River to Sea Transportation Planning Organization

FY 2018/19 and FY 2019/20
UNIFIED PLANNING WORK PROGRAM

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Cost Analysis Certification

River to Sea TPO

Unified Planning Work Program - FY 2018/19- 2019/20

Adopted 4/25/2018

Revision Number: Initial Adoption

I hereby 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.

Vickie Wyche

Name: Vickie Wyche

MPO Liaison, District 5

Title and District

Signature

Select Date 5/3/18

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INTRODUCTION AND OVERVIEW

INTRODUCTION

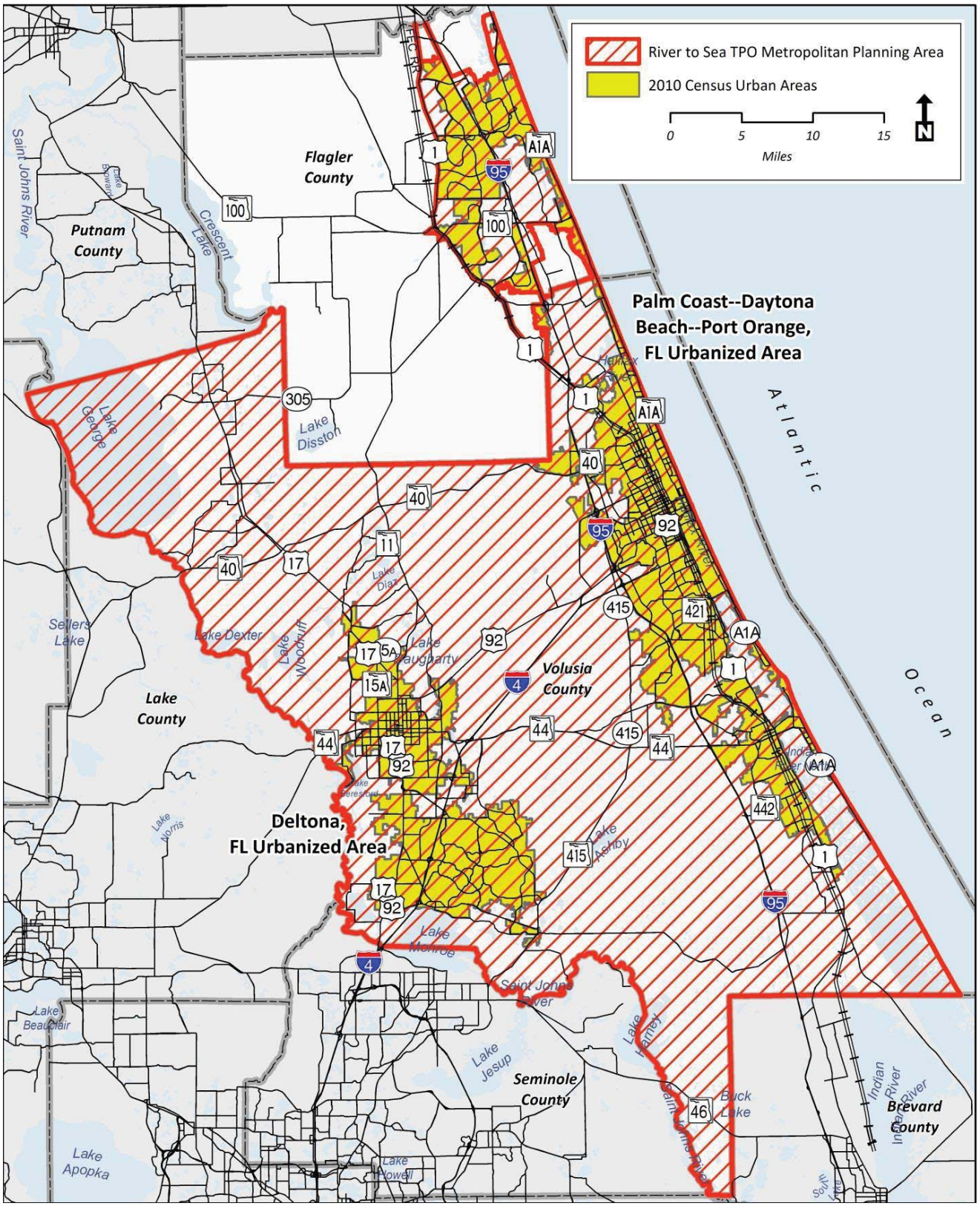
The River to Sea Transportation Planning Organization (R2CTPO) is the designated agency responsible for transportation planning and programming of federal transportation funds across the identified Palm Coast – Daytona Beach – Port Orange Urbanized Area and the Deltona Urbanized Area. Formed in 1975, 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) 2018/19 and 2019/20 beginning on July 1, 2018 and ending on June 30, 2020.

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 Transportation (FCPT) for the grants awarded by the Federal Transit Administration (FTA).

Figure 1 River to Sea TPO Metropolitan Planning Area



Comprehensive Planning Activities & 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 in short, intermediate, and long-range time frames, depending upon the planning activity.

The Moving Ahead for Progress in the 21st Century (MAP-21) and Fixing Americas Surface Transportation (FAST) Act prescribe that FHWA establish certain performance measures for state departments of transportation and MPOs to use to assess the performance of the transportation system for the purpose of advancing the objectives of the federal transportation program. Required performance measures have received final approval as well as target setting and reporting for Safety, Planning Requirements, System Performance, Bridge Conditions and Pavement Measures.

The River to Sea TPO established safety performance targets for the number of fatalities, rate of fatalities, number of serious injuries, rate of serious injuries and number of non-motorized fatalities and non-motorized serious injuries. The TPO adopted a two percent (2%) annual reduction in the number of fatalities, rate of fatalities, number of serious injuries, rate of serious injuries and number of non-motorized fatalities and non-motorized serious injuries. During this UPWP period, the R2CTPO will continue to establish targets, implement data collection and reporting of Transportation Performance Measures (TPM) and integrate TPM into planning efforts and as required.

Consistent with MAP-21 and the FAST Act, efforts to improve transportation safety continue to be a priority of the R2CTPO. 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 and by the end of summer 2011, all elementary and middle schools throughout Volusia County were analyzed and implementation reports developed for each school. As the TPO planning area expanded, the organization added school safety reviews for elementary and middle schools in Flagler County, completing review of an additional 7 schools in June 2017.

Safety studies also have also been the focus of corridor studies completed on US-1, US 17/92 and SR A1A throughout the entirety of the planning area as well as a safety study of the top crash locations and crash types throughout the planning area. The results of these study efforts include improved communication and coordination of safety improvements, as well as recommended countermeasures to improve the safety of our transportation system.

Another tool that continues to play an increasing role in Transportation System Maintenance and Operations (TSM&O) is the deployment of advanced technologies. The R2CTPO is currently undertaking a comprehensive TSM&O masterplan to identify opportunities to deploy technology infrastructure. In addition, the TPO will initiate an automated and connected vehicles study to explore how these technologies will impact the future of transportation within the planning area and region. Advancements in transportation technology will factor greatly into the development of the 2045 Long Range Transportation Plan (LRTP), which will be pursued during this planning period. Planning and public outreach activities associated with the development of the LRTP are expected to play a dominant role for the TPO in FY 2018/19 and 2019/20.

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 2018/19	FY 2020/21	Total
Soft Match - PL funds	$188,003	$154,057	**$342,060**
Soft Match -SU funds	$70,020	$44,111	**$114,131**
Soft Match - All FHWA funds	**$258,023**	**$198,168**	**$456,191**

Soft match for the FHWA funds equates to 18.07%.

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.

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 feels that he/she has been subjected to race, color or national origin discrimination under Title VI of the Civil Rights Act of 1964, or other forms of discrimination based upon sex, age, disability, religion, family or income status discrimination under related nondiscrimination laws and regulations, may file a complaint with the River to Sea TPO. For more information on the River to Sea TPO's Civil Rights program and the procedures to file a complaint, contact 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
Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306)
(Voice / TTY)

Federal Planning Factors

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 fostering 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 more fully addressed in the next section of this document.

This introductory section provided basic information on the goals of the R2CTPO, the organization, and the 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.

PLANNING EMPHASIS AREAS

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations' respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan, and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. The following emphasis areas have been identified and addressed as part of the planning activities outlined in this UPWP.

Rural Transportation Planning - MAP-21 defined the structure and responsibilities of designated regional transportation planning organizations in federal regulations and Florida Statutes include several provisions that require coordination with local governments including those in rural areas. In previous UPWPs as well as in this current document, the R2CTPO outlines efforts to plan and coordinate with rural governmental entities both within the planning area and with those areas outside of the current boundaries that are impacted by transportation movements between regions.

Transportation Performance Measures - FHWA finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. As stated previously in the introduction, the R2CTPO fully embraces the requirements for establishing performance based planning and has structured this UPWP to include all efforts necessary to satisfy the federal requirements.

ACES (Automated/Connected/Electric/Shared-use) Vehicles - According to the Federal Highway Administration, "Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape." Although significant unknowns exist, planners need to consider the potential impact of transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, Vehicle Miles Traveled (VMT), land-use, roadway design, future investment demands, and economic development, among others. In addition to participation in state-wide and regional studies, this UPWP includes specific activities to assess the impacts of these emerging technologies.

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 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 bylaws[1], 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 12, 2017.

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 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 November 23, 2016. It will be undergoing an update in the winter of 2019.

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 2016. 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, and is accessible any time, in a user-friendly format. In addition, the TPO has created a dataset of studies and reports (under the "planning & studies" 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 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 federal funds through 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.

[1] The bylaws are available on the R2CTPO's website at https://www.r2ctpo.org/board-committees/tpo-board/

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-Q175	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) document. 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 Chairperson of the Citizens' Advisory Committee, the Chairperson of Technical Coordinating Committee, and the Chairperson of the Bicycle/Pedestrian Advisory Committee. The Secretary of FDOT District Five (or designee) serves as a non-voting advisor.

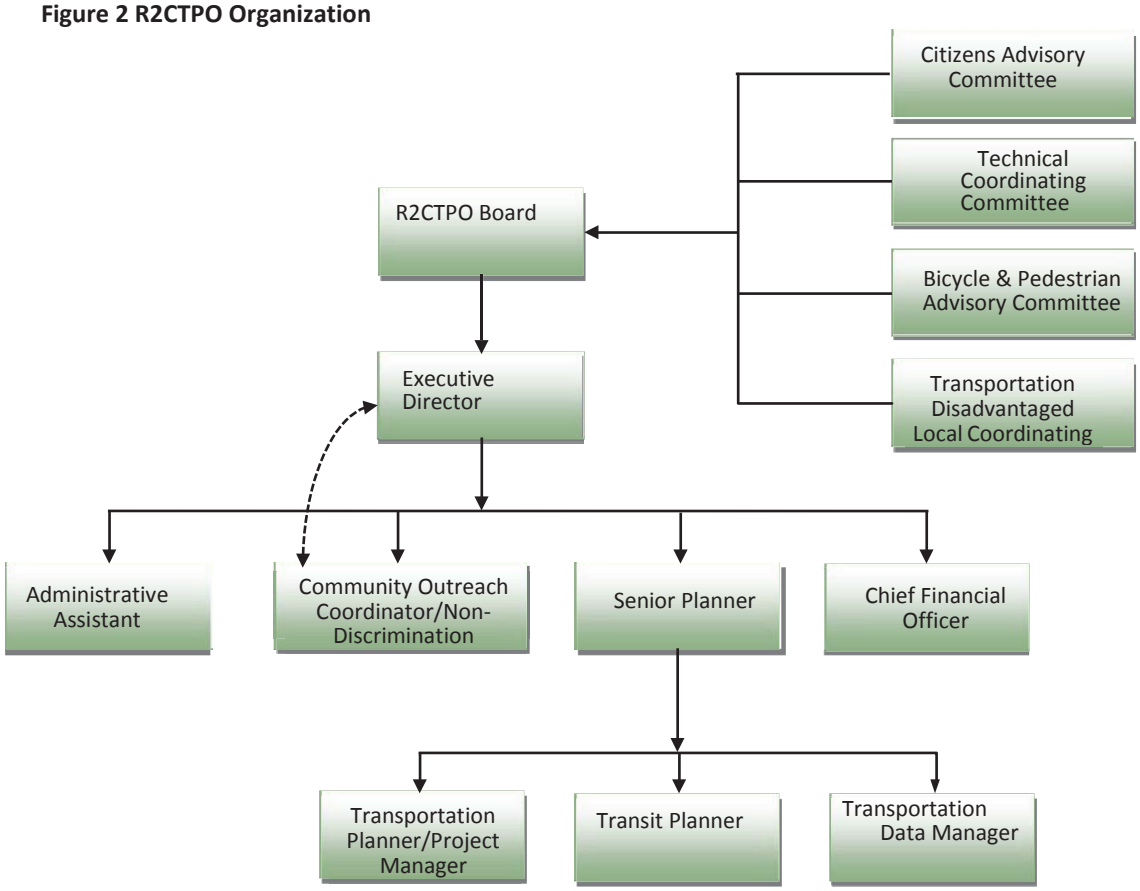
R2CTPO Staff

The staffs of the R2CTPO and the Florida Department of Transportation (FDOT) conduct the work efforts 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 apprises the board on the status of the activities of the organization. Three members of the staff deal primarily with administrative functions – the Community Outreach Coordinator, the Chief Financial Officer, and the Administrative Assistant. Four professional planners are responsible for administering a broad range of 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. The Transit Planner serves as a liaison to Votran and Flagler County Transportation and supports the TDLCB. The Transportation Planner-Project Manager is responsible for long-range planning, providing support to the BPAC, tracking projects, and various other planning activities. The Transportation Data Manager is responsible for managing the collection and analysis of transportation data, performance measures 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 the status of projects and funding issues. Additionally, FDOT has been very proactive in providing other types of technical assistance.

Figure 2 R2CTPO Organization



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"[2] transportation projects in the CFMPOA area.

In the fall of 2005, in response to the "first" Senate Bill 360 – the Growth Management Bill – the Central Florida MPO Alliance updated its plan to identify those projects that would be deemed eligible for Transportation Regional Incentive Program (TRIP) funds through an interlocal agreement. This interlocal agreement was executed by all members of the CFMPOA on October 16, 2005. In addition to this agreement, the 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.

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:

- updating the Congestion Management Process (CMP) and Performance Measures Report;
- completing Phase 1 and 2 of the TSM&O Master Plan for the planning area;
- conducting an annual "Call for Projects" to identify and prioritize transportation improvement projects;
- adopting the FY 2017/18 – 2020/21 Transportation Improvement Program (TIP);
- adopting the 2017 List of Priority Projects;
- reaffirmed the policy for establishing and maintaining transportation priority projects;
- adopting safety performance measure targets for the 2018 calendar year;
- providing planning assistance to the smaller local communities to assist them in gaining access to federal transportation funds;
- 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;

[2] "Significant" is defined as "involving or affecting more than one county."

