid in the financing of transit plans and programs Volusia County, portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell;
2. Executive Director is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of this grant;

3. Executive Director is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application or the project; and the
4. Executive Director is authorized to set forth and execute minority business enterprise (disadvantaged enterprise and women enterprise) policies and procedures in connection with the project's procurement needs.

DONE AND RESOLVED at the regularly convened meeting of the River to Sea TPO held on the 25th day of May 2016.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

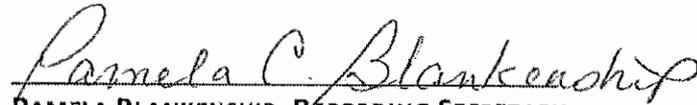


**VOLUSIA COUNTY COUNCIL MEMBER PAT PATTERSON
CHAIRMAN, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on May 25, 2016.

ATTEST:



**PAMELA BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: _____		4. Applicant Identifier: Not Applicable
5a. Federal Entity Identifier: Not Applicable		5b. Federal Award Identifier: FL-80-0009
State Use Only:		
6. Date Received by State: _____		7. State Application Identifier: 1001
8. APPLICANT INFORMATION:		
* a. Legal Name: River to Sea Transportation Planning Organization		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-3512405		* c. Organizational DUNS: 1398928190000
d. Address:		
* Street1: 2570 W. International Speedway Boulevard, Suite 100		
Street2: _____		
* City: Daytona Beach		
County/Parish: _____		
* State: FL: Florida		
Province: _____		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 32114-8145		
e. Organizational Unit:		
Department Name: _____		Division Name: _____
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.		* First Name: Lois
Middle Name: _____		
* Last Name: Bollenback		
Suffix: _____		
Title: Executive Director		
Organizational Affiliation: _____		
* Telephone Number: 3862260422		Fax Number: 3862260428
* Email: lbollenback@r2ctpo.org		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

Transportation Planning Org.

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5303(d)

*** 12. Funding Opportunity Number:**

FL-80-0009

*** Title:**

Metropolitan Transportation Planning

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

TPO Affected Area.pdf

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Planning for Public Transportation Related Activities

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="204,914.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="25,614.00"/>
* d. Local	<input type="text" value="25,614.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="256,142.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**
(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: River to Sea Transportation Planning Organization

The Applicant agrees to comply with applicable provisions of Categories 01 – 23. X
OR

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

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences	_____

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: River to Sea Transportation Planning Organization

Name and Relationship of the Authorized Representative: Lois Bollenback

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected 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 by 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 [Handwritten Signature] Date: 5/10/16
Name Lois Bollenback
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): River to Sea 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 it.

I further affirm 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 its FTA assisted Award.

Signature [Handwritten Signature] Date: 5/20/16
Name LONNIE N. GROSS
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Section 5305(d)
GMIS Planning Line Item Codes – FFY16
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ <u>83,746</u>
44.22.00	General Development and Comprehensive Planning	<u>13,680</u>
44.23.01	Long Range Transportation Planning: System Level	<u>15,120</u>
44.23.02	Long Range Transportation Planning: Project Level	<u> </u>
44.24.00	Short Range Transportation Planning	<u> </u>
44.25.00	Transportation Improvement Program	<u>4,960</u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u> </u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>83,894</u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>3,514</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> </u>
Total Net Project Cost		\$ <u>204,914</u>

Accounting Classifications

44.30.01/	Personnel & }	\$ <u>153,122</u>
44.30.02	Fringe Benefits	<u> </u>
44.30.03	Travel	<u>1,000</u>
44.30.04	Equipment	<u> </u>
44.30.05	Supplies	<u>1,000</u>
44.30.06	Contractual	<u> </u>
44.30.07	Other	<u>49,792</u>
44.30.08	Indirect Charges	<u> </u>
Total Net Project Cost		\$ <u>204,914</u>

Fund Allocations

44.40.01	MPO Activities	\$ <u>204,914</u>
44.40.02	Transit Operator Activities	<u> </u>
44.40.03	State and/or Local Agency Activities	<u> </u>
Total Net Project Cost		\$ <u>204,914</u>

Section 5305(d)
Approved Project Budget for FFY16
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	<u>\$ 104,682</u>
44.22.00	General Development and Comprehensive Planning	<u>17,100</u>
44.23.01	Long Range Transportation Planning: System Level	<u>18,900</u>
44.23.02	Long Range Transportation Planning: Project Level	<u> </u>
44.24.00	Short Range Transportation Planning	<u> </u>
44.25.00	Transportation Improvement Program	<u>6,200</u>
44.26.12	Coordination of Non-Emergency Human Service Transportation	<u> </u>
44.26.13	Participation of Transit Operators in Metropolitan Planning	<u>104,868</u>
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	<u>4,392</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> </u>
Total Net Project Cost		<u>\$ 256,142</u>

Accounting Classifications

44.30.01	Personnel & 3	<u>\$ 191,402</u>
44.30.02	Fringe Benefits	<u> </u>
44.30.03	Travel	<u>1,250</u>
44.30.04	Equipment	<u> </u>
44.30.05	Supplies	<u>1,250</u>
44.30.06	Contractual	<u> </u>
44.30.07	Other	<u>62,240</u>
44.30.08	Indirect Charges	<u> </u>
Total Net Project Cost		<u>\$ 256,142</u>

Fund Allocations

44.40.01	MPO Activities	<u>\$</u>
44.40.02	Transit Operator Activities	<u>256,142</u>
44.40.03	State and/or Local Agency Activities	<u> </u>
Total Net Project Cost		<u>\$ 256,142</u>
Federal Share (80%)		<u>\$ 204,914</u>
Local Share (20%)		<u>\$ 51,228</u>

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	<u>\$ 256,142</u>

FEDERAL FFY16 CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Date

5/25/2015

Chairperson for the MPO

Pat Patterson

FEDERAL FFY16 DEBARMENT AND SUSPENSION CERTIFICATION

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

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

- (2) The Metropolitan Planning Organization also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

5/25/2016 Pat Patterson
Chairperson for the MPO Date

FFY16 Title VI / Non-Discrimination Policy Statement

The River to Sea Transportation Planning Organization 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.

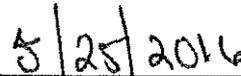
The River to Sea Transportation Planning Organization further agrees to the following responsibilities with respect to its programs and activities:

- 1 Designate a Title VI Liaison that has a responsible position within the organization and access to the subrecipient'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 subrecipient'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 Regulations.
- 4 Develop a complaint process and attempt to resolve complaints of discrimination against subrecipients. Complaints against the Florida Department of Transportation (FDOT) shall immediately be forward 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 the United States Department of Transportation, 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 the subrecipient'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 subrecipient.



Signature of Presiding Officer for the MPO/TPO



Date of Signature

FY16 Disadvantaged Business Enterprise Utilization

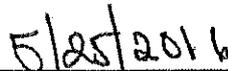
It is the policy of the River to Sea Transportation Planning Organization that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of River to Sea Transportation Planning Organization contracts in a nondiscriminatory environment. The objects of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barrier 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 River to Sea Transportation Planning Organization, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the River to Sea Transportation Planning Organization in a non-discriminatory environment.

The River to Sea Transportation Planning Organization shall require its consultants to not discriminate on the bases 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.



