



# **River to Sea Transportation Planning Organization**

## **FY 2022/23 and FY 2023/24**

### **UNIFIED PLANNING WORK PROGRAM**

**FM# 439333-4-14-01 (PL)**

**FM# 439333-4-14-02 (SU)**

**FAP# 0260 060 M**

#### **CFDA Numbers**

**20.205 - Highway Planning and Construction**

**20.505 - Federal Transit Technical Studies Grant**

**ADOPTED MAY 25, 2022**

**Revised as of December 14, 2023**

**River to Sea Transportation Planning Organization**

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

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



## Florida Department of Transportation

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JARED W. PERDUE, P.E.  
SECRETARY

### Cost Analysis Certification

#### River to Sea TPO

#### Unified Planning Work Program - FY 2024

Amended 12/14/2023

Revision Number: Revision 6

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

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Name: Kia Powell

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MPO Liaison FDOT District 5

Title and District

DocuSigned by:

Kia Powell

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Signature

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1/12/2024

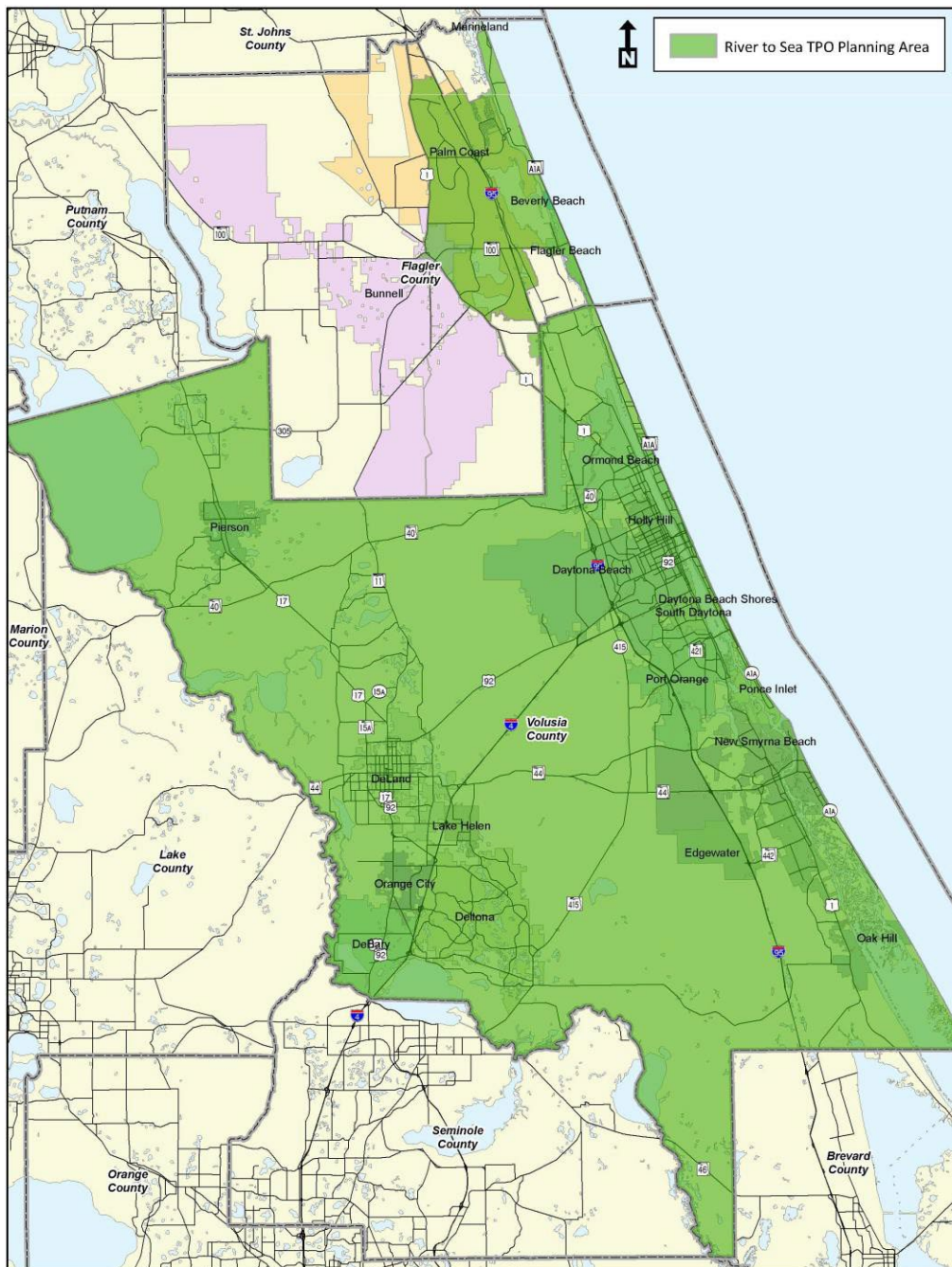
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# INTRODUCTION AND OVERVIEW

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

**Figure 1: River to Sea TPO Metropolitan Planning Area**





## Definition and Purpose of the UPWP

The Unified Planning Work Program (UPWP) identifies and outlines the program tasks to be undertaken by the River to Sea TPO over a two-year period. This particular UPWP will cover fiscal year (FY) 2022/23 and FY 2023/24 beginning on July 1, 2022 and ending on June 30, 2024.

The UPWP also identifies the funding types and amounts for each program task. The River to Sea TPO staff has worked to provide reliable estimates of the costs associated with each of the specific task items and how that funding will be expended. Readers will note that the UPWP provides information not only on what the River to Sea TPO intends to accomplish for the next two years, but also how and in what way other agencies are involved. The tasks outlined in the UPWP exhibit the cooperative effort with which the River to Sea TPO pursues the areas of interest with the TPO Board and member local governments. The UPWP is also developed with consideration for the planning emphasis areas and planning activities encouraged and/or required by the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Commission for the Transportation Disadvantaged (CTD) of the State of Florida.

The funding identified within this document is provided by FHWA, FTA, FDOT, and the CTD of the State of Florida. It also includes local funds which are generated by a local assessment of all member local governments. The required local match of certain federal and state funds is provided by the participating local governments through cash and in-kind technical support of the metropolitan transportation planning process.

## Transportation Priorities and Planning Activities

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

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

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

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

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

- Connect 2045 – Long Range Transportation Plan
- Congestion Management Process (CMP) and Performance Measures Report
- Automated and Connected Vehicle Readiness Study and Technology Transition Plan
- Paratransit Service Analysis
- Resiliency Planning Policy Statement
- Complete Streets Policy Statement
- Conducting Feasibility Studies resulting in the programming and implementation of high priority traffic operations, ITS, safety, bicycling and pedestrian projects
- Community Safety Action Plan
- Speakers Bureau consisting of individuals whose lives have been affected by distracted driving and speeding
- Transportation and Civil Engineering (TRAC) Program
- Annual “Call for Projects” to identify and prioritize transportation improvement projects
- FY 2020/21 – 2024/25 and FY 2021/22 – 2025/26 Transportation Improvement Programs (TIPs)
- 2021 and 2022 List of Priority Projects
- 2021 and 2022 Safety Performance Measures Targets
- FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP)
- Public Participation Plan
- Regional List of Priority Projects
- Legislative Priorities
- Assist Votran in Updating annual documents
- Providing Planning and Technical Support to Flagler County Public Transportation

## Consolidated Planning Grant Participation

The FDOT and the River to Sea TPO participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida’s FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These

funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

## Federal Metropolitan Planning Funds and Soft Match

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available. This "soft match" equates to 18.07% for FHWA PL funds and 20.00% for FTA 5305(d) funds. The "soft match" amount being utilized to match the FHWA PL funding in FY 23 and FY 24 is \$389,567 and \$303,081, respectively. The amount being utilized to match FTA 5305(d) funding in FY 23 is \$59,405. Fiscal Year 24 FTA 5305(d) funds have been incorporated into FHWA PL funds as part of the CPG and accordingly are not shown separately.

## Public Participation in the Development of the UPWP

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

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

The UPWP complies with the public involvement provisions of Title VI, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Any person who feels that they have been subjected to race, color or national origin discrimination under Title VI of the Civil Rights Act of 1964, or other forms of discrimination based upon sex, age, disability, religion, family or income status discrimination under related nondiscrimination laws and regulations, may file a complaint with the River to Sea TPO. For more information on the River to Sea TPO's Civil Rights program and the procedures to file a complaint, contact Pamela Blankenship, Title VI Coordinator, at 386- 226-0422 ext. 20416 or email [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). If a complainant is unable or unwilling to complain to the River to Sea TPO, or if the River to Sea TPO is unable to informally resolve the complaint, the complainant may file a complaint directly with FDOT and/or the US Department of Justice:

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

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

## Federal Planning Factors

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

- support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- increase the **safety** of the transportation system for motorized and non-motorized users;
- increase the **security** of the transportation system for motorized and non-motorized users;
- increase the **accessibility and mobility** of people and for freight;
- protect and enhance the **environment**, promote **energy** conservation, improve the **quality of life**, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight;
- promote efficient **system management and operation**;
- emphasize the **preservation** of the existing transportation **system**;
- improve the **resiliency and reliability** of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- enhance **travel and tourism**.

**Table 1: UPWP – Federal Planning Factors Matrix**

UPWP Task Number	Federal Planning Factor									
	Economic Vitality	Safety	Security	Accessibility and Mobility	Environment, Energy, and Quality of Life	Integration and Connectivity	System Management and Operation	System Preservation	Resiliency and Reliability	Travel and Tourism
1.01						✓	✓	✓		
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	✓	✓	✓	✓		✓		✓	✓	✓

## State and Federal Planning Emphasis Areas

### State Planning Emphasis Areas

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

- **Safety** - The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets.
- **Equity** - This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. The Florida Transportation Plan seeks



transportation choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities and throughout underserved communities. The MPOs are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community.