- assisting Votran with updating its Transportation Development Plan and Transportation Disadvantaged Service Plan;
- adopting an Accessible Pedestrian Signal (APS) Action Plan to implement ADA compliance in local development;
- adopting a Volusia County Bus Stop Improvement Plan (Phase I);
- adopting a Flagler County Fixed Route Bus Service Transit Operation Plan (Implementation Plan);
- participating in and supporting efforts to promote commuter rail transit through the Central Florida Commuter Rail Initiative and stakeholders meetings;
- reaffirming the provision of state funding as established in the financial element of the 2040 LRTP for local initiatives projects and support for the East International Speedway Boulevard (ISB) Corridor Improvement Project;
- 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 and Flagler County Community Traffic Safety Teams;
- supporting efforts by the Florida Department of Transportation (FDOT) to preserve and maintain SR A1A from damage by Hurricane Matthew;
- recognizing pedestrian safety as a high priority for the planning area and supporting continued funding of programs and partnerships that raise awareness of safety issues associated with pedestrian injuries and fatalities
- conducting the 2016 Tell the TPO Survey Campaign which garnered more than 1260 responses;
- adopting the Title VI Policy Statement and Complaint Procedures;
- adopting the Limited English Proficiency (LEP) Access Plan;
- participating in community safety programs including bike helmet fittings/giveaways, bike rodeos, and International Walk to School Day events;
- adopting the 2017 Crash Analysis Report;
- adopting the Resilient Volusia County Report and supporting efforts to build resiliency against the impacts of coastal flooding, storm surge and sea level rise;
- adopting the Flagler County Bicycle & Pedestrian School Safety Review Studies;
- adopting a Bicycle Helmet Fitting Policy and recognizing bicycle safety as a high priority for the planning area and supporting continued funding of programs and partnerships that raise awareness of safety issues associated with bicycle injuries and fatalities;
- supporting updates to the Florida Greenways and Trails System (FGTS) Plan and the Opportunity and Priority Maps;
- updating and distributing the Volusia County Bicycling Map for the Experienced Cyclist; and
- adopting the 2018 Bicycle and Pedestrian Master Plan.

UPWP PROGRAM AND FORMAT

The R2CTPO's FY 2018/19 and FY 2019/20 UPWP, covering the two fiscal years from July 1, 2018 to June 30, 2020, 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 & Project Support

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 Incorporates Emphasis Areas for Autonomous Vehicle Planning and for Rural Planning

Task 2.09 – 2045 Long Range Transportation Plan

Task 2.10 – Community Safety-Related Program

3.0 ***Bicycle and Pedestrian 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 – Bicycle/Pedestrian Planning & Implementation

Task 3.02 – Bicycle/Pedestrian Project Feasibility 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 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	2	3	4	5	6	7	8	9	10
	Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility options available to people and freight	Protect and enhance the environment, promote energy conservation, and improve quality of life	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system	Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation	Enhance travel and tourism
1.01						✓	✓	✓		
1.02	✓	✓		✓		✓			✓	✓
1.03		✓		✓	✓		✓	✓		✓
2.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.03	✓	✓		✓	✓	✓	✓		✓	
2.04	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.05	✓			✓		✓	✓	✓	✓	✓
2.06	✓	✓	✓		✓	✓	✓	✓	✓	✓
2.07	✓			✓		✓	✓		✓	✓
2.08	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.09	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.01	✓	✓	✓	✓		✓		✓	✓	✓
4.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

LRTP - Long Range Transportation Plan

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.

PPP - Public Participation Plan

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.

TPM - Transportation Performance Measures

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 - $767,791

PURPOSE

- This task supports the overall administration and management of the organization including personnel management, financial operations, general administrative support, meetings and member support. Cost estimates for this task include operational overhead such as office leasing and capital expenditures. Activities completed under this task ensure that the TPO operates in a fiscally sound, organized and efficient manner that supports the 3-C planning efforts.

PREVIOUS WORK

- Developed and distributed meeting minutes and agendas and meeting support for advisory committees and board.
- Fiscal management of R2CTPO finances including timely invoicing, accurate record keeping and successful grants management as reflected in successful financial audits.
- Ongoing provision of administrative support services for planning activities and general administration and management of the R2CTPO.
- Attendance and participation in professional training opportunities, webinars and professional conferences:
  - Tools the Trade Conference - September 2016
  - FLC 2017 Human Resources and Risk Management Seminar
  - Webinar on Tax Reform - January 2018
  - FL APA Conference - September 2017
  - Records Management Training Webinar
- Coordination and completion of annual strategic planning retreats and completion of new member orientation meetings. Completed February 2016 and 2017.
- 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.
- Printing of all previous TPO technical reports documents.
- Annual completion of the budget, legislative positions, and other administrative activities.
- Establishment of a Continuity of Operations Plan (COOP) and exercises to ensure effectiveness. Completed August 2017.
- Completed Annual Audits. Completed January 2016 and 2017.

REQUIRED ACTIVITIES

- Review industry trends, policy directives and legislation; attend training opportunities and conferences; read industry journals and communicate with agencies and organizations to remain familiar with requirements for MPOs/TPOs and achieve the agency's objectives.
- 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.
- 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 the FAST Act.
- 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.
- Complete the administrative activities necessary for an organization including personnel management, records management, professional development, and training.
- Provide new member orientations to educate new members of the board and advisory committees about the River to Sea TPO functions and role in the local community and conduct an annual workshop to discuss current issues and the River to Sea TPO's role in addressing them.
- 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 professional support services as needed (legal review , HR auditing).
- Utilize effective personnel management strategies to develop staffing plans and assignments, identify training needs and manage human resources of the organization.
- Increase efficiency and lower unit costs by hiring general contractor 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.
- Purchase supplies and services necessary to perform the functions and meet the responsibilities of the agency.
- Periodically review organizational documents such as the COOP and the Employee Handbook to ensure they remain current and that 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. Timeline/anticipated completion date: November 2018 and 2019.
- Transmittal of completed invoices in a timely manner and 100% approval/acceptance rating by FDOT of invoices/progress reports. Timeline/anticipated completion date: Monthly.
- Completion of an annual operating budget. Timeline/anticipated completion date: May 2019 and 2020.
- Printing and distribution of River to Sea TPO committee meeting notices, agenda packets, and meeting minutes in accordance with applicable laws and bylaws. Timeline/anticipated completion date: Monthly.
- Completion of a planning retreat. Timeline/anticipated completion date: March 2019 and 2020.
- Completion of employee team building and goal setting activities. Timeline/anticipated completion date: May 2019.
- Ongoing communications and support to the R2CTPO and all its efforts. Timeline/anticipated completion date: Ongoing.
- Accurate and timely records kept according to the General Records Schedule GS1-SL. Timeline/anticipated completion date: Ongoing.
- Update to the COOP. Timeline/anticipated completion date: March 2019.
- Update to the River to Sea TPO Purchasing Manual. Timeline/anticipated completion date: January 2020.
- Update to the Employee Handbook. Timeline/anticipated completion date: August 2019.
- Development of a Policy and Procedures Manual. Timeline/anticipated completion date: June 2019.
- Accurate electronic file storage to support the efficiency of the organization. Timeline/anticipated completion date: January 2019.
- Develop and distribute meeting notices, agenda packets, minutes and other correspondence for the River to Sea TPO Board, TCC, CAC, BPAC, and TDLCB. Timeline/anticipated completion date: Ongoing.

Task 1.01 Summary Task Funding Source

Year 1 - FY 2018/19

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		$309,371	$0	$49,789	$6,223	$6,223	$0	$0	$371,606
Consultant		$24,000	$0	$0	$0	$0	$0	$0	$24,000
	Task Total	**$333,371**	**$0**	**$49,789**	**$6,223**	**$6,223**	**$0**	**$0**	**$395,606**

Year 2 - FY 2019/20

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		$265,687	$0	$50,000	$6,249	$6,249	$0	$40,000	$368,185
Consultant		$4,000	$0	$0	$0	$0	$0	$0	$4,000
	Task Total	**$269,687**	**$0**	**$50,000**	**$6,249**	**$6,249**	**$0**	**$40,000**	**$372,185**

Task 1.01 Estimated Budget Detail

Year 1 - 2018/19

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	$154,962	$0	$49,789	$6,223	$6,223	$0	$0	$217,197
Category Subtotal	**$154,962**	**$0**	**$49,789**	**$6,223**	**$6,223**	**$0**	**$0**	**$217,197**
Consultant Services								
Consultant Services	$24,000	$0	$0	$0	$0	$0	$0	$24,000
Category Subtotal	**$24,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$24,000**
Travel								
Travel Expenses	$12,100	$0	$0	$0	$0	$0	$0	$12,100
Category Subtotal	**$12,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,100**
Other Direct Expenses								
Office Supplies/Equipment	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Office Rent	$86,791	$0	$0	$0	$0	$0	$0	$86,791
Conference, Workshops & Seminar Registrations	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Fees	$18,850	$0	$0	$0	$0	$0	$0	$18,850
Membership Dues	$630	$0	$0	$0	$0	$0	$0	$630
Publications	$788	$0	$0	$0	$0	$0	$0	$788
Copy Expense	$16,500	$0	$0	$0	$0	$0	$0	$16,500
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
Category Subtotal	**$142,309**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$142,309**
Task Total	**$333,371**	**$0**	**$49,789**	**$6,223**	**$6,223**	**$0**	**$0**	**$395,606**

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 2019/20

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	$110,414	$0	$50,000	$6,249	$6,249	$0	$40,000	$212,912
Category Subtotal	**$110,414**	**$0**	**$50,000**	**$6,249**	**$6,249**	**$0**	**$40,000**	**$212,912**
Consultant Services								
Consultant Services	$4,000	$0	$0	$0	$0	$0	$0	$4,000
Category Subtotal	**$4,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,000**
Travel								
Travel Expenses	$12,100	$0	$0	$0	$0	$0	$0	$12,100
Category Subtotal	**$12,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,100**
Other Direct Expenses								
Office Supplies/Equipment	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Office Rent	$87,280	$0	$0	$0	$0	$0	$0	$87,280
Conference, Workshops & Seminar Registrations	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Fees	$19,225	$0	$0	$0	$0	$0	$0	$19,225
Membership Dues	$630	$0	$0	$0	$0	$0	$0	$630
Publications	$788	$0	$0	$0	$0	$0	$0	$788
Copy Expense	$16,500	$0	$0	$0	$0	$0	$0	$16,500
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
Category Subtotal	**$143,173**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$143,173**
Task Total	**$269,687**	**$0**	**$50,000**	**$6,249**	**$6,249**	**$0**	**$40,000**	**$372,185**

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 - $89,904

PURPOSE

- Efficient and productive organizations require the provision of information technology support and equipment. This task is intended to outline the activities that provide website hosting and maintenance, hardware and software acquisition and maintenance, support services, and other efforts to improve internal and external data sharing capabilities as needed to maximize office productivity and improve functioning of the organization.

PREVIOUS WORK

- Completed a restructuring and re-design of the TPO website. Completed June 2016.
- Maintenance of the TPO's website and interactive components of the TIP. Ongoing.
- Implementation of online surveys and provision of external links to industry resources.
- Ongoing maintenance and enhancements to the TPO's website.
- Contract with Professional IT service to maintain and update the TPO network. Date issued - July 2014.
- Ensure off-site storage and nightly backups to insure protection of all data.
- Attended training opportunities to maintain basic support:
  - Webinar how to protect IT network - January 2017
  - Florida League Risk Management workshop - April 2017
  - Consult with IT to review IT services and health of network - September 2017
- Maintained a capital expenditures program and purchased new hardware and software systems including upgraded system capacity, system printers and projection equipment.
- Purchased replacement server and migration to Office 365. Completed March 2018.
- Provided support for the development of the 2040 LRTP web page that links to the LRTP host site and provided detail on the Long Range Transportation Plan activities.

REQUIRED ACTIVITIES

- Maximize office productivity by providing technology resources.
- Provide technical support for the utilization of 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 and contract with information technology specialists as needed to support the efficient maintenance of the IT system.

END PRODUCTS

- An efficient website that utilizes current design features to provide public access to information and data. Timeline/anticipated completion date: Ongoing.
- Updated computer systems and software. Timeline/anticipated completion date: Ongoing.
- A computer support system that is current, functioning, and efficient. Timeline/anticipated completion date: Ongoing.
- IT services agreement. Timeline/anticipated completion date: June 2019.

Task 1.02 Summary Task Funding Source

Year 1 - FY 2018/19

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	$32,624	$0	$9,761	$1,220	$1,220	$0	$0	$44,824
Task Total	**$32,624**	**$0**	**$9,761**	**$1,220**	**$1,220**	**$0**	**$0**	**$44,824**

Year 2 - FY 2019/20

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	$34,680	$0	$8,321	$1,040	$1,040	$0	$0	$45,080
Task Total	**$34,680**	**$0**	**$8,321**	**$1,040**	**$1,040**	**$0**	**$0**	**$45,080**

Task 1.02 Estimated Budget Detail

Year 1 - 2018/19

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	$4,176	$0	$3,508	$438	$438	$0	$0	$8,560
Category Subtotal	**$4,176**	**$0**	**$3,508**	**$438**	**$438**	**$0**	**$0**	**$8,560**
Other Direct Expenses								
Network Services	$18,975	$0	$5,060	$633	$633	$0	$0	$25,300
Capital Outlay (Computer & Server)	$5,000	$0	$0	$0	$0	$0	$0	$5,000
Software	$4,473	$0	$1,193	$149	$149	$0	$0	$5,964
Category Subtotal	**$28,448**	**$0**	**$6,253**	**$782**	**$782**	**$0**	**$0**	**$36,264**
Task Total	**$32,624**	**$0**	**$9,761**	**$1,220**	**$1,220**	**$0**	**$0**	**$44,824**

Year 2 - FY 2019/20

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	$6,232	$0	$2,068	$258	$258	$0	$0	$8,816
Category Subtotal	**$6,232**	**$0**	**$2,068**	**$258**	**$258**	**$0**	**$0**	**$8,816**
Other Direct Expenses								
Network Services	$18,975	$0	$5,060	$633	$633	$0	$0	$25,300
Capital Outlay (Computer & Server)	$5,000	$0	$0	$0	$0	$0	$0	$5,000
Software	$4,473	$0	$1,193	$149	$149	$0	$0	$5,964
Category Subtotal	**$28,448**	**$0**	**$6,253**	**$782**	**$782**	**$0**	**$0**	**$36,264**
Task Total	**$34,680**	**$0**	**$8,321**	**$1,040**	**$1,040**	**$0**	**$0**	**$45,080**

TASK 1.03 - Public Involvement

Responsible Agency - River to Sea TPO
Total Cost - $137,449

PURPOSE

- A core function of the River to Sea TPO is to inform and engage the public in transportation planning and decision-making. This task is intended to outline the activities needed to successfully administer a public outreach program that utilizes new and innovative outreach tools and compliance with provisions of Title 23 and Title 49, U.S.C., as amended by MAP-21 and the FAST Act. Activities outlined in this task include compliance with Title VI and Limited English Proficiency (LEP) requirements, development of business relations, development of print materials, responses to public requests and efforts to ensure activities are monitored and measured for effectiveness.