Signature of Presiding Officer for the MPO/TPO



Date of Signature

Appendix F

Joint Participation Agreement

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RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2016-17

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION APPROVING
AUTHORIZING THE EXECUTION OF THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT FOR
THE USE OF TRANSPORTATION PLANNING (PL) FUNDS**

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 designated urbanized area; and

WHEREAS, pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450.310, and Florida Statutes 339.175, the River to Sea Transportation Planning Organization is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and a portion of Flagler County as defined by the Metropolitan Planning Area; and

WHEREAS, pursuant to 23 U.S.C. 134, 23 CFR 450, and Florida Statutes 339.175, require the River to Sea Transportation Planning Organization and the Florida Department of Transportation enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law; and

WHEREAS, the River to Sea TPO is to be the recipient of metropolitan planning funds (PL Funds) authorized under 23 USC 104(f); and

WHEREAS, the River to Sea TPO has the authority to enter into this Agreement and to undertake the responsibilities as described in the attached agreement;

NOW, THEREFORE, BE IT RESOLVED by the River to Sea Transportation Planning Organization (TPO) that the Chairperson of the TPO (or his/her designee) is hereby authorized to execute this agreement and submit copies of this resolution and the executed agreement to:

- a. Florida Department of Transportation;
- b. Federal Transit Administration (through the Florida Department of Transportation); and the
- c. Federal Highway Administration (through the Florida Department of Transportation).

DONE AND RESOLVED at the regularly convened meeting of the River to Sea TPO held on the 25th day of May, 2016.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

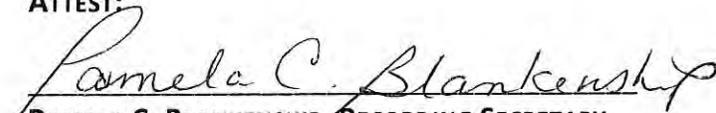


VOLUSIA COUNTY COUNCIL MEMBER PAT PATTERSON
CHAIRMAN, RIVER TO SEA TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on May 25, 2016.

ATTEST:



PAMELA C. BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

525-010-02
 POLICY PLANNING
 OGC – 3/16
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Financial Project No.: <u>439333-1-14-01</u> (item-segment-phase-sequence) Contract No.: <u>A5067</u> CFDA Number & Title: <u>20.205 – Highway Planning & Construction</u>	Fund: <u>PL/SU</u> Function: <u>615</u> Federal Award Identification No. (FAIN): <u>0260 054</u> MPO DUNS No.: <u>1398928190000</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>052000532</u> Vendor No.: <u>593512405002</u>
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THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this _____ day of _____ 2016, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 719 S. Woodland Boulevard, DeLand, FL 32720 and the River to Sea Transportation Planning Organization (TPO), whose address is 2570 W. International Speedway Blvd., Daytona Beach, FL 32114, and whose Data Universal Numbering System (DUNS) Number is: 1398928190000 (collectively the "parties").

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$1,953,796.00. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
<u>439333-1-14-01</u>	<u>2017</u>	<u>\$763,630.00</u>
<u>439333-1-14-02</u>	<u>2017</u>	<u>\$349,995.00</u>
<u>439333-1-14-01</u>	<u>2018</u>	<u>\$640,171.00</u>
<u>439333-1-14-02</u>	<u>2018</u>	<u>\$200,000.00</u>

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2016 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2018. If the Agreement is fully executed after July 1, 2016, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2018. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

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6. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
7. **Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
- A. Modifications versus Amendments to the UPWP:** Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.
8. **General Requirements:**
- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv. Effective control over, and accountability for, all funds, property, and other assets.
 - v. Comparison of expenditures with budget amounts for each Federal award.
 - vi. Written procedures to implement the requirements of §200.305 Payment.
 - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

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9. Compensation and Payment:

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the Project, including any approved services contributed by the MPO 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.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and

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the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

- I. 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 MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. 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 Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"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 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO 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. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- N. 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 agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

10. Procurement and Contracts of the MPO

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

11. **Audit Reports:** The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
- i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "B", Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this

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Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the Federal award;
 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 5. Withhold further Federal awards for the Project or program;
 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller

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605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

- 12. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 14 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

- 13. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

- 14. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.

- A. Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion

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between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the River to Sea TPO - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

- 15. Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

16. Compliance with Federal Conditions and Laws:

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, 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 federally-appropriated funds have been paid by the MPO 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 Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph 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

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subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

17. Restrictions, Prohibitions, Controls, and Labor Provisions: During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement :

- A. 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 Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide 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.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

18. Miscellaneous Provisions

A. Public Records:

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds

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for immediate unilateral cancellation of this Agreement by the Department.

ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement.
- C. In no event shall the making by the Department of any payment to the MPO 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 MPO 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.
- D. 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.
- E. By execution of the Agreement, the MPO 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.
- F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
- G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- H. The MPO:
 - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
 - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants 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 or subconsultant during the contract term.
- I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

19. Exhibits: The following Exhibits are attached and incorporated into this Agreement:

- A. Exhibit "A", UPWP
- B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C. Exhibit "C", Title VI Assurances

EXHIBIT B

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205

CFDA Title: HIGHWAY PLANNING AND CONSTRUCTION
Federal-Aid Highway Program, Federal Lands Highway Program

*Award Amount: \$1,953,796.00

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate: NA

**Award is for R&D: No

*The federal award amount may change with supplemental agreements

**Research and Development as defined at §200.87, 2 CFR Part 200

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
www.ecfr.gov

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141
www.dot.gov/map21

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsrs.gov

Exhibit "C"

TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively 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 contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, 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 Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor 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, or sex.
- (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* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and 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, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or 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, or 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 (7) in every sub-contract, 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 sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, or *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, 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.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

River to Sea Transportation Planning Organization
MPO Name

Pat Patterson
Signatory (Printed or Typed)

Pat Patterson
Signature

River to Sea TPO Chairman
Title

Lonnie N. Brewster
Legal Review
MPO

Noranne Downs, P.E.
Department of Transportation

Noranne Downs
Signature

District Five Secretary
Title

[Signature]
Legal Review
Department of Transportation

Appendix G

Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC)

Approvals of the UPWP

**Citizens Advisory Committee (CAC)
Meeting Minutes
April 19, 2016**

CAC Members Present:

Donald Smart
Janet Deyette
Bliss Jamison
Greg Feldman, Vice Chairman
Gilles Blais
Mary Ellen Ottman
Alan Peterson
Joe Villanella
Bob Storke
Bobby Ball
Doug Homan
Judy Craig, Chairperson
Elizabeth Alicia Lendian
Edie Biro
Jon Cheney (non-voting)
Wendy Hickey (non-voting)
Gene Ferguson (non-voting advisor)

CAC Members Absent:

Nora Jane Gillespie (excused)
Susan Elliott (excused)
Terry Bledsoe (excused)
Bob Owens (excused)

Others Present:

Marie Duda, Recording Secretary
Pamela Blankenship
Robert Keeth
Lois Bollenback
Aarti Sharma
Vince Wang
Stephan Harris
Adam Burghdoff

Representing:

Daytona Beach
Deltona
Edgewater
Flagler County
Holly Hill
Ormond Beach
Palm Coast
Ponce Inlet
Orange City
Port Orange
Volusia County
Volusia County
Volusia County
Votran
Volusia County Traffic Engineering
Flagler County Traffic Engineering
FDOT District 5

Representing:

New Smyrna Beach
Pierson
Volusia County
Flagler County Transit

Representing:

TPO Staff
Kittelson & Associates

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

Chairperson Judy Craig called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:33 p.m. The roll was called and it was determined that a quorum was present.

II. Press/Citizen Comments

There were no press/citizen comments.

