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)
<table>
<thead>
<tr>
<th>TASK #</th>
<th>Task Title / Category</th>
<th>General Description</th>
<th>Deliverables Current UPWP</th>
<th>Deliverables FY 2020/21 &amp; 2021/22</th>
</tr>
</thead>
</table>
| 1.01  | General Administration & Program Support | Financial Management, Contracts, Administrative Support, Administrative Expenses (Office Lease, supplies, etc.), meetings (agenda’s, minutes) | Complete a COOP Exercise  
Independent Audit for Financial Compliance  
Complete an Annual Planning Retreat Event  
Develop Annual Operating Budget  
Approve slate of Officers for TPO Board  
Submit FTA Section 5305(d) & TD Planning Grant applications  
Contract Management/RFP’s (Office Cleaning, 2045 LRTP)  
Update the Continuity of Operations Plan (COOP)  
Develop a Policies & Procedures Reference Manual  
Employee Team Building/Goal Setting Activity  
Update the Employee Handbook  
Update the Purchasing Manual  
Facility upgrades | Complete a COOP Exercise  
Independent Audit for Financial Compliance  
Complete an Annual Planning Retreat Event  
Develop Annual Operating Budget  
Approve slate of Officers for TPO Board  
Submit FTA Section 5305(d) & TD Planning Grant applications  
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).  
Create a desk procedure/manual of CFO processes.  
Facility upgrades  
Develop a Grant/Funding Resources List |
| 1.02  | Information Technology Systems & Website Support | Manage IT needs of TPO – equipment, software, internet access, procurement, inventory | Procure/Replace Equipment as needed  
Electronic File Management (maintaining & archiving).  
Issue IT Services RFP / Contract Update | Procure/Replace Equipment as needed  
Electronic File Management (maintaining & archiving).  
Issue Website Support Services RFP/Contract (expires June 30, 2022) |
| 1.03 | Public Information | Complete Annual Title VI & LEP Training  
Annual Public Involvement Matrix/Summary  
Annual Report for previous fiscal year  
Implement the TRAC program  
Update the Public Involvement Plan  
Update Title VI & LEP Documents | Complete Annual Title VI & LEP Training  
Annual Public Involvement Matrix/Summary  
Annual Report for previous fiscal year  
Implement the TRAC program  
Utilize a communication program such as Constant Contact to disseminate information to TPO members and the public |
| 2.01 | Program Development (UPWP) | Develop/Adopt a new 2-year UPWP  
Manage Planning Activities, Deliverables & Budget/Process Amendments as needed  
Implement the Consolidated Planning Grant (CPG) | Develop/Adopt a new 2-year UPWP  
Manage Planning Activities, Deliverables & Budget/Process Amendments as needed  
Conduct a benchmarking review of other UPWPs to identify other potential funding sources & best practices. |
| 2.02 | Transportation Improvement Program (TIP) Development | Issue Annual Call for Projects & Approve R2CTPO List of Prioritized Projects (LOPP)  
Develop/Adopt a new 5-year TIP/Process Amendments as needed | Issue Annual Call for Projects & Approve R2CTPO List of Prioritized Projects (LOPP)  
Develop/Adopt a new 5-year TIP/Process Amendments as needed  
Conduct a benchmarking review of other TIPs to identify trends, potential funding sources & best practices. |
| 2.03 | Transportation Data Information Management | Develop CMP/Performance Measures Report  
Provide data collection/GIS support to TPO staff and projects as needed (bike map, CSAP, etc.)  
Update the CMP/TPM Annual Data Collection Process  
Implement Transportation Performance Management (TPM) Requirements | Develop CMP/Performance Measures Report  
Provide data collection/GIS support to TPO staff and projects as needed (bike map, CSAP, etc.)  
Continue to Update and Implement Transportation Performance Management (TPM) Requirements (incorporate student transportation)  
Conduct a benchmarking review of other TPO’s to identify data collection & reporting strategies & best practices |
<table>
<thead>
<tr>
<th>Task 2.04</th>
<th>Corridor Studies &amp; Program Support</th>
</tr>
</thead>
</table>
| Planning & project support activities for PD&E's, corridor studies, project funding, etc. | Provide general project development support to TPO member governments.  
Complete the I-95 to SR 417 Connector Study  
Environmental Study  
Participate in: I-95 at LPGA Interchange PD&E; I-95 at Pioneer Trail PD&E, I-95 at US-1, East ISB  
Provide review, comment, support & oversight for proposed changes to the LAP. |

