



Prepared by:

Federal Highway Administration

Florida Division

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Region 4

2014

Certification Report
***Palm Bay-Melbourne
Transportation
Management Area***

Space Coast Transportation
Planning Organization

October 2014

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Executive Summary

Federal Law requires the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area, as defined by the US Census, with a population over 200,000). A certification review generally consists of four primary activities: a site visit, a review of planning documents (in advance of the site visit), a FHWA/FTA certification report and a certification review closeout presentation.

A joint FHWA/FTA Federal Review Team conducted a review of the Space Coast Transportation Planning Organization (TPO) July 9-10, 2014. Since the last certification review in 2010, this TMA has made significant improvements to its transportation planning processes, as indicated by the 10 noteworthy practices highlighted in this report. There were also 8 recommendations made that the Space Coast TPO staff should consider for improving their planning process. There were two corrective actions identified.

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Palm Bay-Melbourne TMA (Space Coast TPO) substantially meets the Federal planning requirements in 23 CFR 450 Subpart C subject to the TPO satisfactorily addressing the Corrective Actions stated in this report. The TPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions prior to the deadline. The TPO's progress in meeting the corrective action will be monitored and evaluated. **This certification will remain in effect until October 2018.**

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Space Coast Transportation Planning Organization (TPO)

Section I. Overview of the Certification Process

Under provisions of 23 CFR 450.334 (a) and 49 CFR 613.334 (a), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must jointly certify the planning process of Transportation Management Areas (TMAs) “not less often than once every four years.” This four-year cycle runs from the date of the previous jointly issued certification report.

The primary purpose of a Certification Review is to formalize the continuing oversight and evaluation of the planning process. The FHWA and FTA work cooperatively with the TMA planning staff on a regular basis. By reviewing and approving planning products, providing technical assistance, and promoting best practices, the formal assessment involved in a Certification Review provides an external view of the TMA’s transportation planning process. The Certification Review also helps ensure that the major issues facing a metropolitan area are being addressed.

A certification review generally consists of four primary activities. The activities include: a “desk audit” which is a review of the TMA’s main planning process documents (e.g. Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP)); a “site visit” with staff from the TMA’s various transportation planning partners (e.g. the Metropolitan Planning Organization (TPO), Florida Department of Transportation (FDOT), local/regional transit service provider, and other participating State/local agencies), including opportunities for local elected officials and the general public to provide comments on the TMA planning process; the preparation of a “FHWA/FTA TMA Certification Review Report” that documents the certification review’s findings; and a formal FHWA Florida Division presentation of the review’s findings at a future TPO Board Policy meeting.

The review for the Space Coast TPO was held July 9-10, 2014, in Melbourne, Florida. During this site visit, the Federal Review Team met with the staff of the Space Coast TPO, the FDOT, Space Coast Area Transit (SCAT), committee representatives, and the public. See **Appendix A** for a list of review team members and site visit participants. See **Appendix B** for the site visit agenda.

The public meeting for this certification review was held on July 10, 2014 following the TPO’s regularly scheduled board meeting. The purpose of the public meeting is to inform the public about Federal transportation planning requirements and allow the public the opportunity to provide input about the transportation planning process. For those that could not attend the public meeting or who did not want to speak at the public meeting, contact information for the Federal Review Team was provided. There

were not any substantial comments offered at this public meeting beyond one member of the public offering kudos to the staff for a job well done. Members of the public are given 30 days from the date of the public meeting to mail, fax or email their comments and may also request a copy of the certification review report via these methods. A copy of the public meeting notice is provided in **Appendix C**.

Section II. Space Coast TPO Previous Certification Findings Status/Update

The following is a summary of the previous recommendations made by the Federal Review Team to the Space Coast TPO in 2010.

A. Corrective Actions

In 2010, the Space Coast TPO received 4 corrective actions related to Title VI and Nondiscrimination. The details of the corrective actions are provided below.

- **Title VI nondiscrimination policy** – the TPO must have a Title VI nondiscrimination policy. The TPO can adopt the county's policy or the Florida Department of Transportation's policy. Additionally, the policy needs to be posted on the TPO website and at the TPO's office (23 CFR Part 200.9). **The Title VI policy must be adopted and posted by January 31, 2011.**
- **Complaint filing procedure** – The TPO must make available its complaint filing procedure, not wait to be asked for it. The procedure needs to be posted on the TPO website and at the TPO's offices (23 CFR Part 200.9). **The complaint procedure must be posted by January 31, 2011.**
- **Title VI coordinator** – The TPO must name an actual person, not the title of the person, to serve as the Title VI coordinator in the Title VI documents (23 CFR Part 200.9). **A person must be identified in the Title VI policy by January 31, 2011.**
- **Limited English Proficiency (LEP) Plan** – The TPO must have a written LEP plan which demonstrates adherence to the four factor test and advises how the TPO will provide reasonable access (23 CFR Part 200.9(12)j). **The TPO must adopt a LEP by April 30, 2011.**

Update: On December 9, 2010, the Space Coast TPO adopted policy PLC-5, Title VI and Related Nondiscrimination. This policy contains four sections that address all the above referenced corrective actions. The Federal Review Team sent a letter on April 13, 2011 to the MPO Board Chair acknowledging acceptable completion of the Corrective Actions.

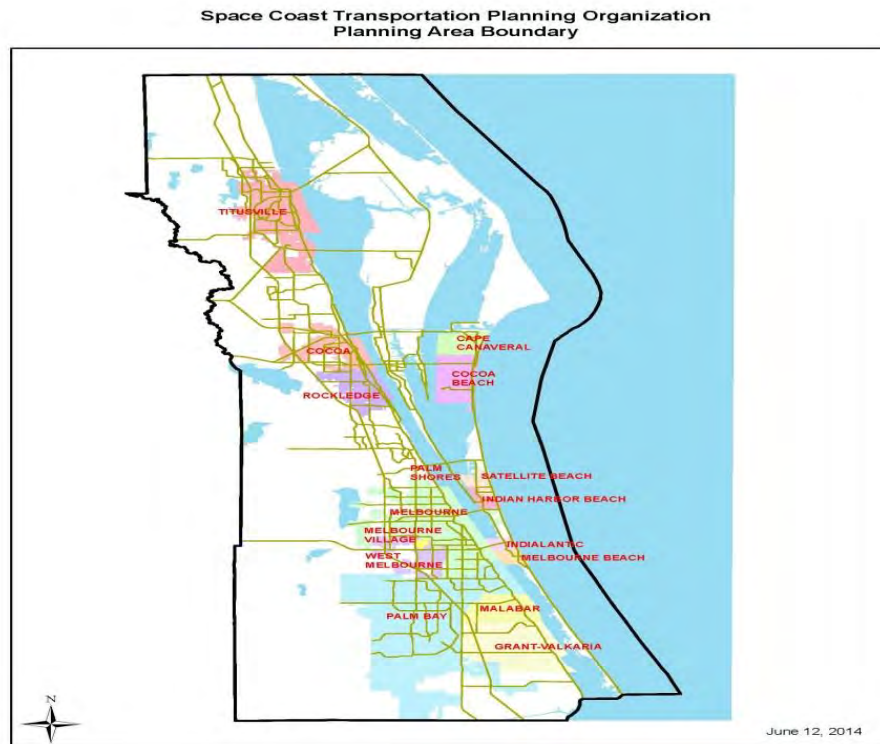
B. Recommendation

- **Congestion Management Plan (CMP)** – The Federal Review Team recommends the TPO review the CMP to determine what additional changes could be made to enhance and better integrate the CMP with TPO plans.