III. Consent Agenda

A. Review and Approval of March 15, 2016 CAC Meeting Minutes

MOTION: A motion was made by Mr. Villanella to approve the March 15, 2016 CAC meeting minutes. The motion was seconded by Mr. Storke and carried unanimously.

Mr. Blais stated that he had an experience with private enterprise moving fast with regard to railroads.

IV. Action Items

A. Review and Recommend Approval of Resolution 2016-## Adopting the FY 2016/17 and 2017/18 Unified Planning Work Program (UPWP)

Mr. Keeth stated that the Unified Planning Work Program is a two-year budget which prescribes how the TPO staff will spend its time and resources. The draft was presented in February and there have been minor adjustments since then.

Mr. Peterson asked Bob to explain what the “minor” changes were.

Ms. Bollenback announced that there is good news: the TPO has found out the amount of money it will receive from the Fixing America’s Surface Transportation (FAST) Act. This is the last authorization which determines the level of funding that was approved last year. The TPO received an increased allocation, some current and some for next year. Just over \$80,000 has been added to tasks already in the UPWP for Intelligent Transportation Systems (ITS). Its projects have been in for some time, otherwise the work is the same.

MOTION: *A motion was made by Mr. Peterson to recommend approval of Resolution 2016-## adopting the FY 2016/17 and 2017/18 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Smart and carried unanimously.*

B. Review and Recommend Approval of Resolution 2016-## Amending the FY 2015/16 – 2019/20 Transportation Improvement Program (TIP)

[Handout provided]

Mr. Keeth stated that three amendments to the FY 2015/16 – 2019/20 TIP were included in the agenda. A fourth amendment was provided as a handout to the members. The four amendments include the resurfacing of I-4 from SR 472 to Saxon Boulevard; the SR 44/Grand Avenue roundabout; the resurfacing of SR 5 (US 1) from South Street to Magnolia/Shangri la Drive; and the addition of the New Smyrna Beach Traffic Signal Preemption project which includes 19 signalized intersections.

Mr. Feldman asked about the Grand Avenue roundabout and if it would be a permanent solution.

Mr. Keeth replied that is it viewed as a permanent solution and FDOT did a feasibility study, but it is not an emergency response. It has been under consideration for some time.

Ms. Ottman asked if there has been a study regarding roundabouts and how they can be a challenge for pedestrians.

Mr. Keeth replied that the Spring to Spring Trail crosses SR 44 in the vicinity of Grand Avenue and that had been considered in the feasibility study.

Ms. Ottman asked if there will be pedestrian-accessible signals.

Mr. Cheney responded no. He stated that FDOT had done a similar design in Lake County. He stated that the speed limit is 25-30 mph through the roundabout.

Mr. Ferguson stated that one of the positive things about roundabouts is that drivers pay attention to the fact that they are in them, and therefore are more aware of where they are.

Mr. Cheney stated that this design was older than last year’s.

Ms. Jamison asked to see where the intersection of Grand Avenue and SR 44 is.

Mr. Cheney replied that it is just west of the St Johns River and gave directions.

Mr. Blais asked about the zoning in the area and if it is industrial or residential.

Mr. Keeth replied that he did not know.

Mr. Cheney stated that he visited an existing roundabout in Lake County similar to the proposed roundabout because he had questions about how well it functioned for trucks and other vehicles.

Mr. Ferguson spoke about trucks driving in traffic circles and that it can be impossible to do so in circles but roundabouts are wider. He stated that the roundabout at Grand Avenue will be made wide enough to allow a truck to turn.

Mr. Cheney showed a visual of the Grand Avenue roundabout and where the recent crash occurred.

Ms. Lendian asked about trucks and tractor trailers, and pointed out that the area where the crash occurred is very heavily traveled. She also asked about the railroad overpass.

Mr. Cheney replied that the railroad overpass is approximately one-half mile to the west of the intersection and gave details about the area. He added that Florida Highway Patrol (FHP) stated that the accident was not due to a sight distance issue.

Ms. Lendian asked if the roundabout was going to be large.

Mr. Cheney replied that it will be a 160 foot roundabout and there will be an additional right-of-way on Grand Avenue. He added that the attorney involved with the land owner to the south agreed to work with Volusia County and FDOT to possibly donate any additional right-of-way if necessary.

Ms. Lendian asked if the speed limit will need to be adjusted.

Mr. Cheney replied not if a driver is approaching the roundabout. He also spoke about speed feedback radar that he observed in Lake County. This tells drivers what their speed is as they are approaching the roundabout.

Mr. Peterson asked if the purpose of a roundabout is to slow traffic and therefore reduce accidents.

Mr. Ferguson replied that in a roundabout, no one is coming toward you, and this is safer.

Mr. Cheney added that FDOT did an analysis last year that showed roundabouts saved over \$5 million in operational and safety benefits, reduced crashes and they are also greener.

Ms. Lendian asked how this will affect the convenience store located there.

Mr. Cheney replied that it will not have any impact.

Mr. Villanella asked how data is secured to justify a roundabout.

Mr. Cheney responded that he cannot speak for FDOT and that most counties are skeptical about them. He stated that Volusia County deferred to FDOT regarding the modern roundabout. He added that many trucks travel that road and that a roundabout is an adequate solution.

Mr. Ferguson stated that he started working for FDOT in District 1 and described the difference between now and then, regarding the standards used for roundabouts. He added that FDOT also looks at what is being done around the nation so that they can learn to be more efficient.

Mr. Cheney said that Volusia County Traffic Engineering, represented as a non-voting member, is highly supportive of this TIP amendment and that FDOT is planning to have the roundabout built within ten months.

Ms. Craig asked if there is something there temporarily right now.

Mr. Cheney replied that Volusia County is now working on getting a temporary signal which will be a trailer with an arm extending with a signal on it.

Mr. Homan stated that ASHTO just published a document titled Roundabouts in the U.S. which looked state-by-state at roundabouts and how they are done.

Mr. Ferguson replied that the first thing to look at is cost efficiency.

MOTION: *A motion was made by Mr. Homan to recommend approval of Resolution 2016-## amending the FY 2015/16 – 2019/20 Transportation Improvement Program (TIP). The motion was seconded by Mr. Storke and carried unanimously.*

V. Presentation Items

A. Presentation and Discussion on the Draft Findings for the SR/CR A1A Pedestrian Safety and Mobility Study

Mr. Adam Burghdoff from Kittelson & Associates gave a Power Point presentation on the SR/CR A1A Pedestrian Safety and Mobility Study. The study was initiated last September and includes the entire length in Volusia County and 90% in Flagler County. It is almost 57 miles long. The primary goal is to identify and recommend implementable bicycle/pedestrian safety improvements and countermeasures. The secondary goal will be to expand the countermeasures on a systemic level. Three additional focus areas were identified and approved by the TPO in January 2016 for a total of six areas. He gave a snapshot summary of each area and the issues and countermeasures within each one, starting from the south and going to the north of the study area. They looked at speed issues and lack of marked crossings in places. A1A is unique because it is located on the beach and sea turtles create issues with lighting. He advised that each report will be stand-alone and reviewed the next steps which are coming up over the next several weeks. A meeting is planned for April 20, 2016 with 20-30 stakeholders from many diverse backgrounds. Next, there will be a meeting with FDOT to determine what steps and funds are needed. They are expecting the results in June, with the final report published by the end of June.

Mr. Villanella asked if the six-mile stretch from Dunlawton Avenue south to Ponce Inlet had been studied.

Mr. Burghdoff replied yes, that portion was studied. The northern section recently underwent a road diet; there were no bicycle/pedestrian safety issues observed. He then gave examples of positive approaches in other areas.