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<tr>
<th>Task 2.05</th>
<th>State &amp; Regional Planning and Coordination</th>
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</thead>
</table>
| Planning & program support for regional, state & national planning activities | Participate in CFMPOA & MPOAC Activities  
Participate in various regional coordination, studies and planning activities  
Approve of the Regional List of Project Priorities  
Participate in the East Central Florida Regional Resilience Collaborative |

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<tr>
<th>Task 2.06</th>
<th>ITS/Traffic Ops/Safety Project Feasibility Studies</th>
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</thead>
</table>
| Manage studies to determine project feasibility & costs prior to programming | Complete project feasibility studies IAW LOPP  
Complete Roadway Safety Evaluation Study |

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<tr>
<th>Task 2.07</th>
<th>Community Transportation Survey</th>
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<tbody>
<tr>
<td>Used to track trends and validate understanding of public opinions &amp; understanding</td>
<td>Complete a community transportation survey</td>
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</table>

Combine with General Planning Task 2.08
### General Planning Studies & Project Support

**General Planning Activities**
as needed to support improvements in mobility (freight, parking, TSM&O, etc.). Includes General Planning Consultant (GPC) activity

**Other Previous Activity**

- Provided direct transportation planning support and technical assistance to small local governments
- Adopt Volusia County Resiliency Report
- Completed US 17 Multimodal Corridor Planning Study
- Completed TSM&O Master Plan for the R2CTPO's planning area.