PREVIOUS WORK

- Coordination with FDOT to assist with public outreach efforts. Ongoing.
- Maintained and posted events, meeting notices and other pertinent information on the River to Sea TPO Facebook page and website. Ongoing.
- Annual Title VI and Limited English Proficiency (LEP) staff training. Completed July 2016 and 2017.
- Updated Title VI Implementation and Limited English Proficiency (LEP) Access Plans. Completed May 2017.
- Printing and posting drafts for public review and final adopted planning studies, technical reports, documents, and meeting minutes and agendas. Ongoing.
- Revised and updated the TPO's Public Participation Plan (PPP). Completed November 2016.
- Completed a Public Outreach Summary Report. Completed September 2017.
- Developed a Public Records Request Policy. Completed May 2014.
- Developed Annual Report for River to Sea TPO. Completed May 2016 & January 2017.
- Publish Monthly Outreach Summaries. Monthly.

REQUIRED ACTIVITIES

- Expand activities to improve awareness of the TPO within 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.
- Ensure ADA, Title VI and Limited English Proficiency (LEP) compliance in the development and distribution of materials and staff training.
- When appropriate, create and distribute all reports, documents, meeting minutes and agendas in an electronic format and when required print, bind, reproduce, and distribute documents.
- Distribute meeting notices to the media, issue press releases for matters of public concern, and post all such notices on the TPO website and Facebook page.
- Provide timely replies to requests for information from the public, the business community, local agencies, and elected officials.
- Provision of current documents to guide and document program activities.

END PRODUCTS

- Implementation of the Public Participation Plan (PPP) including documentation of outreach to member communities along with representative input from the general public. Timeline/anticipated completion date: Ongoing.
- Update to the TPO’s Public Participation Plan (PPP). Timeline/anticipated completion date: June 2019.
- Annual Title VI and Limited English Proficiency (LEP) TPO staff training. Timeline/anticipated completion date: July 2018 and July 2019.
- Completion of Public Participation Plan (PPP) "Measures of Effectiveness". Timeline/anticipated completion date: September 2018 and September 2019.

- Provision of a website and Facebook page that provide updated information and consistent monitoring of the activity on those sites. Timeline/anticipated completion date: Ongoing.
- Distribution of monthly TPO Outreach and Activities Summaries. Timeline/anticipated completion date: Monthly.
- Updated Title VI Implementation and Limited English Proficiency (LEP) Access Plans. Timeline/anticipated completion date: June 2020.
- Development and distribution of an Annual Report. Timeline/anticipated completion date: November 2018 and November 2019.
- 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 high school. Estimated Timeline/completion date: May 2019 and May 2020.
- Presentations to community groups, business groups and others to increase awareness of transportation issues. Timeline/anticipated completion date: Ongoing.
- Development and distribution of news releases, PSAs, legal advertisements and other correspondence as needed to ensure information is available to general public. Timeline/anticipated completion date: Ongoing.

Task 1.03 Summary Task Funding Source

Year 1 - FY 2018/19

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	$60,614	$0	$8,480	$1,060	$1,060	$0	$0	$71,214
Task Total	**$60,614**	**$0**	**$8,480**	**$1,060**	**$1,060**	**$0**	**$0**	**$71,214**

Year 2 - FY 2019/20

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	$48,135	$0	$8,480	$1,060	$1,060	$0	$0	$58,735
Other Agency	$7,500	$0	$0	$0	$0	$0	$0	$7,500
Task Total	**$55,635**	**$0**	**$8,480**	**$1,060**	**$1,060**	**$0**	**$0**	**$66,235**

Task 1.03 Estimated Budget Detail

Year 1 - 2018/19

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	$42,614	$0	$8,480	$1,060	$1,060	$0	$0	$53,214
Category Subtotal	**$42,614**	**$0**	**$8,480**	**$1,060**	**$1,060**	**$0**	**$0**	**$53,214**
Other Direct Expenses								
Postage	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Advertising	$3,000	$0	$0	$0	$0	$0	$0	$3,000
Printing	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Outreach/Promotional	$7,500	$0	$0	$0	$0	$0	$0	$7,500
Category Subtotal	**$18,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$18,000**
Task Total	**$60,614**	**$0**	**$8,480**	**$1,060**	**$1,060**	**$0**	**$0**	**$71,214**

Year 2 - FY 2019/20

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	$37,635	$0	$8,480	$1,060	$1,060	$0	$0	$48,235
Category Subtotal	**$37,635**	**$0**	**$8,480**	**$1,060**	**$1,060**	**$0**	**$0**	**$48,235**
Other Direct Expenses								
Postage	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Advertising	$3,000	$0	$0	$0	$0	$0	$0	$3,000
Printing	$3,750	$0	$0	$0	$0	$0	$0	$3,750
Outreach/Promotional	$7,500	$0	$0	$0	$0	$0	$0	$7,500
Category Subtotal	**$18,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$18,000**
Task Total	**$55,635**	**$0**	**$8,480**	**$1,060**	**$1,060**	**$0**	**$0**	**$66,235**

Section 2 Planning Projects and Programs

TASK 2.01 - Program Development (UPWP)

Responsible Agency - River to Sea TPO
Total Cost - $79,688

PURPOSE

- This task supports the development, maintenance and monitoring of the River to Sea TPO Unified Planning Work Program (UPWP) which outlines the planning activities needed to satisfy state and federal planning requirements. The UPWP ensures that the planning programs and projects advanced by the TPO address all federal planning factors and emphasis areas, allocates planning funds to tasks that support the planning needs and priorities of the planning area, and ensures efficient and effective utilization of planning resources.

PREVIOUS WORK

- Coordination of subcommittee activities and timely development of the FY 2016/17 and FY 2017/18 UPWP. Completed April 2016.
- Implementation of planning activities and completion of project deliverables as specified. Ongoing.
- Timely processing of UPWP amendments. Completed as required.
- Ongoing review of planning activities and financial resources to ensure adherence to budgets and schedules. Ongoing.
- Processing of de-obligation requests as needed. Completed: February 2015 and 2017.
- Coordination of subcommittee activities and timely development of the FY 2018/19 and FY 2019/20 UPWP. Completed April 2018.
- Successful completion of the annual state certification and a federal certification. Completed the state certification in 2016 and 2017 and a federal certification in 2015.

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 to reflect current finances and planning efforts.
- Communicate routinely with FDOT, FTA, and FHWA.
- Develop the new FY 2020/21 and FY 2021/22 Unified Planning Work Program (UPWP), a two-year work program.
- Monitor the UPWP financial estimates and deliverables to ensure the work program is implemented on schedule and within budget.

END PRODUCTS

- Maintenance of the current FY 2018/19 and FY 2019/20 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 FY 2020/21 and FY 2021/22 Unified Planning Work Program (UPWP). Timeline/anticipated completion date: Adoption in April 2020.
- Timely completion of deliverables outlined within the UPWP. Timeline/anticipated completion date: Ongoing.

Task 2.01 Summary Task Funding Source

Year 1 - FY 2018/19

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	$27,826	$0	$5,280	$660	$660	$0	$0	$34,426
Task Total	**$27,826**	**$0**	**$5,280**	**$660**	**$660**	**$0**	**$0**	**$34,426**

Year 2 - FY 2019/20

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	$33,562	$0	$9,360	$1,170	$1,170	$0	$0	$45,262
Task Total	**$33,562**	**$0**	**$9,360**	**$1,170**	**$1,170**	**$0**	**$0**	**$45,262**

Task 2.01 Estimated Budget Detail

Year 1 - 2018/19

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	$27,826	$0	$5,280	$660	$660	$0	$0	$34,426
Category Subtotal	**$27,826**	**$0**	**$5,280**	**$660**	**$660**	**$0**	**$0**	**$34,426**
Task Total	**$27,826**	**$0**	**$5,280**	**$660**	**$660**	**$0**	**$0**	**$34,426**

Year 2 - FY 2019/20

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	$33,562	$0	$9,360	$1,170	$1,170	$0	$0	$45,262
Category Subtotal	**$33,562**	**$0**	**$9,360**	**$1,170**	**$1,170**	**$0**	**$0**	**$45,262**
Task Total	**$33,562**	**$0**	**$9,360**	**$1,170**	**$1,170**	**$0**	**$0**	**$45,262**

TASK 2.02 - Transportation Improvement Program (TIP) Development

Responsible Agency - River to Sea TPO
Total Cost - $104,421

PURPOSE

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

PREVIOUS WORK

- Developed, adopted, and maintained the FY 2017/18 – FY 2021/22 TIP and previous years. Completed June of each year.
- Convened the TIP Subcommittee to implement the annual "Call for Projects" process, including a review and ranking of projects and updating of the Lists of Priority Projects. Completed April to June each year.
- Completed an annual review of the "Call for Projects" process to incorporate planning emphasis areas and update applications. Completed October through December of each year.
- Participated with other MPOs throughout the state in the Interactive TIP Users Group. March 2013 and March 2014.
- Provided ongoing maintenance of the online, interactive Transportation Improvement Program website and coordination with consultants. Recurring Annually.
- Development, maintenance and refinement of an updated website and web-based, interactive TIP. Ongoing.
- Developed and adopted the FY 2018/19 – FY 2022/23 TIP. Timeline/anticipated completion date: June 2018.

REQUIRED ACTIVITIES

- Conduct an annual "Call for Projects" to identify high-priority transportation improvement projects needed to develop the List 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.
- Work with FDOT, TPO committee members and transit agencies to annually develop a 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.
- Provide adequate public notice of the development of the TIP and all amendments, and ensure public access to the adopted TIP.

END PRODUCTS

- An adopted TIP covering the five-year period of FY 2019/20 – FY 2023/24. Timeline/anticipated completion date: June 2019.
- An adopted TIP covering the five-year period of FY 2020/21 – FY 2024/25. Timeline/anticipated completion date: June 2020.
- 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.
- An accurate and up-to-date TIP that is readily accessible and informative to the public. Timeline/anticipated completion date: Ongoing.
- Updated policy guidance and project applications that support the development and programming of transportation projects and priorities of the R2CTPO. Timeline/anticipated completion date: November 2018 and 2019.
- Annual adoption of the Lists of Priority Projects (LOPP), for submission to FDOT for use in building the tentative work program. Timeline/anticipated completion date: Annual (June 2019/June 2020).

Task 2.02 Summary Task Funding Source

Year 1 - FY 2018/19

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	$46,904	$0	$4,960	$620	$620	$0	$0	$53,104
Task Total	**$46,904**	**$0**	**$4,960**	**$620**	**$620**	**$0**	**$0**	**$53,104**

Year 2 - FY 2019/20

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	$45,117	$0	$4,960	$620	$620	$0	$0	$51,317
Task Total	**$45,117**	**$0**	**$4,960**	**$620**	**$620**	**$0**	**$0**	**$51,317**

Task 2.02 Estimated Budget Detail

Year 1 - 2018/19

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	$37,904	$0	$2,680	$335	$335	$0	$0	$41,254
Category Subtotal	**$37,904**	**$0**	**$2,680**	**$335**	**$335**	**$0**	**$0**	**$41,254**
Other Direct Expenses								
Fees	$1,800	$0	$360	$45	$45	$0	$0	$2,250
Network Services	$7,200	$0	$1,920	$240	$240	$0	$0	$9,600
Category Subtotal	**$9,000**	**$0**	**$2,280**	**$285**	**$285**	**$0**	**$0**	**$11,850**
Task Total	**$46,904**	**$0**	**$4,960**	**$620**	**$620**	**$0**	**$0**	**$53,104**

Year 2 - FY 2019/20

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	$36,117	$0	$2,680	$335	$335	$0	$0	$39,467
Category Subtotal	**$36,117**	**$0**	**$2,680**	**$335**	**$335**	**$0**	**$0**	**$39,467**
Other Direct Expenses								
Fees	$1,800	$0	$360	$45	$45	$0	$0	$2,250
Network Services	$7,200	$0	$1,920	$240	$240	$0	$0	$9,600
Category Subtotal	**$9,000**	**$0**	**$2,280**	**$285**	**$285**	**$0**	**$0**	**$11,850**
Task Total	**$45,117**	**$0**	**$4,960**	**$620**	**$620**	**$0**	**$0**	**$51,317**

TASK 2.03 - Transportation Data Information Management

Responsible Agency - River to Sea TPO
Total Cost - $105,122

PURPOSE

- Performance based planning requires the accurate collection, analysis and reporting of relevant data. The purpose of this task is to collect, monitor and provide data and analysis to inform the transportation planning and decision-making processes as required under MAP-21 and the FAST Act. TPO staff will provide the support necessary to comply with requirements for establishing targets and implementing transportation system performance measures. Other data information management and database support activities will be completed as part of this task.

PREVIOUS WORK

- Development of the base year socio-economic and TAZ data for the 2040 LRTP model in coordination with FDOT. Completed March 2015.
- Annual completion of Congestion Management Plan and Performance Measures Report. Completed October 2016 and 2017.
- Completed Crash Analysis Report for the R2CTPO planning area. Completed September 2017.
- Completed Bicycle and Pedestrian Plan maps. Completed December 2017.
- Review of CFRPM data sets in support of the regional model update. Completed December 2017.
- Participated in Volusia County GIS day. November 2015 and November 2017.
- Updated Volusia County Bicycling Map for the Experienced Cyclist. Completed February 2018.
- Developed data to support the establishment of safety performance targets. Completed January 2018.
- Identified Pedestrian High Crash Locations. Ongoing.
- Ongoing support of providing data for various planning studies.
- Updated Regional Trails Corridor Assessment map. Timeline/anticipated completion date: June 2018.

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.
- Provide assistance in data collection and analysis for the long range transportation plan, biannual transportation survey and the Central Florida Regional Planning Model (CFRPM) network as needed.
- Acquire and provide data support and data related activities as necessary for performance measurements and monitoring of roadway conditions to identify congestion, delay, and safety issues.
- Coordinate with local jurisdictions, Volusia and Flagler Counties, Florida Department of Transportation (FDOT) and agencies to ensure consistency of data.
- Coordinate and communicate policy associated with Transportation Performance Management (TPM).
- Participation in Statewide Model Task Force.

END PRODUCTS

- Provision of 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/anticipate completion date: Ongoing.
- Provision of bicycle and pedestrian safety data in support of the pedestrian safety action plan. Timeline/anticipate completion date: July 2018 through June 2019.
- Incorporation of TPM data and rules into planning documents and adoption of targets as reguired under MAP-21 and the FAST Act. Timeline/anticipate completion date: Ongoing.
- Completion of a Transportation Systems Congestion Management/Performance Measures Report providing information on transportation system performance. Timeline/anticipated completion date: July 2018 through November 2018.

