



# **River to Sea Transportation Planning Organization**

## **FY 2020/21 and FY 2021/22 UNIFIED PLANNING WORK PROGRAM**

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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 Volusia County and the developed areas of eastern Flagler County, including Beverly Beach and Flagler Beach as well as portions of the cities of Palm Coast and Bunnell. Formed in 1975, and originally serving the east side of Volusia County, the organization has grown over the past 46 years both in area covered and board size. 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.

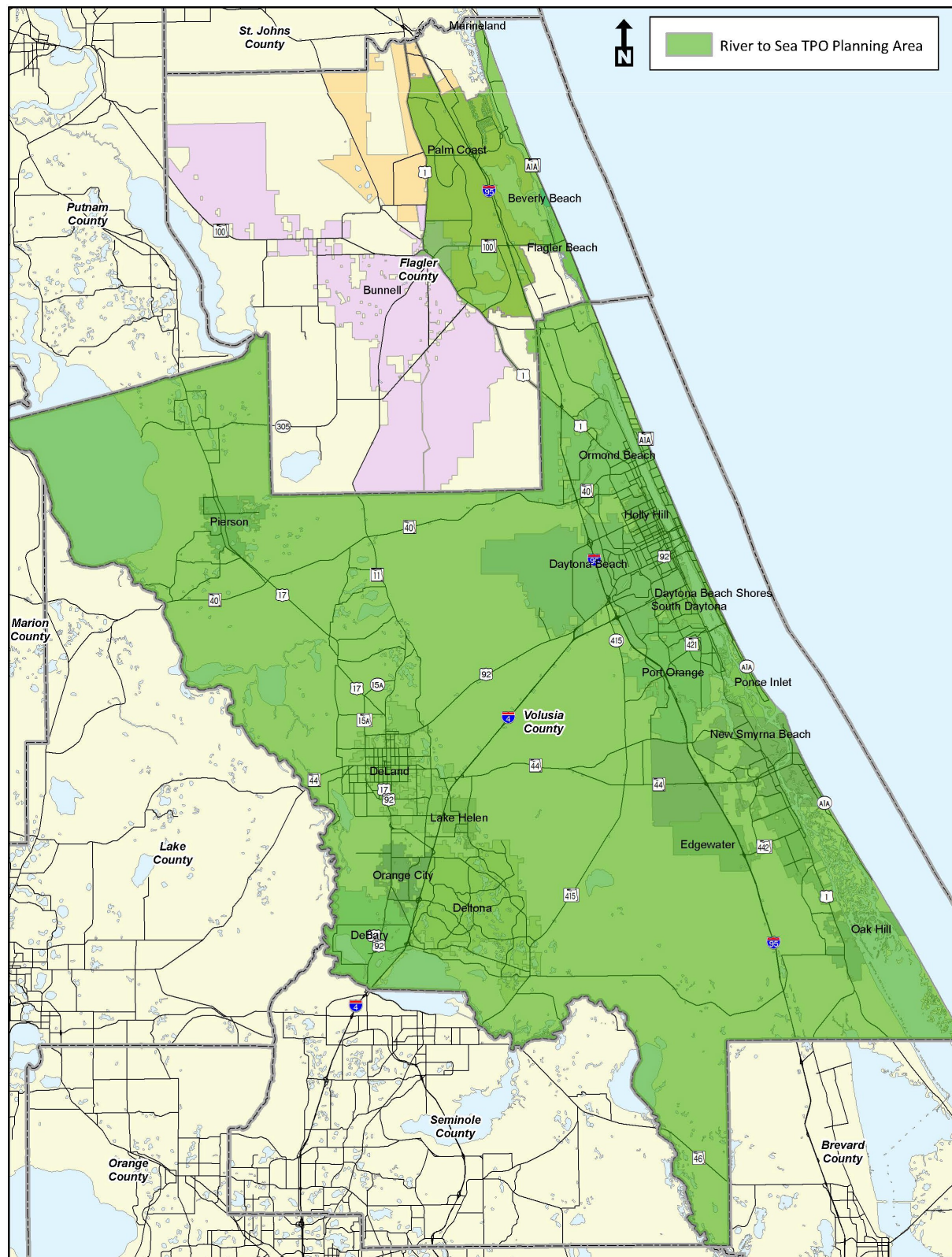
The Unified Planning Work Program (UPWP) identifies and outlines the program tasks to be undertaken by the R2CTPO over a two-year period. This particular UPWP will cover fiscal years (FYs) 2020/21 and 2021/22 beginning on July 1, 2020 and ending on June 30, 2022.

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 with the R2CTPO Board and member local governments. The UPWP is also developed with consideration for the planning emphasis areas and planning activities encouraged and/or required by the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Commission for the Transportation Disadvantaged (CTD) of the State of Florida.

The tasks in this UPWP are developed with input from members throughout our planning area and are intended to reflect priorities of the communities and to respond to the challenges being faced. Among the priorities are: improving safety and overall quality of life; providing mobility to all potential users of the transportation system; supporting a growing and thriving economy; and managing our financial resources responsibly. The River to Sea TPO also recognizes a variety of challenges that exist and seeks to identify these and work collaboratively to meet these challenges. The more significant challenges being faced include: identifying and mitigating the root factors that result in injuries and fatalities of our highways; developing a system that is resilient to disruptive events; and continuing to maintain, expand and modernize a system with dwindling financial resources. The TPO embraces its role in serving the community and in working with others to address these challenges.

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.

Figure 1: R2CTPO 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 metropolitan planning organizations 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 R2CTPO has 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 R2CTPO 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 recent years, the R2CTPO has completed a variety of planning and programming activities to improve safety throughout the planning area. A few of these include:

- **School Safety Studies** - 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. The R2CTPO was initially awarded an FDOT Safety Grant in FY 2005/06 to conduct bicycle/pedestrian school safety studies at ten elementary school sites. Over time, the R2CTPO continued funding this effort through 2017, completing school safety reviews for elementary and middle schools in both Volusia and Flagler Counties. Additional schools and study updates are included in this UPWP as well.
- **SR/CR A1A Pedestrian Safety & Mobility Study** – This planning effort, completed in May 2017, included local governments, FDOT, local law enforcement agencies and advocates and completed a review of pedestrian safety along SR/CR A1A throughout the entirety of the planning area. The study focused on recommended improvements for nine focus areas. Building on the original work, FDOT funded additional study areas.
- **Roadway Safety Evaluation & Improvement Study** – Building on initial evaluation of crashes within the R2CTPO planning area, this study examined high crash locations (intersections and segments) and provided recommendations and countermeasures to reduce crashes at these locations. This study was adopted in September 2018.

Other studies completed by the R2CTPO in recent years include:

- **ITS Masterplan** - 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 R2TPO has initiated 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 played a dominant role for the R2CTPO in FY 2018/19 and 2019/20.

- **Resiliency Planning - Vulnerability Assessments in Volusia & Flagler Counties** - In anticipation of conditions resulting from climate change, the R2CTPO, in partnership with the East Central Florida Regional Planning Council, Northeast Florida Regional Planning Council (NEFRC), Florida Department of Transportation (FDOT), and the University of Florida GeoPlan Center, undertook Sea Level Rise Vulnerability Assessments of critical facilities, transportation infrastructure, and potential sea level rise impact areas resulting from 100-year storm coastal flooding levels inclusive of storm surge. These assessments included the 2016 Sea Level Rise Vulnerability Assessment (Phase 1) which identified the transportation infrastructure that is vulnerable to current and future flood risks; the 2017 Resilient Volusia County Assessment (Phase 2); and the 2018 Resilient Flagler County Assessment (Phase 3).
- **Bicycle & Pedestrian Masterplan** - The River to Sea Transportation Planning Organization (TPO) Bicycle and Pedestrian Plan establishes a regional framework for the existing and future transportation network in the planning area. This plan, along with the Priority Project Process, feeds into the update of the 2045 Long Range Transportation Plan. It is a comprehensive and strategic document that consolidates prior plans, local and regional projects. A vision, goals and objectives are established around the “4 Es” of bicycle and pedestrian planning – education, encouragement, engineering and enforcement. This plan is intended to serve as a resource for non-motorized travel on roadways, multi-use trails, sidewalks, and bicycle lanes in Volusia and Flagler Counties.
- **Project Feasibility Studies** - Every year, the River to Sea TPO accepts applications from local governments for transportation project feasibility studies. The project applications are evaluated and ranked by TPO advisory committees. The project applications are organized into Lists of Prioritized Projects, which are approved by the TPO Board. Consulting firms retained by the TPO produce feasibility studies for bicycle/pedestrian and traffic operations and safety projects. Feasibility studies determine constructability and provide detailed concept plans and cost estimates for specific projects. Once the feasibility study is complete, the local government sponsor can choose to apply for federal funding from the TPO. Once projects are funded, they are programmed with the Florida Department of Transportation for design and construction. It takes approximately 2-5 years for projects to be constructed.

## **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:

	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>Total</b>
<b>Soft Match - PL funds</b>	\$176,396	\$162,060	<b>\$338,456</b>
<b>Soft Match - SU funds</b>	\$68,019	\$44,111	<b>\$112,130</b>
<b>Soft Match - All FHWA funds</b>	<b>\$244,415</b>	<b>\$206,171</b>	<b>\$450,586</b>

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 R2CTPO's Public Participation Plan (PPP) sets out strategies developed by the agency to ensure that public participation activities will meet or exceed the requirements outlined in the applicable federal and state guidelines. The general strategies for engaging the public in the development of this UPWP are as follows:

Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC), and Bicycle/Pedestrian Advisory Committee (BPAC) members are appointed to the UPWP Subcommittee, which develops the initial list of tasks for the draft document. 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, BPAC and R2CTPO Board. 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 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 UPWP complies with the public involvement provisions of Title VI, which states: “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Any person who feels that 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 R2CTPO. For more information on the R2CTPO’s Civil Rights program and the procedures to file a complaint, contact Pamela Blankenship, Title VI Coordinator, at 386-226-0422 ext. 20416 or email [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). If a complainant is unable or unwilling to complain to the R2CTPO, or if the complainant is dissatisfied with the R2CTPO handling of a complaint, the complainant may file a complaint directly with FDOT and/or the US Department of Justice:

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

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

## Federal Planning Factors

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 R2CTPO 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.

## State and Federal Planning Emphasis Areas

The FDOT Office of Policy Planning develops planning emphasis areas on a two-year cycle in coordination with the development of Metropolitan Planning Organizations’ (MPOs) respective UPWPs. 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. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources. The following emphasis areas have been identified and addressed as part of the planning activities outlined in the UPWP.

### Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users.” The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, the R2CTPO needs to account for the effort necessary to satisfy these federal

requirements in their UPWP. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

## System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.” Within the Florida Transportation Plan, system connectivity is addressed within four different goals:

- Make our economy more competitive
- Increase opportunities for access to transit and other modes
- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints. For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

The R2CTPO considers system connectivity in all planning studies and activities. In addition, project ranking criteria and funding decisions include connectivity (within systems and between modes) as a weighted factor. Specific planning efforts that support connectivity include project feasibility studies and the Bicycle and Pedestrian Masterplan.

## Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor to “improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

The R2CTPO uses tools such as the *FHWA Resilience and Transportation Planning Guide* and the *FDOT Quick Guide: Incorporating Resilience in the MPO LRTP*. Both documents focus primarily on the development of MPO LRTPs and TIPs. The R2CTPO also addresses resilience in other planning documents, such as transportation project applications. The R2CTPO places a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction and developing local resilience planning initiatives. Vulnerability assessments completed by the R2CTPO document the additional costs associated

with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the R2CTPO develop planning documents that are ultimately more realistic and cost-effective.

## **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 statewide and regional studies, this UPWP includes specific activities to assess the impacts of these emerging technologies.

The R2CTPO focused on automated, connected, electric and shared-use (ACES) technology as part of the Annual Planning Retreat in March 2018. The event included demonstration vehicles in addition to industry experts and University engineering students to present cutting edge technologies in transportation. The R2CTPO has also funded an Automated and Connected Vehicles Readiness study to be completed in 2020.

## **ORGANIZATION 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 FDOT 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 group responsible for setting transportation planning policies within the R2CTPO’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 Transportation Planner.

The R2CTPO Board and each of the advisory committees are guided by a set of bylaws<sup>1</sup>, which identify regular meeting dates, membership makeup, and responsibilities. The board adopted their current bylaws on June 25, 2014. The TDLCB adopts an independent set of bylaws, which were most recently approved on July 10, 2019.

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



Public input is solicited through public workshops, public meetings and other means in a process that is formally defined by the R2CTPO's adopted Public Participation Plan (PPP). The R2CTPO's PPP is reviewed annually and updated as needed to ensure that the process contributes to maximizing public involvement in the metropolitan transportation planning process. The original PPP was adopted on May 28, 2014 and updated on June 26, 2019.

As part of the R2CTPO's efforts to provide timely and engaging information to the public, the R2CTPO 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 R2CTPO's planning area, and is accessible any time, in a user-friendly format. In addition, the R2CTPO 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 R2CTPO as well as transportation-related studies and reports produced by member local governments and the FDOT. The R2CTPO's website, in combination and coordination with the R2CTPO's Facebook and Twitter pages, also provides the public with information on meeting dates and times, agenda packets for scheduled meetings, and other transportation-related news and information. The TPO's website was most recently updated in 2019 to ensure accessibility to all users including those with disabilities.

## **Planning and Funding Agreements**

The R2CTPO receives FHWA Section 112 PL and SU funds, FTA Section 5305(d) funds and Transportation Disadvantage (TD) Funds. These funds are passed through FDOT to support the planning activities for this area. The R2CTPO executes three (3) separate agreements that outline various requirements the R2CTPO must adhere to for the use of the funds.

The FHWA Section 112 PL funds and SU funds operate under a single, two-year Transportation Planning Funds Joint Participation Agreement (JPA) between the R2CTPO and FDOT. The R2CTPO submits a grant application annually to FDOT for the receipt of FTA Section 5305(d) funds. Upon approval of the FTA Section 5305(d) grant application, the R2CTPO executes an annual Public Transportation Grant Agreement (PTGA) with FDOT. These agreements prescribe planning and administrative requirements placed on the R2CTPO as a condition of receipt of planning funds.

The R2CTPO submits a grant application annually to the CTD for planning grant funds. Upon approval of the R2CTPO's application, the CTD and the R2CTPO execute an agreement that outlines the necessary deliverables the R2CTPO is required to complete in order to receive reimbursement.

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

Also, in August 2014, the R2CTPO, FDOT, East Central Florida Regional Planning Council, Northeast Florida Regional Planning Council, Volusia County (representing the Daytona Beach International Airport, Volusia

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

## **The R2CTPO Board**

Currently, there are 19 voting seats on the R2CTPO Board. Volusia and Flagler counties, the 16 municipalities in Volusia County and four municipalities in Flagler County fill these seats as follows. Five seats are filled by members of the Volusia County Council and one seat is filled by a member of the Flagler County Commission. These six seats are “weighted” to represent 33.33% of the total vote of the full board. The 12 largest cities fill one seat each. The remaining eight 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 CAC, the Chairperson of TCC, and the Chairperson of the BPAC. The Secretary of FDOT District Five (or designee) serves as a non-voting advisor.