- **Resilience** - Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning Guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.
- **Emerging Mobility** - Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility, to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of all seven goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

### **Federal Planning Emphasis Areas**

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

- Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future
- Equity and Justice<sup>40</sup> in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

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

**Table 2: UPWP – Planning Emphasis Areas Matrix**

UPWP Task Number	State Planning Emphasis Areas				Federal Planning Emphasis Areas							
	Safety	Equity	Resilience	Emerging Mobility	Tackling the Climate Crisis- Transition to a Clean Energy, Resilient Future	Equity and Justice40 in Transportation Planning	Complete Streets	Public Involvement	Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination	Federal Land Management Agency (FLMA) Coordination	Planning and Environment Linkages (PEL)	Data in Transportation Planning
1.01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Air Quality

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

## Resolution Statement

The Resolution dated **May 25, 2022** signed by the **River to Sea TPO Board Chairperson Billie Wheeler** is available in Appendix A.

## Certification Statements and Assurances

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

- Federal and/or state funds are not being used for lobbying.
- Federal funds are not being used for procurement from persons who have been debarred or suspended, in accordance with the provisions of 49 C.F.R. Part 29, subparts A through E.

- The TPO provides an opportunity for disadvantaged business enterprises to participate in the performance of transportation planning contracts.
- The TPO has adopted and maintains a Title VI - Nondiscrimination Policy and program.
- The TPO has adopted a travel policy as stated in its Personnel Handbook.

The certification statements and assurances are included in Appendix D. The TPO Travel Policy is included in Appendix E.

## ORGANIZATON AND MANAGEMENT

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

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

### The River to Sea TPO Board

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

### Advisory/Supported Committees

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

the TPO. On an annual basis, the Executive Committee shall be responsible for the evaluation of the Executive Director and shall make a recommendation to the TPO Board regarding the Executive Director's performance and contract.

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

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

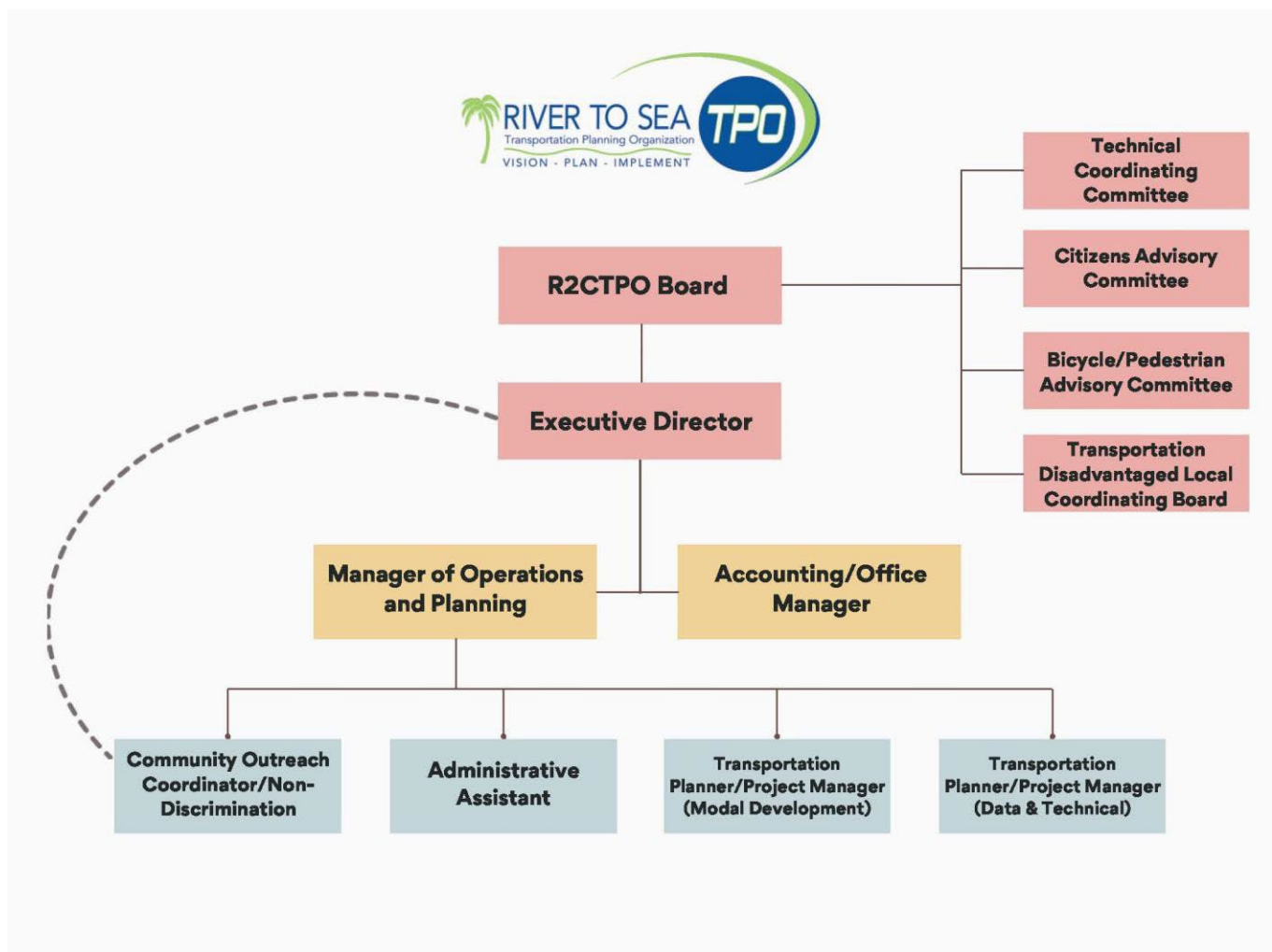
**Bicycle and Pedestrian Advisory Committee (BPAC)** - The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the TPO planning area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian project applications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

**The Transportation Disadvantaged Local Coordinating Board (TDLCB)** The primary purpose of the TDLCB is to assist the designated Official Planning Agency (the TPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) (Votran) on the coordination of services to be provided to the transportation-disadvantaged pursuant to Chapter 427.0157, Florida Statutes. With support from TPO staff, the TDLCB works closely with the CTC and is not considered an advisory committee to the TPO Board. The TDLCB is required to update their Bylaws annually as part of the planning grant agreement; therefore, the Bylaws of the TDLCB are maintained separately and reviewed by the TPO Board as required. The current Bylaws of the TDLCB were adopted on July 14, 2021. Under Chapter 427, Florida Statutes, the TPO is responsible for providing the TDLCB with sufficient staff support and resources to enable it to fulfill its responsibilities. This support is provided by the River to Sea TPO Transportation Planner/Project Manager (Modal Development).

## River to Sea TPO Staff

TPO staff provide planning and administrative support to the TPO Board and committees. The River to Sea TPO staff consists of an executive director, a group of transportation planning professionals, a community outreach

coordinator, a financial officer, and administrative personnel. The staff coordinates meetings and planning activities, prepares planning documents and materials, conducts public outreach and provides for the general functions of the organization in compliance with state and federal laws.



## Continuity of Operations Plan (COOP)

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

## Planning and Funding Agreements

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



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

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

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

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

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

## **UPWP Program and Format**

The River to Sea TPO's FY 2022/23 and FY 2023/24 UPWP, covering the two fiscal years from July 1, 2022 to June 30, 2024, was developed by the River to Sea TPO staff in cooperation with the FDOT and members of the River to Sea TPO's Board, TCC, CAC, and BPAC.

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

The UPWP is broken down into four major sections 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 agency and funding sources.

The four major sections 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 River to Sea TPO process and printing and copy costs. The River to Sea TPO staff provides support for more than 90 meetings each year. In addition, the River to Sea TPO staff works closely with the River to Sea TPO Board in developing an annual operating budget. Tasks in this category include:

- Task 1.01 – Administration and Operations
- 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, adopting and managing the Long Range Transportation Plan. The following are the specific tasks identified in this section:

- Task 2.01 – Program Development (UPWP)
- Task 2.02 – Transportation Improvement Program (TIP) Development
- Task 2.03 – Transportation Data Information Management
- Task 2.04 – 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 – 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 River to Sea TPO 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

Each task sheet follows the following consistent format: the top line identifies the task number and title in large bold type. A list of the agencies responsible for implementation follows immediately below. Next, a table of information identifies the task purpose, previous/ongoing work, required activities including the responsible staff and the deliverables and work products with target dates for completion. Budget tables of costs associated with

each task are provided below the task activities. The general description of costs contained within the budget tables are provided below:

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

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

**Consultant:** Expenses relating to consultant support for planning studies/activities and administrative support. General Planning Consultants specified in Task 2.06 are used to support all planning activities and deliverables within Section 2 and 3 of the UPWP.

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

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

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

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

**Network Services:** Expenses related to IT support and services, server/equipment relocation hardware and website hosting and maintenance.

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

**Capital Expenditure (AV System Upgrade):** Expenses associated with upgrading the Audio-Visual system in the TPO conference rooms.