Mr. Villanella asked about weekends and bicycle activities. He stated that winter is contentious and that there is nowhere for bicyclists to ride.

Mr. Burghdoff responded that this is a common thread that comes into the study, and that it is not advisable to have bicycles on the sidewalk. He added that sharing a lane may lead to a problem, but bicyclists have a legal right to be there. He added that signage is needed.

Ms. Ottman asked how a beacon works.

Mr. Burghdoff replied that it is a crosswalk treatment that is 5-8 years old, called a rectangular rapid flashing beacon. They can be installed at unsignalized locations, and have a light bar with a high intensity yellow strobe light. He added that they are very effective in forcing vehicles to yield.

Ms. Ottman asked if the pedestrian engages the signal to work.

Mr. Burghdoff replied that there are two types of beacons: if there is no traffic, there is no need for the light to be engaged and there are beacons that are activated by a car passing.

Ms. Lendian asked if there were beacon lights installed in New Smyrna Beach.

Mr. Burghdoff replied that there were beacons installed on the beachside; there is one at 30th Avenue and one at Hiles Avenue.

Mr. Cheney stated that the condominiums were also installing one further south.

Ms. Lendian asked about the beacon near the Mexican Restaurant.

Mr. Burghdoff replied that that beacon was the one at Hiles Avenue.

B. Presentation and Discussion of the FDOT-MPO Unified Planning Work Program (UPWP) Agreement

Ms. Bollenback stated that this agreement was needed to move forward with the UPWP and to continue to receive planning funds. In the past the TPO had a PL Joint Participation Agreement (JPA) with FDOT that was updated during reapportionment. FDOT is now tying the planning fund agreement with the UPWP and it will be updated every two years. The UPWP will become the scope of services that is attached to the contract. This makes the UPWP more important and more detailed. It also gives more responsibility to Mr. Ferguson. She reviewed the agreement and added that any amendment to the UPWP will require a contract change. Both the MPO Advisory Council (MPOAC) attorney and the TPO's attorney have reviewed the document and there are no fatal flaws. The UPWP agreement will be brought back to the committee next month for a recommendation of approval.

Mr. Peterson asked about the second paragraph in the background information, it states that the changes will allow the TPO to "streamline the contracting effort." He asked what this means.

Ms. Bollenback stated that every time a task is executed in the UPWP, a separate contract must be issued; with the new agreement there will be one agreement with FDOT that will cover all of the activities.

Mr. Peterson suggested that the changes should be marked or they should provide both the old and new contract.

Ms. Bollenback replied that a red-line strikethrough would not make sense in this case, since it is an entirely new agreement.

Mr. Peterson stated that he would like a copy of the old agreement.

Mr. Villanella stated that the last two sentences in item #5 stated that it is a maximum of a two year agreement. [Discussion inaudible]

Ms. Bollenback confirmed that this is a major change for the TPO. The TPO would finish the current UPWP, but any work that is already underway could continue. The MPOs want to know how to be sure there is no lapse and how gaps are addressed. Last month, the TPO went through deobligation, which is taking any money that had not been spent, and they try to forecast what would be left over. These funds would be taken out of the UPWP so that it would be available on July 1, when the next fiscal year starts. She added that any funds that

are “in between” will be available in the second year. She noted that some people are concerned, but stated that it will work out.

Mr. Blais asked if the TPO has an attorney and if he is current on this. He also asked how long the attorney has been on board.

Ms. Bollenback replied that the TPO has had the current attorney for one year and is he very well versed on public sector agreements. She added that the Metropolitan Planning Organization Advisory Council (MPOAC) has an attorney who has been working on this for many years. She added that there is an accountability that the department has to oversee the work that is being done; the contract administration is what is new.

Mr. Feldman asked about Item #6 which states that this “cannot be extended or renewed” and how it relates to the next UPWP. He asked for clarification.

Ms. Bollenback responded that it can be included and gave the example of the Long Range Transportation Plan (LRTP). She advised that the UPWP is prepared in advance for the next scope of work. She added that the TPO now has to think further ahead and that plans must be in both the UPWP and LRTP documents, and will include how much money will be spent in each period, provide more detail and be more flexible.

Mr. Blais asked if the UPWP starts from scratch every year.

Ms. Bollenback replied that the UPWP starts every two years. She pointed out that since funding for next year is not known, right now it is a place holder. She added that some changes will need to go through FDOT’s legal department. She advised that the UPWP will be considered for approval next month and offered to give Mr. Peterson a copy of the original document.

C. Presentation and Discussion of the Draft Congestion Management Plan (CMP) Report

Mr. Keeth gave a PowerPoint presentation on the draft Congestions Management Process. He added that there will be a written report provided in the next few weeks. Congestion management has been a requirement of MPOs since the 1990s. He reviewed the history of congestion management. The TPO Board adopted the framework for a congestion management system as part of the 2040 Long Range Transportation Plan (LRTP). The aim of the CMP is to evaluate the multiple dimensions of mobility, including quantity and quality of travel, accessibility, utilization and most importantly, safety.

Mr. Peterson asked for the definition of “congested.”

Mr. Keeth replied that “severely congested” is the term used for this report and it is when the capacity of the road is exceeded by the volume. He stated that general safety is a high priority and the TPO will be looking at automobile, bicycle and pedestrian crash information specifically. He stated that the bicycle safety trends are the same as previous years; automobile statistics measure the ratio of accidents per miles of vehicle travel and pedestrian safety is included. He added that intersection-related high crash data was studied to identify crash hazards. He reiterated that the goal of this study is to find out where the issues are and where additional study may be needed. He stated that the distribution of intersection crashes by bicycle/pedestrian modes was considered; transit ridership is also being studied and Votran ridership has increased. He noted that SunRail ridership trends started strong in 2014-15, and then dropped in August through December; on-time performance improved during 2014-15. He advised that the draft will be finalized in the next few weeks and updated on an annual basis.

Mr. Peterson asked if the graph showing property damage included damage to vehicles.

Mr. Keeth replied yes.

D. Presentation and Discussion of the Transportation Regional Incentive Program (TRIP) and Update to the Project Listing (TCC only)

Mr. Keeth spoke briefly on the Transportation Regional Incentive Program (TRIP) and stated that it provides money from state funds to benefit regionally significant roadways which must be in the regional planning area. He announced that the Central Florida Metropolitan Planning Organization Alliance (CFMPOA) has been established to address the needs of the planning area. The TPO will be asking the TCC members to help update the list over the next several months.

E. FDOT Report

Mr. Gene Ferguson gave the FDOT report.

F. Volusia and Flagler County Construction Reports

Mr. Cheney gave the Volusia County Construction Report. He stated that this report was a revision of the previous report and showed statistics from the last six months instead of one year. He gave details on construction item #5 and items #10 and #11 regarding bids; finally, design item #5 has been placed on hold.

There was no Flagler County Construction Report.

VI. Staff Comments

→ Repurposing of Earmark Funding

Mr. Keeth spoke about the repurposing of the federal earmark funding in Volusia County that has gone unspent. He stated that FDOT is reviewing the unspent earmarks, and in Volusia County there is less than \$4 million in unspent earmarks. He added that updates on this funding will be provided at future meetings.

→ Update on the Draft US 17/92 Corridor Improvement Program (CIP)

Mr. Keeth announced that the stakeholders meeting was held on April 5, 2016 for the US 17/92 Corridor Improvement Program (CIP) which set the stage for evaluating potential projects. He stated that the consultant for this program identified several candidate projects types and will be preparing a final report for review in the next few weeks.