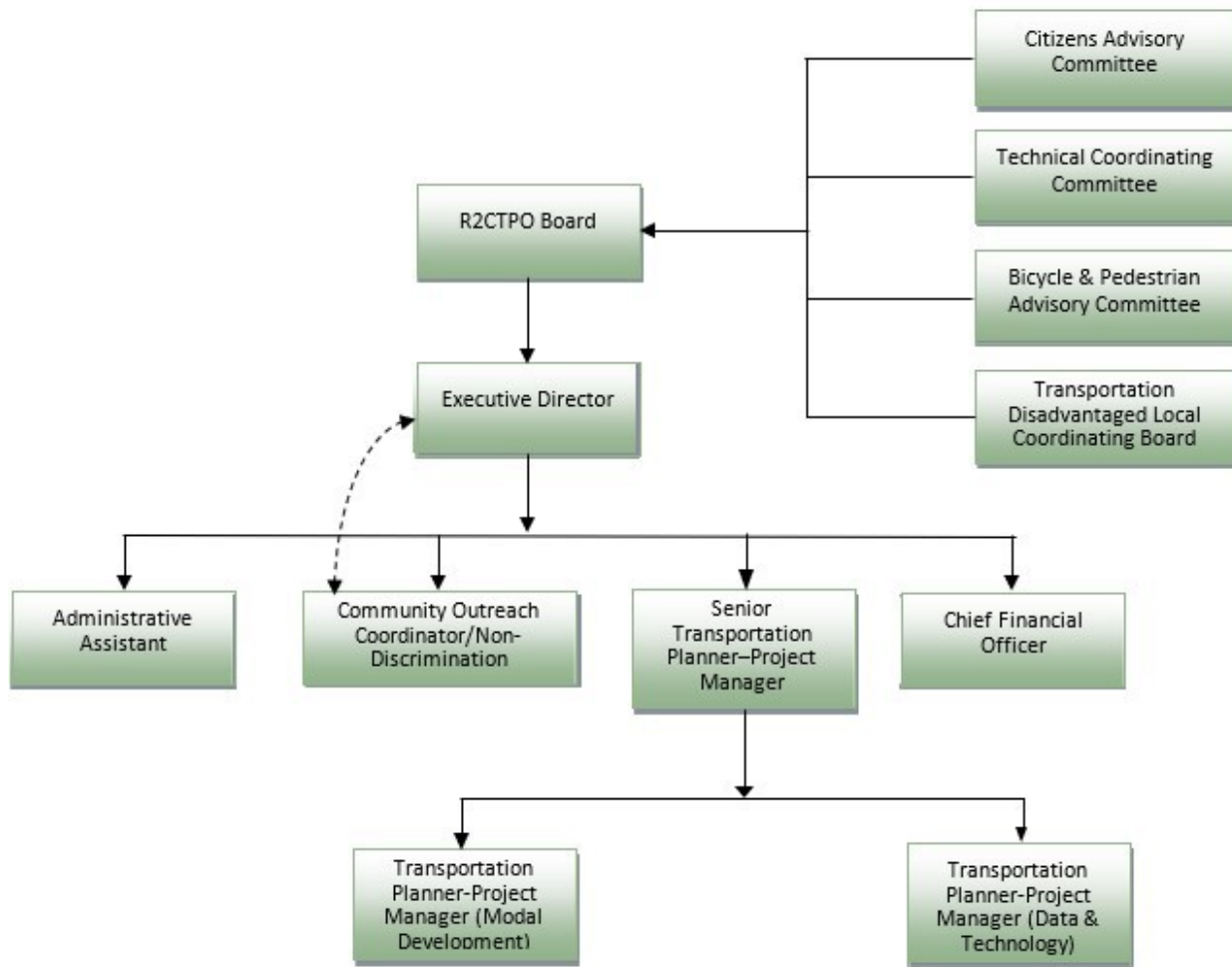
## **R2CTPO Staff**

The staffs of the R2CTPO and the FDOT conduct the work efforts required to support the transportation planning process. The R2CTPO has a complement of seven 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. Three 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 R2CTPO's member organizations, FDOT, adjacent MPOs/TPOs and counties, public transit agencies, and other organizations. The planners also serve as liaisons to Votran and Flagler County Public Transportation as well as support for the TDLCB. The Transportation Planner-Project Manager of Modal Development is responsible for long-range planning, providing support to the BPAC, tracking projects, and various other planning activities. The Transportation Planner-Project Manager of Data and Technology 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-Project Manager is responsible for the day-to-day oversight of R2CTPO projects, maintaining the TIP and the UPWP, and administering portions of the R2CTPO's Priority Project Process.

The 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 is a coalition of transportation and government organizations committed to addressing transportation challenges in the larger Central Florida area. Current membership in the CFMPOA includes six MPOs: River to Sea TPO, Space Coast TPO, MetroPlan Orlando, Ocala-Marion TPO, Polk TPO and Lake-Sumter MPO.

The CFMPOA meets quarterly to identify regional opportunities, to resolve regional transportation issues and to collaborate on a variety of regional planning activities. Recent activities include:

- Annual development of a List of Priority Project
- Annual development of the Regional Indicators Report
- Regional Transit Study (2018)
- Initiation of the District Five Regional Truck Parking Study
- Regional Long Range Transportation Plan (2017)

Regional collaboration also occurs through ongoing activities with the East Central Florida Regional Planning Council. Partnerships on topics such as resiliency planning and growth management continue to enrich the work pursued by the R2CTPO.

## Previous Planning Efforts/Initiatives

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

- Congestion Management Process (CMP) and Performance Measures Report;
- An annual “Call for Projects” to identify and prioritize transportation improvement projects;
- FY 2018/19 – 2022/23 and 2019/20 – 2023/24 Transportation Improvement Programs (TIPs);
- 2019 and 2020 List of Priority Projects;
- FY 2018/19 and 2019/2020 Unified Planning Work Program (UPWP);
- Safety performance measure targets for the 2019 and 2020 calendar years;
- Assisting Votran in updating its Transportation Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP);
- Roadway Safety Evaluation and Improvement Study;
- 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;
- Title VI Policy Statement and Complaint Procedures;
- Limited English Proficiency (LEP) Access Plan;
- participating in community safety programs including bike helmet fittings/giveaways, and International Walk to School Day events;
- Resilient Flagler County Report;
- East Central Florida Regional Resiliency Action Plan (ECF RRAP);
- Continued funding of programs and partnerships that raise awareness of safety issues associated with bicycle injuries and fatalities;
- Participating in the Walkability Action Institute Grant Project and adopting Complete Streets Policy and Implementation Plan;
- TPO Federal Certification Review;
- Community Safety Action Plan (CSAP);
- Connected and Automated Vehicle (CAV) Readiness Study;
- Public Participation Plan (PPP);
- Developing the 2045 Long Range Transportation Plan (LRTP); and the
- 2019 Bicycle Suitability Map.

## UPWP Program and Format

The R2CTPO's FY 2020/21 and FY 2021/22 UPWP, covering the two fiscal years from July 1, 2020 to June 30, 2022, 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 four 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 four 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 R2CTPO process and printing and copy costs. The R2CTPO staff provides support for more than 90 meetings each year. In addition, the R2CTPO staff works closely with the R2CTPO Board in developing an annual operating budget. 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 and Community Transportation Survey

**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 developing and adopting the 2045 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 – State and Regional Planning and Coordination

Task 2.05 – ITS/Traffic Operations/Safety Project Feasibility Studies

Task 2.06 – General Planning Studies, Initiatives, Corridor Studies and Project Support

Task 2.07 – 2045 Long Range Transportation Plan

Task 2.08 – Community Safety-Related Program

**3.0 Bicycle and Pedestrian Programs:** The R2CTPO 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 R2CTPO in coordination with member local governments to promote these activities. The specific tasks are as follows:

Task 3.01 – Bicycle/Pedestrian Planning and 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

Every task sheet follows the following consistent format: the top line identifies the task number and title in large bold type. A list of the agencies responsible for implementation follows immediately below. Next, a table of information identifies the 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.

## Planning Studies in MPO Areas:

MPOs in transportation management areas (TMAs) are required to include a cost estimate for transportation planning, research, development, and technology transfer related activities funded with local, state, or federal funds other than those authorized under Title 23. [23 C.F.R. 420.111(e)]. The information can be added as an information item.

Listed below are planning studies being conducted, some of which began in the previous UPWP and will continue through this UPWP:

<b>Name and Study Description</b>	<b>Lead Agency</b>	<b>Fiscal Year</b>	<b>Cost</b>	<b>Source of Funds</b>
Votran will use funding from Section 5307 FTA projects to conduct assessments of transit operations in Volusia County, among them: the TDP and TDSP.	Votran	Ongoing throughout the UPWP period.	\$350,000	FTA Section 5307
Flagler County will be using funding from Section 5310 FTA grant to conduct assessments of transit operations in Flagler County in the form of the TDP.	Flagler County	2020	Est. \$84,445	FTA Section 5310
I-95/US 1 PD& E Study	FDOT	2020/2021	\$2,060,000	District Dedicated Revenue (DDR)
I-95 @ Maytown Road Interchange	FDOT	2021	\$2,550,000	District Dedicated Revenue (DDR) and District In-House (DIH)

## 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 UPWPS. 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 R2CTPO's 2040 Long Range Transportation Plan. It is anticipated that these planning factors will be retained and included in the 2045 LRTP update.

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

UPWP TASK Number	1 Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency	2 Increase the safety of the transportation system for motorized and non-motorized users	3 Increase the security of the transportation system for motorized and non-motorized users	4 Increase the accessibility and mobility options available to people and freight	5 Protect and enhance the environment, promote energy conservation, and improve quality of life	6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	7 Promote efficient system management and operation	8 Emphasize the preservation of the existing transportation system	9 Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation	10 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.01	✓	✓	✓	✓		✓		✓	✓	✓

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# ABBREVIATIONS AND ACRONYMS

**ACES** – Automated, Connected, Electric & Shared Use

**ADA** - Americans with Disabilities Act of 1990

**AV** – Automated Vehicles

**BPAC** - Bicycle/Pedestrian Advisory Committee

**CAC** - Citizens' Advisory Committee

**CAV** – Connected and Automated Vehicles

**CFR** - Code of Federal Regulations

**CFMPOA** – Central Florida MPO Alliance

**CMP** - Congestion Management Process

**CPG** – Consolidated Planning Grant

**CSAP** – Community Safety Action Plan

**CTD** - Commission for the Transportation Disadvantaged

**CV** – Connected Vehicles

**DDR** – District Dedicated Revenue

**DEP** - Department of Environmental Protection, State of Florida

**DIH** – District In-House

**ECFRPC** - East Central Florida Regional Planning Council

**ECF RRAP** – East Central Florida Regional Resiliency Action Plan

**ETDM** – Efficient Transportation Decision-Making

**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

**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

**GIS** - Geographic Information Systems

**ICAR** –Intergovernmental Coordination and Review

**ITS** – Intelligent Transportation System

**JPA** - Joint Participation Agreement

**LAP** - Local Agency Program

**LEP** – Limited English Proficiency

**LOPP** – List of Priority Projects



**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.

**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.

**NEFRC** – Northeast Florida Regional Planning Council

**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.

**PTGA** – Public Transportation Grant Agreement

**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.

**SU Funds** - See XU funds

**TIA** - Transportation Impact Analysis

**TCC** - Technical Coordinating Committee

**TDLCB** - Transportation Disadvantaged Local Coordinating Board

**TDM** - Transportation Demand Management

**TDP** - Transit Development Plan

**TDSP** – Transportation Disadvantage Service 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

**TSM&O** – Transportation System Maintenance and Operations

**UPWP** - Unified Planning Work Program

**VMT** – Vehicles Miles Traveled

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

**XU (SU) Funds** - Extra-urban funds provided for in 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 – R2CTPO

Total Cost - \$952,027

### 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 and management of the R2CTPO.
- Attendance and participation in professional training opportunities, webinars and professional conferences:
  - FLC 2019 Human Resources and Risk Management Seminar
  - 2019 Employment Law Update
- Coordination and completion of annual strategic planning retreats. Completed February 2019 and March 2020.
- 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.
- Annual completion of the budget, legislative positions, and other administrative activities.
- Updated the Continuity of Operations Plan (COOP). Completed May 2019.
- Conducted COOP exercises to ensure effectiveness. Completed July 2018 and 2019.
- Approved slate of officers for R2CTPO Board. Completed May 2019 and May 2020.
- Submitted FTA Section 5305(d) and TD Planning Grant applications. Completed May 2019 and 2020.
- Completed Annual Audits. Completed November 2018 and 2019 .
- Completed the procurement of the TPO's janitorial services contract. Completed January 2020.
- Completed employee team building and goal setting activities. Completed June 2020.
- Updated the R2CTPO Purchasing Manual. Completed June 2020.
- Updated the R2CTPO Employee Handbook. Completed June 2020.

### 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. (All Staff)
- For accurate and updated accounting of all funds necessary for the R2CTPO process to include invoices for state and federal funds, grant reporting, payroll and time-keeping as needed. (Finance Manager)
- 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. (Executive Director)
- 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. (Finance Manager)
- Complete grant applications to secure new funding opportunities and to secure grant funds for the TPO's FTA Section 5305(d) and TD Planning Grant funds. (Finance Manager)
- Complete the administrative activities necessary for an organization including personnel management, records management, professional development, and training. (Finance Manager/Administrative Assistant)
- Provide new member orientations to educate new members of the board and advisory committees about the R2CTPO's functions and role in the local community and conduct an annual workshop to discuss current issues and the R2CTPO's role in addressing them. (Executive Director)
- Track expiration dates, conduct timely reviews and process all amendments and updates to written agreements and legal documents as needed. (Finance Manager)
- Retain an attorney to provide professional support services as needed (legal review, HR auditing). (Finance Manager)
- Utilize effective personnel management strategies to develop staffing plans and assignments, identify training needs and manage human resources of the organization. (Executive Director)

- ♦ Provide necessary operational oversight of the R2CTPO's building and provide facility maintenance oversight and support as needed. (Administrative Assistant)
- ♦ Increase efficiency and lower unit costs by hiring general contractor to provide professional services on an as needed basis. (Finance Manager)
- ♦ Work through the R2CTPO 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. (Administrative Assistant/All Staff) Purchase supplies and services necessary to perform the functions and meet the responsibilities of the agency. (Administrative Assistant)
- ♦ 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. (Finance Manager/Executive Director)
- ♦ Participate in staff meetings, attend training, and provide miscellaneous organizational support. (All Staff)

## 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 2020 and 2021.
- ♦ 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 2021 and 2022.
- ♦ Printing and distribution of R2CTPO 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 2021 and 2022.
- ♦ Ongoing communications and support to the R2CTPO and all its efforts. Timeline/anticipated completion date: Ongoing.
- ♦ Maintaining records according to the General Records Schedule GS1-SL. Timeline/anticipated completion date: Ongoing.
- ♦ Nominate and elect slate of officers for R2CTPO Board. Timeline/anticipated completion date: May 2021 and 2022.
- ♦ Submit grant application to obtain various funding opportunities and submit grant applications for FTA Section 5305 (d) and TD Planning Grant funds. Timeline/anticipated competition date: May 2021 and 2022.
- ♦ Development and maintenance of a resource list that identifies various grant funding opportunities. Timeline/anticipated completion date: June 2021.
- ♦ Complete annual COOP exercise and training. Timeline/anticipated completion date: July 2020 and 2021.
- ♦ Procure the following contracts: Transit Consultant (expires June 30, 2021), Postage Meter Lease (expires May 1, 2022), General Planning Consultants (expires June 30, 2022), and Audit Firm (expires June 20, 2021). Timeline/anticipated completion date: June 30, 2022.
- ♦ Continue facility maintenance upgrades to the R2CTPO's leased office space. Timeline/anticipated completion: Ongoing.
- ♦ Create a desk procedures/ manual outlining various fiscal processes relevant to the Chief Financial Officers duties. Timeline/anticipated completion date: June 2022.

## Task 1.01 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$365,722	\$0	\$85,328	\$10,666	\$10,666	\$0	\$0	\$472,383
<b>Total Task</b>	\$365,722	\$0	\$85,328	\$10,666	\$10,666	\$0	\$0	\$472,383

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$271,231	\$0	\$95,317	\$11,915	\$11,915	\$0	\$89,268	\$479,644
<b>Total Task</b>	\$271,231	\$0	\$95,317	\$11,915	\$11,915	\$0	\$89,268	\$479,644

## Task 1.01 Estimated Budget Detail

### Year 1 - FY 2020/21

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$206,974	\$0	\$42,996	\$5,374	\$5,374	\$0	\$0	\$260,719
<b>Category Subtotal</b>	<b>\$206,974</b>	<b>\$0</b>	<b>\$42,996</b>	<b>\$5,374</b>	<b>\$5,374</b>	<b>\$0</b>	<b>\$0</b>	<b>\$260,719</b>
<b>Travel</b>								
Travel Expenses	\$7,500	\$0	\$2,000	\$250	\$250	\$0	\$0	\$10,000
<b>Category Subtotal</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$250</b>	<b>\$250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Other Direct Expenses</b>								
Office Supplies/ Equipment	\$3,750	\$0	\$1,000	\$125	\$125	\$0	\$0	\$5,000
Office Rent	\$92,475	\$0	\$24,660	\$3,082	\$3,082	\$0	\$0	\$123,300
Conference, Workshops & Seminar Registrations	\$4,725	\$0	\$1,260	\$158	\$158	\$0	\$0	\$6,300
Fees	\$20,250	\$0	\$5,400	\$675	\$675	\$0	\$0	\$27,000
Membership Dues	\$975	\$0	\$260	\$33	\$33	\$0	\$0	\$1,300
Publications	\$863	\$0	\$230	\$29	\$29	\$0	\$0	\$1,150
Copy Expense	\$15,000	\$0	\$4,000	\$500	\$500	\$0	\$0	\$20,000
Liability and Equipment Insurance	\$10,661	\$0	\$2,843	\$355	\$355	\$0	\$0	\$14,214
Repairs	\$750	\$0	\$200	\$25	\$25	\$0	\$0	\$1,000
Telephone	\$1,800	\$0	\$480	\$60	\$60	\$0	\$0	\$2,400
<b>Category Subtotal</b>	<b>\$151,248</b>	<b>\$0</b>	<b>\$40,333</b>	<b>\$5,042</b>	<b>\$5,042</b>	<b>\$0</b>	<b>\$0</b>	<b>\$201,664</b>
<b>Task Total</b>	<b>\$365,722</b>	<b>\$0</b>	<b>\$85,328</b>	<b>\$10,666</b>	<b>\$10,666</b>	<b>\$0</b>	<b>\$0</b>	<b>\$472,383</b>

### Year 2 - FY 2021/22

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$107,577		\$51,676	\$6,459	\$6,459	\$0	\$89,268	\$261,440
<b>Category Subtotal</b>	<b>\$107,577</b>	<b>\$0</b>	<b>\$51,676</b>	<b>\$6,459</b>	<b>\$6,459</b>	<b>\$0</b>	<b>\$89,268</b>	<b>\$261,440</b>
<b>Travel</b>								
Travel Expenses	\$7,500	\$0	\$2,000	\$250	\$250	\$0	\$0	\$10,000
<b>Category Subtotal</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$250</b>	<b>\$250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Other Direct Expenses</b>								
Office Supplies/ Equipment	\$3,750	\$0	\$1,000	\$125	\$125	\$0	\$0	\$5,000
Office Rent	\$94,301	\$0	\$25,147	\$3,143	\$3,143	\$0	\$0	\$125,734
Conference, Workshops & Seminar Registrations	\$4,725	\$0	\$1,260	\$158	\$158	\$0	\$0	\$6,300
Fees	\$22,103	\$0	\$5,894	\$737	\$737	\$0	\$0	\$29,470
Membership Dues	\$975	\$0	\$260	\$33	\$33	\$0	\$0	\$1,300
Publications	\$863	\$0	\$230	\$29	\$29	\$0	\$0	\$1,150
Copy Expense	\$15,000	\$0	\$4,000	\$500	\$500	\$0	\$0	\$20,000
Liability and Equipment Insurance	\$11,888	\$0	\$3,170	\$396	\$396	\$0	\$0	\$15,851
Repairs	\$750	\$0	\$200	\$25	\$25	\$0	\$0	\$1,000
Telephone	\$1,800	\$0	\$480	\$60	\$60	\$0	\$0	\$2,400
<b>Category Subtotal</b>	<b>\$156,154</b>	<b>\$0</b>	<b>\$41,641</b>	<b>\$5,205</b>	<b>\$5,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$208,205</b>
<b>Task Total</b>	<b>\$271,231</b>	<b>\$0</b>	<b>\$95,317</b>	<b>\$11,915</b>	<b>\$11,915</b>	<b>\$0</b>	<b>\$89,268</b>	<b>\$479,644</b>

Note: "Fees" include expenses such as accounting system maintenance, legal services, audit services and bank fees. "  
 "Other Funds" includes anticipated PL Carry Forward Amounts.