Update: The CMP is part of the TPO’s performance monitoring process. Over 400 roadway segments are annually evaluated for congestion levels, crashes, freight, evacuation status, current and projected traffic volume and implementation status. The TPO’s segment scoring serves as the technical underpinning for the TPO’s annual project prioritization and development of the cost-feasible long range transportation plan. In 2013, the TPO reviewed all data inputs for all segments to ensure they reflected current conditions. In 2014 the safety scoring was modified to take advantage of better data from the TPO’s crash statistics database. The TPO checked segments for compliance with any changes to functional classification. Thus, the CMP has been fully integrated into the TPO’s planning and project selection process

Section III. Boundaries and Organization (23 CFR 450.310, 312, 314)

A. Description of Planning Area



The Space Coast TPO serves the citizens of Brevard County, located in Central Florida. Brevard County is bordered on the north by Volusia County, on the south by Indian River County, and on the west by Seminole, Orange, and Osceola counties. Brevard's eastern border is the Atlantic Ocean. According to the 2010 U.S. Census the total population for Brevard County was 543,346. There are 16 cities and towns included in the TPO's planning area: Cape Canaveral, Cocoa, Cocoa Beach, Grant-Valkaria, Indialantic, Indian Harbour Beach, Malabar, Melbourne, Melbourne Beach, Melbourne Village, Palm Bay, Palm Shores, Rockledge, Satellite Beach, Titusville, and West Melbourne. There are also 2 airports: Melbourne International and Titusville-Cocoa (TICO), 1 seaport: Port Canaveral and 1 spaceport: Cape Canaveral Spaceport (Kennedy Space Center and Cape Canaveral Air Force Station). The largest incorporated city is Palm Bay and smallest is Melbourne Village. In 2013 the Space Coast TPO's Urbanized Area Boundary was revised and updated with 2010 Census data.

B. Metropolitan Planning Organization Structure

The Space Coast Transportation Planning Organization Board (TPO) is comprised of nineteen local elected officials and operates through an Interlocal Agreement. Representation is as follows:

Board of County Commissioners (5 seats)	City of Melbourne (3 seats)
City of Palm Bay (3 seats)	City of Titusville (2 seats)
City of Cocoa (1 seat)	North Beaches Coalition (1 shared seat)
City of Rockledge (1 seat)	City of West Melbourne (1 seat)
South Beaches Coalition (1 shared seat)	Canaveral Port Authority (1 seat)

Non-voting member: FL Department of Transportation District V Secretary (or designee, generally FDOT's TPO liaison)

Non-voting advisors: TPO General Counsel and TPO Executive Director

The TPO has four standing advisory committees: Technical Advisory Committee (TAC), the Citizens' Advisory Committee (CAC), the Bicycle/Pedestrian and Trails Advisory Committee (BPTAC), and the TPO Executive Committee.

Technical Advisory Committee (TAC): The TAC is comprised of twenty-six members, primarily planners, engineers and technical staff that represent various local governments and transportation agencies within Brevard County. It is the responsibility of the TAC to review and evaluate transportation-related issues and make recommendations to the TPO Board on these issues. The TAC members are appointed by the municipality, office, department, division, association, system, authority or board such member represents.

Citizens Advisory Committee (CAC): The CAC is made up of twenty-four members that represent a broad cross section of citizens interested in the development of an efficient, safe and cost-effective transportation system. The CAC members are appointed by the members of the TPO Board and conduct their meetings in conjunction with the TAC.

Bicycle/Pedestrian and Trails Advisory Committee (BPTAC): The BPTAC is comprised of nineteen members representing local law enforcement agencies, educators, engineers, local governments, bicycle retailers, realtors and avid cyclists, hikers and environmentalists. The BPTAC addresses bicycle, pedestrian and trails planning and recommends policies to the TPO Board regarding bicycle/pedestrian projects, and enhancement projects. Membership is open to all interested citizens or representatives of specialized interest groups.

TPO Executive Committee: The Executive Committee reviews in detail key transportation policy and administrative issues of concern to the TPO. The Committee is comprised of the TPO Chairman, Vice-Chairman, Secretary and up to two at-large TPO members. The Committee evaluates transportation policies, procedures and programs in greater depth than can normally occur at regular monthly TPO meetings. The intent is to ensure the TPO is effectively addressing the county's critical transportation needs. The Committee is advisory and recommendations formed by the Executive Committee are presented to the full TPO for consideration.

The Transportation Disadvantaged Local Coordinating Board (TDLCB): The TDLCB is an independent board supported by the Space Coast TPO. A TPO Board member serves as the Chairman of the TDLCB. The purpose of the TDLCB is to evaluate the service levels, safety and other issues of transit operations provided by Space Coast Area Transit serving the elderly, people with disabilities, or otherwise disadvantaged citizens, such as those with low income in Brevard County.

C. Agreements

The Space Coast TPO active agreements include:

Standard Interlocal Agreement – Executed April 22, 2005: The TPO has an interlocal agreement with each of the member governmental jurisdictions. This is a one-time agreement that establishes the responsibilities, authorities, membership and other necessary features of the TPO. The updated agreement was completed and recorded on July 15, 2014.

Interlocal Agreement for Services with Brevard County – Executed August 26, 2010: Agreement between Brevard County and the Space Coast TPO clarifying the Space Coast TPO as an independent organization and defines the services to be

provided to the TPO by Brevard County. The Interlocal is effective until September 30, 2015; however a one-time extension may be executed for an additional five years. This agreement will be reviewed in 2015 to determine if an extension or new agreement is needed.

Joint Participation Agreement for Planning Funds – Executed May 13, 2010: Agreement between FDOT and the Space Coast TPO which provides for the use of planning funds to be ‘passed through’ to the TPO to accomplish the work products identified in the UPWP. The JPA has recently been revised by FDOT to incorporate MAP-21 language and was approved by the TPO Board at their May 8, 2014 meeting.

Joint Participation Agreement for Section 5305(d) Funding – Executed September 28, 2011: Agreement between FDOT and the Space Coast TPO, which provides for the use of Section 5305(d), Federal Transit Administration funds to be ‘passed through’ to the TPO in order to fulfill the requirements of the TPOs UPWP. The expiration of the current JPA is September 30, 2017.

Intergovernmental Coordination and Review (ICAR) Agreement – Executed June 20, 2012: The ICAR Agreement provides for the coordination and review of transportation issues among all modes of transportation. The next review/renewal is scheduled to occur by June 20, 2017. An amendment to the ICAR is anticipated to occur in 2014 to address removal of the East Central Florida Regional Planning Council as part of dispute resolution processes. The removal of the Planning Council was requested by FDOT.

Interlocal Agreement with Central Florida MPO Alliance – Executed October 19, 2005: The MPO Alliance consists of representatives from MetroPlan Orlando, Volusia County TPO, Ocala/Marion County TPO, Lake-Sumter MPO, Polk TPO and the Space Coast TPO. The Alliance was formed to enhance regional planning for the Central Florida area. This agreement remains in effect unless dissolved by mutual agreement among the members.

Noteworthy Practice: The Federal Review Team offers one noteworthy practice pertaining to the organization of the Federal Certification Review site visit. For more details, please see **Section XIII**.