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

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

## **SECTION 1.0 ADMINISTRATIVE AND PROGRAM SUPPORT**

## Task 1.01 – Administration and Operations

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Provision of administrative support services and management.	Ongoing
Developed and distributed meeting minutes, agendas and provided meeting support for the TPO Board and its associated advisory committees and subcommittees.	Monthly
Conducted file maintenance and records management	Ongoing
Fiscal management of the TPO finances	Daily
Prepared monthly treasurer's reports	Monthly
Grant administration (applications, contracts, monitoring, grant agreements, budget submittals, reports, progress reports, invoicing)	Monthly
Developed and implemented annual operating budget for FY 2020/21 and FY 2021/22	Annually - Ongoing
Contract management including processing of vendor invoices, monitoring contract terms, schedules and budgets	Ongoing
Attendance and participation in various professional training opportunities, webinars and professional conferences	Ongoing
Conducted annual audit of TPO financials	Annually - Fall
Conducted Continuity of Operations (COOP) exercise to ensure effectiveness	Annually
Approved slate of officers for TPO Board	Annually - May

Required Activities	Responsible Staff
General Administration and Program Support	All Staff
Personnel Management including the retention, recruitment, and training of River to Sea TPO professional staff	Executive Director
Human Resources Administration	Executive Director Finance Manager
Financial Management including grant invoicing, operating budget, monthly financial reports, contract management, payroll coordination, accounts payable, accounts receivable, annual audit	Finance Manager
Administrative Support Services and Management	Administrative Assistant
Records Management	Administrative Assistant
Develop and distribute meeting minutes, agendas and provide meeting support for the TPO Board and its associated advisory committees and subcommittees.	Administrative Assistant
Coordination with Property Manager and Facility Maintenance/Upgrades as needed	Finance Manager
Coordination with TPO Legal Counsel as needed	Executive Director Financial Manager
Provide orientation for new Board and advisory committee members about the River to Sea TPO's functions and role	Executive Director Planning Manager
Develop and implement annual operating budget	Financial Manager



Required Activities	Responsible Staff
Procure professional service contracts as needed	Executive Director Financial Manager
Conduct annual performance evaluations of all staff	Executive Director
Coordinate with the Executive Committee to conduct the Executive Director annual performance evaluation	Outreach Coordinator
Temporary and long-term office relocation	Executive Director Financial Manager

Deliverables and Work Products	Target Date
Develop a Policies and Procedures Reference Manual*	June 2023
Update the River to Sea TPO Employee Handbook*	June 2023
Update the River to Sea TPO Purchasing Manual*	June 2023
Develop and Implement a Strategic Plan for the River to Sea TPO*	June 2023
Create a Desk Procedure/Manual of TPO Financial Processes*	June 2024
Develop and Implement an Annual Planning Retreat*	Annually - Spring
Develop the Annual Operating Budget	Annually - May
Complete a COOP Exercise and Training	Annually
Complete an Independent Audit for Financial Compliance	Annually - Fall
Develop and Adopt Legislative Positions and Priorities	Annually - Fall
Issue RFPs for support services/consultants	As Needed

\* Indicates Work Products that may utilize Consultants

## Task 1.01 Estimated Budget Detail

### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA G2798	FTA 5305(d) G2509	FTA 5305(d) G1292				CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$285,557	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,557
Category Subtotal	\$285,557	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,557
Consultant									
Consultant Services	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Category Subtotal	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Travel									
Travel Expenses	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500
Category Subtotal	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500
Other Direct Expenses									
Office Expenses	\$97,800	\$0	\$34,600	\$0	\$0	\$0	\$0	\$0	\$132,400
Operating Expenses	\$43,208	\$0	\$14,153	\$0	\$0	\$0	\$0	\$0	\$57,361
Professional Services	\$29,063	\$0	\$9,688	\$0	\$0	\$0	\$0	\$0	\$38,750
Audit Fees	\$10,688	\$0	\$3,563	\$0	\$0	\$0	\$0	\$0	\$14,250
Equipment	\$7,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$10,000
Category Subtotal	\$188,258	\$0	\$64,503	\$0	\$0	\$0	\$0	\$0	\$252,761
Task Total	\$606,315	\$0	\$64,503	\$0	\$0	\$0	\$0	\$0	\$670,818

### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA G2798	FTA 5305(d) G2509	FTA 5305(d) G1292				CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$276,131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$276,131
Category Subtotal	\$276,131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$276,131
Consultant									
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel									
Travel Expenses	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500
Category Subtotal	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500
Other Direct Expenses									
Office Expenses	\$130,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$130,400
Operating Expenses	\$57,611	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,611
Professional Services	\$18,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,500
Audit	\$14,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,500
Equipment	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Category Subtotal	\$231,011	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$231,011
Task Total	\$519,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$519,642

## Task 1.02 – Information Technology Systems and Website Support

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Maintained a capital expenditures program and purchased new hardware and software systems including upgraded system capacity, system printers and projection equipment.	Ongoing
Off-site storage and nightly backups to insure protection of all data	Daily
Contract with Professional Information Technology (IT) service to maintain the River to Sea TPO's network	Ongoing
Developed/Updated an equipment replacement schedule and inventory of hardware/software	Ongoing
Maintenance and enhancements to the River to Sea TPO's website	Ongoing

Required Activities	Responsible Staff
Maximize office productivity by providing technology resources.	Executive Director Finance Manager
Purchase new hardware and software systems including upgraded system capacity, system printers and projection equipment.	
Purchase replacement computers for staff in accordance with the equipment replacement schedule	Finance Manager
Maintain accurate inventory of all capital equipment and budget annually for	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	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
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
Server/Equipment relocation to temporary and long -term office locations	Finance Manager

Deliverables and Work Products	Target Date
Update the River to Sea TPO's Website and Branding/Logo*	Fall 2022
Upgrade Conference Room IT and Audio-Visual Systems*	Fall 2022
Life Cycle Replacement of IT Server*	FY 2024
Update Computer Systems, Hardware and Software per replacement schedule	Ongoing

\* Indicates Work Products that may utilize Consultants

## Task 1.02 Estimated Budget Detail

### Year 1 - FY 2022/23

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1292</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	<b>Total</b>
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$24,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,487
<b>Category Subtotal</b>	<b>\$24,487</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,487</b>
<b>Consultant</b>									
Consultant Services	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
<b>Category Subtotal</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>
<b>Other Direct Expenses</b>									
Network Services	\$33,560	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$45,560
Capital Expenditure (AV System Upgrade)	\$51,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,250
Software	\$6,728	\$0	\$4,750	\$0	\$0	\$0	\$0	\$0	\$11,478
<b>Category Subtotal</b>	<b>\$91,538</b>	<b>\$0</b>	<b>\$16,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$108,288</b>
<b>Task Total</b>	<b>\$181,025</b>	<b>\$0</b>	<b>\$16,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$197,775</b>

### Year 2 - FY 2023/24

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1292</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	<b>Total</b>
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$21,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,234
<b>Category Subtotal</b>	<b>\$21,234</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,234</b>
<b>Consultant</b>									
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Category Subtotal</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>	<b>\$0</b>
<b>Other Direct Expenses</b>									
Network Services	\$28,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,560
Capital Expenditure (Server Replacement)	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Software	\$6,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,728
<b>Category Subtotal</b>	<b>\$50,288</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,288</b>
<b>Task Total</b>	<b>\$71,522</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,522</b>

### Task 1.03 – Public Involvement

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Conducted Annual Title VI and LEP staff training	Annually - Fall
Revised and Updated the TPO's Public Participation Plan	June 2022
Completed a Public Outreach Summary Report	September 2021
Developed Annual Report	November 2020
Developed and Distributed an Electronic Newsletter	Monthly
Produced Monthly Outreach Summaries	Monthly
Required Activities	Responsible Staff
Coordinate Helmets and Educational Materials Distribution	Outreach Coordinator
Provide public outreach support and assistance in planning efforts, activities and work products to ensure appropriate representation	Outreach Coordinator
Provide presentations to increase awareness of transportation issues	Executive Director Planning Manager Outreach Coordinator
Develop press releases, public service announcements, and legal advertisements to support TPO Programs	Outreach Coordinator
Provide Responses for Requests for Information	Outreach Coordinator All Staff
Maintain TPO Website and Social Media Pages	Outreach Coordinator
Ensure ADA, Title VI and LEP compliance in the development and distribution of materials and staff training	Outreach Coordinator
Deliverables and Work Products	Target Date
Review and Update the Public Participation Plan	Annually
Review and Update Title VI and LEP Documents	Annually
Complete Annual Title VI & LEP Training	Annually - Fall
Develop Annual Public Involvement Matrix Summary	Annually - Fall
Produce Transportation Talk, TPO Electronic Newsletter	Monthly
Develop Annual Report	Annually - Fall
Develop press releases, public service announcements, and legal advertisements to support TPO Programs	As Needed



### Task 1.03 Estimated Budget Detail

#### Year 1 - FY 2022/23

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1292</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	<b>Total</b>
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$44,913	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,913
<b>Category Subtotal</b>	<b>\$44,913</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,913</b>
<b>Other Direct Expenses</b>									
Network Services	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Outreach/Educational	\$2,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550
<b>Category Subtotal</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,750</b>
<b>Task Total</b>	<b>\$48,663</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,663</b>

#### Year 2 - FY 2023/24

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1292</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	<b>Total</b>
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$55,651	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,651
<b>Category Subtotal</b>	<b>\$55,651</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,651</b>
<b>Other Direct Expenses</b>									
Network Services	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Outreach/Educational	\$2,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550
<b>Category Subtotal</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,750</b>
<b>Task Total</b>	<b>\$59,401</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,401</b>

## **SECTION 2.0 PLANNING PROJECTS AND PROGRAMS**

## Task 2.01 – Program Development (UPWP)

Responsible Agency – River to Sea TPO

Purpose
This task supports the development, maintenance and monitoring of the River to Sea TPO'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 River to Sea TPO address all federal planning factors and emphasis areas, allocates planning funds to tasks that support the planning needs and priorities of the planning area, and ensures efficient and effective utilization of planning resources.