## **TASK 1.02 - Information Technology Systems and Website Support**

**Responsible Agency** – R2CTPO

**Total Cost** - \$96,003

### **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**

- ♦ Implementation of online surveys and provision of external links to industry resources.
- ♦ Ongoing maintenance and enhancements to the R2CTPO's website.
- ♦ Contract with Professional Information Technology (IT) service to maintain the R2CTPO's network. Date issued - July 2019.
- ♦ Ensure off-site storage and nightly backups to insure protection of all data.
- ♦ Attended training opportunities to maintain basic support:
  - Florida League Risk Management workshop - April 2019
  - Consult with IT to review IT services and health of network – Completed February 2020
- ♦ Maintained a capital expenditures program and purchased new hardware and software systems including upgraded system capacity, system printers and projection equipment.
- ♦ Migrated all R2CTPO computers to Windows 10. Completed January 2020.
- ♦ Purchased replacement computers for five TPO staff members. Completed January 2020.
- ♦ Provided support for the development of the 2045 LRTP web page that links to the LRTP host site and provided detail on the LRTP activities.

### **REQUIRED ACTIVITIES**

- ♦ Maximize office productivity by providing technology resources. (Executive Director/Finance Manager)
- ♦ Provide technical support for the utilization of social media, TPO website and the Internet to provide planning information using innovative and advanced applications. (Finance Manager)
- ♦ Purchase replacement computers for staff as existing systems become outdated at highest level of technology available within budgetary constraints. (Finance Manager)
- ♦ Annually assess the R2CTPO's computer needs (hardware and software) and other related items as required to support the management information system and staff needs. (Finance Manager)
- ♦ Maintain accurate inventory of all capital equipment and budget annually for required replacements. (Finance Manager)
- ♦ 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. (Finance Manager)

### **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.
- ♦ Electronic file management of records to ensure electronic file storage is optimized. Timeline/anticipated completion date: Ongoing.
- ♦ Website Support Services Agreement. Issue a request for proposal (RFP) and update the TPO's website support services agreement. Timeline/anticipated completion date: June 2022.

## Task 1.02 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$37,214	\$0	\$8,029	\$1,004	\$1,004	\$0	\$0	\$47,250
<b>Total Task</b>	\$37,214	\$0	\$8,029	\$1,004	\$1,004	\$0	\$0	\$47,250

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$38,047	\$0	\$8,565	\$1,071	\$1,071	\$0	\$0	\$48,753
<b>Total Task</b>	\$38,047	\$0	\$8,565	\$1,071	\$1,071	\$0	\$0	\$48,753

## Task 1.02 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$6,723	\$0	\$1,231	\$154	\$154	\$0	\$0	\$8,262
<b>Category Subtotal</b>	\$6,723	\$0	\$1,231	\$154	\$154	\$0	\$0	\$8,262
<b>Other Direct Expenses</b>								
Network Services	\$21,420	\$0	\$5,712	\$714	\$714	\$0	\$0	\$28,560
Capital Outlay (Computer & Server)	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Software	\$4,071	\$0	\$1,086	\$136	\$136	\$0	\$0	\$5,428
<b>Category Subtotal</b>	\$30,491	\$0	\$6,798	\$850	\$850	\$0	\$0	\$38,988
<b>Task Total</b>	\$37,214	\$0	\$8,029	\$1,004	\$1,004	\$0	\$0	\$47,250

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$7,901	\$0	\$1,859	\$232	\$232	\$0	\$0	\$10,225
<b>Category Subtotal</b>	\$7,901	\$0	\$1,859	\$232	\$232	\$0	\$0	\$10,225
<b>Other Direct Expenses</b>								
Network Services	\$19,875	\$0	\$5,300	\$663	\$663	\$0	\$0	\$26,500
Capital Outlay (Computer & Server)	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Software	\$5,271	\$0	\$1,406	\$176	\$176	\$0	\$0	\$7,028
<b>Category Subtotal</b>	\$30,146	\$0	\$6,706	\$838	\$838	\$0	\$0	\$38,528
<b>Task Total</b>	\$38,047	\$0	\$8,565	\$1,071	\$1,071	\$0	\$0	\$48,753



## **TASK 1.03 - Public Involvement and Community Transportation Survey**

**Responsible Agency** – R2CTPO

**Total Cost** - \$180,100

### **PURPOSE**

A core function of the R2CTPO 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 complies 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 a comprehensive set of activities to engage and inform the public of TPO planning efforts and to seek input on plans and activities that impact the community and region. Activities 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 R2CTPO's Facebook page and website. Ongoing.
- ♦ Annual Title VI and LEP staff training. Completed August 2018 and 2019.
- ♦ Updated Title VI Implementation and LEP Access Plans. Completed Estimated Completion June 2020.
- ♦ Americans with Disabilities Act (ADA) assessment of website and staff training. Completed November 2019.
- ♦ 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 R2CTPO's PPP. Completed June 2019.
- ♦ Completed a Public Outreach Summary Report. Completed October 2019.
- ♦ Developed a Public Records Request Policy. Completed May 2014.
- ♦ Developed Annual Report for River to Sea TPO. Completed January 2018 and February 2020.
- ♦ Publish Monthly Outreach Summaries. Monthly.
- ♦ The 2018 "Tell the TPO" Survey Campaign Summary. Completed August 2018 and June 2020.

### **REQUIRED ACTIVITIES**

- ♦ Promote awareness of TPO activities and ways for the public to be involved in the TPO. (Outreach Coordinator)
- ♦ Utilize electronic media (R2CTPO webpage, Facebook and Twitter) to promote the R2CTPO's role and improve public awareness of the R2CTPO. (Outreach Coordinator)
- ♦ Develop, update and distribute as needed a variety of educational and promotional literature including LRTP Executive Summaries, transportation surveys, and annual reports. (Outreach Coordinator)
- ♦ Ensure ADA, Title VI and LEP compliance in the development and distribution of materials and staff training. (Outreach Coordinator)
- ♦ Distribute meeting notices to the media, issue press releases for matters of public concern, and post all such notices on the R2CTPO's website Facebook and Twitter pages. (Outreach Coordinator)
- ♦ Provide timely replies to requests for information from the public, the business community, local agencies, and elected officials. (Outreach Coordinator/All Staff)
- ♦ Provision of current documents to guide and document program activities. (Outreach Coordinator/Executive Director)
- ♦ Develop a transportation issues survey that serves to collect public input and inform the public of the R2CTPO. (Outreach Coordinator)
- ♦ Distribute the Tell the TPO Survey Summary Report through a variety of public events and outlets. (Outreach Coordinator)
- ♦ Compile a database of Tell the TPO Survey results and add new entries to the TPO, reThink, Votran, Flagler County Public Transportation and SunRail contact databases. (Outreach Coordinator)
- ♦ Participate in public meetings, respond to citizen inquires and engage in a variety of public outreach support activities. (All Staff)

## END PRODUCTS

- ♦ Implementation of the PPP including documentation of outreach to member communities. Timeline/anticipated completion date: Ongoing.
- ♦ Update to the R2CTPO's PPP. Timeline/anticipated completion date: June 2022.
- ♦ Annual Title VI and LEP R2CTPO staff training. Timeline/anticipated completion date: August 2020 and August 2021.
- ♦ Completion of PPP "Measures of Effectiveness" and Annual R2CTPO Public Outreach Report. Timeline/anticipated completion date: September 2020 and September 2021.
- ♦ Provision of a website, Facebook and Twitter pages that provide updated information and consistent monitoring of the activity on those sites. Timeline/anticipated completion date: Ongoing.
- ♦ Distribution of monthly R2CTPO Outreach and Activities Summaries. Timeline/anticipated completion date: Monthly.
- ♦ Updated Title VI Implementation and LEP Access Plans. Timeline/anticipated completion date: June 2022.
- ♦ Development and distribution of an Annual Report. Timeline/anticipated completion date: November 2020 and November 2021.
- ♦ 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 Flagler County and one Volusia County high school. Estimated Timeline/completion date: September 2020 and September 2021.
- ♦ Presentations to community groups, business groups and others to increase awareness of transportation issues. Timeline/anticipated completion date: Ongoing.
- ♦ Implementation and routine use of email content marking system (Constant Contact). Estimated timeline/completion date: Ongoing.
- ♦ Development and distribution of news releases, Public Service Announcements, legal advertisements and other correspondence as needed to ensure information is available to public. Timeline/anticipated completion date: Ongoing.
- ♦ A completed 2022 "Tell the TPO" Survey Report. Timeline/anticipated completion date: June 2022.
- ♦ An expanded public participation contact list. Timeline/anticipated completion date: June 2022.

## Task 1.03 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$54,488	\$0	\$10,464	\$1,308	\$1,308	\$0	\$0	\$67,568
<b>Total Task</b>	\$54,488	\$0	\$10,464	\$1,308	\$1,308	\$0	\$0	\$67,568

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$56,282	\$0	\$13,000	\$1,625	\$1,625	\$0	\$0	\$72,533
Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
<b>Total Task</b>	\$56,282	\$0	\$13,000	\$1,625	\$1,625	\$0	\$40,000	\$112,533

## Task 1.03 Estimated Budget Detail

### Year 1 - FY 2020/21

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$40,538	\$0	\$7,424	\$928	\$928	\$0	\$0	\$49,818
<b>Category Subtotal</b>	<b>\$40,538</b>	<b>\$0</b>	<b>\$7,424</b>	<b>\$928</b>	<b>\$928</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,818</b>
<b>Other Direct Expenses</b>								
Postage	\$3,000	\$0	\$800	\$100	\$100	\$0	\$0	\$4,000
Advertising	\$3,000	\$0	\$800	\$100	\$100	\$0	\$0	\$4,000
Printing	\$4,500	\$0	\$1,200	\$150	\$150	\$0	\$0	\$6,000
Network Services	\$900	\$0	\$240	\$30	\$30	\$0	\$0	\$1,200
Safety, Educational & Awareness Items*	\$2,550	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550
<b>Category Subtotal</b>	<b>\$13,950</b>	<b>\$0</b>	<b>\$3,040</b>	<b>\$380</b>	<b>\$380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,750</b>
<b>Task Total</b>	<b>\$54,488</b>	<b>\$0</b>	<b>\$10,464</b>	<b>\$1,308</b>	<b>\$1,308</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,568</b>

### Year 2 - FY 2021/22

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$42,332	\$0	\$9,960	\$1,245	\$1,245	\$0	\$0	\$54,783
<b>Category Subtotal</b>	<b>\$42,332</b>	<b>\$0</b>	<b>\$9,960</b>	<b>\$1,245</b>	<b>\$1,245</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,783</b>
<b>Consultant Services</b>								
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
<b>Category Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Other Direct Expenses</b>								
Postage	\$3,000	\$0	\$800	\$100	\$100	\$0	\$0	\$4,000
Advertising	\$3,000	\$0	\$800	\$100	\$100	\$0	\$0	\$4,000
Printing	\$4,500	\$0	\$1,200	\$150	\$150	\$0	\$0	\$6,000
Network Services	\$900	\$0	\$240	\$30	\$30	\$0	\$0	\$1,200
Safety, Educational & Awareness Items*	\$2,550	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550
<b>Category Subtotal</b>	<b>\$13,950</b>	<b>\$0</b>	<b>\$3,040</b>	<b>\$380</b>	<b>\$380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,750</b>
<b>Task Total</b>	<b>\$56,282</b>	<b>\$0</b>	<b>\$13,000</b>	<b>\$1,625</b>	<b>\$1,625</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$112,533</b>

\*Outreach/Promotional items include safety and educational materials including safety awareness literature, bicycle helmets, reflective items, etc.

## **Section 2 Planning Projects and Programs**

## **TASK 2.01 - Program Development (UPWP)**

**Responsible Agency** – R2CTPO

**Total Cost** - \$102,755

### **PURPOSE**

This task supports the development, maintenance and monitoring of the R2CTPO's 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 R2CTPO 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**

- ♦ 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: March 2020.
- ♦ Coordination of subcommittee activities and timely development of the FY 2020/21 and FY 2021/22 UPWP. Completed April 2020.
- ♦ Successful completion of the annual state certification and a federal certification. Completed the state certification in 2018 and 2019 and a federal certification in 2019.

### **REQUIRED ACTIVITIES**

- ♦ Establish project schedules and procedures for the development of the UPWP. (Executive Director)
- ♦ Utilize R2CTPO subcommittees, standing committees, the board, public, and special interest groups to develop the UPWP. (Executive Director)
- ♦ Develop the UPWP in an approved and prescribed manner pursuant to existing FHWA, FTA, and FDOT regulations. (Executive Director)
- ♦ Prepare and process amendments and complete updates to the UPWP as needed to reflect current finances and planning efforts. (Executive Director)
- ♦ Communicate routinely with FDOT, FTA, and FHWA and provide support for initiatives impacting the UPWP, such as the Consolidated Planning Grant (CPG). (Executive Director)
- ♦ Develop the new FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP), a two-year work program. (Executive Director)
- ♦ Monitor the UPWP financial estimates and deliverables to ensure the program is implemented on schedule and within budget. (Executive Director)

### **END PRODUCTS**

- ♦ Maintenance of the current FY 2020/21 and FY 2021/22 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 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP). Timeline/anticipated completion date: Adoption in April 2022.
- ♦ Timely completion of deliverables outlined within the UPWP. Timeline/anticipated completion date: Ongoing.
- ♦ Conduct a benchmarking review of other MPOs' UPWPs to identify other potential funding sources and best practices. Timeline/anticipated completion date: June 2021.

## Task 2.01 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$29,962	\$0	\$5,487	\$686	\$686	\$0	\$0	\$36,821
<b>Total Task</b>	\$29,962	\$0	\$5,487	\$686	\$686	\$0	\$0	\$36,821

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$50,949	\$0	\$11,988	\$1,498	\$1,498	\$0	\$0	\$65,934
<b>Total Task</b>	\$50,949	\$0	\$11,988	\$1,498	\$1,498	\$0	\$0	\$65,934

## Task 2.01 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$29,962	\$0	\$5,487	\$686	\$686	\$0	\$0	\$36,821
<b>Category Subtotal</b>	\$29,962	\$0	\$5,487	\$686	\$686	\$0	\$0	\$36,821
<b>Task Total</b>	\$29,962	\$0	\$5,487	\$686	\$686	\$0	\$0	\$36,821

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$50,949	\$0	\$11,988	\$1,498	\$1,498	\$0	\$0	\$65,934
<b>Category Subtotal</b>	\$50,949	\$0	\$11,988	\$1,498	\$1,498	\$0	\$0	\$65,934
<b>Task Total</b>	\$50,949	\$0	\$11,988	\$1,498	\$1,498	\$0	\$0	\$65,934

## TASK 2.02 - Transportation Improvement Program (TIP) Development

Responsible Agency – R2CTPO

Total Cost - \$84,249

### PURPOSE

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

### PREVIOUS WORK

- Work with a 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 June each year.
- Develop and adopt the FY 2020/21 – FY 2024/25 TIP and previous years. Completed June of each year.
- Completed an annual review of the "Call for Projects" process to incorporate planning emphasis areas and update applications. Completed annually in November.
- Provided ongoing maintenance of the online, interactive TIP website and coordination with consultants. Recurring Annually.
- Development, maintenance and refinement of an updated website and web-based, interactive TIP. Ongoing.
- Implement procedures that increase the resiliency of the transportation network to sea level rise, storm surge and coastal flooding into the Priority Project Process. Completed November 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). (Senior Planner)
- Revise the List 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. (Senior Planner)
- 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. (Senior Planner)
- Ensure the TIP conforms to all federal and state requirements and reflects the incorporation Transportation Performance Management (TPM) into the investment decisions. (Senior Planner/Executive Director)
- 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. (Senior Planner)
- 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. (Senior Planner/Planner/Executive Director)
- Participate in the TIP Users' Group and statewide and/or districtwide meetings regarding TIP requirements. (Senior Planner)
- Provide adequate public notice on development of the TIP and all amendments, and ensure public access to the adopted TIP (Outreach Coordinator/Senior Planner).