→ Status Update on the Call for Projects

Mr. Keeth announced that the Call for Projects deadline was on April 1, 2016 with the following results: the BPAC received 17 applications, Traffic Operations/Safety received 16 applications for feasibility studies, 17 requests for project implementation were received and three transportation planning study applications were received. He added that the TIP Subcommittee will meet tomorrow, April 20, 2016 to review and rank projects.

Mr. Harris announced that the initial BPAC Project Review Subcommittee meeting will be on April 25, 2016 from 3 p.m. to 5 p.m. and will follow up on April 26, 2016.

Mr. Keeth stated that the aim is to finalize the recommendations, evaluations and rankings and to have the results ready for adoption in June.

→ Update on Current Year SU Funding

Mr. Keeth stated that the TPO tries to spend all the federal SU funding that it receives in order to preserve budget authority; if all the SU funds are not spent, some of funding may be lost. He added that this year has been challenging for programming projects. About \$600,00 of the SU Set Aside for Bicycle/Pedestrian projects has yet to be programmed.

→ Update on the Tell the TPO Survey

Ms. Blankenship asked the members to review the hard copy of the "Tell the TPO" survey that was distributed. She pointed out the "CAC" ambassador code and asked that those responding be sure to indicate "CAC" so that credit can be given. She announced that to-date, the TPO has received 546 responses, and very good press. She encouraged the members to take the survey as well as share it with others; it can also be shared on Facebook and Twitter.

VII. CAC Member Comments

There were no CAC member comments.

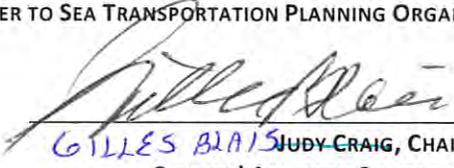
VIII. Information Items

- River to Sea TPO Board Meeting Summary for March 23, 2016
- March TPO Outreach and Events
- Heart of Florida Loop Trail Support Letter
- St. Johns River to Sea Loop Trail Support Letter

IX. Adjournment

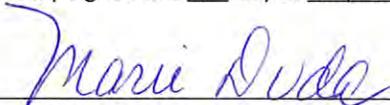
There being no further business, the CAC meeting adjourned at 3:04 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION


GILLES BLAIS, JUDY CRAIG, CHAIRPERSON, ACTING
CITIZENS' ADVISORY COMMITTEE (CAC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the April 19, 2016 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 17th day of May 2016.



MARIE DUDA, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Technical Coordinating Committee (TCC)

Meeting Minutes

April 19, 2016

TCC Members Present:

Fernand Tiblier, Vice Chairman
Fred Ferrell
Laura Dodd
Ron Paradise
Mike Holmes
Darren Lear
Larry Newsom
Tom Harowski
Steven Bapp
Becky Mendez
Ric Goss
Jose Papa
Clay Ervin
Crystal Mercedes
John Dillard
Wendy Hickey
Jon Cheney
Heather Blanck, Chairperson
Gene Ferguson (non-voting advisor)

TCC Members Absent:

Arlene Smith
Stewart Cruz
Jason Yarborough
Tim Burman
Eric Kozielski
Larry LaHue (excused)

Others Present:

Marie Duda, Recording Secretary
Pamela Blankenship
Robert Keeth
Lois Bollenback
Jean Parlow
Aarti Sharma
Vince Wang
Adam Burghdoff
Rich Walton

Representing:

Bunnell
Daytona Beach
DeBary
Deltona
DeLand
Edgewater
Flagler Beach
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Palm Coast
Pierson
Ponce Inlet
South Daytona
F.C. Traffic Engineering
V.C. Traffic Engineering
Votran
FDOT District 5

Representing:

Daytona Beach Int'l Airport
Daytona Beach Shores
Lake Helen
Port Orange
Volusia County School District
VC Emergency Management

Representing:

TPO Staff
Kittelson & Associates
Daytona Beach

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

Chairperson Heather Blanck called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:11 p.m. The roll was called and it was determined that a quorum was present.

II. Press/Citizen Comments

There were no press or citizen comments.

III. Consent Agenda

A. Approval of March 15, 2016 TCC Meeting Minutes

MOTION: A motion was made by Mr. Lear to approve the minutes of the March 15, 2016 TCC meeting. The motion was seconded by Mr. Cheney and carried unanimously.

IV. Action Items

A. Review and Recommend Approval of Resolution 2016-## Adopting the FY 2016/17 and 2017/18 Unified Planning Work Program (UPWP)

Mr. Keeth stated that the UPWP was the TPO's two year budget which prescribes how the TPO staff will spend their time. This was presented to the TCC in February; since then there have been minor changes which includes the addition of about \$80,000 in Fixing America's Surface Transportation (FAST) Act money.

MOTION: A motion was made by Mr. Cheney to recommend approval of Resolution 2016-## adopting the FY 2016/17 and 2017/18 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Ferrell and carried unanimously.

B. Review and Recommend Approval of Resolution 2016-## Amending the FY 2015/16 – 2019/20 Transportation Improvement Program (TIP)

Mr. Keeth stated that there were four amendments being proposed to the FY 2015/16 – 2019/20 TIP. The fourth project was provided as a handout to the members. The four projects include the resurfacing of I-4 from SR 472 to Saxon Boulevard; the SR 44/Grand Avenue roundabout; the resurfacing of SR 5 (US 1) from South Street to Magnolia/Shangri la Drive; and the addition of the New Smyrna Beach Traffic Signal Preemption project which includes 19 signalized intersections.

MOTION: A motion was made by Mr. Cheney to recommend approval of Resolution 2016-## amending the FY 2015/16 – 2019/20 Transportation Improvement Program (TIP). The motion was seconded by Mr. Lear and carried unanimously.

V. Presentations, Status Reports, and Discussion Items

A. Presentation and Discussion on the Draft Findings for the SR/CR A1A Pedestrian Safety and Mobility Study

Mr. Adam Burghdoff, Kittelson & Associates, gave a PowerPoint presentation on the draft findings for the SR/CR A1A Pedestrian Safety and Mobility Safety Study. The study area is a 57-mile corridor along SR/CR A1A and the goals include identifying and recommend implementable bicycle/pedestrian safety countermeasures. They will be meeting with the stakeholders to review the findings. He reviewed the six focus areas and the findings. The next steps include developing reports for the six focus areas with a final report being completed in June. They will be meeting with FDOT to discuss funding options for project implementation in May.

Mr. Cheney asked how the improvements recommended for focus area D would work for hurricane evacuations.

Mr. Burghdoff responded that with lane eliminations they need to be able to provide a single lane in each direction. Emergency vehicles must be able to travel on the side of the roadways. Three lanes are sufficient to provide for effective evacuations.

Mr. Cheney stated that they were introducing medians for mid-block crossings.

Mr. Burghdoff stated that it was recommended to provide a raised median in some locations effectively providing a four lane road in the area.

Ms. Blanck stated that further enhancements in the area and reducing the lanes from four to three allows for greater conflict for drivers trying to get around buses when they are stopped.

Mr. Burghdoff stated that it is recommended that a team should consider implementing these improvements; when coming up with the ideas, budgets are not considered.

Mr. Cheney stated that the TIP Subcommittee is meeting the same day as the study stakeholder group. He asked if he could get the countermeasure matrix prior to the meeting.

Mr. Burghdoff replied yes and added that he would also send the presentation.

Mr. Ferrell asked for clarification on the inconsistent lighting for focus area B in Daytona Beach Shores.

Mr. Burghdoff stated that Daytona Beach Shores showed a good example of lighting.