Task 2.03 Summary Task Funding Source

Year 1 - FY 2018/19

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	$39,520	$0	$8,400	$1,050	$1,050	$0	$0	$50,020
Task Total	**$39,520**	**$0**	**$8,400**	**$1,050**	**$1,050**	**$0**	**$0**	**$50,020**

Year 2 - FY 2019/20

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	$45,502	$0	$7,680	$960	$960	$0	$0	$55,102
Task Total	**$45,502**	**$0**	**$7,680**	**$960**	**$960**	**$0**	**$0**	**$55,102**

Task 2.03 Estimated Budget Detail

Year 1 - 2018/19

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	$39,520	$0	$8,400	$1,050	$1,050	$0	$0	$50,020
Category Subtotal	**$39,520**	**$0**	**$8,400**	**$1,050**	**$1,050**	**$0**	**$0**	**$50,020**
Task Total	**$39,520**	**$0**	**$8,400**	**$1,050**	**$1,050**	**$0**	**$0**	**$50,020**

Year 2 - FY 2019/20

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	$45,502	$0	$7,680	$960	$960	$0	$0	$55,102
Category Subtotal	**$45,502**	**$0**	**$7,680**	**$960**	**$960**	**$0**	**$0**	**$55,102**
Task Total	**$45,502**	**$0**	**$7,680**	**$960**	**$960**	**$0**	**$0**	**$55,102**

TASK 2.04 - Corridor Studies & Project Support

Responsible Agency - River to Sea TPO
Total Cost - $52,112

PURPOSE

- The purpose of this task is to support and enhance transportation corridor planning efforts and project development throughout the planning area. TPO staff will provide support, coordinate efforts and participate as needed in the completion of various planning studies including corridor studies, PD&E developments of regional impact, and other planning efforts that evaluate and improve the transportation system. This task also involves the TPO staff support needed for successful project development including programming of funds, coordinating LAP certification, and facilitating good communication between project sponsors and FDOT.

PREVIOUS WORK

- Completed Phases 1 and 2 of the Corridor Improvement Program for US-1/SR 5 corridor. Completed March 2012 and April 2014.
- Participation and support for the US 92 Corridor Master Management Plan. Completed June 2015.
- Participation in FDOT corridor studies and PD&E efforts.
  - I-95 Interchange LPGA Blvd. Ongoing
  - Intermodal Transit Station Study. Completed March 2014
- Participated in project development meetings, partnering meetings and other activities relating to the programming of priority projects. Ongoing.
- Completed the Regional Trails Corridor Assessment. Completed May 2015.
- Completion of Phases 1 and 2 of the Corridor Improvement Program for US-17/92 and US 17 corridor. Completed January 2013 and August 2016.
- TPO staff support and communication of transportation projects under development, monitoring funding and programming and general project coordination.
- Participation in ISB Coalition Meetings. Ongoing.

REQUIRED ACTIVITIES

- 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.
- Research project history, obtain project information, and provide coordination and support for transportation projects.
- Coordinate project development with FDOT and local government sponsors.
- Provide general assistance to implementing agencies in readying projects on the List of Priority Projects for programming and implementation.
- Monitor the Long Range Transportation Plan, TIP, Transit Development Plans and Priority Project Lists, as may be appropriate, and incorporate transportation projects and study recommendation as appropriate.
- Work with Votran, cities, and counties to coordinate mobility plans and the interconnected transportation system improvements and travel demand management strategies necessary to balance movements of people, goods and services; promote economic vitality, and environment responsibility while maintaining quality of life
- 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.
- Ensure consideration of land use planning, underserved populations, safety, transit, non-motorized travel and other mobility issues as appropriate to help implement effective transportation outcomes that meet the goals of the TPO.
- Integrate and implement plans and study recommendations with other local and regional transportation planning efforts to ensure consistency.
- Communicate with FDOT and participate in planning efforts undertaken by the Department including corridor studies, public outreach meetings, reviewing project funding and report development.
- Support and assist with the communication and information exchanges needed to develop and implement projects from concept development to construction.

END PRODUCTS

- Completion of an environmental screening and evaluation of the I-95 to SR 417 Connector. Timeline/anticipate completion date: September 2018.
- Successful completion of transportation projects. Timeline/anticipate completion date: Ongoing.
- Completed corridor studies including TPO support for corridor masterplans, PD&E studies and environmental analyses as programmed by FDOT. Timeline/anticipate completion date: Ongoing.

Task 2.04 Summary Task Funding Source

Year 1 - FY 2018/19

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	$26,807	$0	$640	$80	$80	$0	$0	$27,607
Task Total	**$26,807**	**$0**	**$640**	**$80**	**$80**	**$0**	**$0**	**$27,607**

Year 2 - FY 2019/20

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	$24,005	$0	$400	$50	$50	$0	$0	$24,505
Task Total	**$24,005**	**$0**	**$400**	**$50**	**$50**	**$0**	**$0**	**$24,505**

Task 2.04 Estimated Budget Detail

Year 1 - 2018/19

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	$26,807	$0	$640	$80	$80	$0	$0	$27,607
Category Subtotal	**$26,807**	**$0**	**$640**	**$80**	**$80**	**$0**	**$0**	**$27,607**
Task Total	**$26,807**	**$0**	**$640**	**$80**	**$80**	**$0**	**$0**	**$27,607**

Year 2 - FY 2019/20

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	$24,005	$0	$400	$50	$50	$0	$0	$24,505
Category Subtotal	**$24,005**	**$0**	**$400**	**$50**	**$50**	**$0**	**$0**	**$24,505**
Task Total	**$24,005**	**$0**	**$400**	**$50**	**$50**	**$0**	**$0**	**$24,505**

TASK 2.05 - State and Regional Planning and Coordination

Responsible Agency - River to Sea TPO
Total Cost - $69,802

PURPOSE

- This task supports planning efforts between agencies and organizations on a regional, state-wide and national level. Planning efforts include those within the transportation industry and inter-agency coordination (i.e. with healthcare organizations or economic development agencies). This task ensures compliance with planning requirements under Title 23 and Title 49, U.S.C., as amended by MAP-21 and the FAST Act. Activities include providing support for regional study efforts, communication with agencies outside the MPA, coordination and participation in regional alliances and industry associations. These activities improve the exchange of information between MPOs, RPCs, FHWA, FTA, FDOT and others, leading to improved outcomes.

PREVIOUS WORK

- Participation in the Regional Freight Study (2013), in the Understanding the Values and Priorities of Central Floridians Survey (2014), in the Regional Transit Study (2018), and in the Regional Truck Stop Study (2018).
- Development of CFMPOA list of Legislative Priorities (October 2016 and October 2017), a Regional List of Project Priorities (July 2016 & July 2017), and a Regional LRTP Summary Report (March 2018).
- Participation and attendance in FDOT-MPO Quarterly meetings, Regional Planning Council meetings and in the Central Florida MPO Alliance to address and promote issues of regional importance. Ongoing.
- Attendance at Florida Metropolitan Planning Partnership Meetings, LAP Community of Practice meetings, Floridians for Better Transportation meetings, Statewide Model Task Force and MPOAC meetings. Ongoing.
- Participated in the development of Future SIS Corridors, Florida Freight Mobility and Trade Plan, the Strategic Highway Safety Plan and other state-wide planning efforts. Ongoing.
- Support and communication with organizations at the state-level including MPOAC, FDOT Central Office, FHWA Florida Division, and FPTA. Ongoing.
- Monitoring, communication and support of various organizations at the national level including NARC, AMPO, and APTA, as well as FTA and FHWA to coordinate activities, respond to requests for information and to stay informed of current issues. Ongoing.

REQUIRED ACTIVITIES

- Participation in regional planning efforts undertaken by FDOT, the CFMPOA or other agencies.
- Respond to surveys and requests for information as received and appropriate.
- Attend and actively participate in regional and state-wide planning activities as scheduled.
- Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance.
- Attend and provide support for quarterly meetings of the MPO Advisory Council and its subcommittees and other activities.
- Monitor activities and engage with nationally-based industry associations including APTA, NARC, AMPO and agencies such as FTA and FHWA.

END PRODUCTS

- Development of a Regional LOPP and Legislative Positions each year. Timeline/anticipated completion date: October 2018 and 2019.
- Participation in activities that support the regional activities of the Central Florida MPO Alliance, FDOT District 5 and the East Central Florida RPC. Timeline/anticipated completion date: Ongoing.
- Continued involvement in activities that support state-wide efforts of the Statewide Model Task Force, the LAP Community of Practice committee, the MPOAC, FDOT and FHWA Florida Division. Timeline/anticipated completion date: Ongoing.

Task 2.05 Summary Task Funding Source

Year 1 - FY 2018/19

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	$29,859	$0	$3,680	$460	$460	$0	$0	$34,459
Task Total	**$29,859**	**$0**	**$3,680**	**$460**	**$460**	**$0**	**$0**	**$34,459**

Year 2 - FY 2019/20

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	$29,843	$0	$4,400	$550	$550	$0	$0	$35,343
Task Total	**$29,843**	**$0**	**$4,400**	**$550**	**$550**	**$0**	**$0**	**$35,343**

Task 2.05 Estimated Budget Detail

Year 1 - 2018/19

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	$24,859	$0	$3,680	$460	$460	$0	$0	$29,459
Category Subtotal	**$24,859**	**$0**	**$3,680**	**$460**	**$460**	**$0**	**$0**	**$29,459**
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	**$29,859**	**$0**	**$3,680**	**$460**	**$460**	**$0**	**$0**	**$34,459**

Year 2 - FY 2019/20

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	$24,843	$0	$4,400	$550	$550	$0	$0	$30,343
Category Subtotal	**$24,843**	**$0**	**$4,400**	**$550**	**$550**	**$0**	**$0**	**$30,343**
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	**$29,843**	**$0**	**$4,400**	**$550**	**$550**	**$0**	**$0**	**$35,343**

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

Responsible Agency - River to Sea TPO
Total Cost - $228,986

PURPOSE

- The successful completion of a project depends upon sound planning and the development of reliable cost estimates. Under this task, TPO staff will work with project sponsors, transportation planning and engineering consultants and FDOT staff to conduct the project assessments needed to ensure that candidate projects for funding on the R2CTPO's List of Traffic Operations, Safety and Local Initiatives Priority Projects have an appropriate, reliable and cost-effective plan that supports programming and construction.

PREVIOUS WORK

- Completed Project Feasibility Studies for:
  - SR 421 at SR 5A Intersection Analysis. Completed March 2017
  - SR 421 at SR 483 Intersection Analysis. Completed March 2017
  - US 92 at Garfield Avenue Intersection Analysis. Completed April 2017
  - US 92 at US 17 Intersection Analysis. Completed April 2017
  - SR 44 & Mission Drive/Wallace Road/Canal Street Alternative Intersection Design. Completed December 2017
- Completed Request for Proposal (RFP) Process to select consulting firms for Traffic Operations/ITS/Safety Feasibility Study Continuing Services Contract. Completed March 2018.

REQUIRED ACTIVITIES

- Assess 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.
- 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.
- Manage consultants in strict accordance with contracts, and ensure that work performed under contract fully satisfies task orders.
- Utilize professional planning and engineering consultants to perform thorough, comprehensive planning-level feasibility studies on candidate projects submitted to the TPO for funding on the Tier C List of Priority Traffic Operations, Safety and Local Initiatives Projects.
- Utilize the approved LOPP to identify feasibility study priorities and initiate studies as budgeted.

END PRODUCTS

- Completed planning-level feasibility studies. Timeline/anticipated completion date: Varied completion date for each study.
- A traffic operations and safety analysis of high crash locations and crash types with clearly identified counter measures. Timeline/anticipated completion date: September 2018.

Task 2.06 Summary Task Funding Source

Year 1 - FY 2018/19

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	$14,279	$0	$0	$0	$0	$0	$0	$14,279
Consultant	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Task Total	**$14,279**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$114,279**

Year 2 - FY 2019/20

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		$14,707	$0	$0	$0	$0	$0	$0	$14,707
Consultant		$0	$100,000	$0	$0	$0	$0	$0	$100,000
	Task Total	**$14,707**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$114,707**

Task 2.06 Estimated Budget Detail

Year 1 - 2018/19

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	$14,279	$0	$0	$0	$0	$0	$0	$14,279
Category Subtotal	**$14,279**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$14,279**
Consultant Services								
Consultant Services	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Category Subtotal	**$0**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**
Task Total	**$14,279**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$114,279**

Year 2 - FY 2019/20

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	$14,707	$0	$0	$0	$0	$0	$0	$14,707
Category Subtotal	**$14,707**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$14,707**
Consultant Services								
Consultant Services	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Category Subtotal	**$0**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**
Task Total	**$14,707**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$114,707**

TASK 2.07 - Community Transportation Survey

Responsible Agency - River to Sea TPO
Total Cost - $52,900

PURPOSE

- The River to Sea TPO values input from the public and seeks to understand and educate citizens about transportation issues that impact the community. To foster better understanding and exchanges of information, the TPO will engage in a community survey to collect useful baseline data/marketing research about perceptions of relevant transportation issues. Administration of the survey will also increase the public exposure of the TPO, improve awareness and branding, expand the 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. Completed September 2014.
- The 2018 “Tell the TPO” Survey Campaign Summary. Scheduled for August 2018.
- The 2016 "Tell the TPO" Survey Campaign Summary. Completed August 2016.

REQUIRED ACTIVITIES

- Compile a database of survey results and add new entries to the TPO, reThink, Votran, Flagler County Public Transportation and SunRail contact databases.
- Develop a transportation issues survey that serves to collect public input and inform the public of the TPO.
- Distribute the survey summary report through a variety of public events and outlets.

END PRODUCTS

- A completed “Tell the TPO” Survey Report. Timeline/anticipated completion date: June 2020.
- An expanded public participation contact list. Timeline/anticipated completion date: June 2020.

Task 2.07 Summary Task Funding Source

Year 1 - FY 2018/19

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		$660	$0	$0	$0	$0	$0	$0	$660
	Task Total	**$660**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$660**

Year 2 - FY 2019/20

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		$12,240	$0	$0	$0	$0	$0	$0	$12,240
Consultant		$0	$0	$0	$0	$0	$0	$40,000	$40,000
	Task Total	**$12,240**	**$0**	**$0**	**$0**	**$0**	**$0**	**$40,000**	**$52,240**

Task 2.07 Estimated Budget Detail

Year 1 - 2018/19

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	$660	$0	$0	$0	$0	$0	$0	$660
Category Subtotal	**$660**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$660**
Task Total	**$660**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$660**

Year 2 - FY 2019/20

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	$12,240	$0	$0	$0	$0	$0	$0	$12,240
Category Subtotal	**$12,240**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,240**
Consultant Services								
Consultant Services	$0	$0	$0	$0	$0	$0	$40,000	$40,000
Category Subtotal	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$40,000**	**$40,000**
Task Total	**$12,240**	**$0**	**$0**	**$0**	**$0**	**$0**	**$40,000**	**$52,240**

TASK 2.08 - General Planning Studies and Initiatives Incorporates Emphasis Areas for Autonomous Vehicle Planning and for Rural Planning

Responsible Agency - River to Sea TPO

Total Cost - $161,491

PURPOSE

- To implement a 3-C planning process, the TPO is required to engage in a variety of transportation planning efforts. This task item is intended to support planning activities that help the TPO evaluate transportation improvement needs and advance projects that address these needs. General planning activities will also support the TPO in meeting established planning factors and planning emphasis areas.