Previous/Ongoing Work	Completion/Status
Implementation of planning activities and project deliverables of the FY 2020/21 and FY 2021/22 UPWP	Ongoing
Processed UPWP Amendments and Modifications	As Needed
Review of planning activities and financial resources to ensure adherence to budgets and schedules	Ongoing
Convened UPWP Subcommittee to support development of UPWP	January 2022
Developed and Adopted FY 2022/23 and FY 2023/24 UPWP	May 2022

Required Activities	Responsible Staff
Development of TPO staffing plans and work assignments	Executive Director Planning Manager
Implement the planning activities and project deliverables of the FY 2022/23 and FY 2023/24 UPWP	Executive Director Planning Manager
Monitor the UPWP financial estimates and deliverables to ensure the program is implemented on schedule and within budget	Executive Director Finance Manager

Deliverables and Work Products	Target Date
Process UPWP Amendments and Modifications	As Needed
Develop and Adopt FY 2024/25 and 2025/26 UPWP	May 2024

### Task 2.01 Estimated Budget Detail

#### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$46,205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,205
Category Subtotal	\$46,205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,205
Task Total	\$46,205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,205

#### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	Total
	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$55,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,378
Category Subtotal	\$55,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,378
Task Total	\$55,378	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,378

## Task 2.02 – Transportation Improvement Program (TIP)

Responsible Agency – River to Sea TPO

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

Previous/Ongoing Work	Completion/Status
Updated and Adopted 2021 List of Priority Projects	June 2021
Updated and Adopted 2022 List of Priority Projects	June 2022
Developed and Adopted FY 2021/22 to FY 2025/26 TIP	June 2021
Developed and Adopted FY 2022/23 to FY 2026/27 TIP	June 2022
Processed TIP amendments and modifications	As Needed
Conducted an annual review of prioritization process to include review of and revisions to the scoring criteria and guiding policies	Annually
Issued and managed Call for Projects	Annually
Convened subcommittees to review and rank project applications	Annually - Spring

Required Activities	Responsible Staff
Conduct an annual review of prioritization process to include review of scoring criteria and guiding policies	Planning Manager
Issue annual Call for Projects (2023 and 2024)	Planning Manager
Convene subcommittees to review and rank project applications	Planning Manager
Coordinate with FDOT on Project Programming and development of Tentative Work Program	Planning Manager
Review and Comment on FDOT Tentative Work Program	Executive Director Planning Manager

Deliverables and Work Products	Target Date
Update and Adopt 2023 List of Priority Projects*	June 2023
Update and Adopt 2024 List of Priority Projects*	June 2024
Develop and Adopt FY 2023/24 to FY 2027/28 TIP*	June 2023
Develop and Adopt FY 2024/25 to FY 2028/29 TIP*	June 2024
Process TIP amendments and modifications	As Needed

\* Indicates Work Products that may utilize Consultants

## Task 2.02 Estimated Budget Detail

### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel									
Salaries and Fringe Benefits	\$49,457	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,458
Category Subtotal	\$49,457	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,458
Consultant									
Consultant Services	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Category Subtotal	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Other Direct Expenses									
Network Services*	\$7,200	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$9,600
Category Subtotal	\$7,200	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$9,600
Task Total	\$81,657	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$84,058

### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel									
Salaries and Fringe Benefits	\$54,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,580
Category Subtotal	\$54,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,580
Consultant									
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Expenses									
Network Services*	\$9,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,600
Category Subtotal	\$9,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,600
Task Total	\$64,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,180

\*TIP Tool and website support

## Task 2.03 – Transportation Data Information Management

Responsible Agency – River to Sea TPO

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. River to Sea TPO staff will provide the support necessary to comply with requirements for establishing targets and implementing transportation system performance measures. Other data information management and database support activities will be completed as part of this task.

Previous/Ongoing Work	Completion/Status
Developed and Adopted Transportation Systems Congestion Management/Performance Measures Report	June 2022
Incorporation of TPM data and rules into planning documents and adoption of targets	Ongoing
Provided data for various planning studies	As Needed
Updated and analyzed crash data to support establishment of Safety Targets	Annually - January
Adopted 2021 and 2022 Transportation Safety Targets	Annually - February

Required Activities	Responsible Staff
Provide data analysis support and assistance in planning efforts, activities and work products to ensure appropriate representation	Planner – Data Manager
Monitor area travel characteristics and factors affecting travel	Planner – Data Manager
Coordinate with local jurisdictions and agencies on data collection/data sharing	Planner – Data Manager
Coordinate and communicate policy associated with Transportation Performance Management (TPM)	Planner – Data Manager
Participate in Statewide Model Task Force	Planner – Data Manager
Participate in GIS User Groups	Planner – Data Manager
Monitor changes in programs and funding results from TPM	Planner – Data Manager
Conduct Re-apportionment review upon 2020 Census data release, review and update of urbanized area boundary and associated data sets	Planner – Data Manager Planning Manager

Deliverables and Work Products	Target Date
Incorporate TMP data and rules into planning documents	As Needed
Update and analyze crash data to support establishment of Safety Targets	Annually - January
Adopt 2023 and 2024 Transportation Safety Performance Targets*	Annually - February
Update Transportation Systems Congestion Management/Performance Measures Report*	June 2024

\* Indicates Work Products that may utilize Consultants

## Task 2.03 Estimated Budget Detail

### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA G2798		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$31,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,336
Category Subtotal	\$31,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,336
Consultant									
Consultant Services	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Category Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Task Total	\$36,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,336

### Year 2 - FY 2023/24

Fund Source:	FHWA		FTA 5305(d)	FTA 5305(d)			CTD	Local/	
Contract:	G2798		G2509	G1292				Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$38,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,531
Category Subtotal	\$38,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,531
Consultant									
Consultant Services	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Category Subtotal	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Task Total	\$38,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,531



## Task 2.04 – State and Regional Planning and Coordination

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Developed and Adopted (through the CFMOPA) a Regional LOPP	Annually – October
Participation at regional and statewide meetings to address and promote issues of regional importance	Ongoing
Participated and provided input on statewide planning initiatives and efforts	Ongoing

Required Activities	Responsible Staff
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
Attend and actively participate in regional and statewide planning activities as scheduled.	Executive Director
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
Participate in FDOT-MPO Leadership meetings.	Executive Director
Monitor appropriate state and federal legislation	Executive Director

Deliverables and Work Products	Target Date
Develop and Adopt (through the CFMOPA) a Regional LOPP	Annually - October

## Task 2.04 Estimated Budget Detail

### Year 1 - FY 2022/23

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1Z92</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	<b>Total</b>
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$43,978	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,977
<b>Category Subtotal</b>	<b>\$43,978</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,977</b>
<b>Task Total</b>	<b>\$43,978</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,977</b>

### Year 2 - FY 2023/24

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1Z92</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	<b>Total</b>
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$47,134	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,134
<b>Category Subtotal</b>	<b>\$47,134</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,134</b>
<b>Task Total</b>	<b>\$47,134</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,134</b>

## Task 2.04a – Regional Activities

Responsible Agency – River to Sea TPO

Purpose	
To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interest, through the Central Florida MPO Alliance (CFMPOA). Participating MPOs/TPOs include: Space Coast TPO, River to Sea TPO, Ocala/Marion TPO, Lake/Sumter MPO, Polk TPO and MetroPlan Orlando.	
Previous Work	Adoption Date/Status
CFMPOA Regional priority project list	Annual
CFMPOA Quarterly meetings	Quarterly
CFMPOA Annual joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)	Annual
Required Activities and Work Products	Milestone/Completion Date
CFMPOA Regional Metropolitan Transportation Plan summary	Spring 2024
CFMPOA Regional priority project list	July 2022 July 2023
CFMPOA continued coordination amongst regional MPO partners	Quarterly Meetings/Ongoing
Deliverables and Work Products	Target Date
Transfer to MetroPlan Orlando, financial support to administer the CFMPOA.	Annually - July

Participating MPOs/TPOs include: Space Coast TPO, River to Sea TPO, Ocala/Marion TPO, Lake/Sumter MPO, Polk TPO and MetroPlan Orlando.

### Task 2.04a Estimated Budget Detail

#### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1Z92			CTD	Local/ Other Funds	Total
	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	
Category/Budget Item									
Consultant Services									
Transfer to MetroPlan Orlando	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Annual Allocation for CFMPO Alliance									
Category Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Task Total	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000

#### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1Z92			CTD	Local/ Other Funds	Total
	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	
Category/Budget Item									
Consultant Services									
Transfer to MetroPlan Orlando	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Annual Allocation for CFMPO Alliance									
Category Subtotal	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Task Total	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000

Orange indicates outgoing funds

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

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Completed feasibility studies of high priority bicycle and pedestrian projects: <ul style="list-style-type: none"> <li>SR 15A/Beresford Ave/S Spring Garden Ave Intersection Improvements</li> <li>Deltona Blvd/Normandy Blvd Roundabout</li> <li>Dunlawton Ave/Yorktown Blvd Turn Lane Improvements</li> <li>Nova Rd/Madeline Ave Intersection Improvements</li> </ul>	April 2021 July 2021 September 2021 April 2022

Required Activities	Responsible Staff
Issue consultant task work orders to perform comprehensive feasibility studies on candidate projects submitted to the TPO for funding on the Tier C List of Traffic Operations and Safety and Local Initiatives Projects.	Planning Manager
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.	Planning Manager
Manage consultants in accordance with contracts, and ensure that work performed under contract fully satisfies task assignments	Planning Manager

Deliverables and Work Products	Target Date
Complete planning level feasibility studies for Traffic Operations and Safety focused Projects*	Annually/Varied

\* Indicates Work Products that may utilize Consultants

## Task 2.05 Estimated Budget Detail

### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds*	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds*	Total
Personnel Services									
Salaries and Fringe Benefits	\$0	\$12,197	\$0	\$0	\$0	\$0	\$0	\$0	\$12,197
Category Subtotal	\$0	\$12,197	\$0	\$0	\$0	\$0	\$0	\$0	\$12,197
Consultant Services									
Consultant Services	\$0	\$157,976	\$0	\$0	\$0	\$0	\$0	\$15,798	\$173,774
Category Subtotal	\$0	\$157,976	\$0	\$0	\$0	\$0	\$0	\$15,798	\$173,774
Task Total	\$0	\$170,173	\$0	\$0	\$0	\$0	\$0	\$15,798	\$185,971

### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds*	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		Total
Personnel Services									
Salaries and Fringe Benefits	\$10,807	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,807
Category Subtotal	\$10,807	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,807
Consultant Services									
Consultant Services	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$110,000
Category Subtotal	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$110,000
Task Total	\$10,807	\$100,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$120,807

\*Local/Other Funds includes 10% local match requirement from member governments for feasibility studies

## Task 2.06 – General Planning Studies, Initiatives, Corridor Studies and Projects

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Developed and Adopted Connected and Autonomous Vehicle Readiness Study and Technology Transition Plan	June 2020
Provided technical staff support for the Citizens Advisory Committee, Technical Coordinating Committee, and TPO Board including meeting coordination, development of agenda support documentation, and conducting presentations of transit information	Monthly