Mr. Ferrell stated that they had done a study for Daytona Beach Shores that provided a number of recommendations. He asked if the study was taken into consideration.

Mr. Burghdoff noted that it was included in the initial screening effort. The area was identified as needing further study.

B. Presentation and Discussion of the FDOT-MPO Unified Planning Work Program (UPWP) Agreement

Ms. Bollenback stated that this agreement was needed to move forward with the UPWP and to continue to receive planning funds. In the past the TPO had a PL Joint Participation Agreement (JPA) with FDOT that was updated during reapportionment. FDOT is now tying the planning fund agreement with the UPWP and it will be updated every two years. The UPWP will become the scope of services that is attached to the contract. This makes the UPWP more important and more detailed. It also gives more responsibility to Mr. Ferguson. She reviewed the agreement and added that any amendment to the UPWP will require a contract change. Both the MPO Advisory Council (MPOAC) attorney and the TPO's attorney have reviewed the document and there are no fatal flaws. The UPWP agreement will be brought back to the committee next month for a recommendation of approval.

Ms. Bollenback stated that there are still a number of items missing from the contract including financial project numbers and funding amounts.

Mr. Cheney asked what the “project” is that is referred to throughout the document.

Ms. Bollenback responded that the project is the UPWP and all the tasks included within.

Mr. Cheney stated that under clause two it refers to the UPWP of the MPO; can it be changed to say the “project”?

Ms. Bollenback stated that she could forward his comment to Central Office’s legal department but they have made it clear they are not making any further changes.

Mr. Cheney added that when something is referred to as the “project” it is capitalized.

Mr. Ferrell asked what kind of agreement the TPO currently had.

Ms. Bollenback responded that the TPO has a PL JPA which was initiated after reapportionment. The PL JPA is between the TPO and FDOT. It basically says as long as you meet federal requirements you will receive PL funds. That document stays until the TPO goes through reapportionment.

Mr. Ferrell stated that they put this agreement in the PL JPA’s place which does the same things but must be renewed every two years.

Ms. Bollenback stated this will be more of an administration challenge.

Mr. Ferrell asked where this change was initiated.

Ms. Bollenback replied that it was initiated in part through Federal Highway Administration (FHWA) overseeing FDOT. According to FDOT and FHWA, this has always been a requirement it just hasn’t been carried out. It puts FDOT with a greater financial responsibility to oversee what the TPO is doing.

Mr. Ferguson clarified that this was more like a standard contract.

Ms. Bollenback offered to email out the previous agreement to the members if they wanted to compare it.

C. Presentation and Discussion of the Draft Congestion Management Process (CMP) Report

Mr. Keeth gave a PowerPoint presentation on the draft Congestions Management Process. He added that there will be a written report provided in the next few weeks. Congestion management has been a requirement of MPOs since the 1990s. He reviewed the history of congestion management. The TPO Board adopted the framework for a congestion management system as part of the 2040 Long Range Transportation Plan (LRTP). The aim of the CMP is to evaluate the multiple dimensions of mobility, including quantity and quality of travel, accessibility, utilization and most importantly, safety.

Mr. Cheney asked if they were going to show the baseline target for the SunRail on-time performance.

Ms. Blanck stated that it was high.

D. Presentation and Discussion of the Transportation Regional Incentive Program (TRIP) and Update to the Project Listing

Mr. Keeth stated that the Transportation Regional Incentive Program was established by the legislature in 2005 to provide funds for the improvement of regionally significant facilities. Regionally significant projects have to be identified in a regional planning area. The Central Florida MPO Alliance (CFMPOA) was established in part for that purpose and they have adopted a regional transportation plan. It is now time to update that list. The CFMPOA is requesting a list of projects eligible for funding with TRIP funds. The focus for preparing this list should be the Long Range Transportation Plan (LRTP) and advancing projects with the needs list of the LRTP. There is not a specific time table for providing this information to the CFMPOA, however, members should begin looking at what projects they would like to be funded through the TRIP. This is a match program and the state share will not exceed 50% of the project cost, so there is a sizable local commitment that is necessary. There are strict eligibility criteria in the statute itself such as: it needs to serve the regional transportation system, priority is given to projects which connect with the state's Strategic Intermodal System (SIS) facilities, it must be included in an adopted and approved comprehensive plan, and be regionally significant. The TPO will be looking for candidate projects and will make plans at future meetings on how to get those projects to the CFMPOA.

Mr. Cheney stated that when the original exercise was done, the CFMPOA asked for a list of roads that would be eligible for TRIP funding. The TPO provided an inclusive list rather than an exclusive list. This allowed the TPO and the cities to maximize flexibility when seeking TRIP funding. Now the Alliance want a list of TRIP projects which he doesn't think the county will be receptive to. Legislation was passed that circumvents the TPO planning process. What is the benefit to the TPO if an exclusive list? He asked why the CFMPOA wanted a list of projects instead of a list of roads and will FDOT endorse the TRIP list that comes out of the CFMPOA rather than individual cities and counties working with the FDOT on TRIP funding. Traditionally, TRIP projects are off road systems. He added that Volusia County would like clarification on why this exercise was occurring.

Mr. Keeth stated that the TPO could find out what the CFMPOA's intent is behind asking for a list of projects.

Mr. Cheney stated that he had major concerns and the Engineering Director, Mr. Gerry Brinton, would have even more concerns.

F. FDOT Report

Mr. Gene Ferguson gave the FDOT report.

Ms. Blanck asked if there was an update on the Bellevue Road Bridge.

Mr. Cheney stated that it would be reopened in mid-April.

G. Volusia and Flagler County Construction Reports

Ms. Hickey gave the Flagler County Construction Report.

Mr. Cheney gave the Volusia County Construction Report. He stated that this report was a revision of the previous report and showed statistics from the last six months instead of the last year.

VI. Staff Comments

→ Repurposing of Earmark Funding

Mr. Keeth spoke about the repurposing of the federal earmark funding in Volusia County that has not been spent. He stated that FDOT Central Office is reviewing the unspent earmarks; in Volusia County there is just under \$4 million in unspent earmarks. FDOT may use the funds to advance some projects that are programmed.

Mr. Ferguson pointed out that Flagler County had a couple of earmarks that were unbudgeted and therefore are not eligible for repurposing.

Mr. Cheney asked if the impacted agencies would be contacted about the earmarks.

Mr. Ferguson responded that FDOT would be looking at all the options for the funding. They are looking for projects that are within a 50-mile radius of the location of the original earmark. There must be a quick turnaround on this.

Mr. Cheney stated that it would be helpful if FDOT could call the jurisdiction that is impacted and ask them if they had insight on where the funding should go.

→ Update on the Draft US 17/92 Corridor Improvement Program (CIP)

Mr. Keeth announced that the stakeholders meeting was held on April 5, 2016 for Phase II of the US 17/92 Corridor Improvement Program (CIP) which set the stage for evaluating potential projects. He stated that the consultant identified six character districts and presented a conceptual scheme for evaluating candidate projects. They will be preparing a final report for review in the next few weeks that will be presented to the committees.

→ Status Update on the Call for Projects

Mr. Keeth announced that the Call for Projects deadline was April 1, 2016 with the following results: 17 Bicycle/Pedestrian applications, 16 applications for Traffic Operations/Safety feasibility studies, 17 requests for project implementation and three transportation planning study applications were received. He added that the TIP Subcommittee will meet tomorrow, April 20, 2016. He stated that the SR 44 left bound turn lane at Myrtle Avenue was on FDOT's Pushbutton Report. He asked Mr. Cheney if that project application could be removed from consideration.