### END PRODUCTS

- An adopted TIP covering the five-year period of FY 2021/22 – FY 2025/26. Timeline/anticipated completion date: June 2021.
- An adopted TIP covering the five-year period of FY 2022/23 – FY 2026/27. Timeline/anticipated completion date: June 2022.
- Issue Annual Call for Projects. Timeline/anticipated completion date: January 2021 and 2022.
- Ensure that 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, up-to-date TIP that is accessible and informative to the public. Timeline/anticipated completion date: Ongoing.
- Process TIP amendments. Timeline/anticipated completion: As needed.
- 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 2020 and 2021.
- Annual adoption of the LOPP, for submission to FDOT for use in building the tentative work program. Timeline/anticipated completion date: Annually June 2021 and June 2022.
- Conduct benchmarking review of other TIPs to identify trends, potential funding sources and best practices. Timeline/anticipated completion date: June 2022.

## Task 2.02 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$32,805	\$0	\$6,722	\$840	\$840	\$0	\$0	\$41,208
<b>Total Task</b>	\$32,805	\$0	\$6,722	\$840	\$840	\$0	\$0	\$41,208

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$33,000	\$0	\$8,033	\$1,004	\$1,004	\$0	\$0	\$43,041
<b>Total Task</b>	\$33,000	\$0	\$8,033	\$1,004	\$1,004	\$0	\$0	\$43,041

## Task 2.02 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$24,255	\$0	\$4,442	\$555	\$555	\$0	\$0	\$29,808
<b>Category Subtotal</b>	\$24,255	\$0	\$4,442	\$555	\$555	\$0	\$0	\$29,808
<b>Other Direct Expenses</b>								
Fees*	\$1,350	\$0	\$360	\$45	\$45	\$0	\$0	\$1,800
Network Services**	\$7,200	\$0	\$1,920	\$240	\$240	\$0	\$0	\$9,600
<b>Category Subtotal</b>	\$8,550	\$0	\$2,280	\$285	\$285	\$0	\$0	\$11,400
<b>Task Total</b>	\$32,805	\$0	\$6,722	\$840	\$840	\$0	\$0	\$41,208

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$24,450	\$0	\$5,753	\$719	\$719	\$0	\$0	\$31,641
<b>Category Subtotal</b>	\$24,450	\$0	\$5,753	\$719	\$719	\$0	\$0	\$31,641
<b>Other Direct Expenses</b>								
Fees*	\$1,350	\$0	\$360	\$45	\$45	\$0	\$0	\$1,800
Network Services**	\$7,200	\$0	\$1,920	\$240	\$240	\$0	\$0	\$9,600
<b>Category Subtotal</b>	\$8,550	\$0	\$2,280	\$285	\$285	\$0	\$0	\$11,400
<b>Task Total</b>	\$33,000	\$0	\$8,033	\$1,004	\$1,004	\$0	\$0	\$43,041

\*Attorney fees and banking service charges

\*\*Charges from IT Consultant



## TASK 2.03 - Transportation Data Information Management

Responsible Agency – R2CTPO

Total Cost - \$90,679

### 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. R2CTPO 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

- ♦ Annual completion of Congestion Management Plan and Performance Measures Report. Completed October 2017 and 2018.
- ♦ Completed Crash Analysis Report for the R2CTPO planning area. Completed September 2017.
- ♦ Participated in Volusia County GIS day. Completed November 2017 and November 2018.
- ♦ Updated data to support the establishment of safety performance targets. Completed January 2020.
- ♦ Identified Pedestrian High Crash Locations. Ongoing.
- ♦ Ongoing support of providing data for various planning studies. Ongoing.
- ♦ Updated Regional Trails Corridor Assessment map. Completed 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. (Planner-Data Manager)
- ♦ 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. (Planner-Data Manager)
- ♦ 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. (Planner-Data Manager)
- ♦ 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. (Planner-Data Manager)
- ♦ Coordinate with local jurisdictions, Volusia and Flagler Counties, Florida Department of Transportation (FDOT) and agencies to ensure consistency of data. (Planner-Data Manager)
- ♦ Coordinate and communicate policy associated with Transportation Performance Management (TPM). (Planner-Data Manager)
- ♦ Participation in Statewide Model Task Force. (Planner-Data Manager)

### END PRODUCTS

- ♦ Provision of transportation data in both tabular and map formats as needed 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.
- ♦ Incorporation of TPM data and rules into planning documents and adoption of targets required under MAP-21 and the FAST Act. Timeline/anticipate completion date: Ongoing.
- ♦ Monitor changes in programs and funding results from TPM. Timeline/anticipated completion date: Ongoing
- ♦ Completion of a Transportation Systems Congestion Management/Performance Measures Report providing information on transportation system performance. Timeline/anticipated completion date: July 2020 through November 2020.
- ♦ Conduct a benchmarking review of other TPOs/MPOs to identify data collection and reporting strategies and best practices. Timeline/anticipated completion date: March 2022.

## Task 2.03 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$36,357	\$0	\$6,659	\$832	\$832	\$0	\$0	\$44,681
<b>Total Task</b>	\$36,357	\$0	\$6,659	\$832	\$832	\$0	\$0	\$44,681

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$35,544	\$0	\$8,363	\$1,045	\$1,045	\$0	\$0	\$45,998
<b>Total Task</b>	\$35,544	\$0	\$8,363	\$1,045	\$1,045	\$0	\$0	\$45,998

## Task 2.03 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$36,357	\$0	\$6,659	\$832	\$832	\$0	\$0	\$44,681
<b>Category Subtotal</b>	\$36,357	\$0	\$6,659	\$832	\$832	\$0	\$0	\$44,681
<b>Task Total</b>	\$36,357	\$0	\$6,659	\$832	\$832	\$0	\$0	\$44,681

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$35,544	\$0	\$8,363	\$1,045	\$1,045	\$0	\$0	\$45,998
<b>Category Subtotal</b>	\$35,544	\$0	\$8,363	\$1,045	\$1,045	\$0	\$0	\$45,998
<b>Task Total</b>	\$35,544	\$0	\$8,363	\$1,045	\$1,045	\$0	\$0	\$45,998

## **TASK 2.04 - State and Regional Planning and Coordination**

**Responsible Agency** – R2CTPO

**Total Cost** - \$73,788

### **PURPOSE**

This task supports planning efforts between agencies and organizations on a regional, statewide and national level. Planning efforts include those within the transportation industry and inter-agency coordination (i.e. 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 Transit Study (2018), in the Regional Truck Stop Study (2018) and other regional planning studies.
- Development of CFMPOA list of Legislative Priorities (October 2018 & October 2019), a Regional LOPP (July 2018 & July 2019), and a Regional LRTP Summary Report (March 2018).
- Participation and attendance in FDOT-MPO Quarterly meetings, Regional Planning Council meetings and 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 Florida Freight Mobility and Trade Plan, the Strategic Highway Safety Plan, the Florida Transportation 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, 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, CFMPOA or other agencies. (Executive Director)
- Respond to surveys and requests for information as received and appropriate. (Executive Director/All Staff)
- Attend and actively participate in regional and statewide planning activities as scheduled. (Executive Director/All Staff)
- Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance. (Executive Director)
- Attend and provide support for quarterly meetings of the MPO Advisory Council and its subcommittees and other activities. (Executive Director)
- Monitor activities and engage with nationally-based industry associations including APTA, NARC, AMPO and agencies such as FTA and FHWA. (Executive Director)

### **END PRODUCTS**

- Development of a Regional LOPP and Legislative Positions each year. Timeline/anticipated completion date: July and October 2020 and 2021.
- 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 statewide 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.
- Participate in FDOT-MPO Leadership meetings. Timeline/anticipated completion date: Ongoing.
- Develop a Regional LRTP. Timeline/anticipated completion: September 2021.

## Task 2.04 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$31,118	\$0	\$6,012	\$752	\$752	\$0	\$0	\$38,633
<b>Total Task</b>	\$31,118	\$0	\$6,012	\$752	\$752	\$0	\$0	\$38,633

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$27,052	\$0	\$6,483	\$810	\$810	\$0	\$0	\$35,155
<b>Total Task</b>	\$27,052	\$0	\$6,483	\$810	\$810	\$0	\$0	\$35,155

## Task 2.04 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$27,368	\$0	\$5,012	\$627	\$627	\$0	\$0	\$33,633
<b>Category Subtotal</b>	\$27,368	\$0	\$5,012	\$627	\$627	\$0	\$0	\$33,633
<b>Other Direct Expenses</b>								
CFMPOA Administrative Support*	\$3,750	\$0	\$1,000	\$125	\$125	\$0	\$0	\$5,000
<b>Category Subtotal</b>	\$3,750	\$0	\$1,000	\$125	\$125	\$0	\$0	\$5,000
<b>Task Total</b>	\$31,118	\$0	\$6,012	\$752	\$752	\$0	\$0	\$38,633

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$23,302	\$0	\$5,483	\$685	\$685	\$0	\$0	\$30,155
<b>Category Subtotal</b>	\$23,302	\$0	\$5,483	\$685	\$685	\$0	\$0	\$30,155
<b>Other Direct Expenses</b>								
CFMPOA Administrative Support*	\$3,750	\$0	\$1,000	\$125	\$125	\$0	\$0	\$5,000
<b>Category Subtotal</b>	\$3,750	\$0	\$1,000	\$125	\$125	\$0	\$0	\$5,000
<b>Task Total</b>	\$27,052	\$0	\$6,483	\$810	\$810	\$0	\$0	\$35,155

\* Paid to MetroPlan Orlando for CFMPOA Administrative Support

## TASK 2.05 - ITS/Traffic Operations/Safety Project Feasibility Studies

Responsible Agency – R2CTPO

Total Cost - \$260,815

### PURPOSE

The successful completion of a project depends upon sound planning and the development of reliable cost estimates. Under this task, R2CTPO 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:
  - US 17/19 at Dirksen Drive Intersection Analysis. Completed June 2019.
  - Clyde Morris Boulevard Right-Turn Lanes. Completed April 2020.
  - Dunlawton Avenue Extension of existing left-turn lanes. Completed April 2020.
  - Taylor Road at Williamson Blvd Intersection and Taylor Road/Dunlawton Avenue Corridor at I-95. Completed April 2020.
  - A traffic operations and safety analysis of high crash locations and crash types with clearly identified counter measures. Completed September 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. (Senior Planner)
- 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. (Senior Planner)
- Manage consultants in strict accordance with contracts and ensure that work performed under contract fully satisfies task orders. (Senior Planner)
- Utilize professional planning 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. (Senior Planner)
- Utilize the approved LOPP to identify feasibility study priorities and initiate studies as budgeted. (Senior Planner)

### END PRODUCTS

- Completed planning-level feasibility studies. Timeline/anticipated completion date: Varied completion dates for each study.

### Task 2.05 Summary Task Funding Source

#### Year 1 - FY 2020/21

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$1,528	\$8,653	\$0	\$0	\$0	\$0	\$0	\$10,181
Consultant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$30,149	\$130,149
<b>Total Task</b>	<b>\$1,528</b>	<b>\$108,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,149</b>	<b>\$140,330</b>

#### Year 2 - FY 2021/22

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	\$4,485	\$6,000	\$0	\$0	\$0	\$0	\$0	\$10,485
Consultant	\$0	\$94,000	\$0	\$0	\$0	\$0	\$16,000	\$110,000
<b>Total Task</b>	<b>\$4,485</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000</b>	<b>\$120,485</b>

## Task 2.05 Estimated Budget Detail

### Year 1 - FY 2020/21

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$1,528	\$8,653	\$0	\$0	\$0	\$0	\$0	\$10,181
<b>Category Subtotal</b>	\$1,528	\$8,653	\$0	\$0	\$0	\$0	\$0	\$10,181
<b>Consultant Services</b>								
Consultant Services	\$0	\$100,000	\$0	\$0	\$0	\$0	\$30,149	\$130,149
<b>Category Subtotal</b>	\$0	\$100,000	\$0	\$0	\$0	\$0	\$30,149	\$130,149
<b>Task Total</b>	\$1,528	\$108,653	\$0	\$0	\$0	\$0	\$30,149	\$140,330

### Year 2 - FY 2021/22

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$4,485	\$6,000	\$0	\$0	\$0	\$0	\$0	\$10,485
<b>Category Subtotal</b>	\$4,485	\$6,000	\$0	\$0	\$0	\$0	\$0	\$10,485
<b>Consultant Services</b>								
Consultant Services	\$0	\$94,000	\$0	\$0	\$0	\$0	\$16,000	\$110,000
<b>Category Subtotal</b>	\$0	\$94,000	\$0	\$0	\$0	\$0	\$16,000	\$110,000
<b>Task Total</b>	\$4,485	\$100,000	\$0	\$0	\$0	\$0	\$16,000	\$120,485

“Other Funds” include the following: local funds of \$11,831 in FY20/21 and \$10,000 in FY21/22 as well as anticipated SU funding of \$18,318 in FY20/21 and \$6,000 in FY21/22.

## **TASK 2.06 - General Planning Studies, Initiatives, Corridor Studies and Projects**

Responsible Agency – R2CTPO

**Total Cost** - \$262,032

### **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 general and corridor level planning activities that help the TPO evaluate transportation improvement needs and advance projects that address these needs. TPO staff will provide support, coordinate efforts and participate as needed in the completion of various planning studies including corridor studies, participating in and commenting on PD&E developments of regional impact and other planning efforts that evaluate and improve the transportation system. 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. General planning activities will also support the TPO in meeting established planning factors and planning emphasis areas.

### **PREVIOUS WORK**

- ♦ 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 Northeast Florida Regional Council, Flagler County, and FDOT for the Resilient Flagler County Study. Completed September 2018.
- ♦ Worked with East Central Florida Regional Planning Council and Volusia County to develop the East Central Florida Regional Resiliency Action Plan. Completed October 2019.
- ♦ Completed TSM&O Master Plan for the TPO's planning area. Phase 1 completed June 2016 and Phase 2 completed: June 2018.
- ♦ Adoption of Complete Streets Policy and Implementation Plan. Completed October 2019.
- ♦ Attendance and participation in professional training opportunities, webinars and professional conferences:
  - Florida Autonomous Vehicle Conference - November 2019
  - FDOT Vision Zero Workshop – May 2019
  - FDOT Context Classification Workshop - December 2019
  - 16<sup>th</sup> National Tools of the Trade Transportation Planning Conference – August 2018
- ♦ Participation in FDOT corridor studies and PD&E efforts including: I-95 Interchange LPGA Blvd; I-95 Interchange at US1; and I-95 Interchange at Pioneer Trail. Ongoing.
- ♦ Participated in FDOT Multimodal Mobility Safety Assessments:
  - SR 15 (from SR 472 to Orange Camp Road). July 2019
  - US 1 (from US92 to SR 430) US 92 (from US 1 to Halifax Avenue). October 2019
  - SR 430 (from Clyde Morris Boulevard to Halifax Avenue). November 2019
- ♦ Participated in project and partnering meetings and other activities related to the programming of priority projects as well as community activities, groups and coalitions. Ongoing.
- ♦ TPO staff support and communication of transportation projects under development, monitoring funding and programming and general project coordination. Ongoing.

### **REQUIRED ACTIVITIES**

- ♦ Utilize Complete Streets approach to integrate people and place in the planning, design, construction, operation, and maintenance of the transportation network. (Planner – Multimodal)
- ♦ Pursue planning activities that address the planning emphasis areas including: Rural Transportation Planning, Transportation Performance Measures and Automated-Connected-Electric-Shared Use Vehicles. (Senior Planner/Planning Staff)
- ♦ Pursue planning activities as needed to address the metropolitan planning factors established under the FAST Act. (Senior Planner/Planning Staff)
- ♦ Develop 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. (Senior Planner/Planning Staff)
- ♦ Participate in local planning area meetings, discussions and workshops and coordinate efforts to improve planning tools and support data that guides decision-making. (Senior Planner/Planning Staff)
- ♦ Work to achieve critical environmental justice and other environmental goals by targeting development to locations that already have infrastructure and offer transportation choices. (Senior Planner/Planning Staff)
- ♦ 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." (Senior Planner/Planning Staff)

- ♦ Assess Sea Level Rise Vulnerability for the Flagler and Volusia County Urbanized Areas and adopt policies to increase the resiliency of the transportation network to sea level rise, storm surge and coastal flooding. (Planner–Multimodal)
- ♦ Work with general planning consultant to review and analyze crash data within the metropolitan planning area (MPA). (Senior Planner/Planning Staff)
- ♦ 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. (Senior Planner/Planning Staff)
- ♦ Review and analyze crash data and contributing factors; identify crash reduction measures within the TPO Planning Area (utilize heat maps to track recent crash data to identify hot spot areas). (Senior Planner/Planning Staff)
- ♦ Convene "Transportation Area" working groups to identify and implement short-term and long-term mobility solutions (TSM&O, Safety, CAV, CMP, etc.). (Senior Planner)
- ♦ Continue to monitor and provide input on the proposed LAP Policy for District 5. (Executive Director)
- ♦ 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. (Senior Planner/Planning Staff)
- ♦ Coordinate project development with FDOT and local government sponsors. (Senior Planner/Planning Staff)
- ♦ Provide assistance to implementing agencies in readying projects on the LOPPs for programming and implementation.
- ♦ Monitor the Long Range Transportation Plan, TIP, Transit Development Plans and Priority Project Lists and incorporate transportation projects and study recommendation as appropriate. (Senior Planner/Planning Staff)
- ♦ 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. (Planner – Multimodal)
- ♦ 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. (Senior Planner/Planning Staff)
- ♦ 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. (Planner – Multimodal)
- ♦ Integrate and implement plans and study recommendations with other local and regional transportation planning efforts to ensure consistency. (Executive Director)
- ♦ Communicate with FDOT and participate in planning efforts undertaken by the Department including corridor studies, public outreach meetings, reviewing project funding and report development. (Executive Director/Planning Staff)
- ♦ Support and assist with the communication and information exchanges needed to develop and implement projects from concept development to construction. (Executive Director/All Staff)
- ♦ Review reports, analyses and findings as needed for transportation system improvements. (Senior Planner/Planning Staff)
- ♦ Participate in the coordination and documentation of activities supporting economic development and tourism. (Senior Planner/Planning Staff)

## END PRODUCTS

- ♦ Updates to the R2CTPO's Regional ITS Architecture. Timeline/anticipated completion date: Asneeded.
- ♦ Provide project development support to R2CTPO member governments. Timeline/anticipated completion date: Ongoing.
- ♦ Continue to assess Sea Level Rise Vulnerability for the planning area and implement polices to increase resiliency. Timeline/anticipated completion date: Ongoing
- ♦ The relationship between Food Deserts and Transportation. Timeline/anticipated completion date: June 2022.
- ♦ Develop a program to conduct before and after studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.). Timeline/anticipated completion date: June 2021.
- ♦ Implement a program to conduct Before and After Sturdies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.). Timeline/anticipated completion date: June 2022.
- ♦ Implementation of the Complete Streets Ordinance and evaluation of associated projects. Timeline/anticipated completion date: Ongoing.
- ♦ Successful completion of transportation projects. Timeline/anticipate completion date: Ongoing.
- ♦ Completed corridor studies including R2CTPO support for corridor masterplans, participating in and commenting on PD&E studies and environmental analyses as programmed by FDOT. Timeline/anticipate completion date: Ongoing.
- ♦ Continue to monitor and provide input on the proposed LAP policy for the FDOT District 5 and develop a proposal for state-federal fund swap. Timeline/anticipated completion date: Ongoing.
- ♦ Review and analyze crash data and contributing factors; identify crash reduction measures within the R2CTPO planning area. Timeline/anticipated completion date: June 2022.