Section IV. Scope of the Planning Process (23 CFR 450.306)

A. Transportation Planning Factors

23 CFR 450.306 requires that the metropolitan transportation planning process explicitly consider and analyze a number of specific planning factors that reflect sound planning principles. The Space Coast TPO addresses the required planning factors throughout the planning process and in the development of transportation planning products such as the LRTP, TIP and UPWP. The planning factors are also incorporated into the Goals, Objectives and Policies (GOPs) of the LRTP.

Noteworthy Practice: The Federal Review Team offers one noteworthy practice pertaining to the performance measurement of the TPO's planning process. For more details, please see **Section XIII**.

B. Air Quality

The Space Coast TPO is currently designated as an attainment area for all National Ambient Air Quality Standards (NAAQS).

C. Bike and Pedestrian Planning Activities

The Space Coast TPO considers itself as "Quintimodal" with an emphasis placed on: road, rail, sea, air, and space. As such the TPO pays attention to users and projects beyond automobiles.

Complete Streets is the main driving force behind many of the TPO's bicycle/pedestrian projects. Staff has defined a "complete street" to be a slower-speed thoroughfare of a particular width and adjacent land use density, where at least three different modes of transportation could realistically be utilized. To help more roadways achieve eligibility for becoming a Complete Street, all jurisdictions must now include sidewalks for new projects. In addition, a needs inventory has been completed to show gaps between sidewalk infrastructure and transit-oriented-development locations.

The TPO has hosted a multitude of community functions. These events are hosted at churches, summer camps, scouting events, and schools. Schools have been specifically chosen as an ideal locale for presenting information on bicycle safety. Another popular program amongst schoolchildren is the TPO's helmet program. According to staff an organization has donated over 2,000 helmets to the TPO, which they give to schoolchildren who qualify for the free/reduced-price lunch program.

Noteworthy Practices: The Federal Review Team offers two noteworthy practices pertaining to Bicycle/Pedestrian considerations in the transportation planning process. For more details about these practices, please see Section XIII.

D. Transit

Transit service in the Palm Bay-Melbourne and Titusville Urbanized Areas is primarily provided by Space Coast Area Transit (SCAT). The SCAT is a department of the Brevard County Government. The SCAT operates a fleet of 64 buses for fixed route and paratransit service. The SCAT provides fixed route transit service with 24 peak-hour buses (increased to 29 in late July 2014) on 19 fixed routes in Brevard County (including fourteen municipalities). Fixed route service is provided from 5:30 AM to 11:30 PM –with one overnight paratransit route. The SCAT also operates ADA para transit service (with a private contract operator V-Ride, Inc.) and vanpool service. The vanpool service is one of the largest in the US and is operated with 124 FTA funded vans (2013). The vans are leased to individuals for use in vanpools and to human service agencies. The SCAT has two maintenance/bus transfer facilities (Cocoa and Melbourne). Brevard County is the designated recipient for 5307 funds.

SCAT receives the following funding (2014):

Federal Capital:	\$ 3,383,530
Federal Operating:	\$ 4,052,317
FDOT Operating:	\$ 3,863,482
General Fund:	\$ 1,627,177
Transportation Disadvantaged Funding:	\$ 1,463,978
Fares:	\$ 1,303,426
Contracts/Miscellaneous:	\$ 524,700

As shown above, the local contribution to SCAT funding is only about 16%. Federal and State funds make up about 80% of funding (with fares and contract revenues the remainder). The SCAT reports that its weekday ridership has grown 24% in the last three years. In Fiscal Year 2013, ridership was 2,883,218 annual trips broken out as follows:

Fixed Route:	2,284,772
Paratransit:	124,829
Vanpool:	157,455
Paratransit Purchased (Human Service):	316,162

The SCAT reports the following challenges: Scarce local funding (especially for local matches for grants); difficulty keeping up with growing transit demand; heavy load factors on certain routes; the need for construction of transit shelters and sidewalks to serve bus stops and to improve pedestrian safety; the need for a Buy America compliant mini-van (to replace vanpool vehicles); and a need to upgrade and/or

replace its maintenance facility (Melbourne is constrained). Trolley buses with wooden seats have also been retired due to consumer preferences.

The SCAT clearly participates in regional transportation planning, TIP, STIP and UPWP updates with TPO involvement. The SCAT also produces a Transit Development Plan (TDP) per Florida law. As part of the Long Range Transportation Plan and Transit Development Plan update, SCAT works with the TPO on transit capital plans and alternatives. The SCAT participates in the committee structure of the TPO. However, at present, the Policy Committee of the TPO does not have a designated transit representative. This will likely need to change to meet the intent of recent requirements of MAP-21.

Noteworthy Practices and Corrective Action: The Federal Review Team offers several noteworthy practices and one corrective action related to Transit. For more details about these items, please see Section XIII.

E. Intelligent Transportation Systems (ITS)

The ITS Activities are coordinated by TPO staff at the direction of the TPO Board. Staff is in the process of developing a County-wide ITS Master Plan. The ITS Master Plan will be a first for the TPO and will position the TPO to be a catalyst for ITS and TSM&O coordination across all modal agencies and municipalities in Brevard. The TPO works with FDOT and the implementing agencies during the project application process to ensure that all ITS projects are consistent with the RITSA. The TPO regularly attends the FDOT District 5 TSM&O Consortium meetings that are held every other month in Orlando at their district office. Meeting attendees include various ITS organizations throughout Central Florida. According to staff, these meetings provide a great opportunity to stay up to date on best practices and what other organizations are doing in ITS.

F. Freight Planning

The TPO monitors its network performance each year and considers all modes of transportation and users, including freight, throughout the planning process. Truck travel is still the largest freight sector in the area. The TPO has made efforts to include all freight stakeholders and providers in the transportation planning process. Individuals from the freight community are represented on some of the TPO advisory committees and on the TPO board. The TPO Board Chairman is a Commissioner of the Canaveral Port Authority. Freight stakeholders and providers are consulted for input on the LRTP, TIP and other TPO relevant work products.

G. Security Considerations in the Planning Process

The TPO has met with groups that discuss management, operations & security, and has a close relationship with the Brevard County Emergency Management Office. The Brevard County Emergency Management office is responsible for various security issues, and its director is a part of one of SCTPO's subcommittees. In addition, stakeholders from various modal agencies and freight consortiums have been invited to coordinate security concerns in the development of the LRTP. The TPO works with FDOT to ensure critical corridors are identified. I-95 and SR 528 are on the STRAHNET and managed by FDOT in consultation with the TPO. Widening I-95 is almost complete and SR 528 was recently added to the SIS Cost Feasible list. The other STRAHNET route is SR 404 (Pineda Causeway) serving Patrick AFB.

The Space Coast TPO's COOP was established to provide a formal process to re-establishing operating functions in the event of major disaster. The COOP relies on the Brevard County Emergency Management Office to coordinate and provide identification of alternative facilities in the event our current location becomes non-functioning. In order to fully test the plan it would require Emergency Management's cooperation and that of all of the TAC, CAC and TPO members. The 'nature of circumstances' is intended to imply that Brevard County is under a state of emergency and that they have been hit with a catastrophic event, such as a direct hit from a Category 4 or 5 hurricane. Nonetheless, many parts of the plan have been tested to some degree over time.