Mr. Cheney stated that the project was to be determined. FDOT provided the report and the county asked if FDOT wanted it to be submitted to the TPO and FDOT stated that it should be submitted through the TPO. He added that the roundabout at SR 44 and Grand Avenue could be removed.

→ Update on Current Year SU Funding

Mr. Keeth stated that at the end of each fiscal year, the TPO tries to spend down all of the federal SU funding that it receives in order to preserve budgeting authority; if all the SU funds are not spent, some of funding may be lost. There is still \$630,000 for Bicycle/Pedestrian projects that

can be spent. He asked for the members to let the TPO know if there were any projects that could be advanced to the current year.

Mr. Tiblier suggested the Bunnell Elementary School sidewalk.

Mr. Ferguson stated they were working on that project.

[Discussion inaudible]

Mr. Ferrell asked if the money would roll forward if not used.

Mr. Ferguson responded that if the money is still in the box on June 30th, it will roll forward which is negative; if it is less than \$500,000 that would be okay.

→ **Update on the Tell the TPO Survey**

Ms. Blankenship handed out the Tell the TPO survey flyer with the committee specific link to the survey. She announced that the TPO has received 546 responses to-date, with 24 being from the TCC. She recommended posting it on Facebook and Twitter pages as well as the city websites. She encouraged the members to take the survey as well as share it with others; it can also be shared on Facebook and Twitter. She recommended asking people personally to take the survey.

VII. TCC Member Comments

Mr. Cheney stated that the county appreciated the partnership with FDOT on getting the roundabout at SR 44 and Grand Avenue funded. The Volusia County Council submitted a letter signed by Sheriff Ben Johnson and within two hours funding was received. Volusia County was surprised a citizen sent a newspaper article that FDOT not pursue the relocation of the truck stop rest area from the Longwood area into Volusia County. They have told FDOT that the county was not in support of moving it to SR 44 or SR 472. Volusia County is still dissatisfied with the relocation of the rest stop. The only way the county may agree is if the good jobs of the regional traffic management center to Volusia County.

Ms. Mendez stated that Orange City was drafting an objection letter to the relocation of the rest stop on I-4.

Mr. Paradise stated that he was unaware of this and that the city of Deltona would most likely agree with Volusia County and Orange City. He asked for more information.

Ms. Mendez stated that she would send out the PowerPoint presentation which identifies the properties as well as the station design and parking area.

VIII. Information Items

- River to Sea TPO Board Meeting Summary for March 23, 2016
- March TPO Outreach and Events
- Heart of Florida Loop Trail Support Letter
- St. Johns River to Sea Loop Trail Support Letter

IX. Adjournment

There being no further business, the TCC meeting adjourned at 4:32 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



HEATHER BLANCK, CHAIRPERSON
TECHNICAL COORDINATING COMMITTEE (TCC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the April 19, 2016 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 17th day of May 2016.



MARIE DUDA, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

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Appendix H

Agency Comments Regarding the Draft UPWP and River to Sea TPO's Response

April 22, 2016

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

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

Dear Ms. Bollenback:

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

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

Comments of Draft UPWP:

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

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

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

Sincerely,



Gene Ferguson
FDOT, TPO Liaison
River to Sea TPO

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

Robert Keeth

From: Lois Bollenback
Sent: Monday, April 11, 2016 3:36 PM
To: Robert Keeth; Herbert Seely
Cc: Aarti Sharma
Subject: FW: River to Sea TPO Draft FY 2016/17 – 2017/18 UPWP Review

FYI – Please continue to update the final draft UPWP document with the changes recommended by Central Office as shown below. It feels good to be so close to completing this and moving on to the work it actually funds us to do!

Thank you for all of you work on this.....Lois

From: Santalla, Sean [<mailto:Sean.Santalla@dot.state.fl.us>]
Sent: Thursday, April 07, 2016 4:14 PM
To: Ferguson, Gene
Cc: Lois Bollenback; Schoelzel, Mary; Arens, Yvonne; Fields, Diana; Colson, Regina; Wilkerson, Lisa; Watson, Sandy; Shakira Crandol (Shakira.Crandol@dot.gov); Jacobs, LeeAnn; Keith.Melton@dot.gov
Subject: River to Sea TPO Draft FY 2016/17 – 2017/18 UPWP Review

Gene,

The Central Office - Office of Policy Planning and Office of Comptroller have completed our review of the River to Sea TPO Draft FY 2016/17 – 2017/18 UPWP. This review is not intended to replace the District review of the draft UPWP, but rather to assist given the new requirements being implemented. Please check to ensure that the TPO receives these comments. We have the following comments:

- The UPWP reflects a clear understanding of the new requirements and an earnest effort to implement them; that is appreciated.
- The FM Number and Federal Aid Project number have now been provided to the Districts; please transmit these to the MPO for inclusion in the UPWP.
- Cost Analysis Certification Statement –The latest guidance allows for the Cost Analysis Certification statement to be included once near the front of the UPWP, rather than on each task. This should help to streamline the document and reduce the number of signatures required of the Liaison. Please see the latest Handbook Chapter 3 and/or the Estimated Budget Detail template at the [MPO Agreement & Invoicing webpage](#) for more information.
- Organization & Management – This section should include a discussion of the agreements the MPO operates under. This discussion should reflect the expiration of the existing PL JPA and other FHWA-funded agreements and the execution of the new MPO agreement.
- Page 14 – please also state the percent match of the soft match in this paragraph. The TPO may wish to add a statement such as “Soft Match for the FHWA funds equates to 18.07%.”
- Task 1.01 Specific Line Item Questions:
 - o Fees (\$2,475) – please clarify the nature of this line item.
 - o Membership Dues – as a reminder, federal regulations only allow for the reimbursement of membership for the non-federal entity (i.e. the TPO); individual memberships are unallowable.
 - o Professional Services – please clarify this line item as well. Might it be more appropriate in a Consultant Services budget category?
 - o Auto Insurance – does the MPO own or lease a vehicle?

- Pages 77 & 78 – please provide the soft match amounts by task in the Summary Budget Tables.
- As a reminder, the final UPWP should include the Joint Certification Package and signed Statements & Assurances.

As a reminder, the District should be performing a preliminary cost analysis on the draft UPWP and performing the final one, which includes the signature of the Cost Analysis Statement, after adoption of the final UPWP and before execution of the new MPO Agreement.

Please let me know if you have any questions.

Thanks,

Sean Santalla
Office of Policy Planning
Florida Department of Transportation
605 Suwannee Street MS 28
Tallahassee, Florida 32399-0450
Direct Line: (850) 414-4578
Sean.Santalla@dot.state.fl.us

The Office of Policy Planning is currently updating the SIS Policy Plan. For more information, please visit www.FloridaTransportationPlan.com.