- ♦ Update Transportation Impact Analysis (TIA) requirements (tech/transit). Timeline/anticipated completion date: March 2022
- ♦ Utilize heat maps to track recent crash data to identify hot spot areas. Timeline/anticipated completion date: Annually.

## Task 2.06 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$74,027	\$0	\$13,558	\$1,695	\$1,695	\$0	\$0	\$90,974
Consultant	\$31,033	\$0	\$0	\$0	\$0	\$0	\$0	\$31,033
<b>Total Task</b>	<b>\$105,060</b>	<b>\$0</b>	<b>\$13,558</b>	<b>\$1,695</b>	<b>\$1,695</b>	<b>\$0</b>	<b>\$0</b>	<b>\$122,007</b>

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$77,000	\$0	\$18,117	\$2,265	\$2,265	\$0	\$0	\$99,647
Consultant	\$40,379	\$0	\$0	\$0	\$0	\$0	\$0	\$40,379
<b>Total Task</b>	<b>\$117,379</b>	<b>\$0</b>	<b>\$18,117</b>	<b>\$2,265</b>	<b>\$2,265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,026</b>

## Task 2.06 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$74,027	\$0	\$13,558	\$1,695	\$1,695	\$0	\$0	\$90,974
<b>Category Subtotal</b>	<b>\$74,027</b>	<b>\$0</b>	<b>\$13,558</b>	<b>\$1,695</b>	<b>\$1,695</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,974</b>
<b>Consultant Services</b>								
Consultant Services	\$31,033	\$0	\$0	\$0	\$0	\$0	\$0	\$31,033
<b>Category Subtotal</b>	<b>\$31,033</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,033</b>
<b>Task Total</b>	<b>\$105,060</b>	<b>\$0</b>	<b>\$13,558</b>	<b>\$1,695</b>	<b>\$1,695</b>	<b>\$0</b>	<b>\$0</b>	<b>\$122,007</b>

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$77,000	\$0	\$18,117	\$2,265	\$2,265	\$0	\$0	\$99,647
<b>Category Subtotal</b>	<b>\$77,000</b>	<b>\$0</b>	<b>\$18,117</b>	<b>\$2,265</b>	<b>\$2,265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$99,647</b>
<b>Consultant Services</b>								
Consultant Services	\$40,379	\$0	\$0	\$0	\$0	\$0	\$0	\$40,379
<b>Category Subtotal</b>	<b>\$40,379</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,379</b>
<b>Task Total</b>	<b>\$117,379</b>	<b>\$0</b>	<b>\$18,117</b>	<b>\$2,265</b>	<b>\$2,265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,026</b>

## TASK 2.07 - 2045 Long Range Transportation Plan (LRTP)

Responsible Agency – R2CTPO

Total Cost - \$95,793

### PURPOSE

This task supports the development of the 2045 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 R2CTPO 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 FAST Act.

### PREVIOUS WORK

- Development and adoption of the 2040 LRTP and Summary Report. Completed September/December 2015.
- Bid advertisement, consultant selection and contracting for support services for the 2045 LRTP. Completed 2019.
- Development of supporting material related to the 2045 LRTP. Ongoing.

### 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. (Executive Director)
- 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. (Senior Planner)
- Update the existing and forecasted demographic information for the planning area and coordinate information with FDOT to develop reliable transportation demand forecasts using the Central Florida Regional Planning Model (CFRPM). (Senior Planner)
- Development of a broad reaching public outreach campaign that improves community understanding and builds relationships. (Senior Planner/Outreach Coordinator)
- Coordinate with FDOT Central Office on developing financial forecasts for the planning horizon and for SIS planning. (Senior Planner)
- 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. (Senior Planner)

### 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: September 2020.
- Production of LRTP Executive Summary, both print and webpage versions. Timeline/anticipated completion date: December 2020.

### Task 2.07 Summary Task Funding Source

#### Year 1 - FY 2020/21

Responsible Agency	FHWA PL Funds	FHWA SU Funds	FTA 5305(d) Funds	State Match for FTA Funds	Local Match for FTA Funds	TD Funds	Other Funds	Total
R2CTPO	\$3,918	\$16,610	\$0	\$0	\$0	\$0	\$0	\$20,528
Consultant	\$0	\$75,265	\$0	\$0	\$0	\$0	\$0	\$75,265
<b>Total Task</b>	<b>\$3,918</b>	<b>\$91,875</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$95,793</b>

#### Year 2 - FY 2021/22

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	\$0	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Task</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Task 2.07 Estimated Budget Detail

### Year 1 - FY 2020/21

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$3,918	\$16,610	\$0	\$0	\$0	\$0	\$0	\$20,528
<b>Category Subtotal</b>	\$3,918	\$16,610	\$0	\$0	\$0	\$0	\$0	\$20,528
<b>Consultant Services</b>								
Consultant Services	\$0	\$75,265	\$0	\$0	\$0	\$0	\$0	\$75,265
<b>Category Subtotal</b>	\$0	\$75,265	\$0	\$0	\$0	\$0	\$0	\$75,265
<b>Task Total</b>	\$3,918	\$91,875	\$0	\$0	\$0	\$0	\$0	\$95,793

### Year 2 - FY 2021/22

Budget Category/Budget Item	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
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Category Subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Consultant Services</b>								
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Category Subtotal</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## **TASK 2.08 - Community Safety-Related Program**

**Responsible Agency** - River to Sea TPO

**Total Cost** - \$95,842

### **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. R2CTPO 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 2018 and October 2019.
- Participation in White Cane Safety Awareness Day. October 2018 and October 2019.
- Participation in International Walk to School Day. October 2018 and October 2019.
- Participation in Volusia and Flagler County Schools Bicycle Helmet Fitting Events. Ongoing.
- Participation with the Volusia/Flagler Safe Kids Coalition. Ongoing.
- Participation with the Midtown Health Equity Action Team (HEAT). Ongoing.
- Participation with the FDOT Alert Today, Alive Tomorrow Safety Program. Ongoing.
- Distribution of Walk and Ride Bicycle and Pedestrian Safety Video, Public Service Announcements and Bicycle Safety Awareness Decals. Ongoing.
- Completed Bicycle & Pedestrian Safety Events Schedule. Completed July 2018 and 2019.
- Participation in Port Orange Family Days. Completed October 2018 and October 2019.
- Completion of Roadway Safety Evaluation and Improvement Study. Completed September 2018.
- Completion of a Community Safety Action Plan (CSAP) for the River to Sea TPO planning area. Completed October 2019.

### **REQUIRED ACTIVITIES**

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

### **END PRODUCTS**

- FY 2020/21 and 2021/22 Community Safety Events Schedule. Timeline/anticipated completion date: July 2020 & July 2021.
- Implementation of adopted River to Sea TPO Safety Targets. Timeline/anticipated completion date: Ongoing.
- Develop a Speakers' Bureau of people whose lives have been affected by speeding and distracted driving. Timeline/anticipated completion date: February 2021.
- Create targeted print and social media safety campaigns to be distributed through the Hotel and Motel Lodging Associations, local college and universities, etc. Timeline/anticipated completion date: June 2021.
- Partner with Volusia and Flagler County Schools to develop an education and awareness campaign/curriculum for safety, speeding and distracted driving for grades K-12. Timeline/anticipated completion date: June 2022.

## Task 2.08 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$49,894	\$0	\$0	\$0	\$0	\$0	\$0	\$49,894
<b>Total Task</b>	\$49,894	\$0	\$0	\$0	\$0	\$0	\$0	\$49,894

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$45,948	\$0	\$0	\$0	\$0	\$0	\$0	\$45,948
<b>Total Task</b>	\$45,948	\$0	\$0	\$0	\$0	\$0	\$0	\$45,948

## Task 2.08 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$39,394	\$0	\$0	\$0	\$0	\$0	\$0	\$39,394
<b>Category Subtotal</b>	\$39,394	\$0	\$0	\$0	\$0	\$0	\$0	\$39,394
<b>Other Direct Expenses</b>								
Safety, Educational & Awareness Items*	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
<b>Category Subtotal</b>	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
<b>Task Total</b>	\$49,894	\$0	\$0	\$0	\$0	\$0	\$0	\$49,894

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$35,448	\$0	\$0	\$0	\$0	\$0	\$0	\$35,448
<b>Category Subtotal</b>	\$35,448	\$0	\$0	\$0	\$0	\$0	\$0	\$35,448
<b>Other Direct Expenses</b>								
Safety, Educational & Awareness Items*	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
<b>Category Subtotal</b>	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500
<b>Task Total</b>	\$45,948	\$0	\$0	\$0	\$0	\$0	\$0	\$45,948

\*Outreach/Promotional items include safety and educational materials including safety awareness literature, bicycle helmets, reflective items, etc.

## **Section 3 Bicycle and Pedestrian Programs**

## **TASK 3.01 - Bicycle/Pedestrian Planning and Implementation**

**Responsible Agency** – R2CTPO

**Total Cost** - \$103,156

### **PURPOSE**

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

### **PREVIOUS WORK**

- ♦ Completed Bicycle/Pedestrian Plan. Completed March 2018.
- ♦ Adoption of a Bicycle Suitability Map. Timeline/anticipated completion date: May 2019.
- ♦ Step It Up – Action Institute to Increase Walking and Walkability. Completed June 2019.
- ♦ Attendance and participation at various workshops and events such as:
  - SR 40 Black Bear Trail Study Project Visioning Team Workshop – September 2018
  - St. Johns River to Sea Loop Trail Community Advisory Group Workshop – September 2018
  - Coast to Coast Trail Stakeholder Workshop – September 2018
  - White Cane Awareness Day Event – October 2018
  - Walk to School Day Event – October 2018
  - US 17 Trail Community Advisory Group Workshops – May 2019
  - FDOT Non-Motorized Traffic Monitoring Program Workshops – June 2019

### **REQUIRED ACTIVITIES**

- ♦ Develop a Bicycle and Pedestrian Digital Count Program. (Planner – Multimodal)
- ♦ Provide staff support to the Bicycle & Pedestrian Advisory Committee. (Planner – Multimodal)
- ♦ Partner with local health agencies to improve the environment for walking and biking. (Planner – Multimodal)
- ♦ 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. (Planner – Multimodal)
- ♦ 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). (Planner – Multimodal)
- ♦ Refine, as needed, the bicycle and pedestrian funding criteria and identify projects for future funding. (Planner – Multimodal)
- ♦ 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. (Planner–Multimodal)
- ♦ Issue the annual Call for Projects and develop a Bicycle/Pedestrian List of Prioritized Projects. (Planner – Multimodal)
- ♦ Participate in Pedestrian/Bicycle Safety Audits with FDOT. (Planner – Multimodal)
- ♦ Develop a formal process to identify types of projects for pedestrian and bicycle safety improvements, develop a mechanism to evaluate results and refine the PSAP, develop an implementation safety for PSAP safety countermeasures. (Planner–Multimodal)
- ♦ Provide support and participate in various groups such as the St. Johns River to Sea Loop PD&E Study Community Advisory Group, the Coast to Coast Trail Leadership Team and the St. Johns River to Sea Loop Alliance. (Planner – Multimodal)

### **END PRODUCTS**

- ♦ Bicycle and Pedestrian Count Program Implementation. Timeline/anticipated completion date: June 2021.
- ♦ Bicycle/Pedestrian Safety Action Plan Implementation. Timeline/anticipated completion date: June 2022.
- ♦ Complete school safety studies for selected schools in the planning area. Timeline/anticipated completion date: June 2022.
- ♦ Manage the Annual Call for Bike/Ped/Trail Projects. Timeline/anticipated completion date: June 2021 and 2022.
- ♦ Develop/approve the Bicycle/Pedestrian List of Prioritized Projects. Timeline/anticipated completion date: June 2021 & 2022.
- ♦ Participate in local and regional advisory groups (SJRC Alliance, Coast to Coast Trail Leadership Team). Timeline/anticipated completion date: Ongoing.
- ♦ Support Pedestrian/Bicycle Safety Audits for focus areas. Timeline/anticipated completion date: As needed.
- ♦ Adopt a Bicycle and Pedestrian Safety Action Plan utilizing FHWA BIKESAFE/PEDSAFE Program. Timeline/anticipated completion date: June 2022.

### Task 3.01 Summary Task Funding Source

#### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$50,776	\$0	\$0	\$0	\$0	\$0	\$0	\$50,776
<b>Total Task</b>	\$50,776	\$0	\$0	\$0	\$0	\$0	\$0	\$50,776

#### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$52,380	\$0	\$0	\$0	\$0	\$0	\$0	\$52,380
<b>Total Task</b>	\$52,380	\$0	\$0	\$0	\$0	\$0	\$0	\$52,380

### Task 3.01 Estimated Budget Detail

#### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$50,776	\$0	\$0	\$0	\$0	\$0	\$0	\$50,776
<b>Category Subtotal</b>	\$50,776	\$0	\$0	\$0	\$0	\$0	\$0	\$50,776
<b>Task Total</b>	\$50,776	\$0	\$0	\$0	\$0	\$0	\$0	\$50,776

#### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$52,380	\$0	\$0	\$0	\$0	\$0	\$0	\$52,380
<b>Category Subtotal</b>	\$52,380	\$0	\$0	\$0	\$0	\$0	\$0	\$52,380
<b>Task Total</b>	\$52,380	\$0	\$0	\$0	\$0	\$0	\$0	\$52,380



## **TASK 3.02 - Bicycle/Pedestrian Project Feasibility Studies**

**Responsible Agency** – R2CTPO

**Total Cost** - \$249,085

### **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:
  - Golfview Boulevard Shared Use Path Feasibility Study. Completed December 2018.
  - Madeline Avenue Trail and Sidewalk Feasibility Study, Phases 1 and 2. Completed January 2019.
  - Willow Run Blvd. Sidewalk Feasibility Study. Completed January 2019.
  - Reed Canal Road North Sidewalk Feasibility Study. Completed January 2020.
  - Sauls Street Bridge Feasibility Study. Completed January 2020.
  - Washington Avenue Railroad Crossing Feasibility Study. Completed February 2020.
  - Williamson-Willow Run Blvd. Sidewalk Feasibility Study. Completed February 2020.
  - ♦ SR 44 Trail Feasibility Study. Completed March 2020.

### **REQUIRED ACTIVITIES**

- ♦ Utilize professional planning 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. (Planner – Multimodal)
- ♦ 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. (Planner – Multimodal)
- ♦ Manage consultants in strict accordance with contracts, and ensure that work performed under contract fully satisfies task assignments. (Planner – Multimodal)

### **END PRODUCTS**

- ♦ Completed planning-level feasibility studies. Timeline/anticipated completion date: Varied completion dates for each study.