### Provide general project development support to TPO member governments.

- Work with local governments to track and implement projects identified in previous studies
- The relationship between Food Deserts and Transportation
- Continue to monitor and provide input on the proposed LAP policy for District 5.
- Convene "Transportation Corridor" working groups to identify and implement short term and long term mobility solutions (TSM&O, Safety, CAV, CMP, etc.).
- Review and analyze crash data and contributing factors; identify crash reduction measures within the TPO Planning Area (utilize heat maps to ID hot spots & recent changes)
- Continue to assess 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).
- Continued implementation of the complete streets ordinance and evaluation of associated projects.
- Use heat maps to track recent crash data to identify hot spot areas
- Conduct Before and After Studies for specific projects to analyze their effectiveness (i.e. - Adaptive Signal Control, Safety Improvements, etc.)
- Update Transportation Impact Analysis (TIA) requirements (technology/transit)
- Conduct Before and After Studies for specific projects to analyze their effectiveness (i.e. - Adaptive Signal Control, Safety Improvements, etc.) -- *by mode*
<table>
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<tr>
<th>2.09</th>
<th><strong>2045 Long Range Transportation Plan (LRTP)</strong></th>
<th>Development of the 2045 Long Range Transportation Plan (LRTP)</th>
<th>Complete development of the 2045 LRTP (adoption by September 2020)</th>
</tr>
</thead>
</table>
| 2.10 | **Community Safety-Related Program** | - Develop a Community Safety Events Schedule  
- Participate in helmet fitting and safety promotion events throughout the planning area  
- Develop a Community Safety Awareness Plan (CSAP) | - Develop a Community Safety Events Schedule  
- Participate in helmet fitting and safety promotion events throughout the planning area  
- Develop a Speakers’ Bureau of people whose lives have been affected by speeding and distracted driving  
- Partner with Volusia & Flagler County Schools to develop an education and awareness campaign/curriculum for safety, speeding and distracted driving in grades K-12  
- Create targeted print and social media safety campaigns – distributed through the Hotel/Motel Lodging Associations, college and university campuses, etc. |
| 3.01 | **Bicycle/Pedestrian Planning & Implementation** | - Manage the Annual Call for Bike/Ped/Trails projects  
- Develop & approve the Bicycle/Pedestrian List of Prioritized Projects.  
- Participate in Local & Regional advisory groups (St. Johns River to Sea Loop Alliance, Coast to Coast Trail Leadership Team, etc.)  
- Complete a Bike-Ped Count Report  
- Adopt a Bicycle & Pedestrian Safety Action Plan (B/PSAP)  
- Complete school safety studies for a select group of charter schools in the MPA (not funded)  
- Participate in Step It Up - Action Institute to Increase Walking and Walkability | - Manage the Annual Call for Bike/Ped/Trails projects  
- Develop & approve the Bicycle/Pedestrian List of Prioritized Projects.  
- Participate in Local & Regional advisory groups (St. Johns River to Sea Loop Alliance, Coast to Coast Trail Leadership Team, etc.)  
- Develop a Bicycle and Pedestrian Digital Count Program.  
- Develop an implementation strategy (short term, medium term and long term) for B/PSAP safety countermeasures.  
- Completion of school safety studies for selected charter schools in Volusia and Flagler Counties.  
- Develop safety countermeasures using FHWA Pedestrian & Bicycle Safety Guide and Countermeasure Selection System (PEDSAFE & BIKESAFE) (contingent on grant funding for engineering support). |
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<tr>
<th>3.02</th>
<th>Bicycle/Pedestrian Project Feasibility Studies</th>
<th>Complete project feasibility studies IAW LOPP</th>
<th>Complete project feasibility studies IAW LOPP</th>
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<tbody>
<tr>
<td></td>
<td>Manage studies to determine project feasibility &amp; costs</td>
<td></td>
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<tr>
<td>4.01</td>
<td>Transit Related Activities &amp; Transportation Disadvantaged (TD)</td>
<td>Provide staff support to the TDLCB</td>
<td>Provide staff support to the Volusia TDLCB</td>
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<td></td>
<td>Provide technical planning assistance for local government and transit agencies to identify transit development priorities, and improve transit safety &amp; connectivity.</td>
<td>Attend meetings for FCPT &amp; Sunrail (Flagler TDLCB, TAC &amp; Commission)</td>
<td>Attend transit meetings (Volusia/Flagler TDLCB, SunRail TAC &amp; Commission)</td>
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<td>• Votran</td>
<td>Coordinate &amp; attend Florida TD Commission’s Annual Transportation Disadvantaged Legislative Awareness Day</td>
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<tr>
<td></td>
<td>• Flagler County Public Transit (FCPT)</td>
<td>Approve Transit Annual Operating Report (AOR) and Annual Evaluation Report (AER)</td>
<td>Approve Transit Annual Operating Report (AOR) and Annual Evaluation Report (AER)</td>
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<tr>
<td></td>
<td>• SunRail</td>
<td>Complete TDSP Annual Update</td>
<td>Complete TDSP Annual Update</td>
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<td>Participate in transit planning activities as requested by service providers</td>
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<td>Complete a Paratransit Service Analysis (not completed)</td>
<td>Conduct a Paratransit Service Analysis</td>
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<td></td>
<td>Local Bus Stop Improvement Plans and Phase II (not completed)</td>
<td>Assist Votran &amp; Flagler County in updating the Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP).</td>
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<td></td>
<td>support completion of the Fixed Route East Volusia Comprehensive Ops Analysis (COA) (not completed)</td>
<td>In partnership with Votran, work with the consulting team to develop East Side Comprehensive Operation Analysis for Volusia County</td>
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<td></td>
<td></td>
<td>Review and approve Transit Asset Management Plans</td>
<td>Review and approve Public Transit Safety Plans</td>
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</tbody>
</table>
| 4.02 | **Transit Planning Services-**  
**General Consulting** | **Volusia County Bus Stop Improvement Plan Phase I**  
Flagler County Fixed Route Bus Service Transit Operation Plan |