The re-location of meetings has been done to accommodate other agencies and departments use of their regular location. This required coordination with Brevard County to identify a new suitable location and notification of their members. Most recently, they have moved their regular TPO Board meetings for September and October 2014 due to elections needing the regular location. Backup Procedures of vital records have also been tested at times when the MPO has experienced hard drive failures. The COOP is reviewed periodically to determine if any policies or procedures are in need of updating so that it is consistent with other agencies that may impact TPO operations.

H. Safety Considerations in the Planning Process

Safety considerations are incorporated into the planning process and development of the TPO's work products. One way that the TPO considers safety is through their bicycle and pedestrian planning and education activities. Currently, the TPO and the Brevard County School Board partner in the implementation of the Florida Traffic and Bicycle Safety Education Program. This program is a comprehensive school-based program for teaching elementary, middle and high school students traffic safety through classroom and on-bike skills. In addition, the TPO completes a School Travel Survey to determine the number of students who ride the bus, ride in a vehicle, walk, and bike or take the transit bus to school. This information is used to determine

where to target schools for safety education and/or improvement projects. The TPO also serves on the Safety School Access Committee. This Committee, a joint partnership between the Brevard County Public School and the Brevard Board of County Commissioners, assures interagency coordination regarding school bus stop access and safety issues, including transportation safety.

The TPO's most recent project was to develop a safety analysis report. This report utilizes a crash database, Signal Four Analytics, which was developed by the TPO, to analyze and document the number, severity, type, time of day and other factors that contribute to crashes. The measures and targets included in this report will be incorporated into the annual State of the System Report (SOS) and will guide future updates to the LRTP.

Lastly, the TPO also continues to be actively involved in the Brevard Community Traffic Safety Team (CTST). The CTST is comprised of representatives from law enforcement, engineering, education, government and the general public. The CTST provides a forum through which local citizens and representatives from municipal and county agencies may bring forward traffic safety concerns. Through the CTST, Brevard County has received various Safe Routes to School projects and safety awards with Highway Safety Improvement Program (HSIP) Funds.

Section V. Unified Planning Work Program (23 CFR 450.308)

The Space Coast TPO adopted their most recent Unified Planning Work Program (UPWP) on May 8, 2014. Space Coast TPO Federal funds are passed through the State and transferred to the TPO on a reimbursement basis. The TPO utilizes the financial services of the Brevard County Board of County Commissioners established through an Interlocal Agreement. As such, all funds are monitored in accounts that are included as part of the county's financial system.

The initial draft of the UPWP is developed by TPO staff in coordination with the local transit agency. The draft document is also transmitted to the Port Canaveral Authority, Space Florida, School Board Transportation, FDOT, regional MPOs and other required agencies. The draft UPWP is included as an agenda item at the TPO's subcommittee meetings to solicit comments from members and the public. The UPWP is also posted on the TPO's website for 30 days of review and comment.

Section VI. Interested Parties (23 CFR 450.316)

A. Outreach and Public Participation

Since the last certification, Space Coast TPO has become an independent organization apart from Brevard County, to the mutual satisfaction of both parties. The TPO retains some ties to the County with regard to employee benefits and office

location, but its policies, procedures and website are now its own, assisting greatly with name recognition and product branding. The TPO has an innovative logo that is easily identifiable to all area residents and an exceptionally navigable website that, while under revision, is one of the more effective the Review Team has encountered. The TPO offices are located in the county government complex in Viera, accessible via transit and other modes.

As with other smaller planning organizations, the TPO is well-versed in multitasking and in making the most of each position, with all staff members responsible for public involvement. This shared responsibility allows for broader, innovative outreach to all of the area's communities. The TPO has a concise, thorough and superbly written Public Participation Plan that provides relevant information using charts and icons.

The TPO has also gone through great efforts to ensure that their planning documents incorporate a visualization element which helps to translate the purpose and content of transportation planning documents. One item that the TPO staff shared with us during the site review was their Strategic Plan Document. The Strategic Plan Document, which is shared with board members monthly, provides a visual representation of the progress the TPO staff has made in accomplishing its goals.

Noteworthy Practices and Recommendation: The Federal Review Team offers two noteworthy practices and two recommendations related to Outreach and Public Participation. For more details about these items, please see Section XIII.

B. Environmental Coordination

The TPO works collaboratively with FDOT to ensure early coordination and prioritization for planning and National Environmental Policy Act (NEPA) consistency. The TPO uses the Environmental Transportation Decision Making (ETDM) tool to screen projects for environmental considerations. Through the ETDM process and review of projects with environmental partners, the current transportation planning process for Brevard County analyzes, evaluates and recommends mitigation solutions to the county's transportation network. Detailed mitigation actions are identified during project development.

The TPO has established coordinated efforts to ensure a more positive working relationship with resource agencies through the ETDM process, including consultation with stakeholders in the development of the LRTP. The TPO relies on local government comprehensive plans, capital improvement schedules, modal agency plans, state transportation plans and one-on-one interviews with providers to ensure accuracy, consistency and relevancy of its LRTP.

C. Tribal Coordination

There are no federally recognized tribes located in this area that require formal coordination with the TPO.

D. Title VI and Related Requirements

The Space Coast TPO takes a practical and comprehensive approach to nondiscrimination programming. Not only is the staff in regular attendance at statewide training events, they actively seek out training from other agencies that might assist with their nondiscrimination efforts. In addition, the TPO does not hesitate to request specialized training and reviews of draft documents from FDOT District 5 and the FHWA Division Office.

The TPO is currently updating its Community Characteristics Inventory (CCI). The TPO uses its CCI and other protected class data to ensure Environmental Justice through targeted outreach and public involvement. The TPO also has strong examples of using demographic data as part of providing and/or prioritizing benefits and services. The CCI coupled with the TPO's Public Participation Plan (PPP) results in almost instinctive use of socioeconomic data to ensure equity and assist with planning decisions. For example, the TPO developed its gap filling plans and complete streets plans using data designed to ensure inclusion of and service to protected communities. Further, both the TPO's UPWP and Strategic Plan specifically address civil rights objectives, making the staff accountable for its efforts in advancing nondiscrimination programs. As more guidance and direction on Environmental Justice is issued by the modal agencies, the TPO will need to document qualitative analyses of protected class data in the LRTP and TIP. However, the Review Team is satisfied that the TPO is using available data in its daily activities.

Noteworthy Practices and Recommendation: The Federal Review Team offers two noteworthy practices and five recommendations related to Title VI. For more details about these items, please see Section XIII.

Section VII. Linking Planning and Environment (23CFR 450.318)

The TPO staff has been supporting the FDOT Efficient Transportation Decision Making (ETDM) process by providing the overall coordination role in planning and programming funds for projects and operations. The TPO participates in defining a project's Purpose and Need by coordinating with FDOT to the extent practicable.

Corrective Action: The Federal Review Team offers one corrective action related to Linking Planning and Environment. For more details about these items, please see Section XIII.

Section VIII. Long Range Transportation Plan (23 CFR 450.322)

The Space Coast TPO adopted the 2035 Long Range Transportation Plan (LRTP) in January 2011. In order to select the most cost-effective array of projects for inclusion in the Cost Feasible Plan, the project team used the regional travel demand model to test the performance of alternative packages of improvements. Concepts and ideas were weighed by the general public and by committees of technical staff and citizen advisors. In addition, the packages were evaluated for cost-effectiveness within the constrained amount of revenues expected to be available through the year 2035. Requests to amend the LRTP may come from the public, transportation agencies, local governments or private entities. Such a request must be made formally at a regularly scheduled meeting of the TPO and must be accompanied by documentation supporting the proposed amendment, including technical analyses supporting the proposed change and evidence of public support received through a comprehensive public involvement process.