### Task 3.02 Summary Task Funding Source

#### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$944	\$5,354	\$0	\$0	\$0	\$0	\$0	\$6,298
Consultant	\$0	\$102,517	\$0	\$0	\$0	\$0	\$23,782	\$126,299
<b>Total Task</b>	<b>\$944</b>	<b>\$107,871</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,782</b>	<b>\$132,597</b>

#### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$2,488	\$4,000	\$0	\$0	\$0	\$0	\$0	\$6,488
Consultant	\$0	\$96,000	\$0	\$0	\$0	\$0	\$14,000	\$110,000
<b>Total Task</b>	<b>\$2,488</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$116,488</b>

### Task 3.02 Estimated Budget Detail

#### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$944	\$5,354	\$0	\$0	\$0	\$0	\$0	\$6,298
<b>Category Subtotal</b>	<b>\$944</b>	<b>\$5,354</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,298</b>
<b>Consultant Services</b>								
Consultant Services	\$0	\$102,517	\$0	\$0	\$0	\$0	\$23,782	\$126,299
<b>Category Subtotal</b>	<b>\$0</b>	<b>\$102,517</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,782</b>	<b>\$126,299</b>
<b>Task Total</b>	<b>\$944</b>	<b>\$107,871</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,782</b>	<b>\$132,597</b>

#### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$2,488	\$4,000	\$0	\$0	\$0	\$0	\$0	\$6,488
<b>Category Subtotal</b>	<b>\$2,488</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,488</b>
<b>Consultant Services</b>								
Consultant Services	\$0	\$96,000	\$0	\$0	\$0	\$0	\$14,000	\$110,000
<b>Category Subtotal</b>	<b>\$0</b>	<b>\$96,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$110,000</b>
<b>Task Total</b>	<b>\$2,488</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$116,488</b>

"Other Funds" include the following: local funds of \$11,482 in FY20/21 and \$10,000 in FY21/22 as well as anticipated SU funding of \$12,300 in FY20/21 and \$4,000 in FY21/22.

## **Section 4 Transit and Transportation Disadvantaged Programs**

## **TASK 4.01 - Transit-Related Activities and TD Program**

**Responsible Agency** – R2CTPO

**Total Cost** - \$183,079

### **PURPOSE**

The purpose of this task is to provide technical planning staff and consultant assistance for local government and transit agencies to identify transit development priorities, improve regional transit connectivity, and continue to improve coordinated transportation services to meet the mobility needs of the R2CTPO transportation disadvantaged groups. This task also provides transit planning assistance in support of service planning activities including, but not limited to, coordination with local governments, route analysis and data retrieval, service performance reporting, transit research, transportation disadvantaged programs and transit plan development and implementation.

### **PREVIOUS WORK**

- ♦ Produced Volusia County's Annual Operation Report (AOR). Completed November 2018 and September 2019.
- ♦ Provided one public hearing annually by the TDLCB. Completed January 2019 and January 2020.
- ♦ 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). Minor updates completed March 2018 & March 2019.
- ♦ Assisted in maintaining Volusia County's bus transit database. (upon request).
- ♦ Active involvement in SunRail development as a member of the Central Florida Commuter Rail Commission TAC. 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. Ongoing.
- ♦ Provided Vo-to-Go program analysis and reports for Votran. Ongoing.
- ♦ FFTA and Florida TD Commission's annual training conferences. Completed June 2019 and September 2019.
- ♦ Florida TD Commission's Annual TD Legislative Awareness Day. Completed March 2019 and February 2020.
- ♦ Completed Volusia County Bus Stop Improvement Plan (Phase I). June 2018.
- ♦ Completed Flagler County Fixed Route Bus Service Transit Operation Plan (Implementation Plan). June 2018.

### **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. (Planner – Multimodal)
- ♦ Provide necessary information to the elected officials of participating boards as needed. (Planner – Multimodal Executive Director)
- ♦ Provide on-going technical and planning staff support to transit activities and programs in Volusia and Flagler Counties. (Planner – Multimodal/Executive Director)
- ♦ Provide input to local and regional planning studies and actively participate on committees i.e. Central Florida Commuter Rail Commission TAC. (Senior Planner)
- ♦ Review and analyze the data on the availability of affordable food options and transportation accessibility in TD communities. (Planner – Multimodal)
- ♦ 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. (Planner – Multimodal/Executive Director)
- ♦ Provide transit input and assistance in broad planning studies to ensure appropriate representation in transportation planning efforts including the Congestion Management Report, and corridor planning efforts. (Planner – Multimodal)
- ♦ Based on local demand, work collaboratively with local governments, communities and transit agencies to develop scopes and bus stop improvement studies for local jurisdictions. (Planner – Multimodal)
- ♦ In partnership with Votran, work with the consulting team to develop East Side Comprehensive Operation Analysis for Volusia County, Transit Development Plan (TDP) Major Update, and Transportation Disadvantage Service Plan (TDSP). (Planner – Multimodal)
- ♦ Provide on-going technical assistance related to transit planning activities. (Planner – Multimodal)

### **END PRODUCTS**

- ♦ Provide staff support for the TDLCB. 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: January 2021 and July 2021.
- TDSP annual update reports. Timeline/anticipated completion date: April 2021 and April 2022.
- 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 grant-review support to state agencies. Timeline/anticipated completion date: Ongoing.
- ♦ Conduct a Paratransit Service Analysis. Timeline/anticipated completion date: June 2022.
- ♦ Update the transit-related requirements in the adopted TIA Guidelines. Timeline/anticipated completion date: June 2021.
- ♦ Volusia County Fixed Route Bus Service East Side Comprehensive Operation Analysis. Timeline/anticipated completion date: December 2020.
- ♦ Transit Development Plan (TDP) Major Update. Timeline/anticipated completion date: September 2021.
- ♦ Transportation Disadvantage Service Plan (TDSP). Timeline/anticipated completion date: March 2022.
- ♦ Technical/planning assistance and reports as needed by task orders issued. Timeline/anticipated completion date: Ongoing.

## Task 4.01 Summary Task Funding Source

### Year 1 - FY 2020/21

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$0	\$0	\$23,311	\$2,914	\$2,914	\$30,474	\$0	\$59,613
Consultant	\$0	\$0	\$39,344	\$4,918	\$4,918	\$0	\$0	\$49,180
<b>Total Task</b>	\$0	\$0	\$62,655	\$7,832	\$7,832	\$30,474	\$0	\$108,793

### Year 2 - FY 2021/22

<u>Responsible Agency</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
R2CTPO	\$0	\$0	\$22,923	\$2,865	\$2,865	\$30,474	\$0	\$59,128
Consultant	\$0	\$0	\$12,126	\$1,516	\$1,516	\$0	\$0	\$15,158
<b>Total Task</b>	\$0	\$0	\$35,050	\$4,381	\$4,381	\$30,474	\$0	\$74,286

## Task 4.01 Estimated Budget Detail

### Year 1 - FY 2020/21

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$0	\$0	\$23,311	\$2,914	\$2,914	\$30,474	\$0	\$59,613
<b>Category Subtotal</b>	\$0	\$0	\$23,311	\$2,914	\$2,914	\$30,474	\$0	\$59,613
<b>Consultant Services</b>								
Consultant Services	\$0	\$0	\$39,344	\$4,918	\$4,918	\$0	\$0	\$49,180
<b>Category Subtotal</b>	\$0	\$0	\$39,344	\$4,918	\$4,918	\$0	\$0	\$49,180
<b>Task Total</b>	\$0	\$0	\$62,655	\$7,832	\$7,832	\$30,474	\$0	\$108,793

### Year 2 - FY 2021/22

<u>Budget Category/Budget Item</u>	<u>FHWA PL Funds</u>	<u>FHWA SU Funds</u>	<u>FTA 5305(d) Funds</u>	<u>State Match for FTA Funds</u>	<u>Local Match for FTA Funds</u>	<u>TD Funds</u>	<u>Other Funds</u>	<u>Total</u>
<b>Personnel Services</b>								
R2CTPO Salaries and Fringe Benefits	\$0	\$0	\$22,923	\$2,865	\$2,865	\$30,474	\$0	\$59,128
<b>Category Subtotal</b>	\$0	\$0	\$22,923	\$2,865	\$2,865	\$30,474	\$0	\$59,128
<b>Consultant Services</b>								
Consultant Services	\$0	\$0	\$12,126	\$1,516	\$1,516	\$0	\$0	\$15,158
<b>Category Subtotal</b>	\$0	\$0	\$12,126	\$1,516	\$1,516	\$0	\$0	\$15,158
<b>Task Total</b>	\$0	\$0	\$35,050	\$4,381	\$4,381	\$30,474	\$0	\$74,286

## SUMMARY TABLES

**Table 2A - AGENCY PARTICIPATION**  
**FY 2020/21 UPWP**

		FDOT							Total (minus soft match)	Amount to Consultant
TASK	TITLE	FHWA	FTA	Soft Match	Cash Match	Local	TD	Total		
SECTION 1.00 Administration and Program Support										
	General Administration and Program									
1.01	Support	\$365,722	\$85,328	\$80,662	\$10,666	\$10,666	\$0	\$553,044	\$472,383	\$0
	Information Technology Systems and									
1.02	Website Support	\$37,214	\$8,029	\$8,208	\$1,004	\$1,004	\$0	\$55,458	\$47,250	\$0
	Public Involvement and Community									
1.03	Transportation Survey	\$54,488	\$10,464	\$12,017	\$1,308	\$1,308	\$0	\$79,585	\$67,568	\$0
SECTION 2.00 Planning Projects and Programs										
2.01	Program Development (UPWP)	\$29,962	\$5,487	\$6,608	\$686	\$686	\$0	\$43,429	\$36,821	\$0
	Transportation Improvement Program (TIP)									
2.02	Development	\$32,805	\$6,722	\$7,235	\$840	\$840	\$0	\$48,443	\$41,208	\$0
2.03	Transportation Data Information Management	\$36,357	\$6,659	\$8,019	\$832	\$832	\$0	\$52,699	\$44,681	\$0
2.04	State and Regional Planning and Coordination	\$31,118	\$6,012	\$6,863	\$752	\$752	\$0	\$45,496	\$38,633	\$0
	ITS/Traffic Operations/ Safety Project Feasibility									
2.05	Studies	\$110,181	\$0	\$24,301	\$0	\$30,149	\$0	\$164,631	\$140,330	\$130,149
	General Planning Studies, Initiatives, Corridor									
2.06	and Project Support	\$105,060	\$13,558	\$23,171	\$1,695	\$1,695	\$0	\$145,178	\$122,007	\$31,033
2.07	2045 Long Range Transportation Plan (LRTP)	\$95,793	\$0	\$21,128	\$0	\$0	\$0	\$116,921	\$95,793	\$75,265
2.08	Community Safety-Related Program	\$49,894	\$0	\$11,004	\$0	\$0	\$0	\$60,898	\$49,894	\$0
SECTION 3.00 Bicycle and Pedestrian Programs										
	Bicycle/ Pedestrian Planning and									
3.01	Implementation	\$50,776	\$0	\$11,199	\$0	\$0	\$0	\$61,975	\$50,776	\$0
3.02	Bicycle/ Pedestrian Project Feasibility Studies	\$108,815	\$0	\$24,000	\$0	\$23,782	\$0	\$156,597	\$132,597	\$126,299
SECTION 4.00 Transit and Transportation Disadvantage										
4.01	Transit-Related Activities and TD Program	\$0	\$62,655	\$0	\$7,832	\$7,832	\$30,474	\$108,793	\$108,793	\$49,180
Total		\$1,108,184	\$204,915	\$244,415	\$25,614	\$79,545	\$30,474	\$1,693,147	\$1,448,733	\$411,926



**Table 2B - AGENCY PARTICIPATION  
FY 2021/22 UPWP**

		FDOT						Total (minus soft match)	Amount to Consultant	
TASK	TITLE	FHWA	FTA	Soft Match	Cash Match	Local	TD			Total
SECTION 1.00 Administration and Program Support										
	General Administration and Program									
1.01	Support	\$271,231	\$95,317	\$59,821	\$11,915	\$101,183	\$0	\$539,465	\$479,644	\$0
	Information Technology Systems and									
1.02	Website Support	\$38,047	\$8,565	\$8,391	\$1,071	\$1,071	\$0	\$57,144	\$48,753	\$0
	Public Involvement and Community									
1.03	Transportation Survey	\$56,282	\$13,000	\$12,413	\$1,625	\$41,625	\$0	\$124,946	\$112,533	\$40,000
SECTION 2.00 Planning Projects and Programs										
2.01	Program Development (UPWP)	\$50,949	\$11,988	\$11,237	\$1,498	\$1,498	\$0	\$77,171	\$65,934	\$0
	Transportation Improvement Program (TIP)									
2.02	Development	\$33,000	\$8,033	\$7,278	\$1,004	\$1,004	\$0	\$50,319	\$43,041	\$0
2.03	Transportation Data Information Management	\$35,544	\$8,363	\$7,839	\$1,045	\$1,045	\$0	\$53,837	\$45,998	\$0
2.04	State and Regional Planning and Coordination	\$27,052	\$6,483	\$5,966	\$810	\$810	\$0	\$41,122	\$35,155	\$0
	ITS/Traffic Operations/ Safety Project Feasibility									
2.05	Studies	\$104,485	\$0	\$23,045	\$0	\$16,000	\$0	\$143,530	\$120,485	\$110,000
	General Planning Studies, Initiatives, Corridor									
2.06	and Project Support	\$117,379	\$18,117	\$25,888	\$2,265	\$2,265	\$0	\$165,914	\$140,026	\$40,379
2.07	2045 Long Range Transportation Plan (LRTP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.08	Community Safety-Related Program	\$45,948	\$0	\$10,134	\$0	\$0	\$0	\$56,082	\$45,948	\$0
SECTION 3.00 Bicycle and Pedestrian Programs										
	Bicycle/ Pedestrian Planning and									
3.01	Implementation	\$52,380	\$0	\$11,553	\$0	\$0	\$0	\$63,933	\$52,380	
3.02	Bicycle/ Pedestrian Project Feasibility Studies	\$102,488	\$0		\$0	\$14,000	\$0	\$116,488	\$116,488	\$110,000
SECTION 4.00 Transit and Transportation Disadvantage										
4.01	Transit-Related Activities and TD Program	\$0	\$35,050	\$0	\$4,381	\$4,381	\$30,474	\$74,286	\$74,286	\$15,158
	Total	\$934,785	\$204,915	\$183,566	\$25,614	\$184,882	\$30,474	\$1,564,237	\$1,380,671	\$315,537

**Table 3A – FUNDING SOURCES**

**FY 2020/21 UPWP**

TASK	TITLE	FHWA PL Funds		FHWA SU Funds		FTA Section 5305(d) Funds			CTD		TOTAL
		Federal 81.93% <sup>1</sup>	State 18.07% <sup>3</sup>	Federal 81.93% <sup>2</sup>	State 18.07% <sup>3</sup>	Federal 80%	State 10% <sup>4</sup>	Local 10%	State 100%	OTHER <sup>5</sup>	
SECTION 1.00 Administration and Program Support											
	General Administration and Program										
1.01	Support	\$365,722	\$80,662	\$0	\$0	\$85,328	\$10,666	\$10,666	\$0	\$0	\$553,044
	Information Technology Systems and										
1.02	Website Support	\$37,214	\$8,208	\$0	\$0	\$8,029	\$1,004	\$1,004	\$0	\$0	\$55,458
	Public Involvement and Community										
1.03	Transportation Survey	\$54,488	\$12,017	\$0	\$0	\$10,464	\$1,308	\$1,308	\$0	\$0	\$79,585
SECTION 2.00 Planning Projects and Programs											
2.01	Program Development (UPWP)	\$29,962	\$6,608	\$0	\$0	\$5,487	\$686	\$686	\$0	\$0	\$43,429
	Transportation Improvement Program (TIP)										
2.02	Development	\$32,805	\$7,235	\$0	\$0	\$6,722	\$840	\$840	\$0	\$0	\$48,443
2.03	Transportation Data Information Management	\$36,357	\$8,019	\$0	\$0	\$6,659	\$832	\$832	\$0	\$0	\$52,699
2.04	State and Regional Planning and Coordination	\$31,118	\$6,863	\$0	\$0	\$6,012	\$752	\$752	\$0	\$0	\$45,496
	ITS/Traffic Operations/ Safety Project Feasibility										
2.05	Studies	\$1,528	\$337	\$108,653	\$23,964	\$0	\$0	\$0	\$0	\$30,149	\$164,631
	General Planning Studies, Initiatives, Corridor										
2.06	and Project Support	\$105,060	\$23,171	\$0	\$0	\$13,558	\$1,695	\$1,695	\$0	\$0	\$145,178
2.07	2045 Long Range Transportation Plan (LRTP)	\$3,918	\$864	\$91,875	\$20,263	\$0	\$0	\$0	\$0	\$0	\$116,921
2.08	Community Safety-Related Program	\$49,894	\$11,004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,898
SECTION 3.00 Bicycle and Pedestrian Programs											
	Bicycle/ Pedestrian Planning and										
3.01	Implementation	\$50,776	\$11,199	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61,975
3.02	Bicycle/ Pedestrian Project Feasibility Studies	\$944	\$208	\$107,871	\$23,791	\$0	\$0	\$0	\$0	\$23,782	\$156,597
SECTION 4.00 Transit and Transportation Disadvantage											
4.01	Transit-Related Activities and TD Program	\$0	\$0	\$0	\$0	\$62,655	\$7,832	\$7,832	\$30,474	\$0	\$108,793
	Total	\$799,785	\$176,396	\$308,399	\$68,019	\$204,915	\$25,614	\$25,614	\$30,474	\$53,931	\$1,693,147

<sup>1</sup>Includes \$65,000 in PL Funds de-obligated from the previous year's UPWP

<sup>2</sup>Includes \$108,399 in SU funds de-obligated from the previous year's UPWP

<sup>3</sup>FDOT non-cash match to FHWA Funds - \$244,415 (PL and SU funds)