PREVIOUS WORK

- An update to the Transportation Impact Analysis (TIA) Methodology. Phase I completed in December 2015. Phase II completed in June 2016.
- Provided direct transportation planning support and technical assistance to small local governments to develop project funding applications and plan for transportation needs. As needed.
- Worked with East Central Florida Regional Planning Council (ECFRPC), Volusia and Flagler Counties and FDOT for Sea Level Rise Vulnerability Assessment Study. Completed June 2016.
- Worked with ECFRPC, Volusia County Office of Emergency Management, FDOT and UF Geoplan Center to model impacts of sea level rise with 100-year storm event flooding levels for the Resilient Volusia County Study. Completed September 2017.
- SR/CR A1A Pedestrian Safety & Mobility Study. Completed June 2016.
- Completed US 17 Multimodal Corridor Planning Study, Phase 2. Completed August 2016.
- 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. Completed November 2014.
- Completed TSM&O Master Plan for the R2CTPO's planning area. Phase 1 Completed June 2016 and Phase 2 Completed June 2018.
- Participated in the update of the FDOT District 5 regional ITS architecture (2015).
- Attendance and participation in professional training opportunities, webinars and professional conferences:
  - Florida Autonomous Vehicle Conference - November 2017
  - ITE TSM&O Conference - November 2017
  - FDOT Complete Street Design Manual - December 2017

REQUIRED ACTIVITIES

- Utilize a Complete Streets approach to integrate people and place in the planning, design, construction, operation, and maintenance of the transportation network.
- Pursue planning activities that address the planning emphasis areas including: Rural Transportation Planning, Transportation Performance Measures and Automated-Connected-Electric-Shared Use Vehicles.
- Pursue planning activities as needed to address the metropolitan planning factors established under the FAST Act.
- Develop, as needed, scopes of work and requests for proposal for transportation planning activities identified and utilize the TPO standing committees and working groups to evaluate planning needs and develop scopes of service that address the needs.
- Participate in local planning area meetings, discussions and workshops and coordinate efforts to improve planning tools and support data that guides decision-making.
- 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.
- 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".
- Review and analyze crash data and contributing factors; identify crash reduction measures within the TPO Planning Area.
- Assess Sea Level Rise Vulnerability for the Flagler County Urbanized Area and adopt policies to increase the resiliency of the transportation network to sea level rise, storm surge and coastal flooding.

- Implement procedures that increase the resiliency of the transportation network to sea level rise, storm surge and coastal flooding into the 2045 Long Range Transportation Plan and Priority Project Process.
- Work with FHWA and general planning consultant for the Resilience and Durability to Extreme Weather Pilot Program.
- Work with general planning consultant to review and analyze crash data within the metropolitan planning area (MPA).
- Ensure that the TPO Board, staff, and subcommittee members are properly informed of TSM&O issues, opportunities, monitor advances in ITS technology and its applications, update the River to Sea TPO's Regional ITS Architecture as needed and utilize a professional consulting services contract to support the TPO in completing needed planning activities.

END PRODUCTS

- Adoption of Complete Streets Policy and Implementation Plan. Timeline/anticipated completion date: June 2020.
- Cooridination meetings with small/rural governments to provide transportation planning assistance as needed. Timeline/anticipated completion date: Ongoing.
- Reports, analyses and findings needed for transportation systems improvements. Timeline/anticipated completion date: Ongoing.
- A report outlining sea level rise vulnerability for the Flagler County Urbanized Area. Timeline/anticipated completion date: June 2019.
- Adopted resolution supporting Sea Level Scenarios and Planning Horizons. Timeline/anticipated completion date: June 2019.
- Implement procedures that increase the resiliency of the transportation network to sea level rise, storm surge and coastal flooding into the 2045 Long Range Transportation Plan. Timeline/anticipated completion date: September 2018.
- Implement procedures that increase the resiliency of the transportation network to sea level rise, storm surge and coastal flooding into the Priority Project Process. Timeline/anticipated completion date: November 2018.
- A report to review and analyze crash data and identify crash reduction measures within the TPO Planning Area. Timeline/anticipated completion date: September 2018.
- Improved coordination and documentation of activities supporting economic development and tourism. Timeline/anticipated completion date: Ongoing.
- Updates to the River to Sea TPO's Regional ITS Architecture. Timeline/anticipated completion date: As needed.
- An Automated and Connected Vehicle Planning Study. Timeline/Anticipated Completion: June 2019.
- A completed review and analysis of prior planning studies and recommendations. Timeline/anticipated completion date: May 2019.
- Development and promotion of a complete streets ordinance for local governments. Timeline/anticipated completion date: March 2020.

Task 2.08 Summary Task Funding Source

Year 1 - FY 2018/19

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		$20,506	$0	$10,800	$1,350	$1,350	$0	$0	$34,006
Consultant		$82,454	$0	$0	$0	$0	$0	$0	$82,454
	Task Total	**$102,960**	**$0**	**$10,800**	**$1,350**	**$1,350**	**$0**	**$0**	**$116,460**

Year 2 - FY 2019/20

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		$28,626	$0	$5,120	$640	$640	$0	$0	$35,026
Consultant		$10,005	$0	$0	$0	$0	$0	$0	$10,005
	Task Total	**$38,631**	**$0**	**$5,120**	**$640**	**$640**	**$0**	**$0**	**$45,031**

Task 2.08 Estimated Budget Detail

Year 1 - 2018/19

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	$20,506	$0	$10,800	$1,350	$1,350	$0	$0	$34,006
Category Subtotal	**$20,506**	**$0**	**$10,800**	**$1,350**	**$1,350**	**$0**	**$0**	**$34,006**
Consultant Services								
Consultant Services	$82,454	$0	$0	$0	$0	$0	$0	$82,454
Category Subtotal	**$82,454**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$82,454**
Task Total	**$102,960**	**$0**	**$10,800**	**$1,350**	**$1,350**	**$0**	**$0**	**$116,460**

Year 2 - FY 2019/20

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	$28,626	$0	$5,120	$640	$640	$0	$0	$35,026
Category Subtotal	**$28,626**	**$0**	**$5,120**	**$640**	**$640**	**$0**	**$0**	**$35,026**
Consultant Services								
Consultant Services	$10,005	$0	$0	$0	$0	$0	$0	$10,005
Category Subtotal	**$10,005**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$10,005**
Task Total	**$38,631**	**$0**	**$5,120**	**$640**	**$640**	**$0**	**$0**	**$45,031**

TASK 2.09 - 2045 Long Range Transportation Plan (LRTP)

Responsible Agency - River to Sea TPO
Total Cost - $436,505

PURPOSE

- This task supports the development of the 2045 Long Range Transportation Plan (LRTP). The purpose of the LRTP is to create a 25-year plan that assesses future transportation infrastructure needs and opportunities for the R2CTPO planning area. Working with consultants, the TPO staff will complete all activities required for inclusion in the LRTP and ensure compliance with planning requirements under Title 23 and Title 49, U.S.C, as amended by the Fixing America's Surface Transportation (FAST) Act.

PREVIOUS WORK

- Bid advertisement, consultant selection and contracting for support services associated with development of a long range plan. Completed 2013.
- Development and adoption of the 2040 Long Range Transportation Plan. Completed September 2015.
- Development of a 2040 LRTP Summary report. Completed December 2015.

REQUIRED ACTIVITIES

- Monitor transportation activity related to the FAST Act and other legislation and coordinate with FHWA, FTA and FDOT to ensure compliance with new requirements, standards and performance measures.
- Utilize a consulting firm to assist the TPO in developing a project schedule and approach that will produce an effective and fully compliant LRTP including all relevant documentation.
- Update the existing and forecasted demographic information for the planning area and coordinate information with FDOT, District 5 to develop reliable transportation demand forecasts using the Central Florida Regional Planning Model (CFRMP).
- Development of a broad reaching public outreach campaign that improves community understanding and builds relationships.
- Coordinate with FDOT Central Office on developing financial forecasts for the planning horizon and for SIS planning.
- Complete necessary activities including developing sound project cost estimates, considering alternative transportation planning scenarios, completing ETDM data entry for identified projects, and other activities needed to address all required planning factors.

END PRODUCTS

- The development and timely adoption of a 2045 Long Range Transportation Plan that meets all federal and state requirements. Timeline/anticipated completion date: November 2018 to September 2020.
- Production of LRTP Executive Summary–both print and web-page versions. Timeline/anticipated completion date: September 2020.
- A 2045 LRTP website and public outreach campaign that increases awareness of LRTP and TPO activities throughout the planning area. Timeline/anticipated completion date: September 2020.

Task 2.09 Summary Task Funding Source

Year 1 - FY 2018/19

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		$57,605	$0	$0	$0	$0	$0	$0	$57,605
Consultant		$0	$117,471	$0	$0	$0	$0	$0	$117,471
	Task Total	**$57,605**	**$117,471**	**$0**	**$0**	**$0**	**$0**	**$0**	**$175,076**

Year 2 - FY 2019/20

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		$61,429	$0	$0	$0	$0	$0	$0	$61,429
Consultant		$0	$200,000	$0	$0	$0	$0	$0	$200,000
	Task Total	**$61,429**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$261,429**

Task 2.09 Estimated Budget Detail

Year 1 - 2018/19

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	$57,605	$0	$0	$0	$0	$0	$0	$57,605
Category Subtotal	**$57,605**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$57,605**
Consultant Services								
Consultant Services	$0	$117,471	$0	$0	$0	$0	$0	$117,471
Category Subtotal	**$0**	**$117,471**	**$0**	**$0**	**$0**	**$0**	**$0**	**$117,471**
Task Total	**$57,605**	**$117,471**	**$0**	**$0**	**$0**	**$0**	**$0**	**$175,076**

Year 2 - FY 2019/20

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	$61,429	$0	$0	$0	$0	$0	$0	$61,429
Category Subtotal	**$61,429**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$61,429**
Consultant Services								
Consultant Services	$0	$200,000	$0	$0	$0	$0	$0	$200,000
Category Subtotal	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$200,000**
Task Total	**$61,429**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$261,429**

TASK 2.10 - Community Safety-Related Program

Responsible Agency - River to Sea TPO
Total Cost - $70,218

PURPOSE

- The purpose of this task is to enhance community safety awareness in the R2CTPO planning area by organizing, supporting and participating in new and recurring community safety events and programs. Coordination efforts include working with local and state agencies, such as the Volusia and Flagler Community Traffic Safety Teams and FDOT's Alert Today, Alive Tomorrow Safety Program. TPO staff also attends and participates in community safety related events and distributes bicycle and pedestrian safety related information.

PREVIOUS WORK

- Participation with the Volusia and Flagler Community Traffic Safety Teams (CTSTs). Monthly.
- Participation in Central Florida Mobility Week. October 2016 and October 2017.
- Participation in White Cane Safety Awareness Day. October 2016 and October 2017.
- Participation in International Walk to School Day. October 2016 and October 2017.
- Participation in Flagler Schools Bicycle Helmet Fitting Events. Ongoing.
- Completed SR/CR A1A Pedestrian Safety & Mobility Study. Completed June 2017.
- Completed Flagler Bicycle and Pedestrian School Safety Review Studies. Completed June 2017.
- Participation with the Volusia/Flagler Safe Kids Coalition. Ongoing.
- Participation with the FDOT Alert Today, Alive Tomorrow Safety Program. Ongoing.
- Distribution of Walk and Ride Bicycle and Pedestrian Safety Video and Public Service Announcements. Ongoing.
- Distribution of Bicycle Safety Awareness Decal. Ongoing.
- Completed FY 2017/18 Bicycle & Pedestrian Safety Events Schedule. Completed July 2017.
- Participation in Port Orange Family Days. Completed October 2016 and October 2017.

REQUIRED ACTIVITIES

- A comprehensive and ongoing "5 Es" (engineering, education, enforcement, encouragement and evaluation) program.
- Support the intentions of FDOT outlined in the Florida Highway Safety Improvement Plan (HSIP).
- Increased presence on social media.
- Active participation by TPO staff in community safety organizations such as the CTSTs and Safe Kids Coalition to foster relationships and remain current on local concerns and activities regarding transportation safety.
- Provide workshops and educational opportunities to address safety issues, problems and solutions.
- Distribution of Walk and Ride Bicycle & Pedestrian Safety Video and Public Service Announcements to promote safe bicycling and pedestrian practices.
- Collect and analyze crash data using Signal Four Analytics (county and local roadways) and CARS (state roadways) crash databases.
- Partnering with local health agencies to improve the environment for walking and biking.

END PRODUCTS

- FY 2018/19 and 2019/20 Community Safety Events Schedule. Timeline/anticipated completion date: July 2018/July 2019.
- Implement recommendations of Roadway Safety Evaluation and Improvement Study. Timeline/anticipated completion date: Ongoing.
- Implementation of adopted River to Sea TPO Safety Targets. Timeline/anticipated completion date: Ongoing.
- Completed Community Safety Awareness Plan for the R2CTPO planning area. Timeline/anticipated completion date: June 2019.

Task 2.10 Summary Task Funding Source

Year 1 - FY 2018/19

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	$36,755	$0	$0	$0	$0	$0	$0	$36,755
Task Total	**$36,755**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$36,755**

Year 2 - FY 2019/20

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	$33,463	$0	$0	$0	$0	$0	$0	$33,463
Task Total	**$33,463**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$33,463**

Task 2.10 Estimated Budget Detail

Year 1 - 2018/19

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	$26,255	$0	$0	$0	$0	$0	$0	$26,255
Category Subtotal	**$26,255**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$26,255**
Other Direct Expenses								
Outreach/Promotional	$10,500	$0	$0	$0	$0	$0	$0	$10,500
Category Subtotal	**$10,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$10,500**
Task Total	**$36,755**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$36,755**

Year 2 - FY 2019/20

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	$22,963	$0	$0	$0	$0	$0	$0	$22,963
Category Subtotal	**$22,963**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$22,963**
Other Direct Expenses								
Outreach/Promotional	$10,500	$0	$0	$0	$0	$0	$0	$10,500
Category Subtotal	**$10,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$10,500**
Task Total	**$33,463**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$33,463**

Section 3 Bicycle and Pedestrian Programs

TASK 3.01 - Bicycle/Pedestrian Planning and Implementation

Responsible Agency - River to Sea TPO
Total Cost - $71,253

PURPOSE

- This task is intended to outline activities associated with the planning and promotion of safe, non-motorized travel options within the planning area. Activities include planning, participation in events that promote walking and bicycling and attendance in conferences, workshops and educational seminars related these types of activities.