During the certification review site visit, TPO staff spent a great deal of time detailing for the review team their efforts related to Space Planning as a form of transportation. It was clear that the TPO is particularly proud of its efforts at integrating space travel with other more traditional transportation modes. The Federal Review Team agrees that the TPO's efforts are a national first and recognizes the critical role the TPO played in mitigating the effects of the economic downturn. The area was hit hard by the collapse of the housing industry and with the demise of the space shuttle program; many jobs were lost in all industries, including service, retail, and assistive care positions. The availability of transportation funding and the coordination of public and private stakeholders helped the space industry transition from a government arm to a commercial enterprise, with the ability to recoup most, if not all, the lost employment.

In anticipation of the new federal legislation and emphasis on performance based planning, the 2035 Long Range Transportation Plan developed Goals, Objectives, Measures and Targets to link the Long Range Plan to the TPO's Congestion Management Process (State of the System) and Transportation Improvement Program (TIP). The performance measures in the Long Range Plan are the same as the State of the System report. The State of the System report measures transportation factors annually for the current and short term future conditions which are used to prioritize projects for the TIP. The LRTP establishes the future year targets which the performance measures will be evaluated against, and will follow the performance based planning process outlined in MAP-21.

Noteworthy Practice: The Federal Review Team offers one noteworthy practice related to Long Range Transportation Planning. For more details about this item, please see Section XIII.

A. Travel Demand Modeling/Data

The Space Coast TPO is within the Central Florida Regional Planning Model (CFRPM) planning area. The Model was developed by the Florida Department of Transportation and has a base year of 2005 for validation and forecast years of 2015, 2020, 2025, 2030 and 2035. The model contains 3,852 Traffic Analysis Zones with 650 designated for the Space Coast TPO. The regional model contains 31,114 links and 4,349 are in Brevard County.

B. Financial Plan/Fiscal Constraint

The LRTP cost and revenue estimates are developed through in-depth coordination with FDOT, local governments and the transit agency to determine funds that will be available to support plan and program implementation. The estimates reflect realistic assumptions about future revenues to cover the anticipated costs of the projects in the LRTP, along with operation and maintenance of the existing system. Projects determined to be cost feasible are collectively referred to as the “Cost Feasible Network” or “Cost Feasible Plan.”

Planning level costs were developed using recent local estimates for Right of Way, Project Development, Preliminary Engineering (Design) and Construction for roadway, trails and multimodal infrastructure. Transit, operations, maintenance and capital cost were also generated from local sources. All Costs which were developed in current year dollars and costs were inflated to year of expenditure for the Cost Feasible Plan.

Section IX. Congestion Management Process (CMP) (23 CFR 450.320)

In the previous certification review, the Federal Review Team recommended that the TPO review the Congestion Management Process (CMP) to determine what additional changes could be made to enhance and better integrate the CMP with TPO plans. Since then, the TPO has noted that the State of the System (SOS) annual report, along with the annual Project Prioritization Process, is the key components of their Congestion Management System. This system provides a systematic framework for better transportation planning decision-making by: monitoring mobility conditions in the TPO’s planning area; identifying appropriate strategies for roadways or intersections where congestion occurs; and evaluating the effectiveness of implemented strategies. The CMP is updated annually, and technical draft rankings are made available to the Growth Management Subcommittee for review and comment. Presentations are also made to the TAC, CAC and TPO.

The CMP is comprised of a network of roadways classified as SIS, Regional or non-Regional within Brevard County. The four primary sources of data used to evaluate the transportation conditions of the TPO Planning Region include:

- TPO traffic counts to measure volumes on Regional and non-Regional roadways;
- Web-based crash data location system used to develop crash safety score that considers Strategic Highway Safety Plan (SHSP) emphasis;
- FDOT annual traffic counts to measure volumes on SIS highways; and
- Agency reported ridership and system performance statistics for Space Coast Transit, and Freight and passenger information collected by Port Canaveral and Melbourne International Airport.

Section X. Transportation Improvement Program (TIP) (23 CFR 450.324, 326, 328, 330, 332)

The Space Coast TPO TIP serves as a five-year financially feasible program of improvements for all modes of travel within Brevard County including sidewalks, transit improvements, bicycle facilities and transportation enhancement activities to be funded by Title 23USC and the Federal Transit Act. The TIP is developed in consultation with a coordination process of transportation partners at the local, county (including transit), and regional level, as well as FDOT. The TIP is developed from the “bottom up”, beginning with project requests for local governments and modal providers. The TPO’s priorities are submitted to FDOT which then adds in state highway system maintenance, safety and bridge projects. According to staff the entire process is collaborative from beginning to end.

The TPO uses TIP Vue, a customized interactive map allowing the user to search for projects geo-spatially through a map and view a pdf report of the project. Proposed TIP projects are adopted by local governments and other eligible sponsors that submit their priorities to the TPO for consideration. The TPO works with FDOT to process amendments, as necessary. The TIP Amendments are advertised and specifically called out in the committee and TPO agendas. All amendments are submitted to the committees and the TPO for consideration, and if agreed upon by the TPO, shall be reflected in the TIP as amendments. Amendments to the TIP require a roll call vote.

Recommendation: The Federal Review Team offers one recommendation pertaining to the Transportation Improvement Program. For more details about these recommendations, please see Section XIII.

Section XI. Regional Coordination

The TPO staff participates in the Central Florida MPO Alliance, a Coalition of transportation and government organizations committed to addressing transportation challenges on a regional basis. The TPO Staff worked with the Central Florida MPO

Alliance to formalize an unprecedented level of regional transportation coordination. By working as an Alliance to prioritize appropriate regional projects, each MPO benefits while also benefitting the Central Florida Region. In addition, TPO Directors from District 5 meet with FDOT District 5 staff on a quarterly basis to discuss programs and concerns of mutual interest. It was evident during the site visit that the TPO works on a consistent basis to integrate regional coordination into the planning process.

Section XIII. Findings/Conclusions

The following items represent a compilation of the findings that are included in this 2014 certification review report. These findings, which are identified as recommendations or noteworthy practices, are intended to not only ensure continuing regulatory compliance of the Space Coast TPO transportation planning process with federal planning requirements, but also to foster high-quality planning practices and improve the transportation planning program in this TMA. Also included in this section is what the TPO identified as their technical assistance needs.

A. Requests for Technical Assistance and Training

At the conclusion of the Federal Review site visit, the Federal Review Team asked TPO staff if they had any training or technical assistance needs. The following items were identified:

- ADA Accessibility Training
- Performance Monitoring Training
- Public Participation & Environmental Justice Training

Please note: The Federal Review Team is committed to working with TPO staff to satisfy these training needs to the greatest extent possible.

B. Noteworthy Practices

- 1. Certification Review Site Visit Preparation** - The Federal Review Team would like to commend the Space Coast TPO staff for their high level of organization in preparation for and during the certification review site visit. Each member of the review team was presented with binders that included all the information requested during the desk audit, plus the inclusion of additional information for our consideration. A CD of requested documents and a public involvement portfolio was also made available to the review team to assist in the review of this TPO's planning processes. The review team found the availability of this material both informative and helpful. This level of consideration for the certification review site visit is much appreciated.