<sup>4</sup>FDOT cash match to FTA funds - \$25,614

<sup>5</sup>Other includes local funds in the amount of \$23,313 and anticipated SU funds in the amount of \$30,618

**Table 3B – FUNDING SOURCES**

**FY 2021/22 UPWP**

TASK	TITLE	FHWA PL Funds		FHWA SU Funds		FTA Section 5305(d) Funds			CTD	OTHER <sup>3</sup>	TOTAL
		Federal 81.93%	State 18.07% <sup>1</sup>	Federal 81.93%	State 18.07% <sup>1</sup>	Federal 80%	State 10%	Local 10% <sup>2</sup>	State 100%		
SECTION 1.00 Administration and Program Support											
	General Administration and Program										
1.01	Support	\$271,231	\$59,821	\$0	\$0	\$95,317	\$11,915	\$11,915	\$0	\$89,268	\$539,465
	Information Technology Systems and										
1.02	Website Support	\$38,047	\$8,391	\$0	\$0	\$8,565	\$1,071	\$1,071	\$0	\$0	\$57,144
	Public Involvement and Community										
1.03	Transportation Survey	\$56,282	\$12,413	\$0	\$0	\$13,000	\$1,625	\$1,625	\$0	\$40,000	\$124,946
SECTION 2.00 Planning Projects and Programs											
2.01	Program Development (UPWP)	\$50,949	\$11,237	\$0	\$0	\$11,988	\$1,498	\$1,498	\$0	\$0	\$77,171
	Transportation Improvement Program (TIP)										
2.02	Development	\$33,000	\$7,278	\$0	\$0	\$8,033	\$1,004	\$1,004	\$0	\$0	\$50,319
2.03	Transportation Data Information Management	\$35,544	\$7,839	\$0	\$0	\$8,363	\$1,045	\$1,045	\$0	\$0	\$53,837
2.04	State and Regional Planning and Coordination	\$27,052	\$5,966	\$0	\$0	\$6,483	\$810	\$810	\$0	\$0	\$41,122
	ITS/Traffic Operations/ Safety Project Feasibility										
2.05	Studies	\$4,485	\$989	\$100,000	\$22,055	\$0	\$0	\$0	\$0	\$16,000	\$143,530
	General Planning Studies, Initiatives, Corridor										
2.06	and Project Support	\$117,379	\$25,888	\$0	\$0	\$18,117	\$2,265	\$2,265	\$0	\$0	\$165,914
2.07	2045 Long Range Transportation Plan (LRTP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.08	Community Safety-Related Program	\$45,948	\$10,134	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$56,082
SECTION 3.00 Bicycle and Pedestrian Programs											
	Bicycle/ Pedestrian Planning and										
3.01	Implementation	\$52,380	\$11,553	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$63,933
3.02	Bicycle/ Pedestrian Project Feasibility Studies	\$2,488	\$549	\$100,000	\$22,055	\$0	\$0	\$0	\$0	\$14,000	\$139,092
SECTION 4.00 Transit and Transportation Disadvantage											
4.01	Transit-Related Activities and TD Program	\$0	\$0	\$0	\$0	\$35,050	\$4,381	\$4,381	\$30,474	\$0	\$74,286
	Total	\$734,785	\$162,060	\$200,000	\$44,111	\$204,915	\$25,614	\$25,614	\$30,474	\$159,268	\$1,586,841

<sup>1</sup>FDOT non-cash match to FHWA Funds - \$206,717 (PL and SU funds)

<sup>2</sup>FDOT cash match to FTA funds - \$25,614

<sup>3</sup>Other includes local funds in the amount of \$20,000, anticipated SU funds in the amount of \$10,000, and \$89,268 from carry forward or other grant revenues

# UPWP REVISION LOG

Revision Date	Revision Type	Resolution #	Description
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## Appendices

## **Appendix A**

### **Florida Planning Emphasis Areas - 2020**

## Florida Planning Emphasis Areas-2020

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. Implementation of the seven goals of the Florida Transportation Plan requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.

Metropolitan Planning Organizations should consider the following four topics when updating their Unified Planning Work Plan.

### Safety

Safety has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should "increase safety for motorized and non-motorized users." The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the Florida Transportation Plan of zero fatalities across the state's transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

### System Connectivity

Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, "enhance the integration and connectivity of the transportation system, across and between modes, for people and freight." Within the Florida Transportation Plan, system connectivity is addressed within four different goals.

- Make our economy more competitive
- Increase opportunities for access to transit and other modes



- Provide a more efficient and mobile transportation system
- Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

## Resilience

With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

## 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. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of

disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage.”

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

**Contact Information:**

**Mark Reichert, FDOT Administrator for Metropolitan Planning**

**850-414-4901**

**[mark.reichert@dot.state.fl.us](mailto:mark.reichert@dot.state.fl.us)**

## **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


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

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

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

- (1) The 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, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The River to Sea 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: Rob Gilliland  
Title: TPO Chairman

3-25-2020

Date

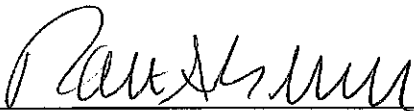
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the 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, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The River to Sea TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



Name: Rob Gilliland  
Title: TPO Chairman

3-25-2020

Date

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


525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

The River to Sea TPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the 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: Rob Gilliland  
Title: TPO Chairman

3-25-2020

Date

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

525-010-08  
POLICY PLANNING  
05/18

**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 (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

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

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

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



Name: Rob Gilliland  
Title: TPO Chairman

3-25-2020

Date

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

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POLICY PLANNING  
05/18

**APPENDICES A and E**

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

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



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
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525-010-08  
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05/18

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

## **Appendix C**

### **FTA Section 5305(d) Grant Application Package**



RIVER TO SEA

Transportation Planning Organization

VISION - PLAN - IMPLEMENT

Ph.386-226-0422

www.r2ctpo.org



September 6, 2019

FILE: FTA20

Mr. Carlos Colon, Transit Project Coordinator  
Florida Department of Transportation  
Modal Development  
420 W. Landstreet Road  
Orlando, FL 32824

Subject: Submittal of FTA 5305 (d) Grant Application

Dear Mr. Colon:

Enclosed is an original copy of the revised FTA 5305(d) grant application for FY19/20. This revised grant application includes the new funding amounts sent on August 21, 2019. We request that the grant funding begin October 1, 2019.

Please do not hesitate to contact me if you have any questions with this grant application. Thank you in advance for your consideration.

Sincerely,

Lois Bollenback  
Executive Director

Enclosures

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

☐ New  
☒ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

[REDACTED]

**4. Applicant Identifier:**

Not Applicable

**5a. Federal Entity Identifier:**

Not Applicable

**5b. Federal Award Identifier:**

FL - 80 - 0009

**State Use Only:**

**6. Date Received by State:**

[REDACTED]

**7. State Application Identifier:**

1001

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

River to Sea Transportation Planning Organization

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-3512405

**\* c. Organizational DUNS:**

1398928190000

**d. Address:**

**\* Street1:**

2570 W. International Speedway Blvd., Suite 100

**Street2:**

**\* City:**

Daytona Beach

**County/Parish:**

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32114-8145

**e. Organizational Unit:**

**Department Name:**

[REDACTED]

**Division Name:**

[REDACTED]

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Lois

**Middle Name:**

**\* Last Name:**

Bollenback

**Suffix:**

**Title:** Executive Director

**Organizational Affiliation:**

**\* Telephone Number:**

3862260422

**Fax Number:**

3862260428

**\* Email:**

lbollenback@r2ctpo.org

**Application for Federal Assistance SF-424**

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

TPO

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

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5303 (d)

**\* 12. Funding Opportunity Number:**

FL-80-0009

\* Title:

Metropolitan Transportation Planning Related Activities.

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

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

TPO Affected Area.pdf

Add Attachment

Delete Attachment

View Attachment

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

Planning for Public Transportation Related Activities

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

# Application for Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

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

## 17. Proposed Project:

\* a. Start Date:

\* b. End Date:

## 18. Estimated Funding (\$):

* a. Federal	<input type="text" value="225,939.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="28,242.00"/>
* d. Local	<input type="text" value="28,242.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="282,423.00"/>

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

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

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

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

☒ \*\* I AGREE

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

## Authorized Representative:

Prefix:  \* First Name:

Middle Name:


\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

**Section 5305(d)**  
**Approved Project Budget for FFY19**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 83,497
44.22.00	General Development and Comprehensive Planning	18,100
44.23.01	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning: Project Level	15,600
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	6,200
44.26.12	Coordination of Non-Emergency Human Service Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	117,796
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	41,077
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Project Cost		\$ 282,423

Accounting Classifications

44.30.01	Personnel	\$ 104,738
44.30.02	Fringe Benefits	69,977
44.30.03	Travel	6,700
44.30.04	Equipment	
44.30.05	Supplies	65,008
44.30.06	Contractual	36,000
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Project Cost		\$ 282,423

Fund Allocations

44.40.01	MPO Activities	\$ 282,423
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		\$
Federal Share (80%)		\$ 225,939
Local Share (20%)		\$ 28,242

Accounting

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$

Section 5305(d)  
GMIS Planning Line Item Codes — FFY19  
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 66,800
44.22.00	General Development and Comprehensive Planning	14,480
44.23.01	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning: Project Level	12,480
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	4,960
44.26.12	Coordination of Non-Emergency Human Service Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	94,235
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	32,861
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Project Cost		\$ 225,816

Accounting Classifications

44.30.01	Personnel	\$ 83,791
44.30.02	Fringe Benefits	55,859
44.30.03	Travel	5,360
44.30.04	Equipment	
44.30.05	Supplies	52,006
44.30.06	Contractual	28,800
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Project Cost		\$ 225,816

Fund Allocations

44.40.01	MPO Activities	\$ 225,939
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		\$ 225,939



[illegible]

## Julie Adamson

---

**From:** Poitras, Diane <Diane.Poitras@dot.state.fl.us>  
**Sent:** Wednesday, August 21, 2019 10:53 AM  
**To:** Julie Adamson; Lois Bollenback  
**Cc:** Colon, Carlos; Stephan Harris  
**Subject:** RE: Section 5305(d) Allocations

Hi Julie,

You will need to submit a revised application with the new amounts.

Diane Poitras  
Transit Programs Administrator  
Florida Department of Transportation, District 5  
420 W. Landstreet Road  
Orlando, Florida 32824  
Phone: 321-319-8174  
e-mail: [diane.poitras@dot.state.fl.us](mailto:diane.poitras@dot.state.fl.us)  
Hours: Monday-Friday 7:30 - 4:00

*There's a better way to get to work!* Find out more at  
[www.reThinkYourCommute.com](http://www.reThinkYourCommute.com) or call 1-866-610-RIDE (7433).

---

**From:** Julie Adamson [mailto:[JAdamson@r2ctpo.org](mailto:JAdamson@r2ctpo.org)]  
**Sent:** Wednesday, August 21, 2019 10:50 AM  
**To:** Poitras, Diane <Diane.Poitras@dot.state.fl.us>; Lois Bollenback <[LBollenback@r2ctpo.org](mailto:LBollenback@r2ctpo.org)>  
**Cc:** Colon, Carlos <[Carlos.Colon@dot.state.fl.us](mailto:Carlos.Colon@dot.state.fl.us)>; Stephan Harris <[SHarris@r2ctpo.org](mailto:SHarris@r2ctpo.org)>  
**Subject:** RE: Section 5305(d) Allocations

**EXTERNAL SENDER:** Use caution with links and attachments.

Thanks for the information, Diane. Do we need to revise our grant application we submitted in June for these new amounts or will you just include these new amounts when you issue the new contract for the FTA20 grant?

Regards -

Julie Adamson, CPA  
Chief Financial Officer  
River to Sea TPO  
2570 West International Speedway Boulevard, Suite 100  
Daytona Beach FL 32114  
386.226.0422 ext. 20423  
[jadamson@r2ctpo.org](mailto:jadamson@r2ctpo.org)

**PUBLIC RECORDS NOTICE:** The River to Sea TPO is governed by the State of Florida Public Records Law. This means email messages, including your email address and any attachments and information we receive online may be disclosed to any person making a public records request. If you have any questions about the Florida Public Records Law refer to Chapter 119 Florida Statutes.

---

**From:** Poitras, Diane <[Diane.Poitras@dot.state.fl.us](mailto:Diane.Poitras@dot.state.fl.us)>  
**Sent:** Wednesday, August 21, 2019 10:39 AM  
**To:** Julie Adamson <[JAdamson@r2ctpo.org](mailto:JAdamson@r2ctpo.org)>; Lois Bollenback <[LBollenback@r2ctpo.org](mailto:LBollenback@r2ctpo.org)>  
**Cc:** Colon, Carlos <[Carlos.Colon@dot.state.fl.us](mailto:Carlos.Colon@dot.state.fl.us)>  
**Subject:** Section 5305(d) Allocations

Good Morning Lois,

We have received revised Section 5305(d) Allocations from Central Office. Your new allocations for FY 19/20 are:

DU (federal) \$225,939  
DPTO (state) \$28,242  
LF (local) \$28,242

Please let me know if you have any questions.

Diane Poitras  
Transit Programs Administrator  
Florida Department of Transportation, District 5  
420 W. Landstreet Road  
Orlando, Florida 32824  
Phone: 321-319-8174  
e-mail: [diane.poitras@dot.state.fl.us](mailto:diane.poitras@dot.state.fl.us)  
Hours: Monday-Friday 7:30 - 4:00

*There's a better way to get to work! Find out more at*  
[www.reThinkYourCommute.com](http://www.reThinkYourCommute.com) or call 1-866-610-RIDE (7433).



**RIVER TO SEA TPO: AREAS AFFECTED BY PROJECT:**

- Volusia County and,
- Flagler Beach and Beverly Beach In Flagler County and,
- Portions of Flagler County and,
- Portions of the cities of Palm Coast and Bunnell



June 20, 2019

FILE: FTA19

Mr. Carlos Colon, Transit Project Coordinator  
Florida Department of Transportation  
Modal Development  
420 W. Landstreet Road  
Orlando, FL 32824

Subject: Submittal of FTA 5305 (d) Grant Application

Dear Mr. Colon:

Enclosed is an original copy of the FTA 5305(d) grant application for FY19/20. We request that the grant funding begin October 1, 2019.

Please do not hesitate to contact me if you have any questions with this grant application. Thank you in advance for your consideration.

Sincerely,

Lois Bollenback  
Executive Director

Enclosures

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Flagler			

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

# Application for Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

## 17. Proposed Project:

\* a. Start Date:

\* b. End Date:

## 18. Estimated Funding (\$):

* a. Federal	217,016.00
* b. Applicant	
* c. State	27,127.00
* d. Local	27,127.00
* e. Other	
* f. Program Income	
* g. TOTAL	271,270.00

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

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

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

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ \*\* I AGREE

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

## Authorized Representative:

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:



\* Date Signed:

Application for Federal Assistance SF-424

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

X: Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

TPO

\* 10. Name of Federal Agency:

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5303 (d)

\* 12. Funding Opportunity Number:

FL-80-0009

\* Title:

Metropolitan Transportation Planning Related Activities.

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

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

TPO Affected Area.pdf

Add Attachment

Delete Attachment

View Attachment

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

Planning for Public Transportation

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments





### **RIVER TO SEA TPO: AREAS AFFECTED BY PROJECT:**

- Volusia County and,
- Flagler Beach and Beverly Beach in Flagler County and,
- Portions of Flagler County and,
- Portions of the cities of Palm Coast and Bunnell

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2019-10**

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

---

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

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

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

WHEREAS, that definitive procedures shall be established and administered to ensure that minority businesses (disadvantaged business enterprises and women business enterprises) shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

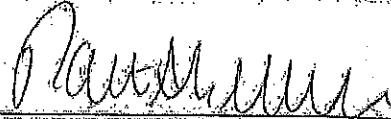
**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that the:

1. River to Sea TPO has the authority to file the Section 5305(d) Planning funds application and execute the Section 5305(d) Joint Participation Agreement with the Florida Department of Transportation, to aid in the financing of transit plans and programs Volusia County, portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell;
2. Executive Director is authorized to execute and file the grant application on behalf of the River to Sea TPO with the Florida Department of Transportation;
3. Executive Director is authorized to execute the Section 5305(d) Joint Participation Agreement on behalf of the River to Sea TPO with the Florida Department of Transportation;

4. Executive Director is authorized to sign any and all agreements or contracts which are required in connection with the grant agreement;
5. Executive Director is authorized to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the grant application or subsequent agreements;
6. Executive Director is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application or the project; and the
7. Executive Director is authorized to set forth and execute minority business enterprise (disadvantaged enterprise and women enterprise) policies and procedures in connection with the project's procurement needs.

DONE AND RESOLVED at the regularly convened meeting of the River to Sea TPO held on the 22<sup>nd</sup> day of May 2019.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



COMMISSIONER ROBERT GILLILAND  
ACTING CHAIRPERSON, RIVER TO SEA TPO

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on May 22, 2019.