PREVIOUS WORK

- Completed Bicycle/Pedestrian Plan. Completed March 2018.
- Updated Volusia County Bicycling Map for the Experienced Cyclist. Completed February 2018.
- Adopted Bicycle Suitability Map. Timeline/anticipated completion date: June 2018.
- Attendance and participation at various workshops and events such as:
  - Florida Greenways and Trails System (FGTS) Plan Workshop - November 2017
  - FDOT Complete Streets Design Manual Workshop - December 2017
  - Florida Planning & Zoning Association Workshop - March 2017
  - Volusia County Trails Summit - June 2017
  - Organized Bicycle and Pedestrian Plan Workshops - May 2017
  - Pedestrian Safety Action Plan Workshop in Volusia County - October 2014
  - St. Johns River to Sea Loop Summit - October 2017
  - St. Johns River to Sea Loop Trail Regional Stakeholder Meeting - August 2017

REQUIRED ACTIVITIES

- Develop a Bicycle and Pedestrian Digital Count Program.
- Partner with local health agencies to improve the environment for walking and biking.
- 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.
- 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).
- Refine, as needed, the bicycle and pedestrian funding criteria and identify projects for future funding.
- 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.
- Bicycle/Pedestrian List of Prioritized Projects.
- Develop a formal process to identify types of projects (spot locations, corridors, targeted areas, entire jurisdictions) for pedestrian and bicycle safety improvements.
- Conduct Pedestrian/Bicycle Safety Audits for focus areas (contingent on grant funding for engineering support).
- Develop a mechanism to evaluate results and refine the PSAP.
- Develop an implementation strategy (short term, medium term and long term) for PSAP safety countermeasures.
- Participate in St. Johns River to Sea Loop PD&E Study Community Advisory Group.
- Participate in Coast to Coast Trail Leadership Team.
- Coordinate with St. Johns River to Sea Loop Alliance.

END PRODUCTS

- Completion of a Bicycle and Pedestrian Count report. Timeline/anticipated completion date: June 2019.
- Adoption of a Bicycle/Pedestrian Safety Action Plan. Timeline/anticipated completion date: June 2019.
- Completion of school safety studies for selected charter schools in Volusia and Flagler Counties. Timeline/anticipated completion date: June 2020.

Task 3.01 Summary Task Funding Source

Year 1 - FY 2018/19

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	$35,100	$0	$0	$0	$0	$0	$0	$35,100
Task Total	**$35,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$35,100**

Year 2 - FY 2019/20

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	$36,153	$0	$0	$0	$0	$0	$0	$36,153
Task Total	**$36,153**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$36,153**

Task 3.01 Estimated Budget Detail

Year 1 - 2018/19

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	$35,100	$0	$0	$0	$0	$0	$0	$35,100
Category Subtotal	**$35,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$35,100**
Task Total	**$35,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$35,100**

Year 2 - FY 2019/20

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	$36,153	$0	$0	$0	$0	$0	$0	$36,153
Category Subtotal	**$36,153**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$36,153**
Task Total	**$36,153**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$36,153**

TASK 3.02 - Bicycle/Pedestrian Project Feasibility Studies

Responsible Agency - River to Sea TPO
Total Cost - $215,285

PURPOSE

- The successful completion of a project depends upon sound planning and the development of reliable cost estimates. Under this task, TPO staff will work with project sponsors, transportation planning and engineering consultants and FDOT staff to conduct the project assessments needed to ensure that candidate projects for funding on the R2CTPO's List of Bicycle, Pedestrian and Local Initiatives Projects have an appropriate, reliable and cost-effective plan that supports programming and construction.

PREVIOUS WORK

- Completed numerous feasibility studies resulting in the programming and implementation of high priority bicycle and pedestrian projects for:
  - Center Avenue Sidewalk Feasibility Study. Completed March 2017
  - East Highbanks Road Sidewalk Feasibility Study. Completed March 2017
  - Port Orange Sidewalk Gap Feasibility Study. Completed March 2017
  - 15th Street Sidewalk Feasibility Study. Completed March 2017
  - Flomich Street Sidewalk, Phase 2 Feasibility Study. Completed November 2017
  - Thompson Creek Trail Feasibility Study. Completed June 2017
  - US 92 Pedestrian Connectivity and Safety Assessment Study. Completed March 2017
- Completed Request for Proposal (RFP) Process to select consulting firms for Bicycle/Pedestrian Feasibility Studies Continuing Services Contract. Completed September 2017.

REQUIRED ACTIVITIES

- Utilize professional planning and engineering consultants to perform thorough, comprehensive feasibility studies on candidate projects submitted to the TPO for funding on the Tier C List of Bicycle and Pedestrian and Local Initiatives Projects.
- Engage project sponsors and stakeholders in the development of consultant task work orders for feasibility studies, ensuring that studies will fully address the issues that have been identified and will assess 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: Ongoing.
- 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. Timeline/anticipated completion date: Ongoing.
- Lists of Priority Projects that include high priority, cost effective bicycle and pedestrian projects ready for programming and implementation. Timeline/anticipated completion date: Ongoing.

Task 3.02 Summary Task Funding Source

Year 1 - FY 2018/19

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	$7,530	$0	$0	$0	$0	$0	$0	$7,530
Consultant	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Task Total	**$7,530**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$107,530**

Year 2 - FY 2019/20

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		$7,755	$0	$0	$0	$0	$0	$0	$7,755
Consultant		$0	$100,000	$0	$0	$0	$0	$0	$100,000
	Task Total	**$7,755**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$107,755**

Task 3.02 Estimated Budget Detail

Year 1 - 2018/19

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	$7,530	$0	$0	$0	$0	$0	$0	$7,530
Category Subtotal	**$7,530**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$7,530**
Consultant Services								
Consultant Services	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Category Subtotal	**$0**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**
Task Total	**$7,530**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$107,530**

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

Year 2 - FY 2019/20

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	$7,755	$0	$0	$0	$0	$0	$0	$7,755
Category Subtotal	**$7,755**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$7,755**
Consultant Services								
Consultant Services	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Category Subtotal	**$0**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$100,000**
Task Total	**$7,755**	**$100,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$107,755**

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

Section 4 Transit and Transportation Disadvantaged Programs

TASK 4.01 - Transit-Related Activities and TD Program

Responsible Agency - River to Sea TPO
Total Cost - $239,326

PURPOSE

- The purpose of this task is to provide technical planning assistance for local government and transit agencies to identify transit development priorities, improve regional transit connectivity, and continue to improve coordinated transportation services to meet the mobility needs of the TPO transportation disadvantaged groups.

PREVIOUS WORK

- Submitted FTA Grant applications for FY 2016/17 - 2017/18.
- Produced Volusia County's Annual Operation Report (AOR). Completed September 2016 and September 2017.
- Provided one public hearing annually by the TDLCB. Completed November 2016 and November 2017.
- Completed an Automated Pedestrian Signals (APS) Action Plan to implement ADA compliance in local development. Completed March 2017.
- Assisted Votran in updating the Transit Development Service Plan (TDSP). Completed March 2017.
- Assisted in maintaining Volusia County's bus transit database. Ongoing (upon request).
- Active involvement in SunRail (commuter rail) development as a member of the Central Florida Commuter Rail Commission Technical Advisory Committee. Ongoing.
- Active involvement in regional transit studies and community initiatives. Ongoing.
- Provided grant support and other annual reports updates under FTA and the transit disadvantaged program.
- Provided Vo-to-go program analysis and reports for Votran. Ongoing.
- FPTA and Florida TD Commission's annual training conferences. Completed December 2016 and August 2017.
- Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day. Completed Annually.

REQUIRED ACTIVITIES

- Provide ongoing staff support to the TDLCB and its subcommittees including meeting coordination, conducting an annual public hearing, ongoing communications and the presentation of transit information as needed.
- Provide necessary information to the elected officials of participating boards (Votran, MetroPlan, LYNX and etc.).
- Provide on-going technical and planning staff support to transit activities and programs in Volusia and Flagler Counties.
- Provide input to local and regional planning studies and actively participate on committees such as the Central Florida Rail Commission TAC.
- Provide on-going technical and planning staff support to transit activities and programs in Volusia and Flagler Counties.
- Provide technical transit planning assistance and support to Votran and Flagler County Public Transportation in completing TDPs, evaluating service, conducting operations analysis and other activities as needed to improve transit operations.
- Provide transit input and assistance in broad planning studies to ensure appropriate representation in transportation planning efforts including the Congestion Management Report, the LRTP, and corridor planning efforts.

END PRODUCTS

- Provide staff support for the Transportation Disadvantaged Local Coordinating Board. Timeline/anticipated completion date: Ongoing.
- Produce annual and quarterly reports and required plan updates, including:
  - Volusia County's annual AOR and AER reports. Timeline/anticipated completion date: October 2018 and October 2019
  - TDSP annual update reports. Timeline/anticipated completion date: March 2019 and March 2020
  - CTD quarterly program reports. Timeline/anticipated completion date: Ongoing
  - Other plan and report updates as requested. Timeline/anticipated completion date: Ongoing
- Prepare FTA grant applications and provide grant-review support to state agencies. Timeline/anticipated completion date: Annually.
- Conduct a Paratransit Service Analysis for Volusia County. Timeline/anticipated completion date: June 2019.
- Update the transit-related requirements in the adopted Traffic Impact Analysis Guidelines. Timeline/anticipated completion date: June 2020.

Task 4.01 Summary Task Funding Source

Year 1 - FY 2018/19

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	$62,119	$7,765	$7,765	$29,505	$0	$107,154
Task Total	**$0**	**$0**	**$62,119**	**$7,765**	**$7,765**	**$29,505**	**$0**	**$107,154**

Year 2 - FY 2019/20

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	$82,133	$10,267	$10,267	$29,505	$0	$132,172
Task Total	**$0**	**$0**	**$82,133**	**$10,267**	**$10,267**	**$29,505**	**$0**	**$132,172**

Task 4.01 Estimated Budget Detail

Year 1 - 2018/19

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	$13,516	$1,690	$1,690	$29,505	$0	$46,401
Category Subtotal	**$0**	**$0**	**$13,516**	**$1,690**	**$1,690**	**$29,505**	**$0**	**$46,401**
Travel								
Travel Expenses	$0	$0	$5,360	$670	$670	$0	$0	$6,700
Category Subtotal	**$0**	**$0**	**$5,360**	**$670**	**$670**	**$0**	**$0**	**$6,700**
Other Direct Expenses								
Office Supplies/Equipment	$0	$0	$1,000	$125	$125	$0	$0	$1,250
Postage	$0	$0	$1,000	$125	$125	$0	$0	$1,250
Office Rent	$0	$0	$23,144	$2,893	$2,893	$0	$0	$28,930
Advertising	$0	$0	$800	$100	$100	$0	$0	$1,000
Printing	$0	$0	$1,000	$125	$125	$0	$0	$1,250
Conference, Workshops & Seminar Registrations	$0	$0	$2,040	$255	$255	$0	$0	$2,550
Fees	$0	$0	$6,480	$810	$810	$0	$0	$8,100
Membership Dues	$0	$0	$168	$21	$21	$0	$0	$210
Publications	$0	$0	$211	$26	$26	$0	$0	$263
Copy Expense	$0	$0	$4,400	$550	$550	$0	$0	$5,500
Liability and Equipment Insurance	$0	$0	$2,200	$275	$275	$0	$0	$2,750
Repairs	$0	$0	$200	$25	$25	$0	$0	$250
Telephone	$0	$0	$600	$75	$75	$0	$0	$750
Category Subtotal	**$0**	**$0**	**$43,243**	**$5,405**	**$5,405**	**$0**	**$0**	**$54,053**
Task Total	**$0**	**$0**	**$62,119**	**$7,765**	**$7,765**	**$29,505**	**$0**	**$107,154**

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 2019/20

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	$33,300	$4,163	$4,163	$29,505	$0	$71,131
Category Subtotal	**$0**	**$0**	**$33,300**	**$4,163**	**$4,163**	**$29,505**	**$0**	**$71,131**
Travel								
Travel Expenses	$0	$0	$5,360	$670	$670	$0	$0	$6,700
Category Subtotal	**$0**	**$0**	**$5,360**	**$670**	**$670**	**$0**	**$0**	**$6,700**
Other Direct Expenses								
Office Supplies/Equipment	$0	$0	$1,000	$125	$125	$0	$0	$1,250
Postage	$0	$0	$1,000	$125	$125	$0	$0	$1,250
Office Rent	$0	$0	$23,275	$2,909	$2,909	$0	$0	$29,093
Advertising	$0	$0	$800	$100	$100	$0	$0	$1,000
Printing	$0	$0	$1,000	$125	$125	$0	$0	$1,250
Conference, Workshops & Seminar Registrations	$0	$0	$2,040	$255	$255	$0	$0	$2,550
Fees	$0	$0	$6,580	$823	$823	$0	$0	$8,225
Membership Dues	$0	$0	$168	$21	$21	$0	$0	$210
Publications	$0	$0	$210	$26	$26	$0	$0	$263
Copy Expense	$0	$0	$4,400	$550	$550	$0	$0	$5,500
Liability and Equipment Insurance	$0	$0	$2,200	$275	$275	$0	$0	$2,750
Repairs	$0	$0	$200	$25	$25	$0	$0	$250
Telephone	$0	$0	$600	$75	$75	$0	$0	$750
Category Subtotal	**$0**	**$0**	**$43,473**	**$5,434**	**$5,434**	**$0**	**$0**	**$54,341**
Task Total	**$0**	**$0**	**$82,133**	**$10,267**	**$10,267**	**$29,505**	**$0**	**$132,172**

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 - $81,335

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 transit infrastructure accessibility consultation for service and facility compliance.

PREVIOUS WORK

- Completed a Volusia County Bus Stop Improvement Plan (Phase I). June 2018.
- Completed a Flagler County Fixed Route Bus Service Transit Operation Plan (Implementation Plan). June 2018.

REQUIRED ACTIVITIES

- Based on local demand, work collaboratively with local governments, communities and transit agencies to develop scopes and bus stop improvement studies for local jurisdictions (Volusia County Bus Stop Improvement Plan – Phase II).
- In partnership with Votran, work with the consulting team to develop East Side Comprehensive Operation Analysis for Volusia County.
- Provide on-going technical assistance related to transit planning activities.

END PRODUCTS

- Local Bus Stop Improvement Plans and Phase II of Volusia County Bus Stop Improvement Plan. Timeline/anticipated completion date: June 2020.
- Volusia County Fixed Route Bus Service East Side Comprehensive Operation Analysis. Timeline/anticipated completion date: June 2020.
- Technical and planning assistance and/or reports as requested by the task orders issued. Timeline/anticipated completion date: Ongoing.