2. **Strategic Plan Priorities** - The Federal Review Team would like to commend the Space Coast TPO staff for its use of a strategic plan priority matrix as a performance measure for transportation planning. A Strategic Plan Report summary is presented at all committee and board meetings and provides a visual representation of the progress that the staff has made in achieving its transportation planning goals. The Team was especially impressed with the TPO's performance measures in that they extend to both system and TPO performance. A sample of this report is provided in **Appendix D**.
3. **Bicycle/Pedestrian (Complete Streets Planning)** - The Federal Review Team would like to commend the Space Coast TPO for its efforts related to Complete Streets. The TPO staff developed a process for prioritizing projects aligned with the TPO's Complete Streets principles. Fundamental to this innovative program was the TPO leadership's commitment to use their Surface Transportation Program (STP) funds for feasibility studies, design, and construction. The board allocated \$18 million over three years to plan and implement Complete Streets projects matched by local investment from cities and community redevelopment agencies.
4. **Bicycle/Pedestrian Planning** – The Federal Review Team recognizes the TPO for its efforts related to Bicycle/Pedestrian Planning. The TPO recently adopted a Bicycle and Pedestrian Mobility Plan in December 2013. The Plan establishes a planning framework and set of project priorities and program strategies to guide the Space Coast TPO and its partners toward development of a truly multimodal transportation network. This network is intended to complement local land use and economic development plans and provides greater accessibility for regional and local transportation networks serving the community. In addition, the TPO works to ensure consistency among planning documents.
5. **Transit** - The Federal Review Team would like to commend SCAT for the following: 1) SCAT and TPO staff involvement in the Transit Disadvantaged Committee structure with Veterans and Vocational Rehabilitation groups and the Center for Independent Living; 2) an excellent relationship with FDOT and the TPO which results in a more seamless transportation planning process; 3) development of an ADA accessible bus stop plan and priority improvements for 100 bus stops; 4) On-Board Surveys showing the most important transit trip segments (in order -- Home to Home; Work to Home; Home to School; Social and Work to Work); 5) one of the largest vanpool operations in the US; 6) development and implementation of QR Code and Smart Phone applications for fixed route buses; and 7) prioritization of complete streets which includes the presence of a transit element for all six segments selected.
6. **Public Participation (TPO Website)** – The Federal Review Team would like to commend the Space Coast TPO for the usefulness and accessibility of its website.

In addition to being visually appealing, the Space Coast TPO provides a high level of detailed information on the website making access to transportation planning documents easily obtainable. During the desk audit portion of this certification review, team members relied heavily on the TPO's website to locate planning products and were able to accomplish this task with ease. It is clear that TPO staff went to great effort to make sure their website is user friendly and engaging.

- 7. Public Participation (Visualization)** - The Federal Review Team recognizes the TPO for its consideration of visualization in the transportation planning process. It is clear through the review of planning documents, as well as the TPO's public involvement portfolio, that the TPO is going the extra mile to create documents and presentations with minimal technical jargon. Planning products include graphs, charts, pictures, colors and maps to help members of the public understand the data being presented.
- 8. Title VI** - The TPO's Complete Streets efforts represent a strong practice in nondiscrimination. Using socioeconomic factors, transportation trends and a facilities inventory, the TPO has created a plan that will prioritize benefits to those most in need of employment, accessibility and transportation alternatives. The TPO is setting an example that nondiscrimination programs need not exist in a vacuum. Rather, that the most effective programs closely align customer service and transportation equity.
- 9. Title VI** - The Review Team commends the TPO for its standard practice of revisiting LRTP projects to ensure they remain justified and feasible. The TPO updates corridor studies on all capacity projects, ensuring adverse impacts are avoided where the project may no longer be needed.
- 10. Long Range Transportation Planning (Space)** - The Federal Review Team would like to commend the TPO on its efforts related to Space in the transportation planning process. The Space Coast TPO has institutionalized Space as a mode of transportation in the Florida Department of Transportation (FDOT) work program and identified priority projects with the completion of the Florida Spaceport System Plan and the Cape Canaveral Spaceport Master Plan. Currently, the Space Coast TPO has a dedicated staff person for the purpose of Space planning. It is envisioned that the support of Space will yield high economic growth and employment for residents living in Brevard and surrounding counties.

C. Corrective Actions

- 1. Transportation Improvement Program – Transit Projects** - In accordance with CFR 450.332(a) "In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a

listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.” Based on this requirement, TPO staff needs to coordinate with FDOT and the public transportation operator(s) to ensure that transit projects are included in the Annual List of Obligated Projects. **An Annual List of Obligated Projects for transit projects must be completed by December 31, 2014, making it available in a manner consistent with the TPO’s Public Participation Process for the TIP.**

2. **Linking Planning and Environment** - While the TPO’s current Long Range Transportation Plan does include an objective to “minimize adverse environment and community impacts,” a summary regarding environmental mitigation strategies as required by 23 CFR 450.322(f)(7) is missing. This regulation states that the metropolitan transportation plan shall, at a minimum, include: “A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation.” **The MPO needs to include a narrative as a part of the 2040 LRTP to address a region-wide general discussion of environmental mitigation strategies and potential areas to carry out these activities. The narrative must be adopted by the board in conjunction with the 2040 LRTP scheduled to be completed by November 2015.**

D. Recommendations

1. **Public Participation (TIP Amendment Process)** - The Federal Review Team recommends that the TPO include information in the Public Participation Plan (PPP) which details for the public the procedures for revisions, amendments and administrative modifications, actions or adjustments made to the TIP, in accordance with CFR 450.326. The TPO is encouraged to coordinate and align the inclusion of this information with information already included in the Transportation Improvement Plan. Providing this information in the PPP ensures that a member of the public is fully aware of the amendment/modification process.
2. **Public Participation (Measures of Effectiveness)** - The Federal Review team strongly recommends that the Space Coast TPO utilize and then document how the measures of effectiveness tools identified in the Public Participation Plan (PPP) were used to update subsequent Public Participation Plans and activities. The Space Coast TPO recently updated their Public Participation Plan but could

not provide documentation to demonstrate how the measures of effectiveness strategies from the previous plan were used to update the current plan or public engagement strategies. The TPO is highly encouraged to develop an evaluation summary of the measures of effectiveness identified in their current PPP. This summary should document the effectiveness of current public engagement activities and describe how the evaluation influences future engagement strategies. This summary is also strongly recommended for any future Public Participation Plan updates.

3. **Title VI** - Space Coast TPO recently updated its Limited English Proficiency plan and is in the process of updating its Community Characteristics Inventory (CCI) as a result of the 2010 census. The Federal Review Team recommends that the TPO update its website, removing the outdated LEP plan to avoid confusion. The TPO will need to do the same upon completion of its CCI update.
4. **Title VI** - The TPO's nondiscrimination documents and complaint filing procedures are available both in the office and online, with a convenient link from all pages of its website. This is a strong practice that can nonetheless be enhanced. The FHWA Review Team recommends the TPO add a brief nondiscrimination statement to any document or flyer meant for the public. The statement need not be complicated or even quote specific laws, rather a simple notice that questions or concerns about discrimination may be referred to the TPO nondiscrimination coordinator.
5. **Title VI** - As with other planning organizations, the TPO has yet to begin using information to track or trend possible discrimination or to analyze its plans to assess equitable distribution of benefits or avoidance of disproportionate adverse impacts. In the coming year, FHWA will provide further guidance on how to better collect, analyze and use demographic data for Environmental Justice. In the meantime, the Federal Review Team urges the TPO to continue exploring data in relationship to planning products to identify benefits and burdens and to ensure nondiscrimination.
6. **Title VI** - The Review Team believes that the TPO's Complete Streets initiatives may offer its local agencies an excellent opportunity to comply with self-evaluation and transition planning requirements as codified by 28 CFR 35.105 and 150(d). To maximize this potential and to ensure that its own activities offer the strongest customer service possible, the Federal Review Team recommends developing partnerships with groups that serve disabled members of the community. This targeted involvement helps ensure that pedestrian projects in particular are prioritized to benefit those who have fewer transportation options. It is also in line with the TPO's goals of engaging community redevelopment partners in the planning process.