Required Activities	Responsible Staff
Utilize Complete Streets approach to integrate people and place in the planning, design, construction, operation, and maintenance of the transportation network.	Planner - Modal
Review and analysis crash data and contributing factors	Planning Manager
Provide technical staff support to the Citizen's Advisory Committee, Technical Coordinating Committee, and TPO Board	Planning Manager
Provide Support for Corridor Studies, Masterplans, PD&E Studies and Environmental Analysis	Planning Manager
Work with local governments, FDOT and project stakeholders on the implementation of study recommendations	Planning Manager Planner – Modal
Support planning activities in all Section 2.0 and 3.0 UPWP Tasks with General Planning Consultants	Planning Manager All Planning Staff

Deliverables and Work Products	Target Date
Update Transportation Impact Analysis (TIA) guidelines*	June 2023
Utilize heat maps to track recent crash data to identify hot spots*	Ongoing
Coordinate Regional Planning Sub-Area Studies with member governments*	Ongoing
The relationship between Food Deserts and Transportation**	June 2024
Develop a program to conduct before and after studies for specific projects to analyze their effectiveness*	June 2023
Implement a program to conduct before and after studies for specific projects to analyze their effectiveness*	June 2023
Conduct School Safety Studies for select schools to identify safety and traffic operations concerns and develop mitigation strategies*	June 2023 and June 2024
Develop and complete a community transportation survey*	Bi-Annually – 2023

\* Indicates Work Products that may utilize Consultants and/or \*\*The East Central Florida Regional Planning Council

## Task 2.06 Estimated Budget Detail

### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$118,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,775
Category Subtotal	\$118,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,775
Consultant Services									
Consultant Services	\$209,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,655
Category Subtotal	\$209,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,655
Task Total	\$328,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$328,430

### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$118,674	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,674
Category Subtotal	\$118,674	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,674
Consultant Services									
Consultant Services	\$71,305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,305
Category Subtotal	\$71,305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,305
Task Total	\$189,979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$189,979



## Task 2.07 – Long Range Transportation Plan

Responsible Agency – River to Sea TPO

Purpose
This task supports the Long Range Transportation Plan. The purpose of the LRTP is to 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/Ongoing Work	Completion/Status
Development and Adoption of the Connect 2045 Long Range Transportation Plan	September 2020
Produced Connect 2045 Executive Summary	December 2020
Developed and maintained project specific website for public outreach efforts during the development of Connect 2045	Ongoing
Process LRTP Amendments	As Needed

Required Activities	Responsible Staff
Management/Implementation of the Connect 2045 Long Range Transportation Plan	Planning Manager
Process LRTP Amendments and Modifications – Ensure Planning Consistency between transportation plans	Planning Manager
Scope Development for the 2050 LRTP	Planning Manager

Deliverables and Work Products	Target Date
Monitor and Amendment Connect 2045	Ongoing
Develop Scope of Services and Initial the development of 2050 LRTP*	Spring 2024

\* Indicates Work Products that may utilize Consultants

### Task 2.07 Estimated Budget Detail

#### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	Total
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$16,279	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,279
Category Subtotal	\$16,279	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,279
<b>Consultant Services</b>									
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task Total	\$16,279	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,279

#### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	Total
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$24,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,500
Category Subtotal	\$24,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,500
<b>Consultant Services</b>									
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task Total	\$24,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,500

## Task 2.08 – Community Safety Related Program

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Participation with the Volusia and Flagler Community Traffic Safety Teams (CTSTs).	Monthly
Participation in Central Florida Mobility Week	Annually - October
Participation in White Cane Safety Awareness Day.	Ongoing
Participation with the FDOT Alert Today, Alive Tomorrow Safety Program	As Needed
Distribution of Walk and Ride Bicycle and Pedestrian Safety Video, Public Service Announcements and Bicycle Safety Awareness Decals	
Participation in Port Orange Family Days.	Annually - Fall
Develop a Speaker's Bureau of individuals whose lives have been affected by speeding and distracted Driving	February 2021
Participated in A1A Pop-up safety events Safety Events	Fall 2021

Required Activities	Responsible Staff
Implement the Community Safety Action Plan	Outreach Coordinator
Maintain a comprehensive and ongoing "5 E" (engineering, education, enforcement, encouragement and evaluation) program.	Planning Manager
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.	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
Coordinate with FDOT on Vision Zero and Alert Today Alive Tomorrow campaigns	Outreach Coordinator

Deliverables and Work Products	Target Date
Develop a Community Safety Events Schedule	Annually
Continue Speakers' Bureau Presentations of people whose lives have been affected by speeding and distracted driving. Timeline/anticipated completion date: February 2021	Ongoing/ As Requested
Create targeted print and social media safety campaigns to be distributed through the Hotel and Motel Lodging Associations, local college and universities, etc.	June 2023
Develop an education and awareness campaign for safety, speeding and distracted driving for grades K-12.	June 2024

## Task 2.08 Estimated Budget Detail

### Year 1 - FY 2022/23

Fund Source:	FHWA		FTA 5305(d)	FTA 5305(d)			CTD	Local/ Other	
Contract:			G2509	G1Z92				Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		Total
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$46,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,260
Category Subtotal	\$46,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,260
<b>Other Direct Expenses</b>									
Outreach/Educational	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Category Subtotal	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Task Total	\$54,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,260

### Year 2 - FY 2023/24

Fund Source:	FHWA		FTA 5305(d)	FTA 5305(d)			CTD	Local/ Other	
Contract:			G2509	G1Z92				Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		Total
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$47,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,620
Category Subtotal	\$47,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,620
<b>Other Direct Expenses</b>									
Outreach/Educational	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Category Subtotal	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Task Total	\$55,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,620

## **SECTION 3.0 BICYCLE AND PEDESTRIAN PROGRAMS**

### Task 3.01 – Bicycle/Pedestrian Planning and Implementation

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Provided technical staff support for the Bicycle/Pedestrian Advisory Committee including meeting coordination, development of agenda support documentation, and conducting presentations of transit information	Ongoing
Attendance and participation at various bicycle/pedestrian focused workshops: <ul style="list-style-type: none"> <li>• FDOT Daytona Beach Area Coalition Community Event</li> <li>• Palm Coast-Cimmaron Drive Bicycle/Pedestrian Safety Workshop</li> <li>• Ormond Beach Parks and Recreation Master Plan Workshop</li> </ul>	Ongoing July 221 August 2021 August 2021
Provided bicycle/pedestrian input and assistance in planning efforts, activities and work products to ensure appropriate representation: <ul style="list-style-type: none"> <li>• Connect 2045 Long Range Transportation Plan</li> <li>• Congestion Management Process and Performance Measures Report</li> <li>• Corridor Planning and Studies</li> <li>• PD&amp;E Studies</li> <li>• Public Meetings</li> <li>• TPO List of Priority Projects</li> <li>• Regional Priority Lists</li> </ul>	Ongoing
Convened Bicycle and Pedestrian Project Review Subcommittee to conduct an annual review of prioritization process to include review of and revisions to the scoring criteria and guiding policies	Annually - Fall
Updated bicycle/pedestrian Call for Projects applications and general instructions	Annually - December
Convened Bicycle and Pedestrian Project Review Subcommittee to review and rank project applications	Annually - Spring
Required Activities	Responsible Staff
Provide technical staff support to the Bicycle & Pedestrian Advisory Committee	Planner - Multimodal
Support Bicycle/Pedestrian Safety Audits for focus areas	Planner - Multimodal
Bicycle/Pedestrian Program Project Implementation	Planner - Multimodal
Participate in bicycle/pedestrian focused workshops	Planner - Multimodal
Participate in local and regional bicycle/pedestrian advisory groups	Planner - Multimodal
Continued Coordination with Stakeholders to develop the St Johns River to Sea Loop Trail and Coast to Coast Trail	Planner - Multimodal
Planning and promotion of safe, non-motorized travel options	Planner - Multimodal
Provide bicycle/pedestrian input and assistance in planning efforts, activities and work products to ensure appropriate representation	Planner - Multimodal
Manage Annual Call for Projects specific to bicycle/pedestrian/trail applications	Planner - Multimodal
Provide project development support to member governments on bicycle/pedestrian projects	Planner - Multimodal
Coordinate with FDOT on bicycle/pedestrian project programming	Planner – Multimodal
Implementation of Complete Streets Ordinance and evaluation of associated projects	Planner - Multimodal

Deliverables and Work Products	Target Date
Implement Bicycle and Pedestrian Count Program	June 2023
Adopt Bicycle and Pedestrian Safety Action Plan*	June 2023
Implement Strategies Identified in the Bicycle and Safety Action Plan*	June 2024
Update Bicycle Suitability Map*	June 2024

\* Indicates Work Products that may utilize Consultants

### Task 3.01 Estimated Budget Detail

#### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA G2798		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$53,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,830
Category Subtotal	\$53,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,830
Consultant Services									
Consultant Services	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Category Subtotal	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Task Total	\$103,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,830

#### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA G2798		FTA 5305(d) G2509	FTA 5305(d) G1292			CTD	Local/ Other Funds	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$58,330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,330
Category Subtotal	\$58,330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,330
Consultant Services									
Consultant Services	\$32,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,567
Category Subtotal	\$32,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,567
Task Total	\$90,897	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,897

### Task 3.02 – Bicycle/Pedestrian Project Feasibility Studies

Responsible Agency – River to Sea TPO

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/Ongoing Work	Completion/Status
Completed feasibility studies of high priority bicycle and pedestrian projects: <ul style="list-style-type: none"> <li>• Reed Canal Park Bridge Replacement</li> <li>• Airpark Road Sidewalk</li> <li>• Dunlawton Ave/Nova Rd Accessible Pedestrian Signals &amp; Sidewalk Gaps</li> <li>• Magnolia Avenue Shared-Use Path</li> <li>• North Causeway Pedestrian Crossing</li> <li>• Peninsula Drive Sidewalk and Wayfinding Signage</li> <li>• South Street Multi-Use Trail</li> </ul>	February 2021 February 2021 February 2021 January 2022 February 2022 February 2022 March 2022
Required Activities	Responsible Staff
Issue consultant task work orders to perform 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 compliance with contracts, and ensure that work performed under contract fully satisfies task assignments	Planner - Multimodal
Deliverables and Work Products	Target Date
Complete planning level feasibility studies for Bicycle/Pedestrian focused projects*	Annually/Varied

\* Indicates Work Products that may utilize Consultants



### Task 3.02 Estimated Budget Detail

#### Year 1 - FY 2022/23

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	<b>Total</b>
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1292</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$0	\$6,727	\$0	\$0	\$0	\$0	\$0	\$0	\$6,727
<b>Category Subtotal</b>	\$0	\$6,727	\$0	\$0	\$0	\$0	\$0	\$0	\$6,727
<b>Consultant Services</b>									
Consultant Services	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$110,000
<b>Category Subtotal</b>	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$110,000
<b>Task Total</b>	\$0	\$106,727	\$0	\$0	\$0	\$0	\$0	\$10,000	\$116,727

#### Year 2 - FY 2023/24

<b>Fund Source:</b>	<b>FHWA</b>		<b>FTA 5305(d)</b>	<b>FTA 5305(d)</b>			<b>CTD</b>	<b>Local/</b>	<b>Total</b>
<b>Contract:</b>	<b>G2798</b>		<b>G2509</b>	<b>G1292</b>				<b>Other</b>	
<b>Category/Budget Item</b>	<b>PL Funds</b>	<b>SU Funds</b>	<b>Federal</b>	<b>Federal</b>	<b>State Match</b>	<b>Local Match</b>	<b>TD Funds</b>	<b>Funds</b>	
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$6,769	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,769
<b>Category Subtotal</b>	\$6,769	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,769
<b>Consultant Services</b>									
Consultant Services	\$0	\$106,498	\$0	\$0	\$0	\$0	\$0	\$10,000	\$116,498
<b>Category Subtotal</b>	\$0	\$106,498	\$0	\$0	\$0	\$0	\$0	\$10,000	\$116,498
<b>Task Total</b>	\$6,769	\$109,498	\$0	\$0	\$0	\$0	\$0	\$10,000	\$126,267

\*Local/Other Funds includes 10% local match requirement from member governments for feasibility studies

## **SECTION 4.0 TRANSIT & TRANSPORTATION DISADVANTAGED PROGRAMS**

## Task 4.01 – Transit Related Activities and TD Program

Responsible Agency – River to Sea TPO

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, serviceperformance reporting, transit research, transportation disadvantaged programs and transit plan development andimplementation.

Previous/Ongoing Work	Completion/Status
Provided technical staff support for the TDLCB and its committees including meeting coordination, development of agenda support documentation, and conducting presentations of transit information	Quarterly
Provided technical/planning assistance and reports (issued consultant task work orders, as needed)	Ongoing
Participated in regional transit studies and community initiatives	Ongoing
Developed and Adopted Paratransit Service Analysis	October 2021
Conducted TDLCB Annual Public Hearing	Annually - October
Scheduled and Conducted Special Grievance Committee Meeting re: Appeal	October 2021
In Partnership with Votran, assisted with the development of the East Side Comprehensive Operations Analysis (COA), Transit Development Plan (TDP) Major Update, and Transportation Disadvantaged Service Plan (TDSP)	September 2021
Adopt Transit Safety Targets	February 2022
Provided transit input and assistance in planning efforts, activities and work products to ensure appropriate representation (Connect 2045 LRTP, Congestion Management Report, Corridor planning/studies, PD&E Studies)	Ongoing
Attended Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day (virtual)	March 2021
Prepared FTA grant applications and grant-review support to state agencies	Annually
Updated the TDLCB By-Laws	Annually - July

Required Activities	Responsible Staff
Provide technical staff support for the TDLCB and its committees	Planner - Multimodal
Provide technical planning assistance and reports for local government and transit agencies (issue consultant task work orders, as needed)	Planner - Multimodal
Provide input to local and regional transit planning studies	Planner - Multimodal
Identify Transit Development Priorities	Planner - Multimodal
Improve Transit Related Safety and Connectivity	Planner - Multimodal
Coordinate and Attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day	Planner - Multimodal
Provide transit input and assistance in planning efforts, activities and work products to ensure appropriate representation	Planner - Multimodal

Participation in SunRail TAC and Commission Meetings	Planner - Multimodal
Participation in Flagler County Public Transportation Meetings (Flagler TDLCB)	Planner – Multimodal
Evaluate the performance of the Community Transportation Coordinator	Planner - Modal

Deliverables and Work Products	Target Date
Produce annual/quarterly reports and required plans*: <ul style="list-style-type: none"> <li>Volusia County's AOR and AER Reports</li> <li>TDSP Annual Update Reports</li> <li>CTD Program Reports</li> <li>CTC Evaluation</li> <li>Attend Florida TD Commission sponsored training</li> <li>Other plan and report updates</li> </ul>	Annually Annually Quarterly Annually Annually As Requested
Votran Mobility of Demand (MOD) Expansion Area Studies*: <ul style="list-style-type: none"> <li>Southwest DeLand</li> <li>East DeLand</li> <li>Northwest DeLand</li> <li>South Deltona/Enterprise</li> <li>Holly Hill/Ormond Beach</li> <li>Ponce Inlet</li> </ul>	Varied
Votran Park and Ride Facility Study*	June 2024
Comprehensive Multi-Modal strategy planning for Flagler County*	June 2024
Regional Transit Agency Partnership Study between Flagler County Public Transportation (FCPT), Votran and Coordination with St. John's County*	June 2024
Review and Update (as necessary) the TDLCB Bylaws	Annually - July
Review and update (as necessary) the TDLCB Grievance Procedures	Annually - April
Conduct Annual Public Hearing	Annually – October

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

#### Task 4.01 Estimated Budget Detail

##### Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1Z92			CTD	Local/ Other Funds	Total
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$0	\$0	\$31,154	\$8,000	\$1,000	\$1,000	\$30,474		\$71,628
Category Subtotal	\$0	\$0	\$31,154	\$8,000	\$1,000	\$1,000	\$30,474	\$0	\$71,628
<b>Consultant Services</b>									
Consultant Services	\$0	\$0	\$122,814	\$20,043	\$2,505	\$2,505	\$0		\$147,867
Category Subtotal	\$0	\$0	\$122,814	\$20,043	\$2,505	\$2,505	\$0	\$0	\$147,867
Task Total	\$0	\$0	\$153,968	\$28,043	\$3,505	\$3,505	\$30,474	\$0	\$219,495

##### Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509	FTA 5305(d) G1Z92			CTD	Local/ Other Funds	Total
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds		
<b>Personnel Services</b>									
Salaries and Fringe Benefits	\$34,434	\$0	\$0	\$0	\$0	\$0	\$30,474	\$0	\$64,909
Category Subtotal	\$34,434	\$0	\$0	\$0	\$0	\$0	\$30,474	\$0	\$64,909
<b>Consultant Services</b>									
Consultant Services	\$77,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,381
Category Subtotal	\$77,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,381
Task Total	\$111,815	\$0	\$0	\$0	\$0	\$0	\$30,474	\$0	\$142,289

## SUMMARY TABLES

AGENCY PARTICIPATION											
TASK	Funding Source:	FHWA		FTA 5305(d)		FTA 5305(d)		CTD		Local/Other	
	Contract:	G2798		G2509		G1292					
	Fiscal Year:	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
	Total Budget:	\$1,828,878	\$1,590,673	\$ 237,621	\$ -	\$ 56,259	\$ -	\$ 30,474	\$ 30,474		
SECTION 1.00 Administration and Program Support											
1.01 General Administration and Program											
Personnel (salaries and fringe benefits)		\$ 285,557	\$ 276,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ 12,500	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses		\$ 188,258	\$ 231,011	\$ 64,503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 606,315	\$ 519,642	\$ 64,503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.02 Information Technology Systems and Website Support											
Personnel (salaries and fringe benefits)		\$ 24,487	\$ 21,234	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses		\$ 91,538	\$ 50,288	\$ 16,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 181,025	\$ 71,522	\$ 16,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.03 Public Involvement and Community Transportation Survey											
Personnel (salaries and fringe benefits)		\$ 44,913	\$ 55,651	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses		\$ 3,750	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 48,663	\$ 59,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECTION 2.00 Planning Projects and Programs											
2.01 Program Development (UPWP)											
Personnel (salaries and fringe benefits)		\$ 46,205	\$ 55,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 46,205	\$ 55,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.02 Transportation Improvement Program (TIP) Development											
Personnel (salaries and fringe benefits)		\$ 49,457	\$ 54,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses		\$ 7,200	\$ 9,600	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 81,657	\$ 64,180	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.03 Transportation Data Information Management											
Personnel (salaries and fringe benefits)		\$ 31,336	\$ 38,531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 5,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 36,336	\$ 68,531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.04 State and Regional Planning and Coordination											
Personnel (salaries and fringe benefits)		\$ 43,978	\$ 47,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 43,978	\$ 47,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.04a Consultant Services--Annual Allocation for CFMPO											
Alliance (funds to MetroPlan Orlando)*		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.05 ITS/Traffic Ops/Safety Project Feasibility Studies											
Personnel (salaries and fringe benefits)		\$ 12,197	\$ 10,807	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 157,976	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,798	\$ 10,000
Sub Total		\$ 170,173	\$ 110,807	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,798	\$ 10,000
2.06 General Planning Studies, Initiatives, Corridor and Project Support											
Personnel (salaries and fringe benefits)		\$ 118,775	\$ 118,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 209,655	\$ 71,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 328,430	\$ 189,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.07 Long Range Transportation Plan (LRTP)											
Personnel (salaries and fringe benefits)		\$ 16,279	\$ 24,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 16,279	\$ 24,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.08 Community Safety-Related Program											
Personnel (salaries and fringe benefits)		\$ 46,260	\$ 47,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses		\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 54,260	\$ 55,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECTION 3.00 Bicycle and Pedestrian Programs											
3.01 Bicycle/ Pedestrian Planning and Implementation											
Personnel (salaries and fringe benefits)		\$ 53,830	\$ 58,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 50,000	\$ 32,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ 103,830	\$ 90,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.02 Bicycle/ Pedestrian Project Feasibility Studies											
Personnel (salaries and fringe benefits)		\$ 6,727	\$ 9,769	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant		\$ 100,000	\$ 106,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Sub Total		\$ 106,727	\$ 116,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
SECTION 4.00 Transit and Transportation Disadvantage Programs											
4.01 Transit-Related Activities and TD Program											
Personnel (salaries and fringe benefits)		\$ -	\$ 34,434	\$ 31,154	\$ -	\$ 31,207	\$ -	\$ 30,474	\$ 30,474	\$ -	\$ -
Consultant		\$ -	\$ 77,381	\$ 122,814	\$ -	\$ 25,053	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total		\$ -	\$ 111,815	\$ 153,968	\$ -	\$ 56,260	\$ -	\$ 30,474	\$ 30,474	\$ -	\$ -
Total Programmed		\$1,828,878	\$1,590,673	\$ 237,621	\$ -	\$ 56,260	\$ -	\$ 30,474	\$ 30,474	\$ 25,798	\$ 20,000

## FUNDING SOURCE

Funding Source				FY 2023 Funding Source			
Contract	Source	Source Level	2023	Soft Match*	Federal	State	Local
	FHWA	PL	\$ 1,551,978	\$ 342,295	\$1,551,978	\$ -	\$ -
		SU	\$ 276,900	\$ 61,071	\$ 276,900	\$ -	\$ -
		FHWA Total	\$ 1,828,878	\$ 403,367	\$1,828,878	\$ -	\$ -
G2509	FTA 5305 (d)	Federal	\$ 237,621	\$ 59,405	\$ 237,621	\$ -	\$ -
		FTA 5305(d) Total	\$ 237,621	\$ 59,405	\$ 237,621	\$ -	\$ -
G1Z92	FTA 5305 (d)	Federal	\$ 45,008	\$ -	\$ 20,043	\$ -	\$ -
		State	\$ 5,626	\$ -	\$ -	\$ 2,505	\$ -
		Local	\$ 5,626	\$ -	\$ -	\$ -	\$ 2,505
		FTA 5305(d) Total	\$ 56,260	\$ -	\$ 20,043	\$ 2,505	\$ 2,505
	CTD	State	\$ 30,474			\$ 30,474	
		CTD Total	\$ 30,474	\$ -	\$ -	\$ 30,474	\$ -
	Local/Other	Local/Other	\$ 25,798	\$ -	\$ -	\$ -	\$ 25,798
		Local Total	\$ 25,798	\$ -	\$ -	\$ -	\$ 25,798
Total			\$ 2,179,031	\$ 462,772	\$2,086,542	\$ 32,979	\$ 28,303

Funding Source		FY 2024 Funding Source					
Contract	Source	Source Level	2024	Soft Match*	Federal	State	Local
	FHWA	PL	\$ 1,381,175	\$ 304,624	\$1,381,175	\$ -	\$ -
		SU	\$ 209,498	\$ 46,206	\$ 209,498	\$ -	\$ -
		FHWA Total	\$ 1,590,673	\$ 350,830	\$1,590,673	\$ -	\$ -
G2509	FTA 5305 (d)	Federal	\$ -				
		FTA 5305(d) Total	\$ -				
G1Z92	FTA 5305 (d)	Federal	\$ -				
		State	\$ -				
		Local	\$ -				
		FTA 5305(d) Total	\$ -				
	CTD	State	\$ 30,474			\$ 30,474	
		CTD Total	\$ 30,474	\$ -	\$ -	\$ 30,474	\$ -
	Local/Other	Local/Other	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
		Local Total	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total			\$ 1,641,147	\$ 350,830	\$1,590,673	\$ 30,474	\$ 20,000

Notes:

\*State Soft Match: FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share. This FDOT soft match is non-cash. The soft match includes fund transfers, and is calculated at 18.07% for PL and 20.00% for FTA utilizing Transportation Development Credits.



## APPENDICIES

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

### RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

#### RESOLUTION 2022-10

#### RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FY 2022/23 AND 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP)

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**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

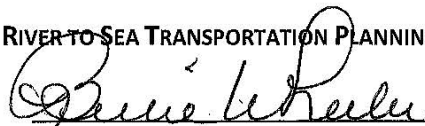
**WHEREAS**, 23 C.F.R. 450.104 provides that the River to Sea TPO shall bi-annually develop and endorse the Unified Planning Work Program (UPWP).

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

1. The tasks in the FY 2022/23 and 2023/24 UPWP are consistent with the area transportation plan; and
2. The FY 2022/23 and 2023/24 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 2022/23 and 2023/24 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 25<sup>th</sup> day of May 2022.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



VOLUSIA COUNTY COUNCIL MEMBER BILLIE WHEELER  
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 25, 2022.

**ATTEST:**

A handwritten signature in cursive script that reads "Debbie Stewart". The signature is written in dark ink and is positioned above a horizontal line.

**DEBBIE STEWART, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

## Appendix B: UPWP Revision Log

Revision Type	Resolution Number	Approval Date	Description of Change
Adoption	2022-10	05/25/2022 (TPO Board)	River to Sea TPO Adoption of the FY 2022/23 and FY 2023/24 Unified Planning Work Program
1 Amendment (Financial)	2022-21	10/26/2023 (TPO Board)	UPWP Amendment to increase the FY 23 Federal Transit Administration (FTA) 5305(d) grant funds by \$21,206.86 in Task 4.01 (Transit Related Activities and TD Program) in order to match the actual remaining balance available on Contract G1Z92 as of July 1, 2022, the beginning of the new fiscal year.
2 Amendment (Non-Financial)	2023-05	02/22/2023 (TPO Board)  03/30/2023 (FHWA)	UPWP Amendment to specifically add activities associated with a temporary and long term office relocation as a result of storm damage and as supported by the River to Sea TPO Continuity of Operations Plan in Tasks 1.01 - Administration and Operations and 1.02 - Information Technology Systems and Website Support.
3 Modification	N/A	05/03/2023 (FDOT)	UPWP Modification to correct a scrivener's error in the Task Budget Tables for Tasks 1.01 (General Administration & Program Support) and 1.02 (Information Technology Systems & Website Support). The task budget tables inadvertently did not include the Consultant Services Subtotal amount in the Total amount.
4 Amendment (Financial)	2023-08	05/24/2023 (TPO Board)  06/12/2023 (FHWA)	UPWP Amendment to 1) add \$138,583 of PL carry forward funds from FY 22 UPWP close-out and \$2,560 of FY 24 CPG allocation adjustment to Task 1.01 General Administration and Program Support; 2) add \$9,498 of SU carry forward funds from FY 22 UPWP close-out to Task 3.02 Bicycle/Pedestrian Project Feasibility Studies; and 3) remove \$150,000 of Local/Other funds that were a placeholder for the estimated FY 22 PL carry forward funds in Task 1.01 General Administration & Program Support.
5 Modification	N/A	06/21/2023 (FDOT)	UPWP Modification to 1) add \$10,000 PL balance to Task 1.03 (Public Involvement & Community Transportation Survey) from Task 2.03 (Transportation Data Information Management); add \$5,000 PL balance to Task 3.01 (Bicycle/Pedestrian Planning & Implementation) from Task 2.04 (State & Regional Planning and Coordination) to fund staffing expenses through the end of the fiscal year; and add \$2,000 FTA 5305(d) balance to Task 1.01 (General Administration & Program Support) from Task 1.02 (Information Technology Systems & Website Support) for general office expenses and re-allocate funding within Task 1.02 in order to expend funds for network and software expenses.
6 Amendment (Financial)	2023-21	12/06/2023 (TPO Board)  12/14/2023 (FHWA)	UPWP Amendment to add \$3,287 of FY 24 Consolidated Planning Grant (CPG) PL allocation adjustment funds to Task 1.01 General Administration and Program Support.

## Appendix C: Transportation Acronyms and Abbreviations

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

### A

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

### B

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

### C

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

## D

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

DRI	Developments of Regional Impact
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## E

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

## F

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

FTP	Florida Transportation Plan
FTP	File Transfer Protocol
FY	Fiscal Year

## G

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

## H

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

## I

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

## J

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

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

## M

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

## N

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

## O

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

## P

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

## Q

QAC	Quality Assurance Committee
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## R

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

## S

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

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

## T

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

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

## U

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

## V

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

## X

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

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: Billie Wheeler  
Title: TPO Chairperson

May 4, 2022

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: Billie Wheeler  
Title: TPO Chairperson

May 4, 2022

Date



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

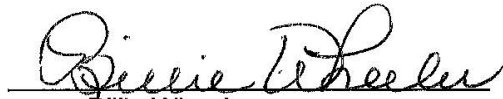
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POLICY PLANNING  
05/18

**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: Billie Wheeler  
Title: TPO Chairperson

May 4, 2022  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**STATEMENTS AND ASSURANCES**

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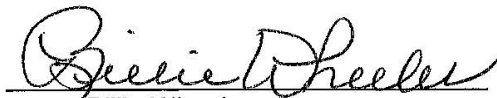
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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: Billie Wheeler  
Title: TPO Chairperson

May 4, 2022

Date



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

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

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

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



## Appendix E: River to Sea TPO Travel Policy

Policy for: **TIMEKEEPING & TRAVEL REIMBURSEMENTS**



### Background

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

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

**Approval Required:** R2CTPO Board

**Effective Date:** November 1, 2019

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

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

### Policy Direction

#### Timekeeping

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

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

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

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

#### **Travel Expense Reimbursement**

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

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

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

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

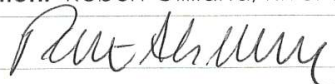
Single day travel expenses may be incurred within or outside of the R2CTPO planning area. Reimbursement for travel expenses such as personal vehicle mileage, tolls, and commuter rail boarding is provided for R2CTPO employees. Expenses for single day travel are not required to be approved in advance.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

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

#### **Authorized by:**

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

**Signature:**



**Date:** 11-6-2019



## Appendix F: FDOT District 5 Planning Activities



Florida Department of Transportation  
District Five

### District Planning Activities

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

#### Improve Safety

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

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



Florida Department of Transportation  
District Five

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

### Enhance Mobility

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

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



Florida Department of Transportation  
District Five

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

Inspire Innovation

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

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



Florida Department of Transportation  
District Five

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

Additional Planning Activities

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



## Appendix G: Draft UPWP Comments and Responses

Agency	Comment	River to Sea TPO Response
FHWA - Critical	SU funding total per UPWP \$276,900. Per FDOT spreadsheet \$200,000. The difference is equal to the SU de-obligation amount submitted for approved April 8.	Noted - The River to Sea TPO de-obligated \$76,900 of SU funds for a total of \$276,900 of SU funding in FY 2022/23.
FHWA - Critical (Cover)	Federal Aid Project Number is 0260-060-M.	The Federal Aid Project Number has been updated on the cover page.
FHWA - Critical (Cover)	Financial Management Project Numbers are (PL) 493333-4-14-01 and (SU) 493333-4-14-02.	The Financial Management Project Numbers have been updated on the cover page.
FHWA - Other (PG 17)	Operating Expenses - Note: Individual professional memberships are unallowable and that all training/meeting/conference participation must be reasonable, necessary and allowable to the transportation planning process.	Noted - Professional memberships mentioned are for the TPO. Individual professional memberships utilize local funding. Clarification has been provided on Page 17 to indicate the memberships listed are Agency Memberships. All training/meeting/conference participation is reviewed prior to attendance to ensure that it is reasonable, necessary and allowable to the transportation planning process.
FHWA - Enhancement (PG 39)	Required Activities - Add Scope Development for 2050 LRTP, to match deliverables.	Scope Development for the 2050 LRTP has been added to the Required Activities in Task 2.07 on page 39.
FHWA - Other	Single purchases of office furniture, equipment and software that which exceed \$5,000 must get FHWA pre-approval.	Noted - No single purchases of furniture, equipment or software exceeding \$5,000 are anticipated at this time.
FHWA - Edit (PG 28)	Deliverables and Work Products - Fiscal Years for both TIPS are incorrect.	The TIP Fiscal Years have been updated in the Deliverables and Work Products Section on page 28
FHWA - Edit (PG 16)	Task 2.07 - Remove "2045" for consistency with page 39.	"2045" has been removed from the Task 2.07 Title on Page 16.
FHWA - Edit (PG 36 & 46)	Asterisk at bottom of the page does not have a corresponding subject.	The corresponding asterisk has been added to the Local/Other Funds column in the budget tables on pages 36 and 46.
FHWA - Edit (PG 25)	Change "Promotional" to "Educational" and remove asterisk.	"Promotional" has been changed to "Educational" and the asterisk has been removed in the FY 2022/23 funding table on page 25.
FHWA - Edit (PG 21)	Add asterisk to note at bottom of page and on year one "Local/Other Funds".	An asterisk was added to the note at the bottom of Page 21 corresponding to the "Local/Other Funds" listed in Year 2. This note only applies to the funds in Year 2 and not Year 1.

Agency	Comment	River to Sea TPO Response
FHWA - Critical	Signed and approved resolution approving the final UPWP.	The signed and approved resolution adopting the FY 2022/23 and FY 2023/24 UPWP has been included in Appendix A of the final document.
FHWA - 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.	The Statements and Assurances are signed and dated by the TPO Chairperson and included in Appendix D of the final UPWP.
FHWA - Critical	Tasks that involve professional services and 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 professional services and/or consultant responsibilities are concerning the activities to be undertaken using federal funds. If that is not possible at this time, prior to the TPO's use of PL or SU 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 FHWA for review and approval. It will continue to be the responsibility of the District and TPO to ensure that all activities undertaken as part of these tasks are reasonable, eligible and are allowable costs. For this UPWP, these reviews will include all professional services and consultant activities for Tasks 1.01, 1.02, 2.05, 2.06, 2.07, 3.02, and 4.01.	Noted - As is current practice, for the use of PL or SU funds, all consultant project scopes, costs and anticipated project completion dates will be forwarded to FHWA for review and approval prior to issuing a task work order and notice to proceed for these activities.
FHWA - Edit (PG 21)	Correct spelling of "Equipment"	This correction has been made in the funding tables on page 21.
FHWA - Other	FTA - If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the TPO).	Votran utilizes Section 5307 funds for operations and does not currently use these funds for planning activities. Flagler County Public Transportation currently has not achieved eligibility for Section 5307 program funding. Transit planning activities to be undertaken by the TPO or the transit agencies are listed in Task 4.01 - Transit Related Activities and TD Program on pages 48 and 49.

Agency	Comment	River to Sea TPO Response
FHWA - Other	FTA - If 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.	The River to Sea TPO has two FTA 5305(d) carryover contracts (G2509 and G1Z92). The carryover amounts estimated for these contracts and the associated activities are listed in the funding tables.
FHWA - Other	FTA - 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.	Noted.
FHWA - Other	FTA - 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. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable - including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT's and transit providers.	The River to Sea TPO recognizes the importance of linking goals, objectives, and investment priorities to stated performance objectives, and implements performance-based planning throughout all planning and programming activities. The TPO's Long Range Transportation Plan, Connect 2045, defines performance based goals and objectives, and incorporates a data-driven approach to prioritization and project selection. Support of TAM and PTASP and integration into the TIP and LRTP are included within those documents. The TPO includes specific investment priorities in the Transportation Improvement Program (TIP) that advance federal performance measures like safety, system performance, and system preservation. Task 2.03 in the UPWP incorporates a range of activities associated with collecting, analyzing and reporting of relevant data to support and implement transportation system performance measures.
FHWA - Other	FTA - Integration of Planning Emphasis Areas is recommended, where possible and as applicable to the TPO.	Pages 9 - 11 provide a summary of the State and Federal Planning Emphasis Areas (PEAs) and Table 2 includes a matrix of the UPWP tasks that consider each PEA.
FHWA - Enhancement	Introduction should include details concerning possible impacts of the 2020 US Census.	2020 Census Required Activities have been added Tasks 2.03 and 2.06.
FDOT - Critical	Page numbers referred to correspond with page numbers of pdf file. (editorial comment)	Noted.
FDOT - Critical	Must update FM and FAP numbers to correct/current numbers	FM and FAP Numbers have been updated on the cover page.

<b>Agency</b>	<b>Comment</b>	<b>River to Sea TPO Response</b>
FDOT - Critical	Nondiscrimination statement must be on cover/title page.	The TPO nondiscrimination statement has been added to the cover page.
FDOT - Critical	Only see place holders for appendices, MPO add and should include in draft.	All appendices have been included in the Final UPWP.
FDOT - Critical	MPO must include district planning activities – only see place holder as Appendix F.	The district planning activities have been included in Appendix F.
FDOT - Critical	MPO must include indirect rate approval and/or cost allocation plan.	Not applicable. The MPO does not utilize an indirect rate or cost allocation plan.
FDOT - Critical	MPO must include discussion of planning priorities.	The planning priorities are discussed in the Planning Priorities and Activities Section on pages 5-6. Additional language on the planning priorities has been added to this section.
FDOT - Critical	MPO must include discussion of bylaws and operational procedures, with date adopted.	A discussion of TPO Bylaws, including the adoption and revision dates of the document was included in the Organization and Management Section beginning on page 12.
FDOT - Critical	MPO must identify and discuss COOP procedures.	A Section on the COOP, including a link to the document was added to the page 14.
FDOT - Critical	MPO must include CFMPO MOU.	The CFMPO Alliance Interlocal Agreement was added to the Planning and Funding Agreements Section on page 15.
FDOT - Critical	MPO must include certifications and assurances – only note placeholder in appendices.	The Statements and Assurances are signed and dated by the TPO Chairperson and included in Appendix D of the final UPWP.
FDOT - Critical	MPO must include discussion of indirect rate/cost allocation plan.	The MPO does not utilize an indirect rate or cost allocation plan. All charges are direct.
FDOT - Critical	Indicate agency memberships vs. individual memberships. Note mention of memberships on page 17 as part of operating expenses.	Professional memberships mentioned are for the TPO. Individual professional memberships utilize local funding. Clarification has been provided on Page 17 to indicate the memberships listed are Agency Memberships.
FDOT - Critical	MPO must include annual audit expenses separately on task budget table.	The Annual Audit Expense has been listed separately in the funding tables for Task 1.01 - Administration and Operations.
FDOT - Critical	No atypical expenses noted, please include if there are any.	Two Capital Expenses for equipment greater than \$5,000 are included in the UPWP. Please see response to comment below.

<b>Agency</b>	<b>Comment</b>	<b>River to Sea TPO Response</b>
FDOT - Critical	No capital expenses (equipment greater than \$5000) noted, please include separately in budget table if any anticipated.	A Capital Expenditure greater than \$5,000 to upgrade the TPO's Audio Visual System was described on page 17 and included in the funding tables for Task 1.02 - Information Technology System and Website Support. An additional Capital Expenditure was included in Year 2 for the TPO Server Replacement was described on page 17 and included in the funding tables for Task 1.02.
FDOT - Critical	No supply costs notes at all. If cost of ordering a specific supply item is greater than \$1000, please include separately in budget table if any anticipated.	Office supply costs are included as Operational Expenses. The TPO does not anticipate ordering a specific supply item greater than \$1,000.
FDOT - Editorial	Regional planning task language and comparison with CFMPOA member MPO draft UPWP documents will be forthcoming.	Included language provided for Regional Activities in Task 2.04a.
FDOT - Editorial	New MPO agreements forthcoming.	Noted.
FDOT - Critical	Please use regional task language provided by District and coordinate with CFMPOA MPOs to ensure all UPWPs are identical for this task.	The language provided has been included in the revised document
FDOT - Critical	On the Task Tables identify where consultant work is expected and if other agencies such as transit agencies will be part of the work.	The task tables have been updated to include a footnote indicating which work products may utilize consultant support and if appropriate other agencies that may be part of the work.
FDOT - Critical	Summary Budget Tables –Please use the updated amounts for PL/CPG funds as provided by Central Office.	The CPG allocations were updated following development of the draft UPWP. The updated amounts have been included in the revised document.