Task 4.02 Summary Task Funding Source

Year 1 - FY 2018/19

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	$5,006	$626	$626	$0	$0	$6,258
Consultant	$0	$0	$36,000	$4,500	$4,500	$0	$0	$45,000
Task Total	**$0**	**$0**	**$41,006**	**$5,126**	**$5,126**	**$0**	**$0**	**$51,258**

Year 2 - FY 2019/20

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	$4,061	$508	$508	$0	$0	$5,077
Consultant	$0	$0	$20,000	$2,500	$2,500	$0	$0	$25,000
Task Total	**$0**	**$0**	**$24,061**	**$3,008**	**$3,008**	**$0**	**$0**	**$30,077**

Task 4.02 Estimated Budget Detail

Year 1 - 2018/19

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	$5,006	$626	$626	$0	$0	$6,258
Category Subtotal	**$0**	**$0**	**$5,006**	**$626**	**$626**	**$0**	**$0**	**$6,258**
Consultant Services								
Consultant Services	$0	$0	$36,000	$4,500	$4,500	$0	$0	$45,000
Category Subtotal	**$0**	**$0**	**$36,000**	**$4,500**	**$4,500**	**$0**	**$0**	**$45,000**
Task Total	**$0**	**$0**	**$41,006**	**$5,126**	**$5,126**	**$0**	**$0**	**$51,258**

Year 2 - FY 2019/20

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	$4,061	$508	$508	$0	$0	$5,077
Category Subtotal	**$0**	**$0**	**$4,061**	**$508**	**$508**	**$0**	**$0**	**$5,077**
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**	**$24,061**	**$3,008**	**$3,008**	**$0**	**$0**	**$30,077**

SUMMARY TABLES

TABLE 2A - AGENCY PARTICIPATION
FY 2018/19 UPWP

	FHWA	FTA	FDOT Soft Match	FDOT Cash Match	Local	TD	Total	Total (minus soft match)	Amount to Consultant
SECTION 1.00 Administration and Program Support									
1.01 General Administration and Program Support	$333,371	$49,789	$73,526	$6,223	$6,223	$0	$469,132	$395,606	$24,000
1.02 Information Technology Systems and Website Support	$32,624	$9,761	$7,195	$1,220	$1,220	$0	$52,019	$44,824	$0
1.03 Public Involvement	$60,614	$8,480	$13,369	$1,060	$1,060	$0	$84,583	$71,214	$0
SECTION 2.00 Planning Projects and Programs									
2.01 Program Development (UPWP)	$27,826	$5,280	$6,137	$660	$660	$0	$40,563	$34,426	$0
2.02 Transportation Improvement Program (TIP) Development	$46,904	$4,960	$10,345	$620	$620	$0	$63,449	$53,104	$0
2.03 Transportation Data Information Management	$39,520	$8,400	$8,716	$1,050	$1,050	$0	$58,736	$50,020	$0
2.04 Corridor Studies & Project Support	$26,807	$640	$5,912	$80	$80	$0	$33,519	$27,607	$0
2.05 State and Regional Planning and Coordination	$29,859	$3,680	$6,586	$460	$460	$0	$41,045	$34,459	$0
2.06 ITS/Traffic Operations/Safety Project Feasibility Studies	$114,279	$0	$25,205	$0	$0	$0	$139,484	$114,279	$100,000
2.07 Community Transportation Survey	$660	$0	$146	$0	$0	$0	$806	$660	$0
2.08 General Planning Studies and Initiatives Incorporates Emphasis Areas for Autonomous Vehicle Planning and for Rural Planning	$102,960	$10,800	$22,708	$1,350	$1,350	$0	$139,168	$116,460	$82,454
2.09 2045 Long Range Transportation Plan (LRTP)	$175,076	$0	$38,614	$0	$0	$0	$213,690	$175,076	$117,471
2.10 Community Safety-Related Program	$36,755	$0	$8,106	$0	$0	$0	$44,861	$36,755	$0
SECTION 3.00 Bicycle, Pedestrian, and Community Safety Programs									
3.01 Bicycle/Pedestrian Planning and Implementation	$35,100	$0	$7,741	$0	$0	$0	$42,841	$35,100	$0
3.02 Bicycle/Pedestrian Project Feasibility Studies	$107,530	$0	$23,716	$0	$0	$0	$131,246	$107,530	$100,000
SECTION 4.00 Transit and Transportation Disadvantaged Programs									
4.01 Transit-Related Activities and TD Program	$0	$62,119	$0	$7,765	$7,765	$29,505	$107,154	$107,154	$0
4.02 Transit Planning Services - General Consulting	$0	$41,006	$0	$5,126	$5,126	$0	$51,258	$51,258	$45,000
Total	**$1,169,885**	**$204,915**	**$258,023**	**$25,614**	**$25,614**	**$29,505**	**$1,713,555**	**$1,455,532**	**$468,925**

TABLE 2B - AGENCY PARTICIPATION
FY 2019/20 UPWP

	FHWA	FTA	FDOT Soft Match	FDOT Cash Match	Local	TD	Total	Total (minus soft match)	Amount to Consultant
SECTION 1 Administration and Program Support									
1.01 General Administration and Program Support	$269,687	$50,000	$59,481	$6,249	$46,249	$0	$431,666	$372,185	$4,000
1.02 Information Technology Systems and Website Support	$34,680	$8,321	$7,649	$1,040	$1,040	$0	$52,729	$45,080	$0
1.03 Public Involvement	$55,635	$8,480	$12,271	$1,060	$1,060	$0	$78,506	$66,235	$0
SECTION 2 Planning Projects and Programs									
2.01 Program Development (UPWP)	$33,562	$9,360	$7,402	$1,170	$1,170	$0	$52,664	$45,262	$0
2.02 Transportation Improvement Program (TIP) Development	$45,117	$4,960	$9,951	$620	$620	$0	$61,268	$51,317	$0
2.03 Transportation Data Information Management	$45,502	$7,680	$10,036	$960	$960	$0	$65,138	$55,102	$0
2.04 Corridor Studies & Project Support	$24,005	$400	$5,294	$50	$50	$0	$29,799	$24,505	$0
2.05 State and Regional Planning and Coordination	$29,843	$4,400	$6,582	$550	$550	$0	$41,925	$35,343	$0
2.06 ITS/Traffic Operations/Safety Project Feasibility Studies	$114,707	$0	$25,299	$0	$0	$0	$140,006	$114,707	$100,000
2.07 Community Transportation Survey	$12,240	$0	$2,700	$0	$40,000	$0	$54,940	$52,240	$40,000
2.08 General Planning Studies and Initiatives Incorporates Emphasis Areas for Autonomous Vehicle Planning and for Rural Planning	$38,631	$5,120	$8,520	$640	$640	$0	$53,551	$45,031	$10,005
2.09 2045 Long Range Transportation Plan (LRTP)	$261,429	$0	$13,548	$0	$0	$0	$274,977	$261,429	$200,000
2.10 Community Safety-Related Program	$33,463	$0	$7,380	$0	$0	$0	$40,843	$33,463	$0
SECTION 3 Bicycle, Pedestrian, and Community Safety Programs									
3.01 Bicycle/Pedestrian Planning and Implementation	$36,153	$0	$0	$0	$0	$0	$36,153	$36,153	$0
3.02 Bicycle/Pedestrian Project Feasibility Studies	$107,755	$0	$22,055	$0	$0	$0	$129,810	$107,755	$100,000
SECTION 4 Transit and Transportation Disadvantaged Programs									
4.01 Transit-Related Activities and TD Program	$0	$82,133	$0	$10,267	$10,267	$29,505	$132,172	$132,172	$0
4.02 Transit Planning Services - General Consulting	$0	$24,061	$0	$3,008	$3,008	$0	$30,077	$30,077	$25,000
Total	**$1,142,409**	**$204,915**	**$198,168**	**$25,613**	**$105,613**	**$29,505**	**$1,706,224**	**$1,508,056**	**$479,005**

TABLE 3A - FUNDING SOURCE
FY 2018/19 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	$333,371	$73,526	$0	$0	$49,789	$6,223	$6,223	$0	$0	$469,132
1.02	Information Technology Systems and Website Support	$32,624	$7,195	$0	$0	$9,761	$1,220	$1,220	$0	$0	$52,019
1.03	Public Involvement	$60,614	$13,369	$0	$0	$8,480	$1,060	$1,060	$0	$0	$84,583
SECTION 2.00 Planning Projects and Programs											
2.01	Program Development (UPWP)	$27,826	$6,137	$0	$0	$5,280	$660	$660	$0	$0	$40,563
2.02	Transportation Improvement Program (TIP) Development	$46,904	$10,345	$0	$0	$4,960	$620	$620	$0	$0	$63,449
2.03	Transportation Data Information Management	$39,520	$8,716	$0	$0	$8,400	$1,050	$1,050	$0	$0	$58,736
2.04	Corridor Studies & Project Support	$26,807	$5,912	$0	$0	$640	$80	$80	$0	$0	$33,519
2.05	State and Regional Planning and Coordination	$29,859	$6,586	$0	$0	$3,680	$460	$460	$0	$0	$41,045
2.06	ITS/Traffic Operations/Safety Project Feasibility Studies	$14,279	$3,149	$100,000	$22,055	$0	$0	$0	$0	$0	$139,484
2.07	Community Transportation Survey	$660	$146	$0	$0	$0	$0	$0	$0	$0	$806
2.08	General Planning Studies and Initiatives Incorporates Emphasis Areas for Autonomous Vehicle Planning and for Rural Planning	$102,960	$22,708	$0	$0	$10,800	$1,350	$1,350	$0	$0	$139,168
2.09	2045 Long Range Transportation Plan (LRTP)	$57,605	$12,705	$117,471	$25,909	$0	$0	$0	$0	$0	$213,690
2.10	Community Safety-Related Program	$36,755	$8,106	$0	$0	$0	$0	$0	$0	$0	$44,861
SECTION 3.00 Bicycle, Pedestrian, and Community Safety Programs											
3.01	Bicycle/Pedestrian Planning and Implementation	$35,100	$7,741	$0	$0	$0	$0	$0	$0	$0	$42,841
3.02	Bicycle/Pedestrian Project Feasibility Studies	$7,530	$1,661	$100,000	$22,055	$0	$0	$0	$0	$0	$131,246
SECTION 4.00 Transit and Transportation Disadvantaged Programs											
4.01	Transit-Related Activities and TD Program	$0	$0	$0	$0	$62,119	$7,765	$7,765	$29,505	$0	$107,154
4.02	Transit Planning Services - General Consulting	$0	$0	$0	$0	$41,006	$5,126	$5,126	$0	$0	$51,258
	Total:	$852,414	$188,003	$317,471	$70,020	$204,915	$25,614	$25,614	$29,505	$0	$1,713,555

[1] Includes $57,716 PL Funds carried forward from the previous year's UPWP.
[2] FDOT Non-Cash Match to FHWA Funds - $258,023 (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 2019/20 UPWP

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	$269,687	$59,481	$0	$0	$50,000	$6,249	$6,249	$0	$40,000	$431,666
1.02 Information Technology Systems and Website Support	$34,680	$7,649	$0	$0	$8,321	$1,040	$1,040	$0	$0	$52,729
1.03 Public Involvement	$55,635	$12,271	$0	$0	$8,480	$1,060	$1,060	$0	$0	$78,506
SECTION 2.00 Planning Projects and Programs										
2.01 Program Development (UPWP)	$33,562	$7,402	$0	$0	$9,360	$1,170	$1,170	$0	$0	$52,664
2.02 Transportation Improvement Program (TIP) Development	$45,117	$9,951	$0	$0	$4,960	$620	$620	$0	$0	$61,268
2.03 Transportation Data Information Management	$45,502	$10,036	$0	$0	$7,680	$960	$960	$0	$0	$65,138
2.04 Corridor Studies & Project Support	$24,005	$5,294	$0	$0	$400	$50	$50	$0	$0	$29,799
2.05 State and Regional Planning and Coordination	$29,843	$6,582	$0	$0	$4,400	$550	$550	$0	$0	$41,925
2.06 ITS/Traffic Operations/Safety Project Feasibility Studies	$14,707	$3,244	$100,000	$22,055	$0	$0	$0	$0	$0	$140,006
2.07 Community Transportation Survey	$12,240	$2,700	$0	$0	$0	$0	$0	$0	$40,000	$54,940
2.08 General Planning Studies and Initiatives Incorporates Emphasis Areas for Autonomous Vehicle Planning and for Rural Planning	$38,631	$8,520	$0	$0	$5,120	$640	$640	$0	$0	$53,551
2.09 2045 Long Range Transportation Plan (LRTP)	$61,429	$13,548	$200,000	$0	$0	$0	$0	$0	$0	$274,977
2.10 Community Safety-Related Program	$33,463	$7,380	$0	$0	$0	$0	$0	$0	$0	$40,843
SECTION 3.00 Bicycle, Pedestrian, and Community Safety Programs										
3.01 Bicycle/Pedestrian Planning and Implementation	$36,153	$0	$0	$0	$0	$0	$0	$0	$0	$36,153
3.02 Bicycle/Pedestrian Project Feasibility Studies	$7,755	$0	$100,000	$22,055	$0	$0	$0	$0	$0	$129,810
SECTION 4.00 Transit and Transportation Disadvantaged Programs										
4.01 Transit-Related Activities and TD Program	$0	$0	$0	$0	$82,133	$10,267	$10,267	$29,505	$0	$132,172
4.02 Transit Planning Services - General Consulting	$0	$0	$0	$0	$24,061	$3,008	$3,008	$0	$0	$30,077
Total:	$742,409	$154,057	$400,000	$44,111	$204,915	$25,613	$25,613	$29,505	$80,000	$1,706,224

[1] FDOT Non-Cash Match to FHWA Funds - $198,168 (PL and SU funds).
[2] FDOT Cash Match to FTA Funds - $25,613.
[Numbers may not add due to rounding errors.]

UPWP REVISION LOG

Revision Date	Revision Type	Resolution #	Description
02/26/2018	Draft	n/a	Distributed first draft UPWP to CAC/TCC and BPAC.
02/26/2018	Draft	n/a	Distributed first draft UPWP to TPO Board.
03/13/2018	Draft	n/a	Submitted draft UPWP to FDOT.
04/25/2018	Adopted	2018-08	TPO Board adopted FY 2018/19 - FY 2019/20 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 2018/2019 & Fiscal Year 2019/2020 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), Transportation Planning Funds Joint Participation Agreement and the Metropolitan Planning Organization 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 2018/2019 and Fiscal Year 2019/2020.

- 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 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 the fall of 2019 and 2020 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 begin maintained by the Department more publicly available as an interactive tool to be housed on the CFGIS server.

FUNDING SOURCES

		FY 2018/2019	FY 2019/2020
FDOT General Planning Activities and Specific Task	Consultant Funding	$5,583,482.00	$5,583,482.00
	Grant Funding	$350,000.00	$350,000.00
	TOTAL	**$5,933,482.00**	**$5,933,482.00**

Appendix B

Unified Planning Work Program (UPWP)
Statements and Assurances

Debarment and Suspension Certification

Lobbying Certification for Grants, Loans, and Cooperative Agreements

Disadvantaged Business Enterprise Utilization

Title VI/Nondiscrimination Assurance

DEBARMENT and SUSPENSION CERTIFICATION

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

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

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

(b) Have not, within a three-year period preceding this proposal , been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining , attempting to obtain, or performing a public (federal , state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes ; or commission of embezzlement, the ft, 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 TPO also hereby certifies that if, later , it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

Name: Deb Davis
Title: MPO Chairman

Date: 3-28-18
(or lesignee)

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 TPO that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the River to Sea TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract , the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation , renewa l, 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 TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4) This certification is a material representat ion 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 requ ired certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Name: Dale Dewys

Date: 3-28-18

Title: MPO Chairman (or designee)

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the River to Sea TPO that disadvantaged businesses, as defined by 49 Code of Federal Regulat ions, 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 TPO, and its consultants shall take all necessary and reasonab le steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the River to Sea TPO, in a non-discriminatory environment.