7. **Title VI** - The TPO has a close but informal relationship with Indian River County based on a shared population in south Brevard, ostensibly due to a large mobile home manufacturer. While Indian River County has a lower population of minorities and LEP than the state as a whole, the percentage of senior citizens is significantly higher. To ensure the transportation needs of this protected group are understood and considered, the TPO may wish to formalize its relationship with Indian River County with the creation of an interlocal agreement.

8. **Transportation Improvement Program - Fiscal Constraint** - The Federal Review Team acknowledges that the Space Coast TPO includes language related to fiscal constraint within the financial plan sections of the Transportation Improvement Program. Although these explanations convey an understanding of fiscal constraint, the Federal Review Team strongly recommends including additional documentation in the TIP to support the demonstration of fiscal constraint beyond the general statement that the TIP is fiscally constrained by year. This recommendation can be met through the use of additional text or illustrative tools, such as a table. **The MPO should modify their current TIP to reflect this summary information by December 31, 2014.**

Based on the overall findings, the FHWA and FTA jointly certify that the transportation planning process of the Palm Bay-Melbourne TMA (Space Coast TPO) substantially meets the Federal planning requirements in 23 CFR 450 Subpart C subject to the TPO satisfactorily addressing the Corrective Actions stated in this report. The TPO is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective actions prior to the deadline. The TPO's progress in meeting the corrective action will be monitored and evaluated. **This certification will remain in effect until October 2018.**

APPENDIX A: Space Coast TPO Site Visit Participants

Federal Highway Administration (FHWA)

Shakira T. Crandol
Shundreka Givan
Carey Shepherd
Justin Morgan

Federal Transit Administration (FTA)

Keith Melton

Florida Department of Transportation (FDOT)

Sean Santalla
Lorena Valencia

Space Coast TPO

Bob Kamm
Laura Carter
Georganna Gillette
Leigh Holt
Kim Smith
Steven Bostel
Katrina Morrell
Carol Holden
Diana McCartney

Space Coast Area Transit (SCAT)

Jim Liesenfelt

APPENDIX B: Space Coast TPO TMA Certification Meeting Agenda

Space Coast Transportation Planning Organization
TMA Certification Meeting
 2725 Judge Fran Jamieson Way
 Bldg. B, Room 105
 Viera, FL 32940
 July 9-10, 2014
AGENDA

Wednesday	July 9, 2014	Day One
Federal Certification Team Members	<ul style="list-style-type: none"> ➤ Shakira Crandol (FHWA) ➤ Shundreka Givan (FHWA) ➤ Carey Shepherd (FHWA) ➤ Justin Morgan (FHWA) ➤ Keith Melton (FTA) 	
Time	Item	Lead
8:30 a.m.	Welcome / Introductions <ul style="list-style-type: none"> ➤ Purpose of the Certification Process ➤ Review schedule and close-out process 	Federal Team
8:45 a.m.	Discussion of Previous Review Findings <ul style="list-style-type: none"> ➤ Federal TMA Certification ➤ State/TPO Annual 	Federal Team, TPO, SCAT, FDOT
9:00 a.m.	TPO Overview including changes within TPO since last TMA Certification <ul style="list-style-type: none"> ➤ Demographics ➤ Boundaries ➤ Political ➤ TPO Structure ➤ Process Changes ➤ Agreements 	Federal Team, TPO, SCAT, FDOT
9:30 a.m.	Share Best Practices, Planning Priorities and Lessons Learned	TPO
10:00 a.m.	Break	
10:15 a.m.	Title VI	Federal Team, TPO, SCAT, FDOT
10:30 a.m.	Public Involvement	Federal Team, TPO, SCAT, FDOT
11:00 a.m.	Transit	Federal Team, TPO, SCAT, FDOT
11:30 a.m.	Break for Lunch	
1:00 p.m.	TPO Plans: <ul style="list-style-type: none"> ➤ Long Range Transportation Plan 	Federal Team, TPO, SCAT, FDOT

	<ul style="list-style-type: none"> ➤ Unified Planning Work Program ➤ Transportation Improvement Program 	
2:00 p.m.	Congestion Management Process	Federal Team, TPO, SCAT, FDOT
2:15 p.m.	Intelligent Transportation Systems	Federal Team, TPO, SCAT, FDOT
2:30 p.m.	Freight	Federal Team, TPO, SCAT, FDOT
2:45 p.m.	Bicycle/Pedestrian	Federal Team, TPO, SCAT, FDOT
3:15 p.m.	Environment/Air Quality	Federal Team, TPO, SCAT, FDOT
3:30 p.m.	Safety Considerations	Federal Team, TPO, SCAT, FDOT
3:45 p.m.	Security Considerations	Federal Team, TPO, SCAT, FDOT
4:00 p.m.	Regional Coordination	Federal Team, TPO, SCAT, FDOT
4:15 p.m.	Adjourn for the day	

Thursday	July 10, 2014	Day Two
7:45 a.m.-9:15 a.m.	LRTP Workshop	TPO staff
9:30 a.m.	TPO Board Meeting	TPO staff
Immediately following TPO Board meeting	Public Meeting	Federal Team, TPO, SCAT, FDOT
12:30 p.m.	Break for Lunch	
1:45 p.m.	Questions and Follow Up from Day One	Federal Team, TPO, SCAT, FDOT
2:00 p.m.	Requests for Technical Assistance and Training	Federal Team, TPO, SCAT, FDOT
2:15 p.m.	Preliminary Findings Discussion with Federal Team	
2:30 p.m.	Closeout Discussion	Federal Team, TPO, SCAT, FDOT
3:00 p.m.	Conclude Site Visit	

Appendix C: Space Coast TPO Notice of Public Meeting

Florida Today 07/02/2014

Electronic newspaper

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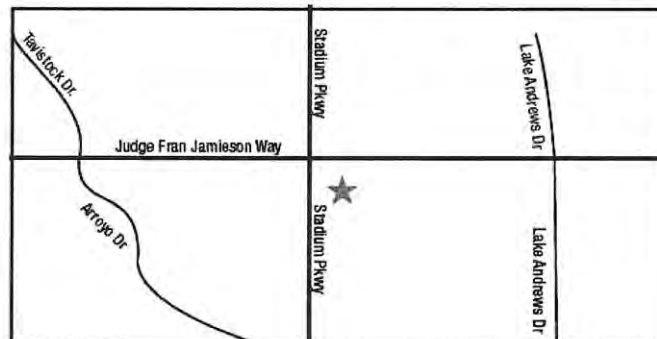
SPACE COAST TRANSPORTATION PLANNING ORGANIZATION (SCTPO) FEDERAL CERTIFICATION REVIEW

The Space Coast TPO will hold its Federal Certification Review on Thursday, July 10th, 2014 from 11:15 A.M to 12:00 Noon. The transportation planning processes used by the Space Coast Transportation Planning Organization are required to be reviewed every four (4) years to ensure that they are compliant with Federal Law. Representatives from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT) will be conducting the review.

Please let us hear from you by attending our meeting or going to our website www.spacecoasttpo.com and clicking on the link "Certification Public Input Form"



MEETING LOCATION ..
BREVARD COUNTY GOVERNMENT CENTER
2725 JUDGE FRAN JAMIESON WAY
BUILDING C, 3rd FLOOR
FLORIDA ROOM
MELBOURNE, FLORIDA 32940
FOR QUESTIONS?
CALL GEORGANNA GILLETTE 321-690-6890
OR EMAIL: tpostaff@spacecoasttpo.com



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Appendix D: Space Coast TPO Strategic Priorities Report

April, 2014 Strategic Priorities Report

Starting Proceeding Complete

A. PLAN	Improve regional planning and decision-making
A1. Build consensus for inter- and intra-modal priorities	
A1.1 Involve local governments and modal agencies in system priority development <ul style="list-style-type: none"> Growth management subcommittee meeting Call for projects issued 	2013
A1.2 Coordinate with FDOT to fund priorities for all modes New funding for shuttle landing facility included in legislative budget	2011
A1.3 Identify long range transportation needs through 2040	2014
A1.4 Participate in FDOT regional corridors pilot study <ul style="list-style-type: none"> Attended background workshops and first Task Force meeting 	2011
A2. Monitor and report system performance	
A2.1 Develop annual system performance report	
A2.2 Use traffic count and crash data to identify safety improvement needs <ul style="list-style-type: none"> Initiated data input of 2013 traffic counts into online traffic count system 	2011
A2.3 Update community characteristics inventory using new census data	
A3. Target transportation facilities for improvements	
A3.1 Create bicycle, pedestrian, trails funding application process and identify priority projects <ul style="list-style-type: none"> Supplemental application and project ranking system presented to local government staff 	2011
A3.2 Conduct Complete Streets feasibility studies and monitor projects <ul style="list-style-type: none"> Held stakeholder meetings for Florida Avenue, Hickory Street and Hopkins Avenue 	2011
A3.3 Coordinate between FDOT and local jurisdictions to begin corridor studies	2014
A3.4 Complete intelligent transportation system inventory and identify needs for master plan <ul style="list-style-type: none"> Kickoff meeting with consultant and stakeholders on Master Plan development 	2011
B. IMPLEMENT	Enhance transportation system performance
B1. Expand inter-modal connectivity for people, goods, and economic vitality	
B1.1 Advance priority road projects <ul style="list-style-type: none"> \$47 M allocated by FDOT for I-95/Elis North Interchange construction FHWA approved holding Public Hearing on South Interchange Meeting with Palm Bay, County and Governor Scott's regional representative on SJHP SR 528 from Port Canaveral to I-95 design phase advanced by FDOT to FY 16 	2011
B1.2 Support aviation, rail, seaport, space, and transit priorities	2011
B1.3 Coordinate efforts to fund, design, and build priority trail projects <ul style="list-style-type: none"> Brevard Zoo Linear Trail groundbreaking Additional Rail Trail funding received 	2011
B2. Increase transportation system safety and security	
B2.1 Facilitate responses to citizen and community safety concerns <ul style="list-style-type: none"> Research on implementing railway Quiet Zones 	2011
B2.2 Partner with FDOT and local communities to address sidewalk gaps <ul style="list-style-type: none"> Sidewalk gaps included as priority in supplemental project application 	2011
Improve mobility of existing transportation facilities	
B3.1 Target existing corridors for multi-modal transportation improvements <ul style="list-style-type: none"> US 192 @ Hollywood and Wickham Intersections Draft Alternatives meeting with Consultant, FDOT 	2011
B3.2 Address local government needs during resurfacing projects	2011
B3.3 Assist SCAT with addressing bus stop improvements <ul style="list-style-type: none"> Bus stop improvements included as priority in supplemental project application 	2011

C. COMMUNICATE	Foster community enrichment, empowerment and engagement
C1. Offer educational programs for targeted populations	
C1.1 Coordinate bicycle and pedestrian safety programs <ul style="list-style-type: none"> 60 Bicycles helmets distributed 5 Bicycle/Pedestrian safety events conducted 	2013
C1.2 Present informational programs to increase community awareness <ul style="list-style-type: none"> Associated Builders and Contractors and East Merritt Island Homeowners Association Melb. Chamber of Commerce Government Affairs Committee 	2013
C1.3 Offer technical training to improve transportation planning <ul style="list-style-type: none"> Presented to local govt staff procedures to qualify for safety improvement funds 	2014
C2. Coordinate advocacy to promote system priorities	
C2.1 Create a new community outreach program	
C2.2 Identify and advance state legislative priorities <ul style="list-style-type: none"> Trail funding statutory revisions approved by legislature 	2014
C2.3 Engage new constituencies to support transportation plans	2014
C3. Enhance public participation	
C3.1 Utilize media to expand public interest <ul style="list-style-type: none"> Florida Today coverage of Bicycle/Pedestrian Awards Florida Today coverage of funding for I-95/Elis North Interchange Funding Merritt Island VPK coverage in Hometown News 	2013
C3.2 Conduct public surveys to gather input and feedback	2014
C3.3 Develop a customer satisfaction feedback program	
C3.4 Develop and launch new SCTPO website <ul style="list-style-type: none"> Developed new draft layout and format Existing Site moved to new Server 	2014
D. LEAD	Ensure the agency is financially stable, soundly managed, and staffed by competent, engaged professionals
D1. Ensure timely and accurate administrative and financial reporting	
D1.1 Report formal budget and contract performance <ul style="list-style-type: none"> Budget change requests for FY 14 operating budget-FY 13 balance forward and bicycle safety mini-grant Prepared draft FY 15 operating budget and entered into county SAP financial system Prepared and submitted Federal Transit Administration DBE report Executed new legal services agreement with TPO legal counsel 	2013
D1.2 Conduct annual independent audit <ul style="list-style-type: none"> Annual audit conducted by Berman Hopkins, report presented at May TPO Board meeting 	2014
D1.3 Ensure compliance with state and federal requirements <ul style="list-style-type: none"> Closed comment period for FY 15 – FY 16 Unified Planning Work Program Transmitted approved Interlocal Agreement to local government agencies for approval by local councils and boards 	2014
D2. Promote board and volunteer leadership involvement	
D2.1 Produce purposeful agendas with relevant topics <ul style="list-style-type: none"> April TAC/CAC, TPO Board, and TPO Executive Committee 	2013
D2.2 Recognize board members and volunteers for service <ul style="list-style-type: none"> Award for TPO Attendance (Stephanie Eley) Annual Bicycle Pedestrian Trail awards presented in April 	2014
D3. Strengthen performance, professional skills, and expertise	
D3.1 Refine the approved performance appraisal program <ul style="list-style-type: none"> Completed annual performance evaluation of Executive Director 	2011
D3.2 Pursue training opportunities to increase skills and expertise <ul style="list-style-type: none"> FDOT/FTA/FHWA/MPO Statewide Conference - Carter, Holt, Kamm Bike Ped Florida - Smith Roadway Safety Audits - Smith Lifesavers Conference – Gillette, Smith 	2014