**ATTEST:**



DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Section 5305(d)  
Approved Project Budget for FFY19  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 83,497
44.22.00	General Development and Comprehensive Planning	18,100
44.23.01	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning: Project Level	15,600
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	6,200
44.26.12	Coordination of Non-Emergency Human Service Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	117,796
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	30,077
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Project Cost		\$ 271,270

Accounting Classifications

44.30.01	Personnel	\$ 104,738
44.30.02	Fringe Benefits	69,824
44.30.03	Travel	6,700
44.30.04	Equipment	
44.30.05	Supplies	65,008
44.30.06	Contractual	25,000
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Project Cost		\$ 271,270

Fund Allocations

44.40.01	MPO Activities	\$ 271,270
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		\$
Federal Share (80%)		\$ 217,016
Local Share (20%)		\$ 54,254

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$

Section 5305(d)  
GMIS Planning Line Item Codes — FFY19  
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 66,800
44.22.00	General Development and Comprehensive Planning	14,480
44.23.01	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning: Project Level	12,480
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	4,960
44.26.12	Coordination of Non-Emergency Human Service Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	94,235
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	24,061
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	
Total Net Project Cost		\$ 217,016

Accounting Classifications

44.30.01	Personnel	\$ 83,791
44.30.02	Fringe Benefits	55,859
44.30.03	Travel	5,360
44.30.04	Equipment	
44.30.05	Supplies	52,006
44.30.06	Contractual	20,000
44.30.07	Other	
44.30.08	Indirect Charges	
Total Net Project Cost		\$ 217,016

Fund Allocations

444001	MPO Activities	\$ 217,016
444002	Transit Operator Activities	
444003	State and/or Local Agency Activities	
Total Net Project Cost		\$ 217,016

Section 5305(d)

GMIS Planning Line Item Codes

(FTA FUNDS ONLY)

River to Sea Transportation Planning Organization

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration.	66,800
44.22.00	General Development and Comprehensive Planning	14,480
44.23.00	Long Range Transportation Planning: System Level	0
44.23.02	Long Range Transportation Planning	12,480
44.24.00	Short Range Transportation Planning	0
44.25.00	Transportation Improvement Program	4,960
44.26.12	Coordination of Non-Emergency Human Services Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	94,235
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	24,061
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	

TOTAL NET PROJECT COSTS \$ 217,016.00

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	88,791
44.30.02	Fringe Benefits	55,859
44.30.03	Travel	5,360
44.30.04	Equipment	
44.30.05	Supplies	52,006
44.30.06	Contractual	20,000
44.30.07	Other	
44.30.08	Indirect Charges	

TOTAL NET PROJECT COSTS \$ 217,016.00

FUND ALLOCATIONS

44.40.01	MPO Activities	217,016
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	

TOTAL NET PROJECT COSTS \$ 217,016.00

Section 5305(d)  
Approved Project Budget for Fiscal Year  
(total dollars)

FFY19

River to Sea Transportation Planning Organization

TECHNICAL CLASSIFICATIONS

44.21.00	Program Support and Administration	85,297
44.22.00	General Development and Comprehensive Planning	18,100
44.23.00	Long Range Transportation Planning: System Level	0
44.23.02	Long Range Transportation Planning	15,600
44.24.00	Short Range Transportation Planning	0
44.25.00	Transportation Improvement Program	6,200
44.26.12	Coordination of Non-Emergency Human Services Transportation	0
44.26.13	Participation of Transit Operators in Metropolitan Planning	117,796
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	30,077
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	

TOTAL NET PROJECT COSTS \$ 271,270.00

ACCOUNTING CLASSIFICATIONS

44.30.01	Personnel	104,738
44.30.02	Fringe Benefits	69,824
44.30.03	Travel	40%
44.30.04	Equipment	6,700
44.30.05	Supplies	0
44.30.06	Contractual	65,008
44.30.07	Other	25,000
44.30.08	Indirect Charges	0

TOTAL NET PROJECT COSTS \$ 271,270.00

FUND ALLOCATIONS

44.40.01	MPO Activities	271,270
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	

TOTAL NET PROJECT COSTS \$ 271,270.00

Federal Share (80%) \$ 217,016.00

Local Share (20%) \$ 54,254.00

ACCOUNTING

Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	

**FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: River to Sea Transportation Planning Organization

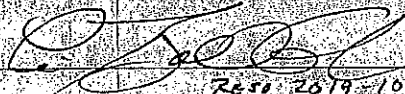
BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

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

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

Signature



Date:

6/20/19

Name Lois Bollenback, Executive Director

Authorized Representative of Applicant

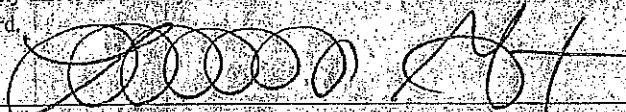
**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): River to Sea Transportation Planning Organization

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

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature



Date:

6-19-19

Name

Lonnie N. Groot

Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



**FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES**  
**FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA**  
**ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: River to Sea Transportation Planning Organization

The Applicant certifies to the applicable provisions of categories 01-18. \_\_\_\_\_

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	<u>X</u>
02 Tax Liability and Felony Convictions	_____
03 Lobbying	<u>X</u>
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

**CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

**1.1. Standard Assurances.**

*This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
- (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
- (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
- (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
- (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

### 1.2. Standard Assurances: Additional Assurances for Construction Projects.

*This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 1.3. Procurement.

*The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

#### 1.4. Suspension and Debarment.

*Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

#### CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

*Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### CATEGORY 3. LOBBYING.

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.*

#### 3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

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

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

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

### 3.2. Statement for Loan Guarantees and Loan Insurance.

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

### 4.1. Charter Service Agreement.

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement.*  
49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.



#### 4.2. School Bus Agreement.

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

## **CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

### **6.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

### **6.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

## **CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

### **CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

### **CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).*

*Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.*

**CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

#### **CATEGORY 12. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

#### **CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601-609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.*

#### **CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

#### **CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

#### **CATEGORY 16. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

#### **CATEGORY 17. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and



- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

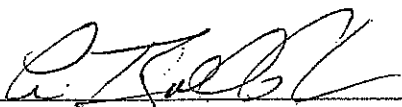
## FEDERAL FFY19 CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

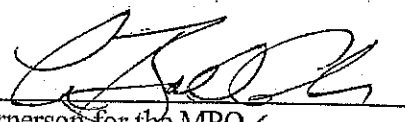
  
Chairperson for the MPO (RESO 2019-16)

6/20/19  
Date

# FEDERAL AGENCY DEBARMENT AND SUSPENSION CERTIFICATION

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

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

  
Chairperson for the MPO (RESO 2019-10)

6/20/19  
Date


## FFY19 Title VI / Non-Discrimination Policy Statement

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

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

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

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



Signature of Presiding Officer for the MPO/TPO  
(RESO 2019-10)

6/20/19

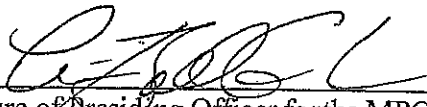
Date of Signature

## FFY19 Disadvantaged Business Enterprise Utilization

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

The River to Sea Transportation Planning Organization, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the work of the River to Sea Transportation Planning Organization in a non-discriminatory environment.

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

  
\_\_\_\_\_  
Signature of Presiding Officer for the MPO/TPO  
(R550 2019-10)

6/20/19  
\_\_\_\_\_  
Date of Signature

## **Appendix D**

### **Joint Participation Agreement**

Resolution and Contract to be inserted at a later date

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



**Federal Highway Administration**

Florida Division Office  
3500 Financial Plaza, Suite 400  
Tallahassee, Florida 32312  
(850) 553-2201  
www.fhwa.dot.gov/fldiv

**Federal Transit Administration**

Region 4 Office  
230 Peachtree St, NW, Suite 1400  
Atlanta, Georgia 30303  
(404) 865-5600

**Planning Comments**

Document Name: Draft FY 20/21 and 21/22 UPWP

MPO: River to Sea TPO

Date of Document:

Date Received

Date Reviewed

District:

03 | 13 | 2020

03 | 27 | 2020

5

Reviewed by: Jim Martin

**COMMENTS**

Page #	Comment Type	Comment Description
11	Edit	The Central Florida MPO Alliance language mentions that there are six MPOs in the organization. However, the membership only list five, with the Polk TPO not included.
25	Other	For the purchase of office equipment, such as computers mentioned on please note that single purchases which exceed \$5000 must get pre-approval.
	Critical	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.
	Enhancement	A mention of the community priorities and challenges facing the MPO should be included in the introduction. LOIS
	Critical	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.
	Critical	Please ensure the correct Federal Aid Project (FAP) number is used for the final UPWP.



	Critical	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.
	Other	ADA requires than any posting of this UPWP as electronic information (web and otherwise) must be accessible to those with disabilities. Absent that, the MPO should have a plan for providing accessibility and advise the public of that plan and the remediation timeline.
	Critical	The total PL funding for this Draft does not match the amounts provided by FDOT-CO on 2/20/2020. The approval of the UPWP will require that only the PL balance provided by FDOT-CO. Anticipated PL funds cannot be included in the first or second year.
14	Edit	Suggest re-write of sentence, "Listed below are current planning studies being conducted:" if these are on-going (from previous UPWP) or new studies to be conducted within this new UPWP.
23	Other	Task 1.01 includes "Postage Meter Lease (expires April 1, 2020)". This date is three months earlier that the start date of this Draft UPWP. Fund should not be used for prior expenses.
27	Critical	Task 1.03 includes "Expand activities to improve awareness of the R2CTPO within the metropolitan planning area." Marketing is not an allowable expense. This Required Activity is not approved.
31	Edit	Task 2.01 Required Activities, (sixth bullet) includes date error, FY 20222/20223.
33	Select One	Task 2.02 Required Activities may need to include language related to the Transportation Performance Measures consideration and how they are used in the TIP development.
29	Critical	Task 1.03 The Budgets labeled "Promotional" need to be removed.
47	Critical	Task 2.08, The Budgets labeled "Promotional" need to be removed.
34	Other	Task 2.02. An explanation of "Fees" and "Network" in this task budget table are needed.
42	Other	Task 2.06 End Products, "Updates to the R2CTPO's Regional ITS Architecture. Timeline/anticipated completion date: As needed." would be better suited under Task 2.05 ITS/Traffic Operations/Safety Project Feasibility Studies.
	Other	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.
	Critical	Include the planning work the provided by FDOT to support the MPO. This should include districtwide studies if they are specific to the MPO's location or corridor specific.

	Critical	Task 2.04 If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products, those funds and activities must be reflected in the all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure the proper format to reflect these funds are being used, as some should be included in the total PL funds being requested and in other circumstances those funds should not be included. This includes the Central Florida MPO Alliance. Please also provide the FHWA with a copy of any Memorandum of Understandings (MOUs) for these types of activities.
	Select One	If FTA grant funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.
	Select One	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.
	Select One	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.
	Select One	

April 15, 2020

Lois Bollenback  
Executive Director  
River to Sea Transportation Planning Organization  
2570 West International Speedway Boulevard, Suite 100  
Daytona Beach, FL 32114-8145

**RE: Comments on the Draft Fiscal Year 2020/2021 and Fiscal Year 2021/2022 Unified Planning Work Program (UPWP) for the River to Sea Transportation Planning Organization**

Dear Ms. Bollenback:

Thank you for providing a draft copy of the River to Sea Transportation Planning Organization's (TPO) Unified Planning Work Program (UPWP) for Fiscal Year 2020/2021 and Fiscal Year 2021/2022. The Florida Department of Transportation (FDOT) has reviewed the draft UPWP and offers the following comments.

In order to meet the schedule contained in the Florida Department of Transportation's MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2020/2021 Planning Funds beginning on July 1, 2020, the TPO needs to revise and adopt the Final UPWP and submit it to the Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720 or via E-mail at [Vickie.Wyche@dot.state.fl.us](mailto:Vickie.Wyche@dot.state.fl.us), and other appropriate agencies no later than May 15, 2020.

**Comments on the Draft UPWP:**

- ❖ The Department has received the new Federal Project Numbers for Fiscal Years 2021 and 2022 UPWPs. Please use Federal Project Number 0260-058-M on the cover page and throughout the document.
- ❖ The Financial Management Number for Fiscal Year 2021 and 2022 of the UPWP is 439333-3-14-01 for PL funding and 439333-3-14-02 for SU funding. Please change Financial Management Numbers on cover page and throughout document where necessary.
- ❖ On the Content page the "Agency Participant Tables" and the, "Funding Source Tables" are not listed under the title of Summary Tables. Per instructions these are to be listed on content page.
- ❖ On the Content page, pages after 75 are missing the numbers.

- ❖ On page 9, the TPO needs to add the correct names for the agreements. For example, in Interlocal Agreement is shown but should read Interlocal Agreement for Creation of the Metropolitan Planning Organization. Also, Joint Participation Agreement for the UPWP is shown, but should read Metropolitan Planning Organization Agreement.
- ❖ On page 14, the I-95 at Maytown Road Interchange project is missing from the Planning Studies in MPO Area table.
- ❖ On page 18, There are some abbreviations that were left off the list that are showing in the document, for example, ACES (Automated, Connected, Electric & Shared Use), CAV (Connected & Automated Vehicle), ETDM (Efficient Transportation Decision Making). There are also abbreviations that are not in the document that are listed, for example MIS (Major Investment Study), MOA (Memorandum of Agreement) and others. Please review list of abbreviations and acronyms and make changes if necessary.
- ❖ On page age 22, Task 1.01, General Administration and Program Support under the section titled Previous Work, bullet number 12 has a November 2020 date which would not go into the previous work section because that date has not occurred yet.
- ❖ All tasks need to include who at the TPO will be performing the tasks. Job titles can be used if preferred. This is per Section 3.7.5 in the FDOT MPO Program Management Handbook.
- ❖ On page 27, Task 1.03, Public Involvement and Community Transportation Survey, Estimated Budget Detail Table, shows Outreach Promotional item. The TPO needs to clarify what the promotional items are. If the promotional items are not for education or safety, then the Federal funds cannot be used to purchase them.
- ❖ On page 34, Task 2.02, Transportation Improvement Program (TIP) Development, Estimated Budget Detail Table, shows Fee items. The TPO needs to clarify what the fee items are.
- ❖ On all tasks, the TPO needs to list the studies they will be performing for the Local Government Planning Support for Studies and Plans and the Transportation Studies activities. This is per the FDOT MPO Program Management Handbook, Section 3.7, and C.F.R. 420.111(e).
- ❖ On page 41 and 42, Task 2.06, General Planning Studies, Initiatives, Corridor Studies and Projects, Required Activities and End Products, the TPO mentions using TPO Staff for support for PD&E Studies. The TPO role needs to be for participating and commenting. PD&E activities are not covered under the UPWP as it is a planning document.
- ❖ On page 46, Task 2.08, Community Safety-Related Program, Total Cost needs to be corrected as the document shows \$70,218 but the Estimated Budget Detail Tables show a total of \$95,842 for both fiscal years. This task also shows promotional items. The TPO needs to clarify what the promotional items are. If promotional items are not for safety or educational purposes, then federal funds cannot be used to purchase them.

- ❖ On page 51, Task 3.02, Bicycle/Pedestrian Project Feasibility Studies, Total Cost needs to be corrected as the document shows \$215,285 but the Estimated Budget Detail Table shows a total of \$249,085 for both fiscal years.
- ❖ On pages 60 and 61, the Table 3A Agency Participation should read Table 3A – Funding Sources, not Agency Participation because those tables are on pages 58 and 59. Also, the column for SU is showing \$308,399 but with the de-obligation of the \$108,399 of SU Funding the total should show \$383,664.
- ❖ As a reminder, the TPO needs to include the Appendices that are missing the documentation, for example the Statements and Assurances, the FTA Section 5303 Grant Applications Package, Agencies Comments, and Resolutions.
- ❖ SU/CM Funds from FY 2018/2019, for the Department to authorize the use of these funds it needs to be prioritizes base on the FDOT work program instructions, Chapter 22 page 6 of 12.

As always, I would like to extend my appreciation to the River to Sea TPO for their collaboration with FDOT to accomplish the transportation goals for the River to Sea TPO area. If the Department can do anything to assist with the development of the UPWP, please do not hesitate to contact me at 386-943-5185.

Sincerely,

*Vickie H. Wyche*

Vickie Wyche  
FDOT MPO Liaison

cc: Jim Martin, FHWA Planning  
Erika Thompson, FDOT CO Policy Planning  
Scott Philips, FDOT CO Policy Planning  
Gabrielle Matthews, FDOT CO Transit Planning  
Carlos Colon, FDOT District 5 Transit Office  
Keith Melton, Federal Transit Administration  
Kellie Smith, FDOT District 5 Planning Office  
Anna Taylor, FDOT District 5 Planning Office  
Chris Wiglesworth, FDOT CO FDOT Transit Planning

## **Appendix F**

**Resolution 2020-06 Adopting the FY 2020/21 and FY 2021/22 UPWP**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2020-06**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE  
FY 2020/21 AND 2021/22 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

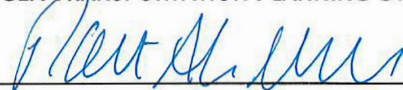
**WHEREAS**, 23 C.F.R. 450.104 provides that the River to Sea TPO shall bi-annually develop and endorse the Unified Planning Work Program (UPWP).

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

- 1 The tasks in the FY 2020/21 and 2021/22 UPWP are consistent with the area transportation plan; and
- 2 The FY 2020/21 and 2021/22 UPWP is hereby endorsed and adopted;
- 3 The Chairperson of the River to Sea TPO (or their designee) is hereby authorized and directed to submit the FY 2020/21 and 2021/22 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 27<sup>th</sup> day of May 2020.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**DAYTONA BEACH VICE MAYOR ROB GILLILAND  
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 May 27, 2020.

**ATTEST:**



**DEBBIE STEWART, RECORDING SECRETARY**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**