R2CTPO's Response to FDOT District 5 Comments on Draft UPWP:

1. In the final UPWP, include a signed copy of the resolution adopting the UPWP.
A signed copy of the resolution adopting the UPWP will be included in the final document.
2. In the final UPWP, include the FTA Section 5303 funding application and agreement package
The FTA Section 5303 funding application and agreement package will be included in the final UPWP.
3. Add an explanation in Task 1.01, General Administration and Program Support, for the line item of Liability, Equipment & Auto Insurance in the Estimated Budget Detail Tables.
Apparently some confusion has arisen from the reference to "auto insurance" in this line item. This is actually a policy that indemnifies the TPO for any claim that could arise from an employee using his/her personal vehicle for business purposes. It is liability insurance, not property (vehicle) insurance. This budget line item has been renamed "liability and equipment insurance". We believe there is no need for further explanation.
4. Add an explanation in Task 2.02, Transportation Improvement Program (TIP) Development, regarding the Fees identified in the Estimated Budget Detail Tables.
The "Fees" identified in the Estimated Budget Detail Tables for Task 2.02 refers to the annual GIS software maintenance and support from ESRI, Inc., including access to on-line data, software updates, and technical support. For clarity, this budget item has been renamed "GIS Software Support (ESRI)".
5. Add an explanation in Task 2.05, State and Regional Planning and Coordination, regarding the Fees identified in the Estimated Budget Tables.
The "Fees" identified in the Estimated Budget Detail Tables for Task 2.05 refers to the annual expenditure for administrative support of the Central Florida MPO Alliance. For clarity, this budget item has been renamed "CFMPOA Administrative Support".
6. Add an explanation in Task 3.02, Bicycle/Pedestrian Planning and Implementation, regarding the Dues identified in those Estimated Budget Tables.
"Membership Dues" refers to the TPO's membership dues in the Florida Bicycle Association. A note to that effect has been added.
7. Clearly identify fund balances, amount and work to be carried over from the previous year's UPWP into the Proposed Year.
PL Funds carried over from the previous year's UPWP have been identified in a note under the Funding Source table for FY 2016/17.
8. Please be sure to include all the Final Documents in the Appendices and a complete 2016 Federal Certification Review and 2016 Joint Certification Package in your final UPWP: 2016 Certification Questions and Responses, Findings and Recommendations, Statements and Assurances, and a Signed resolution.
These documents will be included in the final UPWP.

R2CTPO's Response to FHWA Comments:

Critical Comments: Reference 23 CFR 450.208 (c)

Page 19 - Please detail the difference between "Conference, Workshops & Seminar Fees" and "Fees"? These are listed on two separate line items.

"Conference, Workshop & Seminar Fees" are registration fees. This line item has been renamed "Conference, Workshop & Seminar Registration". "Fees" includes expenses such as accounting system maintenance and bank fees. A note has been added to clarify the term "fee".

In addition, please detail what is being stored in the storage unit.

The storage unit is used mainly to store archived documents, but is sometimes used to store bike helmets and promotional items used for the TPO's bicycle/pedestrian safety programs.

Are professional services the same as consultant fees?

No, "Professional Services" are not the same as "consultant fees" [consultant services?] "Professional Services" refers to contract services for work not directly related to planning activities. "Professional Services" includes such things as auditing services and legal services. A note has been added to clarify the meaning of this term.

"Consultant Services" is used in the UPWP to refer to contract services directly related to planning activities.

Task 1.02 did include technical "Consultant Services" relating to the design, operation, and maintenance of the TPO's website. That line item has been renamed "Web Services" to more clearly identify it and to distinguish it from the consultant services that are directly related to planning activities.

Page 19 - Does the TPO currently own/lease a vehicle?

No, the TPO does not own or lease a vehicle. The "auto insurance" referenced in the budget detail is actually a policy that indemnifies the TPO for any claim that could arise from an employee using his/her personal vehicle for business purposes. It is liability insurance. This budget line item has been renamed "liability and equipment insurance".

- General Question - Why is office rent for 16/17 almost double what it is for 17/18?

The total amount shown for office rent differs between the 2 years by only \$1 (a rounding error). The amount of PL funds allocated to office rent in FY 17/18 is about 66% lower than in FY 16/17. This PL "short fall" is made up with "Other Funds" (local).

Office Rent									
		FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match – FTA Funds	Local Match – FTA Funds	TD Funds	Other Funds	Total
FY 16/17	Task 1.01	\$93,207	\$0	\$3,185	\$398	\$398	\$0	\$0	\$97,188
	Task 4.01	\$0	\$0	\$25,826	\$3,228	\$3,228	\$0	\$0	\$32,282
FY 17/18	Task 1.01	\$55,983	\$0	\$3,185	\$398	\$398	\$0	\$37,225	\$97,189
	Task 4.01	\$0	\$0	\$25,826	\$3,228	\$3,228	\$0	\$0	\$32,282
Total		149,190	\$0	\$58,022	\$7,252	\$7,252	\$0	\$37,225	\$258,940

Enhancement Comments

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

The final adopted UPWP will include language noting the adoption of the FAST Act and the addition of the two planning factors.

Editorial Comments

- General Comment - Overall staff is commended for a very detailed and comprehensive planning document.

Thank you.

- Page 6 - Compliments to the staff for the thorough explanation provided to detail the public engagement process surrounding the development of the UPWP.

Thank you.

- Page 10 - In addition, in the final plan, will there be any references to the State and Federal Planning Emphasis Areas?

The final adopted UPWP will include language referencing the State and Federal Planning Emphasis Areas.

- Page 18 - Includes the following end product "A well-attended Annual Retreat that improves understanding of the R2CTPO's organizational objectives and a clear communication regarding board expectations". Timeline/anticipated completion date: February 2015 and 2016. Should this be 2016 and 2017?

The timeline/anticipated completion date has been corrected to read February 2017 and February 2018.

- Page 18 - Includes the following end product "An organization that meets requirements of federal, state and local planning requirements in accordance with Title 23 and Title 49, U.S.C., as amended by MAP-21". Should this also include the FAST Act?

This end product has been updated to reference the FAST Act in addition to MAP-21.

- General Comment - Compliments to TPO staff for the illustration of End Products and Milestone dates included in the work product tables at the end of each task page.

Thank you.

- General Comment - Please note that individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process.

Understood.

- General Comment - For the purchase of office equipment, please note that single purchases which exceed \$5000 must get pre-approval.

Understood.

- General Comment - Kudos to the TPO staff for all of the noteworthy achievements highlighted as a result of the 2016 Joint Certification.

Thank you.

- General Comment - All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and included in the final copy of the document.

These agreements and certifications will be executed and included in the final document.

- General Comment - Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the TPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.

Understood.

- **FTA Comments - We appreciate the planning and public involvement work shown in the document.** We are impressed with the effort to address Complete Streets in some corridors; transportation enhancements and safety plans for bike, pedestrian and trail use; corridor studies; TDP development and planning for enhanced transit opportunities (including possible VOTRAN connections to SunRail and VOTRAN service improvements). We are impressed by the level of cooperation and collaboration as evidenced by work with the Central FLA MPO Alliance and FDOT, VOTRAN, Volusia Co. and Flagler Co. to improve transit/transportation planning.

Thank you.

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Appendix I

Resolution 2016-12 Adopting the FY 2016/17 to FY 2017/18 UPWP

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2016-12

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE
FY 2016/17 AND 2017/18 UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the River to Sea 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 portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach and portions of Palm Coast and Bunnell; and

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

NOW, THEREFORE, BE IT RESOLVED, by the River to Sea TPO that:

1. The tasks in the FY 2016/17 and 2017/18 UPWP are consistent with the area transportation plan; and
2. The FY 2016/17 and 2017/18 UPWP is hereby endorsed and adopted;
3. The Chairperson of the River to Sea TPO (or his designee) is hereby authorized and directed to submit the FY 2016/17 and 2017/18 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 River to Sea TPO held on the 27th day of April 2016.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
 4/27/2016
VOLUSIA COUNTY COUNCIL MEMBER PAT PATTERSON
CHAIRMAN, RIVER TO SEA TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on April 27, 2016.

ATTEST:



Pamela C. Blankenship

PAMELA C. BLANKENSHIP, RECORDING SECRETARY

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION