

## **Fiscal Year 2020/21 & 2021/22 Unified Planning Work Program (UPWP)**

**Additional Funds -- Year 1: PL-\$35k // FTA-\$50k --- Year 2: PL-\$70k // FTA-\$15k**

### **Planning Factors and Emphasis Areas**

- Transportation Systems Management & Operations (TSM&O)
- Automated, Connected, Electric & Shared (ACES) Vehicle Technologies
- Freight (Delivery, Connectivity, Parking)
- Resiliency (assessment, adaptation, system improvements)
- Tourism (assessment, communication & partnering, connectivity)
- Safety (assessment, monitoring & reporting, integration into decision-making, system improvements)
- Complete Streets (implementation)
- Transit Planning & Support (Votran, Flagler County, SunRail, Brightline/Virgin Trains)

TASK #	Task Title / Category General Description	Deliverables Current UPWP	Deliverables FY 2020/21 & 2021/22
1.01	<p><b>General Administration &amp; Program Support</b></p> <p>Financial Management, Contracts, Administrative Support, Administrative Expenses (Office Lease, supplies, etc.), meetings (agenda's, minutes)</p>	<p>Complete a COOP Exercise</p> <p>Independent Audit for Financial Compliance</p> <p>Complete an Annual Planning Retreat Event</p> <p>Develop Annual Operating Budget</p> <p>Approve slate of Officers for TPO Board</p> <p>Submit FTA Section 5305(d) &amp; TD Planning Grant applications</p> <p>Contract Management/RFP's ( Office Cleaning, 2045 LRTP)</p> <p>Update the Continuity of Operations Plan (COOP)</p> <p>Develop a Policies &amp; Procedures Reference Manual</p> <p>Employee Team Building/Goal Setting Activity</p> <p>Update the Employee Handbook</p> <p>Update the Purchasing Manual</p> <p>Facility upgrades</p>	<p>Complete a COOP Exercise</p> <p>Independent Audit for Financial Compliance</p> <p>Complete an Annual Planning Retreat Event</p> <p>Develop Annual Operating Budget</p> <p>Approve slate of Officers for TPO Board</p> <p>Submit FTA Section 5305(d) &amp; TD Planning Grant applications</p> <p>Contract Management: Transit Consultant (expires June 30, 2021); Postage Meter Lease (expires April 1, 2022); General Planning Consultants (expires June 30, 2022); Legal Counsel (expires June 30, 2020); Audit Firm (June 30, 2021).</p> <p>Create a desk procedure/manual of CFO processes.</p> <p>Facility upgrades</p> <p>Develop a Grant/Funding Resources List</p>
1.02	<p><b>Information Technology Systems &amp; Website Support</b></p> <p>Manage IT needs of TPO – equipment, software, internet access, procurement, inventory</p>	<p>Procure/Replace Equipment as needed</p> <p>Electronic File Management (maintaining &amp; archiving).</p> <p>Issue IT Services RFP / Contract Update</p>	<p>Procure/Replace Equipment as needed</p> <p>Electronic File Management (maintaining &amp; archiving).</p> <p>Issue Website Support Services RFP/Contract (expires June 30, 2022)</p>

1.03	<p><b>Public Information</b></p> <p>Public outreach, media relations, notices &amp; advertising</p>	<p>Complete Annual Title VI &amp; LEP Training</p> <p>Annual Public Involvement Matrix/Summary</p> <p>Annual Report for previous fiscal year</p> <p>Implement the TRAC program</p> <p>Update the Public Involvement Plan</p> <p>Update Title VI &amp; LEP Documents</p>	<p>Complete Annual Title VI &amp; LEP Training</p> <p>Annual Public Involvement Matrix/Summary</p> <p>Annual Report for previous fiscal year</p> <p>Implement the TRAC program</p> <p>Utilize a communication program such as Constant Contact to disseminate information to TPO members and the public</p>
2.01	<p><b>Program Development (UPWP)</b></p> <p>Develop &amp; implement 2-year planning work program</p>	<p>Develop/Adopt a new 2-year UPWP</p> <p>Manage Planning Activities, Deliverables &amp; Budget/Process Amendments as needed</p> <p>Implement the Consolidated Planning Grant (CGP)</p>	<p>Develop/Adopt a new 2-year UPWP</p> <p>Manage Planning Activities, Deliverables &amp; Budget/Process Amendments as needed</p> <p>Conduct a benchmarking review of other UPWPs to identify other potential funding sources &amp; best practices.</p>
2.02	<p><b>Transportation Improvement Program (TIP) Development</b></p> <p>Develop &amp; maintain the 5-year plan of projects (document management)</p>	<p>Issue Annual Call for Projects &amp; Approve R2CTPO List of Prioritized Projects (LOPP)</p> <p>Develop/Adopt a new 5-year TIP/Process Amendments as needed</p>	<p>Issue Annual Call for Projects &amp; Approve R2CTPO List of Prioritized Projects (LOPP)</p> <p>Develop/Adopt a new 5-year TIP/Process Amendments as needed</p> <p>Conduct a benchmarking review of other TIPs to identify trends, potential funding sources &amp; best practices.</p>
2.03	<p><b>Transportation Data Information Management</b></p> <p>Collect, manage &amp; report transportation data, ensure compliance w/ requirements</p>	<p>Develop CMP/Performance Measures Report</p> <p>Provide data collection/GIS support to TPO staff and projects as needed (bike map, CSAP, etc.)</p> <p>Update the CMP/TPM Annual Data Collection <u>Process</u></p> <p>Implement Transportation Performance Management (TPM) Requirements</p>	<p>Develop CMP/Performance Measures Report</p> <p>Provide data collection/GIS support to TPO staff and projects as needed (bike map, CSAP, etc.)</p> <p>Continue to Update and Implement Transportation Performance Management (TPM) Requirements (incorporate student transportation)</p> <p>Conduct a benchmarking review of other TPO's to identify data collection &amp; reporting strategies &amp; best practices</p>

2.04	<p><b>Corridor Studies &amp; Program Support</b></p> <p>Planning &amp; project support activities for PD&amp;E's, corridor studies, project funding, etc.</p>	<p>Provide general project development support to TPO member governments.</p> <p>Complete the I-95 to SR 417 Connector Study Environmental Study</p> <p>Participate in: I-95 at LPGA Interchange PD&amp;E; I-95 at Pioneer Trail PD&amp;E, I-95 at US-1, East ISB</p> <p>Provide review, comment, support &amp; oversight for proposed changes to the LAP.</p>	<p><b>Combine with General Planning Task 2.08</b></p>
2.05	<p><b>State &amp; Regional Planning and Coordination</b></p> <p>Planning &amp; program support for regional, state &amp; national planning activities</p>	<p>Participate in CFMPOA &amp; MPOAC Activities</p> <p>Participate in various regional coordination, studies and planning activities</p> <p>Approve of the Regional List of Project Priorities</p> <p>Participate in the East Central Florida Regional Resilience Collaborative</p>	<p>Participate in CFMPOA &amp; MPOAC Activities</p> <p>Participate in various regional coordination, studies and planning activities</p> <p>Approve of the Regional List of Project Priorities</p> <p>Participate in the East Central Florida Regional Resilience Collaborative</p> <p>Develop a Regional LRTP</p>
2.06	<p><b>ITS/Traffic Ops/Safety Project Feasibility Studies</b></p> <p>Manage studies to determine project feasibility &amp; costs prior to programming</p>	<p>Complete project feasibility studies IAW LOPP</p> <p>Complete Roadway Safety Evaluation Study</p>	<p>Complete project feasibility studies IAW LOPP</p>
2.07	<p><b>Community Transportation Survey</b></p> <p>Used to track trends and validate understanding of public opinions &amp; understanding</p>	<p>Complete a community transportation survey</p>	<p>Complete a community transportation survey</p>

<p>2.08</p>	<p><b>General Planning Studies &amp; Project Support</b></p> <p>General Planning Activities as needed to support improvements in mobility (freight, parking, TSM&amp;O, etc.). Includes General Planning Consultant (GPC) activity</p> <p><b>Other Previous Activity Includes:</b></p> <ul style="list-style-type: none"> <li>• Provided direct transportation planning support and technical assistance to small local governments</li> <li>• Adopt Volusia County Resiliency Report</li> <li>• Completed US 17 Multimodal Corridor Planning Study</li> <li>• Completed TSM&amp;O Master Plan for the R2CTPO's planning area.</li> </ul>	<p>Adopt Flagler County Resiliency Report</p> <p>Adopt Sea Level Rise Planning Horizons and Rate Policy</p> <p>Review &amp; analysis of planning study recommendations</p> <p>Adopt Complete Streets Policy and Implementation Plan</p> <p>Complete a Connected &amp; Automated Vehicle (CAV) Readiness Planning Study</p> <p>The relationship between Food Deserts and Transportation <u>(not completed)</u></p>	<p>Provide general project development support to TPO member governments.</p> <p>Work with local governments to track and implement projects identified in previous studies</p> <p>The relationship between Food Deserts and Transportation</p> <p>Continue to monitor and provide input on the proposed LAP policy for District 5.</p> <p>Convene "Transportation Corridor" working groups to identify and implement short term and long term mobility solutions (TSM&amp;O, Safety, CAV, CMP, etc.).</p> <p>Review and analyze crash data and contributing factors; identify crash reduction measures within the TPO Planning Area (utilize heat maps to ID hot spots &amp; recent changes)</p> <p>Continue to asses Sea Level Rise Vulnerability for the planning area and implement policies to increase resiliency (apply for grant funding for the Resilience and Durability to Extreme Weather Pilot Program).</p> <p>Continued implementation of the complete streets ordinance and evaluation of associated projects.</p> <p>Use heat maps to track recent crash data to identify hot spot areas</p> <p>Conduct Before and After Studies for specific projects to analyze their effectiveness (i.e. - Adaptive Signal Control, Safety Improvements, etc.)</p> <p>Update Transportation Impact Analysis (TIA) requirements (technology/transit)</p> <p>Conduct Before and After Studies for specific projects to analyze their effectiveness (i.e. - Adaptive Signal Control, Safety Improvements, etc.) -- <u>by mode</u></p>
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2.09	<b>2045 Long Range Transportation Plan (LRTP)</b>	Development of the 2045 Long Range Transportation Plan (LRTP)	Complete development of the 2045 LRTP (adoption by September 2020)
2.10	<b>Community Safety-Related Program</b>	<p>Develop a Community Safety Events Schedule</p> <p>Participate in helmet fitting and safety promotion events throughout the planning area</p> <p>Develop a Community Safety Awareness Plan (CSAP)</p>	<p>Develop a Community Safety Events Schedule</p> <p>Participate in helmet fitting and safety promotion events throughout the planning area</p> <p>Develop a Speakers' Bureau of people whose lives have been affected by speeding and distracted driving</p> <p>Partner with Volusia &amp; Flagler County Schools to develop an education and awareness campaign/curriculum for safety, speeding and distracted driving in grades K-12</p> <p>Create targeted print and social media safety campaigns – distributed through the Hotel/Motel Lodging Associations, college and university campuses, etc.</p>
3.01	<p><b>Bicycle/Pedestrian Planning &amp; Implementation</b></p> <p>Planning &amp; promotion of safe, non-motorized travel options within the planning area</p> <p><b>Other Previous Activity Includes:</b></p> <ul style="list-style-type: none"> <li>• Completed Bicycle &amp; Pedestrian Plan.</li> <li>• Adoption of a Bicycle Suitability Map.</li> <li>• Participation at various planning events such as:</li> </ul>	<p>Manage the Annual Call for Bike/Ped/Trails projects</p> <p>Develop &amp; approve the Bicycle/Pedestrian List of Prioritized Projects.</p> <p>Participate in Local &amp; Regional advisory groups (St. Johns River to Sea Loop Alliance, Coast to Coast Trail Leadership Team, etc.)</p> <p>Complete a Bike-Ped Count Report</p> <p>Adopt a Bicycle &amp; Pedestrian Safety Action Plan (B/PSAP)</p> <p>Complete school safety studies for a select group of charter schools in the MPA (not funded)</p> <p>Participate in Step It Up - Action Institute to Increase Walking and Walkability</p>	<p>Manage the Annual Call for Bike/Ped/Trails projects</p> <p>Develop &amp; approve the Bicycle/Pedestrian List of Prioritized Projects.</p> <p>Participate in Local &amp; Regional advisory groups (St. Johns River to Sea Loop Alliance, Coast to Coast Trail Leadership Team, etc.)</p> <p>Develop a Bicycle and Pedestrian Digital Count Program.</p> <p>Develop an implementation strategy (short term, medium term and long term) for B/PSAP safety countermeasures.</p> <p>Completion of school safety studies for selected charter schools in Volusia and Flagler Counties.</p> <p>Develop safety countermeasures using FHWA Pedestrian &amp; Bicycle Safety Guide and Countermeasure Selection System (PEDSAFE &amp; BIKESAFE) (contingent on grant funding for engineering support).</p>

	<ul style="list-style-type: none"> <li>• Florida Greenways and Trails System Workshop</li> <li>• FDOT Complete Streets Design Manual Workshop</li> <li>• Volusia Trails Summit</li> </ul>		<p>Develop a formal process to identify types of projects (spot locations, corridors, targeted areas, entire jurisdictions) for pedestrian and bicycle safety improvements.</p> <p>Conduct Pedestrian/Bicycle Safety Audits for focus areas (contingent on grant funding for engineering support).</p>
3.02	<p><b>Bicycle/Pedestrian Project Feasibility Studies</b></p> <p>Manage studies to determine project feasibility &amp; costs</p>	Complete project feasibility studies IAW LOPP	Complete project feasibility studies IAW LOPP
4.01	<p><b>Transit Related Activities &amp; Transportation Disadvantaged (TD)</b></p> <p>Provide technical planning assistance for local government and transit agencies to identify transit development priorities, and improve transit safety &amp; connectivity.</p> <ul style="list-style-type: none"> <li>• Votran</li> <li>• Flagler County Public Transit (FCPT)</li> <li>• SunRail</li> </ul>	<p>Provide staff support to the TDLCB</p> <p>Attend meetings for FCPT &amp; Sunrail (Flagler TDLCB, TAC &amp; Commission)</p> <p>Coordinate &amp; attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day</p> <p>Approve Transit Annual Operating Report (AOR) and Annual Evaluation Report (AER)</p> <p>Complete TDSP Annual Update</p> <p>Participate in transit planning activities as requested by service providers</p> <p>Complete a Paratransit Service Analysis (not completed)</p> <p>Local Bus Stop Improvement Plans and Phase II (not completed)</p> <p>support completion of the Fixed Route East Volusia Comprehensive Ops Analysis (COA) (not completed)</p> <p>Review and approve Transit Asset Management Plans</p> <p>Review and approve Public Transit Safety Plans</p>	<p>Provide staff support to the Volusia TDLCB</p> <p>Attend transit meetings (Volusia/Flagler TDLCB, SunRail TAC &amp; Commission)</p> <p>Coordinate &amp; attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day</p> <p>Approve Transit Annual Operating Report (AOR) and Annual Evaluation Report (AER)</p> <p>Complete TDSP Annual Update</p> <p>Participate in transit planning activities as requested by service providers</p> <p>Conduct a Paratransit Service Analysis</p> <p>Assist Votran &amp; Flagler County in updating the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP).</p> <p>In partnership with Votran, work with the consulting team to develop East Side Comprehensive Operation Analysis for Volusia County</p>

4.02	<b>Transit Planning Services- General Consulting</b>  Utilize a General Planning Consultant (GPC) to provide general transit planning assistance to public transit providers in support of service planning activities	Volusia County Bus Stop Improvement Plan Phase I  Flagler County Fixed Route Bus Service Transit Operation Plan	
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