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

Name:
Title: MPO Cl1airman (or designee)

3-28-18
Date

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the River to Sea TPO assures the Florida Department of Transportation (FOOT) that no person shall on the basis of race, color, national origin, sex, age, disabi lity, family or religious status , as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participat ion in, be denied the benefits of, or be otherwise subjected to discriminat ion or reta liation under any program or activity.

The River to Sea TPO further assures FOOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Rec ipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regu lations
4. Develop a comp laint process and attempt to resolve compla ints of discrim ination against sub-rec ipients. Comp laints against the Recipient shal l immediate ly be forwarded to the FOOT District Title VI Coordina tor.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FOOT or USDOT, take affirmative action to correct any deficiencies found within a reasonab le 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 conside ration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federa l financial ass istance under all programs and activities and is binding. The person whose signature appears below is author ized to sign this assurance on behalf of the Recipient.

Name: I
Title: MPO Chairman (or designee)

3-28-18
Date

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assign ees 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-assist ed 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 re fe rred 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 cont ract, shall not discriminate on the basis of race, color , national origin, sex, age, disability, religion or family status in the selection and retent ion of subcontracto rs, 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 Contracto r, 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 Regu lations relative to nondiscrimination on the basis of race , co lor, nationa l 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 facilitie s 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 Transpo rtation ,* 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 High way 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. Cancellat ion, 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 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 , Federa l Transit Administration , Federa l 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 resu lt of such direction , the Contractor may request the Florida Department of Transportation toenter 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 Relocat ion 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 Federa l 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 discriminat ion 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 activ ities with disproportionate ly high and adverse human health or environmenta l effects on minority and low-income populations; Executive Order 13166, Imp roving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of lim ited 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)

Pending

Appendix C

FTA Section 5305(d) Grant Application Package

Pending

Appendix D

Joint Participation Agreement

Appendix E

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

Florida Department of Transportation

RICK SCOTT
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

MIKE DEW
SECRETARY

April 13, 2018

Ms. Lois Bollenback
Executive Director
River to Sea TPO
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114

RE: Draft Comments on the Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Unified Planning Work Program (UPWP) for the River to Sea Transportation Planning Organization (MPO)

Dear Ms. Bollenback:

The reason for 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 2018/2019 and Fiscal Year 2019/2020. Please note attached the comments made by the District Five Planning Office. I have also included comments from the Office of Policy Planning. Please review the comments and respond back with concerns, comments or questions.

In order to meet the schedule contained in the Metropolitan Planning Organization Program Handbook, and to be certain of receiving authorization to expend Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Planning Funds, beginning on July 1, 2018, the River to Sea Transportation Planning Organization (TPO) needs to revise and adopt the Final UPWP and submit it to my office, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies by May 15, 2018. I will be contacting your staff to review with them the corrections that need to be made.

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

Sincerely,

Vickie Wyche
MPO Liaison
attached

CC: Mark Reichert, Office of Policy Planning
Alex Gramovot, Office of Policy Planning
Teresa Parker, Federal Highway Administration
Elizabeth Orr, Federal Transit Administration
Keith Melton, Federal Transit Administration
Kellie Smith, FDOT District Five
Carlos Colon, FDOT District Five Transit

Wyche, Vickie

To: 'Lois Bollenback'
Subject: R2CTPO DRAFT UPWP Comments

Please see page 44, Task 2.08 – should there;

- Responsible Agency
- Total Cost

Vickie H. Wyche

FDOT Liaison
Florida Department of Transportation
719 South Woodland Boulevard
Deland, Florida 32720
Phone: (386) 943-5185
Cell: (386) 279-5455
Email: Vickie.Wyche@dot.state.fl.us

Wyche, Vickie

From: Wyche, Vickie
Sent: Thursday, March 15, 2018 11:27 AM
To: Gramovot, Alexander
Cc: Smith, Kellie; Reichert, Mark
Subject: RE: UPWP

Thanks Alex!!, I'm almost done

Vickie H. Wyche

FDOT Liaison
Florida Department of Transportation
719 South Woodland Boulevard
Deland, Florida 32720
Phone: (386) 943-5185
Cell: (386) 279-5455
Email: Vickie.Wyche@dot.state.fl.us

From: Gramovot, Alexander
Sent: Thursday, March 15, 2018 11:23 AM
To: Wyche, Vickie <Vickie.Wyche@dot.state.fl.us>
Cc: Smith, Kellie <Kellie.Smith@dot.state.fl.us>; Reichert, Mark <Mark.Reichert@dot.state.fl.us>
Subject: RE: UPWP

Good morning Vickie,

Please see my comments and recommendation below, and include them in FDOT's comments when they are sent to the MPO and review agencies.

Comment-

- "Appendix B, Joint Certification Statement on the Metropolitan Transportation Planning Process" does not need to be included in the UPWP.

Recommendations-

- The Statements and Assurances forms (Appendix C & D) have been updated since the TPO drafted their UPWP. They are not required to update these forms, as the content has not changed, but the title has changed and it would be helpful if they include the most recent version of the forms for consistency. The most up-to-date version of the UPWP Statements and Assurances are available at the following link: https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795

- Appendix C and Appendix D can be merged into one section, as all of these Statements and Assurances have been combined in the updated UPWP Statements and Assurances document.

Thank you!

Alex Gramovot
Statewide Metropolitan Planning Coordinator
Office of Policy Planning
Florida Department of Transportation

From:	Lois Bollenback
To:	Wyche, Vickie; Herbert Seely; Aarti Sharma
Cc:	Reichert, Mark; Gramovot, Alexander; Parker, Teresa (FHWA); Elizabeth.Orr@dot.gov; keith.melton@dot.gov; Colon, Carlos
Subject:	RE: UPWP DRAFT Comments letter
Date:	Friday, April 20, 2018 10:16:17 AM

Thank you Vickie,

Since you already forwarded these comments informally, we've made the corrections and the final document is set to be approved by the R2CTPO Board next week.

Thank you for all of your help as we developed the new UPWP. Thanks also for the quick turn around you've provided in each of the submittals we've made (ie. amendments & de-obligation).

Regards,

Lois Bollenback, Executive Director
River to Sea Transportation Planning Organization
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114
Office: (386) 226-0422, ext. 20419
Cell: (386) 383-0845
Fax: (386) 226-0428
www.r2ctpo.org

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From: Wyche, Vickie [mailto:Vickie.Wyche@dot.state.fl.us]
Sent: Thursday, April 19, 2018 3:02 PM
To: Lois Bollenback; Herbert Seely; Aarti Sharma
Cc: Reichert, Mark; Gramovot, Alexander; Parker, Teresa (FHWA); Elizabeth.Orr@dot.gov; keith.melton@dot.gov; Colon, Carlos
Subject: UPWP DRAFT Comments letter

Please see attached the UPWP DRAFT Comment letter for the River to Sea TPO, I apologize for not sending it sooner. If you have any comments are questions please let me knw.

Vickie H. Wyche

FDOT Liaison
Florida Department of Transportation
719 South Woodland Boulevard
Deland, Florida 32720
Phone: (386) 943-5185
Cell: (386) 279-5455
Email: Vickie.Wyche@dot.state.fl.us

From:	Parker, Teresa (FHWA)
To:	Lois Bollenback; Debbie Stewart
Cc:	Herbert Seely; Aarti Sharma; Melton, Boyd (FTA); Vickie Wyche; Orr, Parris (FTA); Parker, Teresa (FHWA)
Subject:	RE: FHWA/FTA Comments for River to Sea Draft UPWP FY 2018-2019 thru 2019-2021
Date:	Tuesday, April 24, 2018 3:11:07 PM

Good afternoon Lois,

Thanks that's fine by me. Have a wonderful day!

Teresa Parker

Transportation Planning Specialist
United States Department of Transportation
Federal Highway Administration | Florida Division
400 W Washington Street | Suite 4200 | Orlando, FL 32801
Phone: (407) 867-6415 | E-mail: Teresa.parker@dot.gov

From: LBollenback r2ctpo.org
Sent: Monday, April 23, 2018 6:13 PM
To: Debbie Stewart <DStewart@r2ctpo.org>; Parker, Teresa (FHWA) <teresa.parker@dot.gov>
Cc: Herbert Seely <HSeely@r2ctpo.org>; Aarti Sharma <ASharma@r2ctpo.org>; Melton, Boyd (FTA) <Keith.Melton@dot.gov>; Vickie Wyche <vickie.wyche@dot.state.fl.us>; Orr, Parris (FTA) <Elizabeth.Orr@dot.gov>
Subject: RE: FHWA/FTA Comments for River to Sea Draft UPWP FY 2018-2019 thru 2019-2021

Good Afternoon Teresa,

Please let me clarify. We have addressed your comments and concerns as provided below. The comments that require changes will be incorporated into the draft UPWP immediately.

The final draft of the FY 2018/19 to 2019/20 UPWP is currently included on the April agenda for adoption. The meeting of the River to Sea TPO board is this Wednesday, April 25, 2018.

We will proceed with adopting the document as scheduled with the changes noted in our response below. Please let me know if you have any concerns with that approach.

Thank you for taking the time to review our UPWP and for providing comment,

Lois Bollenback, Executive Director

River to Sea Transportation Planning Organization
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114
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From: Debbie Stewart
Sent: Monday, April 23, 2018 4:22 PM
To: Parker, Teresa (FHWA)
Cc: Lois Bollenback; Herbert Seely; Aarti Sharma; Melton, Boyd (FTA); Vickie Wyche; Orr, Parris (FTA)
Subject: RE: FHWA/FTA Comments for River to Sea Draft UPWP FY 2018-2019 thru 2019-2021
Importance: High

Good afternoon Teresa,

We have received the comments on the UPWP draft after the deadline passed. The R2CTPO will incorporate the comments next month. Please see the responses to questions in red highlight below.

R2CTPO's Response to FHWA Comments:

Critical Comments:

- Task 2.02 please provide details of what fees are included?

  The "Fees" identified in the Estimated Budget Detail Tables for Task 2.02 refer 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)."
- Please detail the difference between "Conference,"Workshops & Seminars Fees," and Fees"? Are professional services the same as consultant fees?

"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."

"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.

- 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.

  Debarment and Suspension Certification Lobbying Certification for Grants, Loans, and Cooperative Agreements Disadvantaged Business Enterprise Utilization Title VI/Nondiscrimination Assurance have been included in the final document.

Editorial Comments (General):

- Task 3.01 has some dates task completed June 2018. Should these dates say timeline/anticipated completion June 2018?

  The final adopted UPWP will modify the timeline/anticipation completion date.
- Please note that individual professional membership are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.

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

  Understood.
- 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.

  The copies of scope of services, the anticipated cost, and completion date will be sent to the FHWA for review.
- Please ensure the updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for the final UPWP.

The Federal Aid Project (FAP) number has been updated and the State Financial Management (FM) number will be included in the final adopted UPWP.

- If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. *(FTA Circular 9030.1E, p. IV-1)*

  The River to Sea TPO uses FTA 5305 (d) funds for planning activities that have been identified under the Funding Source table (3A and 3B) for FY 2018/19 and FY 2019/20.

- From the prior-year UPWP, carryover amounts should be listed in the work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. (FTA Circular 8100.1C (p. II-4, item e)).document.

  PL Funds carried over from the previous year's UPWP have been identified in a note under the Funding Source table 3A for FY 2018/19 and FY 2019/20. There are no incomplete tasks. Money was redistributed in 1st year of the new UPWP.

- If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice.

  Understood. If the R2CTPO receives the new fund's estimates in future; we will adopt or modified the UPWP.

From: Parker, Teresa (FHWA) [mailto:teresa.parker@dot.gov]
Sent: Monday, April 23, 2018 7:24 AM
To: Debbie Stewart
Cc: Lois Bollenback; Herbert Seely; Aarti Sharma; Melton, Boyd (FTA); Vickie Wyche; Parker, Teresa (FHWA); Orr, Parris (FTA)
Subject: RE: FHWA/FTA Comments for River to Sea Draft UPWP FY 2018-2019 thru 2019-2021

Good morning Debbie,

The Attached PDF is in response to your staff's email which transmitted the River to Sea Transportation Planning Organization's (TPO's) 2018/2019-2019/2021 Draft Unified Planning Work Program (UPWP) for our review. The following comments are provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the MPO's consideration in developing the final UPWP. Comments that are noted as critical must be addressed prior to FHWA/FTA's approval of the UPWP. If you have any questions please let us know.

Thanks,

Teresa Parker

Transportation Planning Specialist
United States Department of Transportation
Federal Highway Administration | Florida Division
400 W Washington Street | Suite 4200 | Orlando, FL 32801
Phone: (407) 867-6415 | E-mail: Teresa.parker@dot.gov

From: Debbie Stewart [mailto:DStewart@r2ctpo.org]
Sent: Tuesday, March 13, 2018 1:35 PM
To: mark.reichert dot.state.fl.us <mark.reichert@dot.state.fl.us>; alexander.gramovot@dot.state.fl.us; steven.holmes@dot.state.fl.us; matt.preston@deo.myflorida.com; Vickie Wyche <vickie.wyche@dot.state.fl.us>; Taylor, Yvette (FTA) <Yvette.Taylor@dot.gov>; Parker, Teresa (FHWA) <teresa.parker@dot.gov>
Cc: LBollenback r2ctpo.org <LBollenback@r2ctpo.org>; Herbert Seely <HSeely@r2ctpo.org>; Aarti Sharma <ASharma@r2ctpo.org>; Melton, Boyd (FTA) <Keith.Melton@dot.gov>
Subject: UPWP
Importance: High

Attached is the draft FY 2018/19 and 2019/2020 UPWP for review and comments. Any questions or comments, please contact us.

Debbie

Debbie Stewart, Administrative Assistant
River to Sea TPO
2570 West International Speedway Boulevard, Suite 100
Daytona Beach FL 32114
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DStewart@r2ctpo.org
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Appendix F

Resolution 2018-08 Adopting the FY 2018/19 and FY 2019/20 UPWP

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2018-08

RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FY 2018/19 AND 2019/20 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 2018/19 and 2019/20 UPWP are consistent with the area transportation plan; and

2. The FY 2018/19 and 2019/20 UPWP is hereby endorsed and adopted;

3. The Chairperson of the River to Sea TPO (or her designee) is hereby authorized and directed to submit the FY 2018/19 and 2019/20 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 **25th** day of **April 2018.**

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Deb Denys

VOLUSIA COUNTY COUNCIL VICE CHAIR DEB DENYS
CHAIRPERSON, 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 25, 2018.

ATTEST:

Debbie Stewart

DEBBIE STEWART, RECORDING SECRETARY

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION