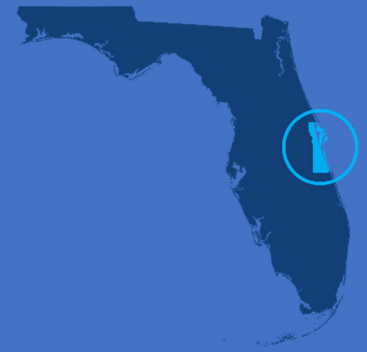


# SPACE COAST

TRANSPORTATION PLANNING ORGANIZATION



# UPWP

## Unified Planning Work Program

Fiscal Year 2025: July 1, 2024 – June 30, 2025 AND Fiscal Year 2026: July 1, 2025 – June 30, 2026

Adopted – May 16, 2024  
Amendment #1: 9/12/2024

FAP No. 0263-062-M

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### **Funding Partners:**

Federal Highway Administration

Federal Transit Administration

Florida Department of Transportation

Brevard County Board of County Commissioners

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## Space Coast Transportation Planning Organization

### FY 25 – FY 26 Unified Planning Work Program (UPWP)

This work product developed in cooperation with:

Florida Department of Transportation

Federal Highway Administration

Federal Transit Administration

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*The UPWP complies with the public involvement provisions of Title VI, which states: "No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."*



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525-010-06  
POLICY PLANNING  
02/19

## Florida Department of Transportation

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SECRETARY

### Cost Analysis Certification

#### Space Coast TPO

#### Unified Planning Work Program - FY 2025-2026

Adopted 5/16/2024

Revision Number: Initial Adoption

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

---

 Name: Charles Koppernolle

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 MPO Liaison District Five  
 Title and District

DocuSigned by:

05/23/2024 | 10:19 AM EDT

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 Signature

www.fdot.gov

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## ACRONYMS AND ABBREVIATIONS

### **Abbreviation** **Full Name**

ACES	Alternative Corridor Evaluation Study
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ARRA	American Reinvestment and Recovery Act
ATMS	Advanced Traffic Management System
BIL	Bipartisan Infrastructure Law
BOCC	Board of County Commissioners
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CAP	Commuter Assistance Program
CFR	Code of Federal Regulations
CMS	Congestion Management System
COOP	Continuing of Operations Plan
CTST	Community Traffic Safety Team
DBE	Disadvantaged Business Enterprises
EAR	Evaluation and Appraisal Report
ECFRPC	East Central Florida Regional Planning Council
EPA	Environmental Protection Agency
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Authority
FAST	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FS	Florida Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GPC	General Planning Consultant
ICAR	Intergovernmental Coordination and Review
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation System
JPA	Joint Participation Agreement
LOGT	Local Option Gas Tax

<b><u>Abbreviation</u></b>	<b><u>Full Name</u></b>
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PEA	Planning Emphasis Area
PEPP	Project Evaluation and Prioritization Process
PL	Planning Grant
PPP	Public Participation Plan
PTASP	Public Transportation Agency Safety Plan
ROW	Right-of-Way
SCAT	Space Coast Area Transit
SCE	Socio-Cultural Effects
SCTPO	Space Coast Transportation Planning Organization
SJRWMD	St. Johns River Water Management District
SR	State Road
SRTS	Safe Routes to School
SU	Federal Highway Surface Transportation Funds
TAC	Technical Advisory Committee
TBD	To Be Determined
TC	Transportation Subcommittee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TOC	Traffic Operations Committee
TPO	Transportation Planning Organization
TSM&O	Transportation System Management & Operations
UPWP	Unified Planning Work Program

## INTRODUCTION

### Purpose

Established on October 19, 1977, in accordance with the 1973 Highway Act to carry out the regional planning requirements of the 1962 Federal Highway Act, the Space Coast Transportation Organization (TPO) is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne-Titusville Urbanized Areas (23 U.S.C. 134). This Unified Planning Work Program (UPWP), documents the programs and work products to be produced utilizing the Federal Highway Administration (FHWA) planning and research and Federal Transit Administration funds. With a population over 600,000, activities identified in this document are in accordance with federal law 23 CFR 450.334(a) and 23 CFR 450.308(c) and Titles 23 and 49 of the Federal Transit Act. This UPWP covers the period of July 1, 2024 through June 30, 2026 and includes descriptions of the work to be accomplished and cost estimates for each activity.

Located on the east coast of Central Florida, the Space Coast TPO serves the citizens of Brevard County, and 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. Comprised of 16 cities and towns, 2 airports, 1 seaport, and 1 spaceport, the Space Coast TPO has one of the most unique opportunities to collaborate and coordinate among five transportation modes.

### UPWP Adoption

The adoption of this UPWP can be found in Resolution 24-17, approved on May 16, 2024 by the Space Coast TPO Governing Board and is available in [APPENDIX F](#).



*the*  
**SPACE COAST  
TRANSPORTATION  
PLANNING ORGANIZATION**  
*coordinates the planning processes  
within Brevard County  
which includes:*

---



**1 COUNTY:**  
Brevard County Board of  
County Commissioners

---



**16 CITIES + TOWNS:**

Cape Canaveral	Melbourne Beach
Cocoa	Melbourne Village
Cocoa Beach	Palm Bay
Grant-Valkaria	Palm Shores
Indialantic	Rockledge
Indian Harbour Beach	Satellite Beach
Malabar	Titusville
Melbourne	West Melbourne

---



**2 AIRPORTS:**  
Melbourne International Airport  
Space Coast Regional Airport

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**1 SEAPORT:**  
Port Canaveral

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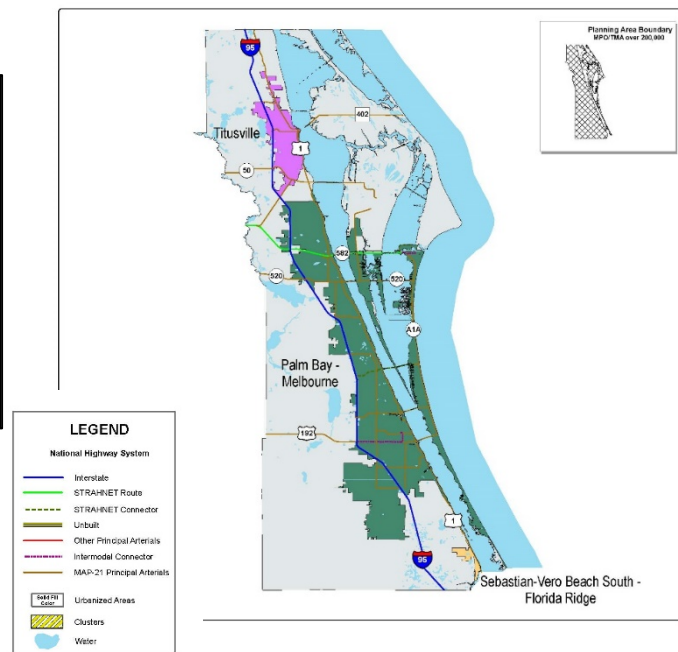


**1 SPACEPORT:**  
Cape Canaveral Spaceport (Kennedy  
Space Center and Cape Canaveral Air  
Force Station)

## Space Coast Transportation Planning Organization Urbanized Area Boundary

In 2023, the Space Coast TPO's Urbanized Area Boundary (UAB) was revised and updated with 2020 Census data. The boundaries are similar to the 2013 UABs and only reflect minor changes. At the time of this UPWP development the final 2023 UABs were not yet available, therefore the 2013 are shown below for reference. The TPO serves the Palm Bay-Melbourne and Titusville urbanized areas and the small area within the boundary of Brevard County of the Sebastian-Vero Beach South-Florida Ridge UAB.

BREVARD COUNTY (Source: ACS 2022 Census Reporter)	
U.S. Census Urban Area	2022 Population
Palm Bay-Melbourne	534,348
Titusville	60,858
Sebastian-Vero Beach South-Florida Ridge (* Approximately 50,000 in Brevard)	167,352*



## Overview of Transportation Planning Activities, Initiatives and Planning Priorities

The Space Coast TPO operates under the direction of a Strategic Plan, that focuses on five emphasis areas: Safety, Linking Transportation & Land Use, Resiliency & Sustainability, Technology & Data, and Leadership. Within each of these areas there are strategies and work products that reflect the organization's activities and priorities to be implemented to achieve the goals of the Plan. Following is a summary of each emphasis area and some of the challenges that will have to be considered during development and implementation of programs and activities.



**Safety** is one of the TPO's high focus areas. Monitoring crashes and reporting annually on historical trends is part of the TPO's State of the System Report and is used for monitoring progress in adopted Performance Measures and Targets. In February 2024, the TPO adopted an update to its 2020 **Vision Zero Action Plan**. Vision Zero is the belief



that we can achieve zero fatalities and zero serious injuries on our transportation system. The Action Plan identifies the TPO's high injury network of corridors and provides actions to focus on. Leadership, Engineering, Enforcement, Education, and Equity through a data driven approach will continue to be areas of focus over the upcoming years. The challenge of creating a culture shift to understand no crash is acceptable will continue to be incorporated into not only the physical planning of new and improved corridors, but also into periodic outreach campaigns to educate the public. Partnering with local agencies and the FDOT on such initiatives as Safe Systems approach are already integrated into the planning process. Researching and analyzing data to identify root factors of crashes will also be conducted to guide in implementing appropriate countermeasures and solutions.



Linking transportation and land use is critical to provide a safe, comprehensive and connected transportation system that serves the needs of those who live, work and play in our region. The upcoming adoption in 2025 of the **2050 Long Range Transportation Plan** are the foundation of where this linkage is necessary to provide a comprehensive transportation system. Unique to this LRTP development cycle is the development of the area's **Transit Development Plan** congruent with the LRTP. Developing at the same time allows for better integration of transit needs and providing linkage of mode choices.

With Brightline, a private high-speed passenger rail system connecting Miami to Orlando and running through Brevard County, efforts continue to work on establishing **an intermodal station** in the Cocoa area. Efforts are focusing on not only the roadway system in and out of station, but also the land uses surrounding it and the concept of Transit Oriented Development in the area.

Other plans and documents that feed into the LRTP and support linking land use and transportation include the TPO's **Bicycle and Pedestrian Master Plan**. The master plan was developed through extensive public involvement and provides a list of prioritized projects based on a six-step screening process that considered multiple factors such as land use, demographics, crash history, and transit needs starting at the segment level up to corridors. TPO staff will continue to work with locals on implementing the priorities and filling in gaps in the system. In 2025, a focused Southern Brevard Trails Master Plan will also be completed to continue work on providing guidance on where to link our various modes with each other.

The TPO will continue with other planning programs that emphasize land use linkages that include project priorities, corridor studies, complete streets, ADA, and transit needs. Funding all the needs with limited resources continues to be a challenge but with new Federal allocations, there is opportunity to identify grants that may help move projects forward.



As Brevard is located along coastal Florida, the TPO adopted a **Resiliency Master Plan in 2022** that looked at shocks and stressors that could make our infrastructure vulnerable to failure over time. Funding the solutions is likely to be a significant challenge along some corridors, especially on local bridges and

causeways. The Master Plan will provide direction on where to focus further analysis upon which we can dive deeper into feasible solutions.



In July, 2021, the TPO adopted an update to its **Intelligent Transportation System Master Plan**. Identifying existing infrastructure and where future advanced technologies need to be implemented, will help improve and increase the reliability and safety of the system. Supporting the reliability performance measure, preparing the network now for the needs of the future is critical if we are to be prepared for automated and connected vehicle technologies.

Brevard County is ready to begin the construction phase of building a new Traffic Management Center (TMC). This new TMC will include the TPO office and operations. Being housed within the TMC will allow for better coordination and monitoring of the transportation system performance. Some challenges that may arise include maintaining sufficient and high qualified staff and funding upgrades to the system as more technology enhancements are developed.

### Air Quality Planning

The Space Coast TPO is currently meeting ozone attainment readings. An analysis is conducted annually as part of the State of the System report developed under Task 2.0. If any new criteria are adopted, the Space Coast TPO will comply with the changes as necessary. In the event the Space Coast TPO's status changes to being in non-attainment, for any reason, the UPWP will be amended as appropriate to include changes to the development cycle of the LRTP, Congestion Management System and other work products related to identifying new strategies addressing air quality.

### Funding Sources

The activities included in the UPWP are funded by various sources which include funds under 23 U.S.C. §134 (Metropolitan Transportation Planning), 23 U.S.C. § 133 (Surface Transportation Planning), 23 U.S.C. §135 (Surface Transportation Planning) and 49 U.S.C. § 5305 (Public Transportation). Local funds within this UPWP are provided by the Brevard County Board of County Commissioners.

### Soft Match

Certain Federal funds, specifically PL (Planning) and SU (Federal Surface Transportation) require a "soft match", which is provided by the FDOT. Section 120 of Title 23, U.S.C. permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA PL funding in FY 25 is \$212,463 and \$215,648 in FY 26. These amounts for soft match for the FHWA funds equate to 18.07%.

## Consolidated Planning Grant

The FDOT and Space Coast TPO participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C8100.1D.

## Public Review of UPWP/Title IV

For the development of the FY 24/25 – FY 25/26 UPWP, timely coordination and solicitation from other agencies and the public were conducted. The draft UPWP was made available for review and comment on March 15, 2024. A summary presentation on the proposed work products to be developed over the next two years was given to the Technical and Citizens Advisory Committees on March 11, 2024 and to the TPO Board on March 14, 2024. The TPO Board meeting was recorded and televised on the local Space Coast Government Television channel. The meeting was also streamed on social media platforms. Public comment was offered at the TAC/CAC and TPO meetings, along with notification on the TPO website. Draft copies of the UPWP were transmitted to the appropriate agencies. Intermodal agencies were also sent copies of the draft UPWP as is required as part of the Intergovernmental Coordination and Review (ICAR) Agreement. Regional M/TPO's were also sent copies of the draft.

Articles soliciting input were posted on the TPO website and included in the TPOs E-News electronic newsletter. Notice was also posted on the TPO Facebook page. All comments received were addressed and revisions made where appropriate. (See [APPENDIX E](#) for a list of comments and TPO responses). The comment period was open from March 15 – April 15, meeting the required 30-day period.

In general, all agency plans and programs comply with the public involvement provisions of Title VI which states: "No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." All public comments were solicited without regard to race, color, national origin, age, sex, religion, disability or family status. The final UPWP was presented and approved by the TPO Board on May 16, 2024 via Resolution 24-17 (see [APPENDIX F](#)).

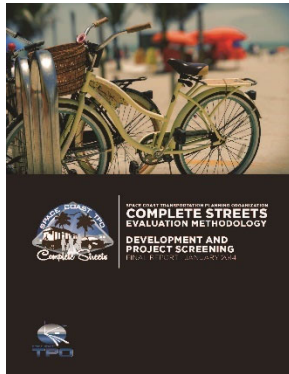
## Level of Planning Effort

The task projects outlined in this UPWP respond to Brevard County's need for transportation planning services that provide continuing, cooperative and comprehensive planning services. The various UPWP tasks provide planning for all modes of travel: land, air, sea, rail and space. The objectives of the various local government comprehensive plans are considered and

incorporated into the overall transportation system. Work products will be produced not only by TPO staff but through consultant services and support from Brevard County, local governments, FDOT, FHWA, FTA, and other agencies.

### Complete Streets Planning

With the passing of the latest Federal Infrastructure Investment and Jobs Act (IIJA), (aka Bipartisan Infrastructure Lay (BIL)), the legislation requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)] Activities may include adopting Complete Streets standards or policies, developing a Complete Streets prioritization plan, or developing transportation plans. [§ 11206(c)]



The Space Coast TPO has been conducting Complete Streets Planning for many years now. In 2014, the Space Coast TPO developed a Complete Streets Evaluation Methodology to review and identify key corridors throughout the county that would be ideal candidates to implement Complete Street solutions on. From there, the TPO went on to prioritize and fund numerous complete street projects throughout the county, most of which have already been constructed.

With such a long history of embracing the Complete Street concept from the beginning, the Space Coast TPO has institutionalized consideration of all modes on all projects. This concept is imbedded in all master plans, corridor studies and is part of how all projects are evaluated. For the FY 25-26 UPWP, to meet the 2.5% of PL fund requirement, the following amounts are needed: FY 25 PL funds = \$920,584 x 2.5% = \$23,014, for FY 26 PL funds = \$938,211 x 2.5% = \$23,455. This level of funding can be found within Task 4.0 (Plan) and Task 5.0 (Implement). Although all tasks include consideration of the complete street approach, for simplicity, these two tasks can be referenced for the specific funding level to be called out and identified to satisfy the federal requirement. Task 4.0 funds will be found on projects such as the development and maintenance of Long Range Transportation Plans and other master plans. For Task 5.0, the implementation of projects such as the development of the Dixon Blvd. Complete Streets Study can be found to show support and application of using PL funds on complete street planning projects.

### Federal Planning Factors

The Fixing America’s Surface Transportation Act, or “FAST Act” identifies Planning Factors that must be incorporated into the planning process. These factors continued with the latest Infrastructure Investment and Jobs Act (or Bipartisan Infrastructure Law (BIL)), that was adopted in 2021. The Federal Planning Factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm-water impacts on surface transportation; and
10. Enhance travel and tourism

Where appropriate, all Federal planning factors are incorporated and addressed throughout the UPWP in various tasks. The following table reflects the relationship between the UPWP tasks and the Federal planning factors.

Federal Planning Factors Matrix

UPWP Work Task	1	2	3	4	5	6	7	8	9	10
1.0 Manage	X		X		X	X	X			
1.1 Regional	X	X	X	X	X	X	X	X	X	X
2.0 Monitor	X	X	X		X	X		X	X	X
3.0 Prioritize	X	X	X	X	X	X	X	X	X	X
4.0 Plan	X	X	X	X	X	X	X	X	X	X
5.0 Implement	X	X	X	X	X	X	X	X	X	X
6.0 Engage	X	X	X	X	X	X		X	X	X

### FHWA and FTA Planning Emphasis Areas

The Federal Highway Administration and Federal Transit Administration have jointly issued planning emphasis areas. The emphasis areas are:

**A. Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future:** Activities within transportation planning should support national greenhouse gas reduction, increase resilience to extreme weather events and other disasters resulting from climate change. Deployment of fueling and charging infrastructure and increasing access to transit are some of the areas that should be considered.

**B. Equity and Justice40 in Transportation Planning:** Advance racial equity and support for underserved and disadvantaged communities to ensure public involvement in the planning process includes all perspectives, concerns and priorities from impacted areas. Some strategies include focusing on non-motorized travel; planning for the safety of all users; and reducing single-occupancy vehicle travel.

**C. Complete Streets:** Develop and operate streets and networks that priority safety, comfort, and access to destinations for all users of the system, which includes pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery and motorists. Safe travel for all ages and abilities should be planned.

**D. Public Involvement:** Increase meaningful public involvement by integrating Virtual Public Involvement (VPI) in the overall public involvement approach, and increase participation earlier in the process to reduce project delays and lower staff time and costs.

**E. Strategic Highway Network/U.S. Department of Defense Coordination:** Coordinate with representatives from the Department of Defense in the planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. Efforts are to improve national network to meet needs of national and civil defense.

**F. Federal Land Management Agency (FLMA) Coordination:** Include FLMA agencies within the transportation planning process and ensure involvement in development of LRTP and TIP.

**G. Planning and Environment Linkages (PEL):** MPO's should implement PEL as part of the transportation planning and environmental processes. Decision making should consider environmental, community, and economic goals early in the transportation planning process.

**H. Data in Transportation Planning:** Incorporate data sharing and consideration into planning process so that the value of data can be utilized for informed decision making.

The following table represents the UPWP tasks that include and consider the these PEA's.

FHWA/FTA PEA	UPWP Task #						
	1.0	1.1	2.0	3.0	4.0	5.0	6.0
A. Resiliency	X	X	X	X	X	X	X
B. Equity	X	X	X	X	X	X	X
C. Complete Streets	X			X	X	X	X
D. Public Involvement	X		X	X	X	X	X
E. STRAHNET/DOD	X	X	X	X	X	X	
F. FLMA Coordination	X		X	X	X	X	
G. Environment Linkage Planning	X	X		X	X	X	

H. Data in Transportation Planning	X	X	X	X	X	X	X
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### State Planning Emphasis Areas

The Florida Department of Transportation Office of Policy Planning develops Planning Emphasis Areas on a two-year cycle in coordination with the development of UPWP's. These emphasis areas highlight the implementation of the seven goals of the Florida Transportation Plan that requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources. Following are highlights of the State's PEA's, which have not changed from previous UPWP.

**Safety:** The state has set a target of zero fatalities and serious injuries in support of the Florida Transportation Plan and Strategic Highway Safety Plan. LRTP's and priority projects must show how they support progress toward these targets.

**Equity:** This emphasis area supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government. Conducting transportation planning that is equitable will provide MPO's opportunities to identify and implement improvements based on a data-driven prioritization that considers impacts of transportation projects on a community and the benefits that projects can have to enhance opportunities for communities.

**Resilience:** Resilience should be a consideration within every planning document prepared by an MPO. Emphasis should be placed on coordination with agency partners responsible for natural disaster risk reduction and those who are working on local resilience planning initiatives.

**Emerging Mobility:** MPOs should recognize the important influence of emerging mobility on the multi-modal transportation system and include within its planning efforts and programs collaboration efforts, research or other activities that incorporate and consider emerging technologies and mobility.

The following table represents the UPWP tasks that include and consider the FDOT PEA's.

Task #	1.0	1.1	2.0	3.0	4.0	5.0	6.0
Safety	X	X	X	X	X	X	X
Equity	X	X	X	X	X	X	X
Resilience	X	X	X	X	X	X	X
Emerging Mobility	X	X	X	X	X	X	X

## ORGANIZATION AND MANAGEMENT

### Participants

**Space Coast Transportation Planning Organization Governing Board (TPO):** The Space Coast TPO is a policy board of local, elected officials responsible for managing a continuing, cooperative, and comprehensive transportation planning process that is consistent with local government comprehensive plans. An organizational chart, shown on page 16, identifies the structure and committees supporting the TPO. The membership of the Space Coast TPO has been established under Florida Statute 339.175 and consists of a nineteen-member body with representation 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)

\*South Beaches include Indian Harbor Beach, Indialantic, Melbourne Beach and Satellite Beach

\*\*North Beaches include Cape Canaveral and Cocoa Beach

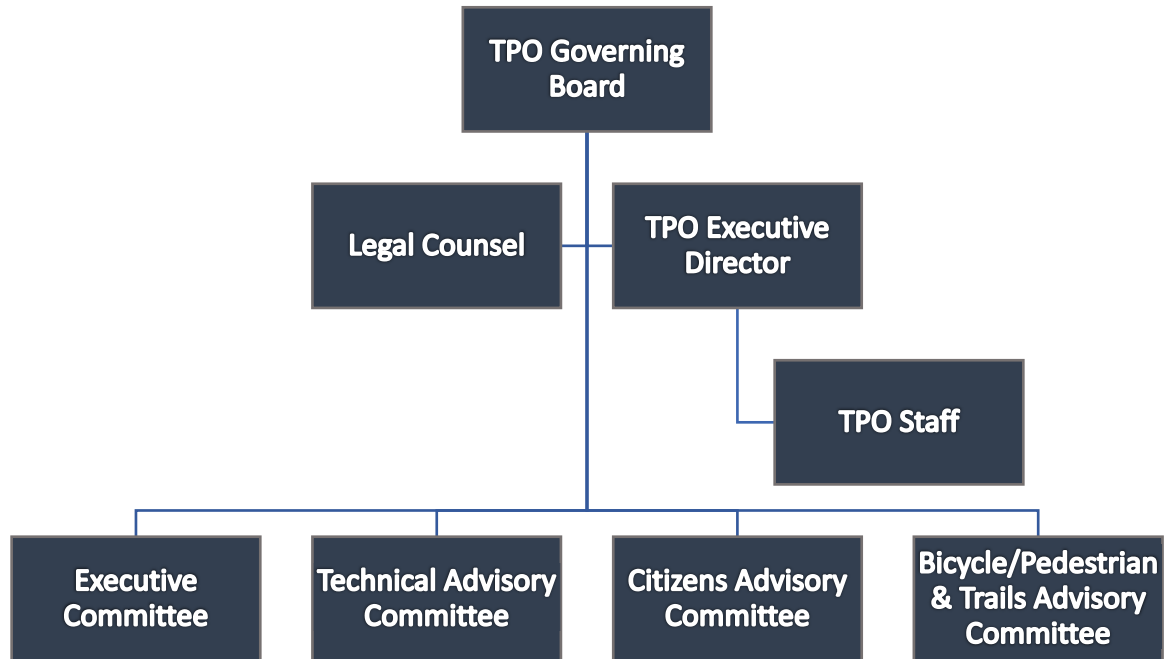
### Advisory Committees

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 conducts their meetings in conjunction with the CAC on the Monday prior to the TPO Board meetings. 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 transportation alternative projects. Membership is open to all interested citizens or representatives of specialized interest groups. The BPTAC meets bi-monthly or as needed.

**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 Chair, Vice-Chair, 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 insure the TPO is effectively addressing the county's critical transportation needs. The Committee is also charged with conducting the Executive Director's annual performance evaluation. The Committee is advisory only and recommendations formed by the Executive Committee, along with the director's annual evaluation, are presented to the full TPO Board for consideration. The Executive Committee meets on an as needed basis, typically before or after regular scheduled TPO Board meetings and all meetings are open to the public.

Supported Committee

**The Transportation Disadvantaged Local Coordinating Board (TDLCB)** is an independent board supported by the Space Coast TPO. A TPO Board member serves as the Chair 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. Summaries of TDLCB meetings are presented to the TPO Board.

## Agreements

Planning and funding assistance is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). Through an Interlocal Agreement, the Brevard County Board of County Commissioners provides local funds supporting activities within the UPWP. Other federal agencies involved in the planning effort are the Federal Aviation Administration (FAA) and the Environmental Protection Agency (EPA). The assistance provided by some of the above agencies is identified through agreements. The TPO has executed agreements with the state and local government and agencies to promote a comprehensive, continuous, coordinated planning process. Contracts have been authorized by the TPO to provide services in support of TPO operations. Current agreements include:

**Standard Interlocal Agreement (525-010-01) – Executed July 15, 2014:** The TPO has an interlocal agreement with each of the member governmental jurisdictions. This agreement establishes the responsibilities, authorities, membership and other necessary features of the TPO. First Amendment, adding the Central Florida Expressway Authority, represented via one of the Board of County Commissioners, approved by TPO Board on February 13, 2020. The current agreement is effective until 2024. The SCTPO is awaiting Governor approval of latest apportionment plan (no changes) prior to being reviewed.

**Metropolitan Planning Organization Agreement for Planning Funds (525-010-02) – Executed May 16, 2022:** Agreement between FDOT and the Space Coast TPO which provides for the use of federal planning funds to be ‘passed through’ to the TPO to accomplish the work products identified in the UPWP. The Agreement runs concurrent with the UPWP cycle and the UPWP is incorporated within the Agreement as an attachment. All amendments to the UPWP require amendments to the Agreement. The current Agreement expires on June 30, 2024. A new Agreement shall be approved by the TPO in May, 2024 to be effective July 1, 2024 and run through June 30, 2026.

**Intergovernmental Coordination and Review (ICAR) Agreement (525-010-03) – Executed June 24, 2022:** The ICAR Agreement provides for the coordination and review of transportation issues among all modes of transportation (School Board, Airports, Transit, CFX, Seaport and Space Florida). The current agreement shall be re-examined every five years for any amendments needed (June 2027).

**Interlocal Agreement with Central Florida MPO Alliance – Executed October 14, 2016:** 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.

**Interlocal Agreement for Services with Brevard County – Effective October 1, 2020:**

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 the TPO by Brevard County and to fix the compensation to the County for such services and to define the services to be provided to the County by the TPO and to fix the compensation to the TPO for such services. The Interlocal is effective until September 30, 2025; however, a one-time extension may be executed for an additional five years.

Other contracts and agreements executed in support of TPO functions include:

- Professional Services Agreement for Traffic Counts
- Professional Services Agreement for Legal Services
- Professional Services Agreement for General Planning Consultants
- Professional Services Agreement for Copier Services
- Professional Services Agreement for Auditing Services
- Lease agreement for office space with Brevard County
- Employment contract with SCTPO Executive Director

### Strategic Plan, Operational Policies and Procedures

The Space Coast TPO operates under the direction of a Strategic Plan, adopted July, 2022, that identifies goals, objectives and strategies for the TPO to work toward. The goals represent the activities conducted by the TPO to achieve a comprehensive, multi-modal transportation network. The goals are divided across five emphasis areas: Safety, Linking Transportation & Land Use, Resiliency & Sustainability, Technology & Data, and Leadership. The current plan covers the period of July 1, 2022 – June 30, 2025. All work products listed in this UPWP will be used to accomplish the TPO's goals and provide a method for measuring the TPO's success.

The Space Coast TPO last updated its policies on July 13, 2023. The Agency Policies and Procedures contain the rules and procedures for the TPO Board, TAC, CAC, BPTAC, and Executive Committee. There are currently eight policies: Agency Organization and Operations (includes Continuity of Operations section), Personnel, Budget and Finance, Travel, Social Media, Conflict of Interest, Title VI with Related Nondiscrimination Requirements and the Transportation Disadvantaged Local Coordinating Board. Internal procedures address the processes for Project Priorities, Transportation Improvement Program, Long Range Transportation Planning, Unified Planning Work Program and many administrative operational procedures. How the public can be engaged and informed on the transportation process and

projects is identified in the TPO's adopted Public Participation Plan. The current staffing level of the Space Coast TPO is eight full time employees, all of which are members of the Florida Retirement System.

Official records of the TPO business are maintained in the Space Coast TPO office at 2725 Judge Fran Jamieson Way, Bldg. B, Rm. 105, Melbourne, FL 32940. All of the TPO public records, as defined by Chapter 119 of Florida Statutes, are available for public inspection during normal business hours.

## TASK 1.0 – MANAGE

**Purpose:** To ensure the administration, management and financial operations of the TPO are conducted and completed in an efficient, and timely manner, and to maintain capital equipment to support the comprehensive transportation planning process.

### **Previous Achievements:**

- ✓ Prepared, transmitted agendas and compiled meeting minutes for the TPO Governing Board and its associated committees: Executive Committee, Technical Advisory Committee, Citizens Advisory Committee and the Bicycle, Pedestrian and Trails Advisory Committee
- ✓ Maintained attendance records and conducted annual member recognition program
- ✓ Conducted strategic assessment of Bicycle, Pedestrian and Trails Committee; analyzed needs to provide long term direction and function of BPTAC
- ✓ Conducted file maintenance in accordance with Florida Statute 286.011
- ✓ TPO staff attended and/or participated in various conferences and workshops that provided training on transportation planning, modeling, public involvement practices, Title VI, technology advances and administrative programs; processed all corresponding travel and reimbursement request
- ✓ Prepared, coordinated with FDOT and submitted grant invoices and progress reports for Federal Highway Administration, FDOT, and Federal Transit Administration grants
- ✓ Performed contract management: processing of vendor invoices in accordance with Florida Prompt Payment Act; monitored contract terms, schedules and budgets
- ✓ Prepared and implemented annual operating budget for October to September fiscal year; prepared and published quarterly financial reports
- ✓ Developed, monitored and amended as necessary FY 23 – FY 24 UPWP
- ✓ Annually developed Staff Strategic Plan; developed 2023-2025 Board Strategic Plan
- ✓ Certifications: FDOT (Feb 2023 and Feb 2024); FHWA (May 2022)
- ✓ Conducted annual audit of TPO financials for fiscal years ending September 30, 2022 and 2023
- ✓ Prepared and presented Orientation program to TPO Board and its Committees

### **Required Activities:**

#### Board & Committee's:

- Provide technical, administrative and clerical assistance to TPO Board and Committees
- Prepare and distribute TPO materials (agenda packages, minutes, resolutions, documents)
- Record maintenance in accordance with F.S. 286.011; adherence to Public Records law Chapter 119 F.S.; Implement new PEAK agenda module for posting agendas on website

- Monitor and maintain board and committee memberships; attendance records; administer member recognition program
- Annual update and maintenance of 23-25 Governing Board Strategic Plan; prepare and develop 26-28 Plan
- Conduct and/or provide annual member orientation; provide monthly briefings to members as requested

#### General Management and Administration:

- Conduct annual certifications with FDOT; Prepare for next FHWA certification in 2026
- Complete Re-apportionment update with 2020 Census data
- Join and maintain memberships with organizations that support TPO programs, transportation planning and increases opportunities to reach targeted demographics; (memberships currently include Florida Public Transportation Association; FL Public Relations Association; Southeast and Caribbean Disaster Resilience Partnership; 321 Millennials; Institute of Transportation Engineers, American Planning Association; Note: only organization memberships utilize grant funds, no individual memberships are charged to grants)
- Maintain operating policies and procedures, including review and updating of Continuing of Operations Plan (COOP) as appropriate
- Procure office supplies; materials necessary to maintain operations; includes purchase of computers, chairs, desks, battery backup units, etc. to maintain functional equipment and office furniture
- Monitor, maintain and renew as appropriate contracts and agreements. Includes, but not limited to: Interlocal for Creation of MPO's, renewal upon re-apportionment; Intergovernmental and Coordination Agreement; MPO Agreement; Interlocal with Brevard County for support services such as budgeting, finance, information systems, human resource services, etc.; Rental Space Agreement with Brevard County; General Planning Consultant Agreements and associated work orders; Traffic Data Collection; Copier Rental and Usage Agreement; Maintenance of trailers and bicycles used for outreach and education program; Legal services; Software renewals (ESRI GIS, Adobe, Virtual Meeting programs, Social Archive, Constant Contact, Mentimeter, Canva Graphic, Outreach design tool programs, etc.); Website contract with Granicus and PEAK agenda module; Traffic Count website; Insurance; Auditing services; Recording of public meetings and security services
- Coordinate with Legal Assistance on contract reviews, policy review and general operations; (legal fees included under detailed budget, Contracted Services)
- Preparation and coordination of moving office to new Traffic Management Center, anticipated in 2026

### Staff Management & Development:

- Maintain professional staff; prepare transitional plans; review and update staffing classification and pay plan as needed
- Conduct annual performance evaluations on all staff and conduct Executive Director evaluation through Executive Committee
- Personnel management; timesheets; payroll; weekly staff meetings; and training including attending Title VI and Non-discrimination training
- Develop and monitor staff Strategic Plan - Plan guides staff on which activities it will undertake over the upcoming year and is used to track organizational performance; how well goals and strategies are met and are used for performance based evaluations and recognition for staff; Annual staff retreat conducted to update plan each year
- Attend local, regional and state meetings supporting products and programs of TPO. Attendance at national transportation related conventions to learn about latest technologies, planning initiatives, approaches to collecting and monitor performance measures, etc. (Overnight Conference/Trainings may include Florida Public Relations Association; Walk/Bike/Places; FDOT TransPlex; AMPO; ITS 5C Summit; Lifesavers; ITE; Florida Automated Vehicles Summit; Florida APA; Florida Public Transportation Association and Commission for the Transportation Disadvantaged; Executive Leadership Training; computer software applications; Annual Administrative Professionals Course; TPO staff professional development classes); All training, meeting and conference participation shall be reasonable, necessary and allowable as part of the transportation planning process.

### Financial Operations:

- Monitor; revise and amend, as needed, FY 25-26 UPWP and associated agreements
- Develop FY 27-28 UPWP
- Conduct annual audits in accordance with General U.S. audit standards and to determine compliance with F.S. Section 218.97 and 2 C.F.R. 200; Audit Services FY 24=\$15,750; FY 25=\$16,000
- Develop and maintain annual operating budgets within Brevard County financial system
- Process all vendor invoices in accordance with Florida Prompt Payment Act and TPO policies; Create, process and maintain purchase orders for all re-curing vendor payments
- Compile and transmit monthly invoices and progress reports requesting reimbursement for FHWA and other grant funds
- Maintain software licenses such as ESRI GIS (used for mapping; data analysis); constant contact database (used for public outreach); adobe suite of products; graphic arts programs; GoToWebinar for hosting virtual meetings and used as another outreach tool; Mentimeter for conducting survey's;

- Maintain equipment and materials used in support of bicycle education program; expenses include maintenance of trailers and bicycles used in program
- Procure materials, books and publications that are educational and promote safety, including bicycle and pedestrian safety messages aimed at school-age children and support education outreach program; procurement of bicycle helmets (see Task 6.0 for program)
- Prepare and process all travel request and reimbursements; travel process shall follow TPO adopted policy (see Appendix C) and adhere to F.S. 112.061
- Procure any needed capital equipment in accordance with FDOT requirements and in compliance with CFR Circular § 200.33; Any single item purchase exceeding \$5,000 will require pre-approval by FHWA

<b>Work Products</b>	<b>Target Date</b>	<b>Responsible Agency(s)</b>
Adoption of annual Operating Budgets (Effective October 1 - Sept 30)	Sept 2024 & 2025	SCTPO
FDOT Annual Certification	Feb 2025 & 2026	SCTPO/FDOT
FHWA Certification	Summer 2026	FHWA
Annual Staff Strategic Plans (Effective July 1 - June 30)	July 2024 & 2025	SCTPO
Adopt FY 26-28 Board Strategic Plan	July 2026	SCTPO
Board and Committee Orientation	Feb 2025 & 2026	SCTPO
Performance Evaluation of Executive Director/Staff	Sept 2024 & 2025	SCTPO
Annual Operating Budget Audits (FY 24 & FY 25)	May 2025 & 2026	SCTPO
De-obligation of unspent FY 25/26 funds	March 2026	SCTPO
FY 27-28 UPWP Draft	March 2026	SCTPO
FY 27-28 UPWP Final	May 2026	SCTPO
TPO Board & Committee agenda packages, minutes, materials	Monthly (9/yr)	SCTPO
Launch new Agenda Center website page	Fall 2024	SCTPO
Invoices and progress reports	Monthly	SCTPO
Contract Management	On-going	SCTPO
FY 25-26 UPWP Amendments and Modifications	As needed	SCTPO
Maintenance of TPO Policies and Procedures	On-going	SCTPO
Maintenance of financial records	On-going	SCTPO
Legal services (Contracted Service)	On-going	SCTPO
Processing of day and overnight travel	Monthly	SCTPO
Renewal of maintenance agreements	On-going	SCTPO



<b>Products Potentially Utilizing Consultant Services</b>		
GPC Miscellaneous Services*	As Needed	SCTPO
Granicus PEAK Agenda Services Web Module Development	Dec 2024	SCTPO

\*The GPC Miscellaneous Services work order is utilized when unique, special services are required to complete a task when TPO staff resources are not available and when level of work does not reach need for a separate work order. Annual \$12,000 budget is set aside for these types of requests. Activities charged to the miscellaneous work order must be in support of existing UPWP work products and programs.

Budget tables for each fiscal year are provided on the following pages for Task 1.0. Following are general category descriptions that apply to the budget tables for all tasks.

**Personnel** – These are the salaries and benefits of Space Coast TPO employees.

**Consultant** – Consultants are used for such projects as the Long-Range Transportation Plan, Master Plans; Modal Master Plans; Corridor Studies; Intersection Analysis; all Work Orders issued under General Planning Consultant Agreement; and strategic plan initiatives. Project scopes are coordinated with FDOT and FHWA as needed prior to work authorization.

**Travel** (only budgeted under Task 1.0) – Expenses incurred with daily and/or overnight travel of TPO staff attending meetings that promote and support transportation planning efforts. Includes travel to conferences to continue professional development and Board members to MPOAC Institute and regional meetings.

**Contracted Services** include all projects and operations that the TPO has entered into a formal contract or agreement. These include office space lease; administrative support services (budget, human resources, financing, etc.); copier rental; legal services; crash database system; Information Technology services; website annual maintenance and ADA compliance reviews; repair and maintenance of bicycles used in education program and the trailers used to haul and store equipment.

**Audit** is for annual audit of TPO financial records.

**Operating** – Daily and general operating expenses: Postage, printing, copies, books, training, memberships, office supplies and agency general liability insurance.

**Equipment/Software** - Equipment may include computers; printers; plotters; meeting support items (camera's, video recording devices, microphones, etc.); chairs, desks, computers, computer accessories, tables, etc. Software platforms used to create and administer operations of TPO. These include ESRI (GIS software used in mapping; crash analysis) Adobe products; LogMeln (used for hosting on-line meetings and public outreach).

<b>Task 1.0 Manage</b>			
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)			
<b>Funding Source</b>	<b>FHWA (CPG)</b>	<b>FHWA (SU)</b>	<b>Total</b>
<b>Contract Number</b>	G2W03	G2W03	
<b>Source Level</b>	Federal (81.93%)	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 565,877	\$ 100,000	\$ 665,877
<b>Consultant Services</b>	\$ 10,000		\$ 10,000
<b>Contracted Services</b>	\$ 163,018		\$ 163,018
<b>Audit</b>	\$ 15,750		\$ 15,750
<b>Travel</b>	\$ 14,000		\$ 14,000
<b>Operating</b>	\$ 71,034		\$ 71,034
<b>Equipment</b>	\$ 7,500		\$ 7,500
<b>TOTAL</b>	\$ 847,179	\$ 100,000	\$ 947,179

<b>Task 1.0 Manage</b>			
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)			
<b>Funding Source</b>	<b>FHWA (CPG)</b>	<b>FHWA (SU)</b>	<b>Total</b>
<b>Contract Number</b>	G2W03	G2W03	
<b>Source Level</b>	Federal (81.93%)	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 626,598	\$ 100,000	\$ 726,598
<b>Consultant Services</b>	\$ 10,000		\$ 10,000
<b>Contracted Services</b>	\$ 164,956		\$ 164,956
<b>Audit</b>	\$ 16,000		\$ 16,000
<b>Travel</b>	\$ 19,000		\$ 19,000
<b>Operating</b>	\$ 96,915		\$ 96,915
<b>Equipment</b>	\$ 7,000		\$ 7,000
<b>TOTAL</b>	\$ 940,469	\$ 100,000	\$ 1,040,469

## TASK 1.1 – Regional Activities

**Purpose:** To promote and enhance interregional transportation planning and coordination with neighboring MPOs by supporting common interest, through the Central Florida MPO Alliance (CFMPOA). Participating MPOs/TPOs include: Lake~Sumter MPO, MetroPlan Orlando, Ocala Marion TPO, Polk TPO, River to Sea TPO and Space Coast TPO.

### **Previous Achievements:**

- ✓ Annually prepared CFMPOA Regional priority project list
- ✓ Held quarterly meetings of the CFMPOA
- ✓ Annually held joint meeting with Sun Coast Transportation Planning Alliance (SCTPA)
- ✓ Annual support allocation to MetroPlan Orlando to administer CFMPOA (\$5,000 annually). Support activities include coordination and development of agenda's and supporting materials; meeting announcements; meeting minutes; hosting meeting location; etc.

### **Required Activities:**

- Support to MetroPlan Orlando to administer CFMPO Alliance meetings (\$5,000 annually) (attendance and general support of Alliance initiatives and other regional activities covered under Tasks 3.0 & 4.0)

<b>Work Products</b>	<b>Completion Date</b>	<b>Responsible Agency(s)</b>
Transfer to MetroPlan Orlando, financial support to administer the CFMPO Alliance.	Annually, July	SCTPO, MetroPlan Orlando
CFMPOA Regional priority project list	July 2024 & 2025	CFMPOA
CFMPOA continued coordination amongst regional MPO partners	Quarterly meetings/Ongoing	CFMPOA
CFMPOA Regional Indicators Report	April 2025, 2026	CFMPOA
CFMPOA Regional LRTP Summary	April 2026	CFMPOA

<b>Task 1.1 Regional Activities</b>		
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)		
Funding Source	FHWA (CPG)	Total
Contract Number	G2W03	
Source Level	Federal (81.93%)	
<b>Consultant</b>		
<b>Transfer to:</b> <b>MetroPlan Orlando</b> Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
<b>TOTAL</b>	\$ 5,000	\$ 5,000

\* Central Florida Metropolitan Planning Organization Alliance.  
CFMPO Alliance members include: Metroplan Orlando, River to  
Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion

Orange formatting indicates outgoing funds.

<b>Task 1.1 Regional Activities</b>		
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)		
Funding Source	FHWA (CPG)	Total
Contract Number	G2W03	
Source Level	Federal (81.93%)	
<b>Consultant</b>		
<b>Transfer to:</b> <b>MetroPlan Orlando</b> Annual Allocation for CFMPO Alliance*	\$ 5,000	\$ 5,000
<b>TOTAL</b>	\$ 5,000	\$ 5,000

\* Central Florida Metropolitan Planning Organization Alliance.  
CFMPO Alliance members include: Metroplan Orlando, River to  
Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO

Orange formatting indicates outgoing funds.

## TASK 2.0 - MONITOR

**Purpose:** To monitor, compile and report on the existing transportation network, safety and security, socio-economic variables and environmental factors needed for use in both short term and long range transportation planning and management systems.

### **Previous Achievements:**

- ✓ Prepared, monitored, and managed annual traffic data collection program; collected traffic volumes on over 500 segment locations annually; coordinated with data collection contractor; uploaded and posted counts to on-line, web based traffic count system
- ✓ Developed annual State of the System (SOS) Report; included documentation of trends and conditions in demographics, VMT, transit, bike/ped/trails, safety (part of Congestion Management System monitoring)
- ✓ Adopted Performance Measures and include monitoring of performance as part of SOS
- ✓ Launched SOS dashboard to include roadway characteristics and safety data
- ✓ Reviewed and updated list of functionally classified roadways; analyzed and assigned context classification to all Brevard functionally classified roadways
- ✓ Coordinated with FDOT on review and updating of urbanized area boundaries with 2020 Census data
- ✓ Updated Vision Zero High Injury Network with most recent 5-year crash data
- ✓ Maintained transportation data files in Geographic Information Systems format; files included bicycle, pedestrian, trails, functional classifications; urbanized area boundary datasets
- ✓ Conducted sub-area model analysis for Ellis Road Widening Project

### **Required Activities:**

- Maintain transportation network of demographic database sets to provide transportation data to the public, media and other requesting agencies
- Participate in GIS coordination meetings with various agencies
- Maintain transportation data files in Geographic Information Systems format; files include bicycle, pedestrian, trails, functional classifications, urbanized area boundary datasets; census data; conduct evaluation of data needs (consultants may be used)
- Maintain, update and expand on-line dashboard to streamline into one source multiple data layers to include safety, planned projects, ITS systems, bicycle and pedestrian facilities, functional classifications, volumes, etc. (coordination with FDOT on data sources and potential use of existing systems to include Brevard specific datasets; develop utilizing contract and/or consultant services if necessary).

- Develop maps and tables to distribute data in visual and technical formats
- Maintain web-based applications for traffic counts and crash data; (contracted service)
- Maintain annual traffic data collection program; volumes, turning movement counts; classification counts; (data collection services are contracted)
- Continue to expand data collection to include pedestrian and bicycle counts
- Pursue opportunities to coordinate the gathering and sharing of traffic data utilizing Brevard County's Advanced Traffic Management System
- Continue use of crash data using CARS and Signal 4 to distribute safety information and statistical trends; Analyze data as part of Vision Zero Action Plan and initiatives; Update Vision Zero High Injury Network with latest crash data within SOS report; conduct data analysis to identify trends and potential counter measures to problem locations, such as speed analysis and lighting studies (through use of consultant services)
- Collect data, if appropriate, to monitor safety performance and trends associated with the Highway Safety Improvement Program (HSIP) regulation under 23 CFR Part 924 and the Safety PM Part 490 of title 23 of the Code of Federal Regulations created to implement the performance management requirements in 23 U.S.C. 150
- Annually develop a State of the System Report tracking trends throughout county for various metrics such as congestion, transit use, and as data becomes available, reliability of system (use of consultant services)
- Utilize consultant services to develop, monitor and produce annual traffic data report. Services will include collection of traffic volumes and other traffic data (such as bike/ped counts), review and updating of LOS/MAV as appropriate, and including review and updating context classification of roadways.
- Coordinate with Space Coast Area Transit (SCAT) on Public Transportation Agency Safety Plan (PTASP) and Transit Assist Management (TAM) and related data monitoring
- Support SCAT with updates to ADA Bus Stop Inventory database and coordinate data analysis and reliability of transit system utilizing SCAT's ITS system
- Use FDOT ETDM program to develop and produce demographic/community characteristic reports for use as resource and review of projects in LRTP and their environmental impact;
- Evaluate the potential of conducting a demographic equity analysis that would overlap plans with known transportation disadvantaged demographic areas and to highlight various community groups to ensure appropriate transportation infrastructure is implemented to serve local needs. General demographic data is already compiled but this effort would be a deeper dive to potentially establish an equity program. Analysis may use consultant services.
- Conduct school travel survey's as appropriate and in support of Safe Routes to School
- Provide support and any necessary data requirements related to FDOT Performance Measures and Targets established to meet Federal requirements

- Support of Central Florida Regional Planning Model
- Coordinate with FDOT and local agencies on data updates related to 2020 Census

Work Products	Target Date	Responsible Agency(s)
Traffic Counts Website Maintenance	Oct 2024; 2025	SCTPO
Annual collection of traffic volumes (Contracted Services)	Oct-Dec 2024, 2025; Jan-Mar 2025, 2026	SCTPO
Assist with data analysis and coordination of SCAT PTASP and TAM (coordinate target setting updates)	On-going	SCTPO/SCAT
Process collected traffic data, post to website, publish Annual Traffic Counts Report	June 2025; 2026	SCTPO
Provision of transportation data	On-going	SCTPO
Develop and produce demographic/community characteristics reports utilizing FDOT ETDM and Census	As needed	SCTPO
Adoption of Safety Performance Targets	Feb 2025 & 2026	SCTPO/FDOT
Adoption of new GHG Performance Measure Targets	Sept 2024	SCTPO
Support any necessary data collection and reporting related to FDOT Performance Measures and Targets	On-going	SCTPO/FDOT
Context Classifications and Level of Service Updates	Fall 2024	FDOT/SCTPO
Review and update of datasets related to Census (urbanized area boundary, functional classifications)	On-going	FDOT/SCTPO
<b>Products Potentially Utilizing Consultant Services*</b>		
Annual State of the System Report	Oct 2024 & 2025	SCTPO
Context Classifications and Level of Service Updates	Fall 2024	SCTPO
Maintenance of GIS transportation datasets	On-going	SCTPO
Mapping of projects/datasets	On-going	SCTPO
Crash database analysis and reporting	On-going	SCTPO
Vision Zero High Injury Network Analysis (speed, lighting)	Dec 2025	SCTPO
Transportation Surveys	As needed	SCTPO
On-line data dashboard-Maintain/Expand	On-going	SCTPO
Support and data input into Regional Planning Model	On-going	FDOT/SCTPO

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work. Note that regular/routine updates and mapping of existing transportation datasets may be issued to General Planning Consultants under Miscellaneous Work Orders. These types of efforts do not rise to the level of separate Work Orders and are issued on a case by case basis to help fulfill and deliver work products listed in UPWP.

Task 2.0 Monitor				
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)				
Funding Source	FHWA (CPG)	FHWA (SU)	BOCC	Total
Contract Number	G2W03	G2W03	Interlocal	
Source Level	Federal (81.93%)	Federal	Local	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 25,000	\$ 55,000		\$ 80,000
<b>Consultant Services</b>	\$ 7,721	\$ 256,114		\$ 263,835
<b>Contracted Services</b>		\$ 8,976	\$ 12,500	\$ 21,476
<b>Travel</b>				\$ -
<b>Operating</b>				\$ -
<b>Equipment</b>				\$ -
<b>TOTAL</b>	\$ 32,721	\$ 320,090	\$ 12,500	\$ 365,311

Note: FY 25 SU Consultant Services budget includes FY 24 SU de-obligated funds for development of 2023 State of the System Report.

Task 2.0 Monitor				
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)				
Funding Source	FHWA (CPG)	FHWA (SU)	BOCC	Total
Contract Number	G2W03	G2W03	Interlocal	
Source Level	Federal (81.93%)	Federal	Local	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 25,000	\$ 65,000		\$ 90,000
<b>Consultant Services</b>	\$ -	\$ 162,000		\$ 162,000
<b>Contracted Services</b>		\$ 9,425	\$ 12,500	\$ 21,925
<b>Travel</b>				\$ -
<b>Operating</b>				\$ -
<b>Equipment</b>				\$ -
<b>TOTAL</b>	\$ 25,000	\$ 236,425	\$ 12,500	\$ 273,925



## TASK 3.0 – PRIORITIZE

**Purpose:** To prepare, develop and annually maintain a Transportation Improvement Program (TIP) that includes the programs and projects, by phase, to be undertaken in the next five years and adheres to the requirements of the federal highway transportation act.

**Previous Achievements:**

- ✓ Annual call for projects; coordination with locals; annual project priorities
- ✓ Annual review of prioritization process, scoring criteria and ranking
- ✓ Adoption of regional priorities including CFMPO Alliance
- ✓ Freight and Rail priorities
- ✓ Coordination with Ports on priorities
- ✓ Developed, adopted, monitored and amended Transportation Improvement Program
- ✓ Utilized application and scoring methodology for Transportation Alternatives Program
- ✓ Published annual list of projects for which federal funds were obligated in the preceding fiscal year (included as part of TIP)
- ✓ Annually held public information meeting soliciting comments on projects and status of TPO programs
- ✓ Annually adopted Legislative Issues to inform policy makers of transportation issues
- ✓ Adoption of CFMPO Alliance Legislative Priorities

**Required Activities:**

- Conduct annual call for projects
- Develop and submit annually project priorities for all appropriate modes, including freight and rail
- Map priority and TIP projects (consultant services)
- Adoption of regional priorities, if updated
- Development of CFMPO Alliance list of Legislative Priorities, and a Regional List of Project Priorities
- Develop, adopt, monitor and amend, as necessary, TIP
- Develop new TIP tool for development, monitoring and maintaining of TIP (consultant support if needed for tool development)
- Publish annually, listing of previously obligated projects which used federal funds
- Annually conduct public information meeting (event covered under Task 6.0)
- Review and comment on FDOT Work Program
- Annual develop legislative priorities that support transportation initiatives

- Monitor legislative activities related to impacts on transportation planning
- Monitor Federal legislative activities related to Highway Transportation Bills

Work Products	Target Date	Responsible Agency(s)
Adoption of FY 24/25 – 28/29 TIP	July 2024	SCTPO
Amendments of FY 24/25 – 28/29 TIP	Sept 2024-2025	SCTPO/FDOT
Adopt 2024 Project Priorities	July 2024	SCTPO
Annual CFMPO Alliance Project Priorities	Fall 2024 & 2025	CFMPO Alliance
Coordinate/develop freight & rail priorities	As needed	SCTPO
Adoption of FY 25/26 – 29/30 TIP	July 2025	SCTPO
Amendments of FY 25/26 – 29/30 TIP	Sept 2025-2026	SCTPO/FDOT
Adopt 2025 Project Priorities	July 2025	SCTPO
Annual Public Information Meeting	June 2025, 2026	SCTPO
Annual review and comments on FDOT Work Program	Sept-Dec 2024,2025	FDOT
Annual Legislative Priorities	October 2024; 2025	SCTPO
Annual CFMPO Alliance Legislative Priorities	October 2024; 2025	CFMPO Alliance
<b>Products Potentially Utilizing Consultant Services*</b>		
Annual mapping of priority and TIP projects	July 2024 & 2025	SCTPO
GPC Miscellaneous Services	As Needed	SCTPO
Development of new TIP tool	April 2025	SCTPO

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work.

Task 3.0 Prioritize			
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)			
Funding Source	FHWA (CPG)	FHWA (SU)	Total
Contract Number	G2W03	G2W03	
Source Level	Federal (81.93%)	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 42,500	\$ 22,955	\$ 65,455
<b>Consultant Services</b>	\$ 26,697	\$ 132,308	\$ 159,005
<b>TOTAL</b>	\$ 69,197	\$ 155,263	\$ 224,460

<b>Task 3.0 Prioritize</b>			
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)			
<b>Funding Source</b>	FHWA (CPG)	FHWA (SU)	<b>Total</b>
<b>Contract Number</b>	G2W03	G2W03	
<b>Source Level</b>	Federal (81.93%)	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 12,500	\$ 15,000	\$ 27,500
<b>Consultant Services</b>	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 12,500	\$ 15,000	\$ 27,500

## TASK 4.0 – PLAN

**Purpose:** To develop, maintain and modify as required, the adopted TPO Cost Feasible Long Range Transportation Plan (LRTP) in compliance with planning requirements and participation and coordination on long range, system-wide planning initiatives.

### **Previous Achievements:**

- ✓ Adopted 2045 Long Range Transportation Plan (LRTP) September 2020
- ✓ Conducted Sea Level Rise Assessment; Approved Regional Resiliency Action Plan and adopted Transportation Resiliency Master Plan
- ✓ Adopted update to Bicycle/Pedestrian Master Plan
- ✓ Adopted Vision Zero Action Plan Update
- ✓ Completed update to Space Coast Area Transit’s ADA Bus Stop Assessment
- ✓ Conducted Transit Ridership Survey and initiated development of new Transit Development Plan in conjunction with initiating 2050 LRTP
- ✓ Participated in modal agencies Master Plans (Space Florida; Canaveral Port Authority Melbourne-Orlando International Airport)
- ✓ Regional and Statewide coordination and attendance at various committee and board meetings (MPOAC; CFMPO Alliance; FDOT D5 quarterly and statewide meetings; Central Florida Expressway Authority; Alert Today Alive Tomorrow Coalition)
- ✓ Local coordination and attendance at various committee and board meetings (TDLCB; Space Florida; Melbourne-Orlando Airport; Canaveral Port Authority; Passenger Rail initiatives including Brightline; Transit One)

### **Required Activities:**

- Note: This task achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). Planning activities satisfying this requirement are also included under Task 5.0
- Monitor and amend as necessary adopted 2045 (and 2050 Plan once adopted) Long Range Transportation Plan and ensure planning consistency between transportation plans
- Adopt 2050 Long Range Transportation Plan Update (utilizing GPC)
- Initiate follow-up coordination with agencies on implementation strategies of cost feasible projects (project specific coordination covered under Task 5.0)
- Adopt Transit Development Plan (utilize GPC)
- Monitor and maintenance of Bicycle/Pedestrian Master Plan

- Conduct a gap analysis of bicycle and pedestrian facilities as follow-up to Bicycle, Pedestrian Master Plan (utilize GPC)
- Monitor and maintenance of Transportation Resiliency Master Plan
- Participate in local, regional and state resiliency efforts and plans
- Monitor and maintenance of Transportation Resiliency Master Plan
- Monitor and maintenance of Vision Zero Action Plan
- Conduct further analysis on High Injury Network identified in Vision Zero Action Plan including potential lighting study and speed studies (use consultant services, also included under Task 2.0)
- Attend and participate in Regional and Statewide coordination projects including attendance at various committee and board meetings (MPOAC; MPO Alliance (Contracted Services includes SCTPO support funds to Metroplan Orlando to administer MPO Alliance meetings and is budgeted within Task 1.1, \$5,000/year with CPG); FDOT D5 Quarterly and statewide meetings; Central Florida Expressway Authority; Regional Resiliency Collaboration)
- Attend and participate in Local coordination projects including attendance at various committee and board meetings (TDLCB; Space Florida; Melbourne-Orlando Airport; Canaveral Port Authority; Passenger Rail initiatives including Brightline; Transit One; School Health Advisory)
- Support regional and state initiatives in studies or pilot projects on pursuing alternative funding sources and programs for transportation other than gas taxes. Efforts may include participation through the MPOAC as a member of the Mileage-Based User Fee Alliance or pursuing grants for studies potentially as part of the Surface Transportation System Funding Alternative (STSFA)
- Support FDOT District 5 planning activities that focus on four core areas: Improve Safety, Enhance Mobility, Inspire Innovation, and Foster Talent; See [APPENDIX D](#) for summary
- Participate in Central Florida Expressway Authority Regional planning initiatives
- Complete Intermodal Station Feasibility Study that is evaluating and developing an implementation/action plan to construct an intermodal passenger rail station with Brightline. Analysis includes identification of catchment area, the need for transit oriented developed (TOD) within the surrounding station area that would integrate passenger rail, local transit services, general public, future EV/AV uses and ride share services, surface transportation improvements and potential grant opportunities. Consultant services are being used and is funded through the FDOT's Intermodal Grant Program.
- Support SCATs Transportation Disadvantaged Service Plan (TDSP), annual update and evaluation (performance measure work is covered under Task 2.0).
- Complete Mobility on Demand (MOD) Study in cooperation with SCAT to evaluate the potential opportunities of public-private partnerships for MOD planning. Evaluating

first/last mile solutions, mobile applications to integrate public and private transportation services on one app and impacts/opportunities to service people with disabilities. (utilizing general planning consulting firm)

- Provide Florida Commission for the Transportation Disadvantaged (CTD) grant to Space Coast Area Transit for administration and management. Space Coast TPO acts as a pass thru entity only.
- Support Transportation Disadvantaged Local Coordinating Board as the SCTPO is the representing DOPA (Designated Official Planning Agency).
- Complete Southern Brevard Trails Master Plan (utilizing consulting services)
- Complete North Merritt Island Pioneer Trail Feasibility Study evaluating and identifying best alignment for trail (administering on behalf of Brevard County and funded via Sun Trails and using general planning consultant)
- Pending staffing and financial resources, collaborate and assist Brevard County School Transportation on a master/visioning plan for public school transportation services (utilize GPC)
- Participation in regional and local freight studies

Work Products	Completion Date	Responsible Agency(s)
Monitor and Amend 2045 LRTP Cost Feasible Plan	July 2024-June 2025	SCTPO
Monitor and Amend 2050 LRTP Cost Feasible Plan	July 2025-June 2026	SCTPO
Administer Transportation Disadvantaged Grant	On-going	SCAT
Support of FDOT District Planning Activities	On-going	SCTPO/FDOT
Regional and Statewide Participation & Coordination (i.e. CFMPO Alliance; CFX; MPOAC; FDOT;)	On-going	SCTPO
Local Agency and Committee Participation & Coordination (i.e. Transit One; Space Florida; Canaveral Port Authority; Melbourne Orlando Airport; TDLCB)	On-going	SCTPO
Participate and support regional planning projects which may include transit, rail, freight, or tourism studies	As needed	SCTPO/FDOT/CFX
<b>Products Potentially Utilizing Consultant Services*</b>		
Adopt Transit Development Plan	Fall 2024	SCTPO/SCAT
Complete Intermodal Station Feasibility Study (Grant)	September 2024	SCTPO
Complete Mobility on Demand Study	Spring 2025	SCTPO/SCAT
Complete Southern Brevard Trails Master Plan	May 2025	SCTPO
Adopt 2050 LRTP	July 2025	SCTPO
Complete N. Merritt Island Pioneer Study (Sun Trails)	July 2025	SCTPO
Conduct GAP analysis on bike/ped facilities	May 2026	SCTPO
School Transportation Services Master Plan	June 2026	SCTPO
Conduct Lighting/Studies on Vision Zero HIN	May 2026	SCTPO

\*For new studies/projects: If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work.

Task 4.0 Plan						
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)						
Funding Source	FHWA (CPG)	FHWA (SU)	FDOT Intermodal Grant	SUN Trails	CTD	Total
Contract Number	G2W03	G2W03	G2K95	G2U29	XX	
Source Level	Federal (81.93%)	Federal	State	State	State	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 64,402	\$ 100,000			\$ 32,475	\$ 196,877
<b>Consultant Services</b>	\$ 40,000	\$ 586,174	\$ 85,000	\$ 220,000		\$ 931,174
<b>Contracted Services</b>						\$ -
<b>Travel</b>						\$ -
<b>Operating</b>						\$ -
<b>Equipment</b>						\$ -
<b>TOTAL</b>	\$ 104,402	\$ 686,174	\$ 85,000	\$ 220,000	\$ 32,475	\$ 1,128,051

CTD=Commission for Transportation Disadvantaged

Note1: FHWA (CPG) funds include both PL and FTA. The PL portion programmed in Task 4.0 satisfies the 2.5% PL set aside for Complete Streets planning requirement. For FY 25, PL total funding is \$920,584 x 2.5% = \$23,014. Complete Streets activities are also covered in Task 5.0.

Note2: FY 25 SU Consultant Services budget includes FY 24 SU de-obligated funds for development of 2050 LRTP, S. Brevard Trails Master Plan and Mobility on Demand.

Task 4.0 Plan				
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)				
Funding Source	FHWA (CPG)	FHWA (SU)	CTD	Total
Contract Number	G2W03	G2W03	XX	
Source Level	Federal (81.93%)	Federal	State	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 40,000	\$ 85,000	\$ 32,475	\$ 157,475
<b>Consultant Services</b>	\$ 6,697	\$ 153,000		\$ 159,697
<b>Contracted Services</b>				\$ -
<b>Travel</b>				\$ -
<b>Operating</b>				\$ -
<b>Equipment</b>				\$ -
<b>TOTAL</b>	\$ 46,697	\$ 238,000	\$ 32,475	\$ 317,172

CTD=Commission for Transportation Disadvantaged

Note: FHWA (CPG) funds include both PL and FTA. The PL portion programmed in Task 4.0 satisfies the 2.5% PL set aside for Complete Streets planning requirement. For FY 26, PL total funding is \$938,211 x 2.5% = \$23,455. Complete Streets activities are also covered in Task 5.0.

## Task 5.0 – IMPLEMENT

**Purpose:** To collaborate with partners to implement transportation improvements projects for all modes.

### **Previous Achievements:**

- ✓ Coordinated and completed construction on Complete Streets projects
- ✓ Completed corridor study on Minton Road and Fiske/Roy Wall/Martin Intersection Analysis
- ✓ Coordination and support of PD&E, Design, Right-of-Way and Construction phases of priority projects
- ✓ Assisted with INFRA grant application for Ellis Road Widening Project
- ✓ Provided informational workshop with Federal Rail Administration for process of pursuing Quiet Zones
- ✓ Attendance and participation in Community Traffic Safety Team
- ✓ Conducted safe school access evaluations and assisted with Safe Routes to School applications
- ✓ Quarterly meetings of Vision Zero Leadership Team; Review of high injury network; review of corridors/projects eligible for Safe Street for All grant and local support in applying
- ✓ Coordination activities on Brightline passenger rail service; Created Regional Intermodal Connections Committee to discuss and bring together local community leaders to encourage support for construction of a passenger rail station in Brevard

### **Required Activities:**

- Note: This task achieves the requirements for Complete Streets planning as described in Section 11206 Increasing Safe and Accessible Transportation Options of the Infrastructure Investment and Jobs Act (IIJA). Planning activities satisfying this requirement are also included under Task 5.0
- Attendance and participation in coordination meetings to advance priority projects
- If needed, support and coordination with local, regional or state partners on submittal of grant applications that support implementation of priorities; may utilize consultant services for grant application support
- Conduct resiliency corridor planning studies on vulnerable corridors identified in Transportation Resiliency Master Plan to identify specific countermeasures (utilize GPC)
- Complete Street planning, design and implementation support to local agencies; conduct complete street feasibility study on Dixon Blvd in Cocoa with use of GPC



- Continue support and coordination of trail planning and studies that include Coast to Coast Trail; Space Coast Loop Trail; North Merritt Island Pioneer Trail; SR A1A Urban Trail; Al Tuttle Trail; River to Sea Trail; Indian River/Brevard Regional Trail and East Coast Greenway
- Conduct trail feasibility study identified as priority from Southern Brevard Trails Master Plan (utilize GPC)
- Complete Dixon Blvd. Complete Street Feasibility Study (utilize GPC)
- Continue coordination and support of local efforts to apply for grants that implement strategies on high injury corridors
- Participate in FDOT corridor/feasibility studies (SR 520 Causeway; SR 405)
- Participate in regional corridor studies conducted through agencies and organizations that include the CFMPO Alliance, FDOT, Regional Planning Council, Central Florida Expressway, FDOT Turnpike (SR 528)
- PD&E Studies: Babcock St. (SJHP-Malabar)
- Design/ROW: SR 528 (SR 524-Port); SJHP/Ellis Road; Space Coast Trail; SR A1A; SR 501 (Clearlake Rd.); SR 524
- Construction: SR A1A; various resurfacing and safety projects; Traffic Management Center
- Continue coordination with Brightline passenger rail service; includes quiet zone coordination/designation; safety infrastructure and outreach educational campaigns (outreach under Task 6.0); passenger rail/intermodal hub (station study under Task 4.0)
- Attend and participate in Community Traffic Safety Team; Alert Today Alive Tomorrow Coalition
- Conduct safe school access evaluations and respond to citizen safety inquiries
- Continue coordination and support of Safe Routes to school program
- Implement Vision Zero Action Plan Safety Initiatives; coordination with locals on Safe Streets for All grant projects
- Conduct pilot Mobility on Demand project identified from Mobility on Demand study (conducted under Task 4.0) (utilize GPC)
- Coordinate and participate on space, airport and seaport projects
- Implementation of projects identified in county and regional plans under Task 4.0 (LRTP; Bike/Ped Master Plan; Intelligent Transportation Systems Master Plan; Vision Zero projects; TDP; Regional Transit; Freight Plans; Passenger Rail)
- Participation and support of Transportation Systems Management and Operations (TSMO) programs and projects
- Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance

<b>Work Products</b>	<b>Target Date</b>	<b>Responsible Agency(s)</b>
Participation in PD&E, Design, ROW, CST of priority projects	On-going	SCTPO
Construction of County TMC Facility	Spring 2026	BOCC
Advancement and funding of project priorities	On-going	SCTPO; FDOT
Space, airport, seaport projects (NASA Causeway; SR 401)	On-going	FDOT; SCTPO; NASA; KSC; Port; SF
<b>Work Products</b>	<b>Target Date</b>	<b>Responsible Agency(s)</b>
TSM&O Support; Regional Consortium	On-going	SCTPO
Conduct Vision Zero Leadership Committee Meetings	Quarterly	SCTPO
Implementation of Vision Zero Action Plan Safety Program	On-going	SCTPO
<b>Products Potentially Utilizing Consultant Services*</b>		
Conduct School Safety Studies	As requested	SCTPO
Coordination of Passenger Rail Initiatives	On-going	SCTPO
Complete Dixon Blvd. Complete Street Feasibility Study	May 2025	SCTPO
Resiliency Corridor Strategy Plans	May 2026	SCTPO
Initiate Mobility on Demand Pilot Project	July 2025	SCTPO
Feasibility Study of prioritized Southern Brevard Trail	June 2026	SCTPO
Coordination and support of grant opportunities and applications	As needed	SCTPO

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work.

Task 5.0 Implement				
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)				
Funding Source	FHWA (CPG)	FHWA (SU)	CARL	Total
Contract Number	G2W03	G2W03	G2W03	
Source Level	Federal (81.93%)	Federal	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 60,000	\$ 95,000		\$ 155,000
<b>Consultant</b>	\$ 5,000	\$ 299,216	\$ 123,150	\$ 427,366
<b>Contracted Services</b>				\$ -
<b>Travel</b>				\$ -
<b>Operating</b>				\$ -
<b>Equipment</b>				\$ -
<b>TOTAL</b>	\$ 65,000	\$ 394,216	\$ 123,150	\$ 582,366

Note1: FHWA (CPG) funds include both PL and FTA. The PL portion programmed in Task 5.0 satisfies the 2.5% PL set aside for Complete Streets planning requirement. For FY 25, PL total funding is  $\$920,584 \times 2.5\% = \$23,014$ . Complete Streets activities are also covered in Task 4.0.

Note2: FY 25 SU Consultant Services budget includes FY 24 SU de-obligated funds for Dixon Blvd. Complete Streets Study.

Task 5.0 Implement				
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)				
Funding Source	FHWA (CPG)	FHWA (SU)		Total
Contract Number	G2W03	G2W03		
Source Level	Federal (81.93%)	Federal		
<b>Personnel (Salary &amp; Benefits)</b>	\$ 40,000	\$ 80,423		\$ 120,423
<b>Consultant</b>	\$ 64,786	\$ -		\$ 64,786
<b>Contracted Services</b>				\$ -
<b>Travel</b>				\$ -
<b>Operating</b>				\$ -
<b>Equipment</b>				\$ -
<b>TOTAL</b>	\$ 104,786	\$ 80,423		\$ 185,209

Note: FHWA (CPG) funds include both PL and FTA. The PL portion programmed in Task 5.0 satisfies the 2.5% PL set aside for Complete Streets planning requirement. For FY 26, PL total funding is  $\$938,211 \times 2.5\% = \$23,455$ . Complete Streets activities are also covered in Task 4.0.

## TASK 6.0 – ENGAGE

**Purpose:** To enhance public participation in the transportation planning process by providing appropriate opportunities for input, development and dissemination of information utilizing various types of media. Provide education and training on transportation safety including bicycle, pedestrian and other modes of travel.

### **Previous Achievements:**

- ✓ Increased usage of social media applications including Facebook, Twitter, YouTube, and Nextdoor
- ✓ Broadcasting of TPO Board monthly meetings through Brevard County’s Space Coast Government Television and Facebook, YouTube
- ✓ Maintained TPO website
- ✓ Published electronic newsletters, En Route to provide subscribers information on upcoming meetings, projects, safety messages, and how to get involved
- ✓ Presentations at various events including Chamber of Commerce, homeowner’s associations, city councils and public meetings related to transportation projects
- ✓ Reviewed Title VI and Limited English Proficiency Plan (LEPP)
- ✓ Implemented Public Participation Plan on all projects providing adequate notice and publication of agendas to allow for public comment
- ✓ Published Public Participation Activity Reports
- ✓ Updated Public Participation Plan based on COVID impacts and virtual meeting platforms
- ✓ Maintain data on evaluating effectiveness of public outreach tools used
- ✓ Coordinated and participated in annual Walk and Bike to School Days and World Day of Remembrance
- ✓ Participated in State’s Alert Today, Alive Tomorrow campaign
- ✓ Provided bicycle helmets and continued distribution program of helmet to those in need

### **Required Activities:**

- Continue Public Engagement Program that includes:
  - Engagement Tools: Maintain and update as appropriate organization website; Utilization of social media platforms to disseminate information promote meetings and opportunities for public feedback and engagement on transportation planning projects and programs (Facebook, Twitter, YouTube, Nextdoor, utilization of social boosting advertising to increase discussions about core projects, specific projects and improve reach to all demographics in Brevard, budgeted under Task 1.0, operating expenses)

- Create and post documents, reports and information materials for public access
- Development and distribution of E-News
- Coordination with local and regional media sources to extend outreach and promote projects and programs
- Continue provision of community presentations, events, interviews and attendance at public meetings related to transportation planning and projects
- Conduct Facebook Live meetings and Virtual Town Hall meetings as appropriate
- Quarterly public engagement reports to track outreach efforts and measures of effectiveness of public involvement methods
- Develop educational video's regarding transportation planning initiatives to encourage engagement (topics could include Resiliency, ITS, How Transportation is Funded, etc. (utilize GPC, scopes to be developed on as needed basis)
- Develop a Crisis Communications Plan that would identify SCTPO's role in event of a natural or man-made disaster that creates a disruption to transportation system (utilize General Planning Consulting Services)
- Maintain and update Public Participation Plan; Annual Measure of Effectiveness Report; Annual Report
- If needed, use of General Planning Consultants in assisting with public engagement activities that may include meeting preparations, outreach materials/flyers, annual reports
- Follow public notice policies for all meetings, document development including the amending of documents and project meetings
- Continue to follow and implement Title VI policy and ensure public has opportunity to participate in all transportation planning activities and programs
- Maintain Limited English Proficiency Plan (LEPP) policy and review as appropriate
- Ensure complaint policy, process and forms are readily available where appropriate
- Record and coordinate with Brevard County's Space Coast Government Television to broadcast TPO Board meetings; activity may also be covered under Task 1.0
- Record and post meetings on YouTube; activity may also be covered under Task 1.0
- Continue Transportation Safety Education Program:
  - Bicycle education program within schools; include maintenance of trailers (budgeted under task 1.0) used to house bicycles and rodeo equipment used in the program;
  - Education of pedestrian safety through state Head Start program
  - Outreach to law enforcement; libraries; millennials; seniors and those underserved in community
  - Coordinate, support and participate in National Walk Your Child to School Day and National Bike to School Day;

- Helmet distribution program
- Crosswalk safety, all age groups, education to drivers and pedestrians
- Development of targeted education outreach programs that focus on specific transportation emphasis programs such as resiliency, safety (Vision Zero) and technology/innovation techniques (some programs may use consulting services)
- General Public Involvement Support – Utilizing general planning consultants, support public engagement program by providing creative services such as writing, content creation, graphic design and video concepts. Development of an Annual Report, both in digital and print-ready formats; development of a Get To Know the SCTPO campaign, both in print and digital collateral pieces such as brochures and video content; campaign to include topics of Who We Are, What We Do, How is Transportation Funded and Get Involved; On-call support will be for efforts such as additional staffing for public meetings or other outreach events; video filming; flyers and fact sheets; infographics and social media post. Schedule for services will be on-going and funded with CPG and SU funds.

<b>Work Products</b>	<b>Completion Date</b>	<b>Responsible Agency(s)</b>
Maintain Public Participation Plan	On-going	SCTPO
Public Participation Plan Update	Dec 2025	SCTPO
Public Engagement Measures of Effectiveness Report	Sept 2024 & 2025	SCTPO
Annual Report of Achievements	Sept 2024 & 2025	SCTPO
National Walk to School Day	October 2024; 2025	SCTPO
National Bike to School Day	May 2025; 2026	SCTPO
Develop, publish and distribute E-news	Monthly	SCTPO
Develop, publish Public Engagement Report	Bi-monthly	SCTPO
Community presentations, events, interviews	On-going	SCTPO
Maintain TPO Website	On-going	SCTPO
Utilization of social media platforms to distribute information	On-going	SCTPO
Helmet Distribution Program	On-going	SCTPO
Bicycle Education Program	On-going	SCTPO
Safety Education and General Transportation Education	On-going	SCTPO
Meeting notices and public outreach	On-going	SCTPO
<b>Products Potentially Utilizing Consultant Services*</b>		
Develop educational/outreach videos	As-needed	SCTPO
General Engagement/Outreach Support	As-needed	SCTPO
Targeted Outreach Programs (topic specific, Vision Zero; Technology; Long Range Planning, etc.)	On-going	SCTPO
Develop Crisis Communications Plan	June 2026	SCTPO

\*If consultants used, full scope of services, schedule and budget to be submitted for FHWA approval prior to authorizing work.

<b>Task 6.0 Engage</b>			
Budget Detail for FY 25 (July 1, 2024 - June 30, 2025)			
<b>Funding Source</b>	<b>FHWA (CPG)</b>	<b>FHWA (SU)</b>	<b>Total</b>
<b>Contract Number</b>	G2W03	G2W03	
<b>Source Level</b>	Federal (81.93%)	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 52,279	\$ 89,999	\$ 142,278
<b>Consultant Services</b>	\$ 24,094	\$ 20,811	\$ 44,905
<b>Contracted Services</b>			\$ -
<b>Travel</b>			\$ -
<b>Operating</b>			\$ -
<b>Equipment</b>			\$ -
<b>TOTAL</b>	\$ 76,373	\$ 110,810	\$ 187,183

<b>Task 6.0 Engage</b>			
Budget Detail for FY 26 (July 1, 2025 - June 30, 2026)			
<b>Funding Source</b>	<b>FHWA (CPG)</b>	<b>FHWA (SU)</b>	<b>Total</b>
<b>Contract Number</b>	G2W03	G2W03	
<b>Source Level</b>	Federal (81.93%)	Federal	
<b>Personnel (Salary &amp; Benefits)</b>	\$ 45,650	\$ 110,000	\$ 155,650
<b>Consultant Services</b>	\$ 13,303	\$ 20,000	\$ 33,303
<b>Contracted Services</b>			\$ -
<b>Travel</b>			\$ -
<b>Operating</b>			\$ -
<b>Equipment</b>			\$ -
<b>TOTAL</b>	\$ 58,953	\$ 130,000	\$ 188,953

# APPENDIX A

## APPENDIX A - TABLES

- Table 1. Summary Budget Table
- Table 2. Funding Source Table FY 25
- Table 3. Funding Source Table FY 26
- Table 4. Proposed UPWP Work Schedule for FY 25
- Table 5. Proposed UPWP Work Schedule for FY 26



Table 1. Summary Budget Table

Funding Source	FHWA (CPG)		FHWA (SU)		Intermodal Grant	Carbon Reduction	CTD		BOCC		SUNTrails	2025	2026	
	Contract	G2W03	G2W03	G2W03	G2W03	G2K95	G2W03	XX	XX	Interlocal	Interlocal			G2U29
	Fiscal Year	2025	2026	2025	2026	2023	2025	2025	2026	2025	2026			2024
	Total Budget	\$ 1,199,872	\$ 1,193,405	\$ 1,766,553	\$ 799,848	\$ 85,000	\$ 123,150	\$ 32,475	\$ 32,475	\$ 12,500	\$ 12,500			\$ 220,000
												Totals	Totals	
<b>Task 1.0 - Manage</b>														
Personnel	\$ 565,877	\$ 626,598	\$ 100,000	\$ 100,000								\$ 665,877	\$ 726,598	
Consultant	\$ 10,000	\$ 10,000										\$ 10,000	\$ 10,000	
Other Direct Expenses	\$ 271,302	\$ 303,871							\$ -	\$ -		\$ 271,302	\$ 303,871	
<b>Task 1.1 - Regional Activities</b>														
Consultant - CFMPOA*	\$ 5,000	\$ 5,000										\$ 5,000	\$ 5,000	
<b>Task 2.0 - Monitor</b>														
Personnel	\$ 25,000	\$ 25,000	\$ 55,000	\$ 65,000								\$ 80,000	\$ 90,000	
Consultant	\$ 7,721	\$ -	\$ 256,114	\$ 162,000								\$ 263,835	\$ 162,000	
Other Direct Expenses			\$ 8,976	\$ 9,425					\$ 12,500	\$ 12,500		\$ 21,476	\$ 21,925	
<b>Task 3.0 - Prioritize</b>														
Personnel	\$ 42,500	\$ 12,500	\$ 22,955	\$ 15,000								\$ 65,455	\$ 27,500	
Consultant	\$ 26,697	\$ -	\$ 132,308									\$ 159,005	\$ -	
<b>Task 4.0 - Plan</b>														
Personnel	\$ 64,402	\$ 40,000	\$ 100,000	\$ 85,000			\$ 32,475	\$ 32,475				\$ 196,877	\$ 157,475	
Consultant	\$ 40,000	\$ 6,697	\$ 586,174	\$ 153,000	\$ 85,000						\$ 220,000	\$ 931,174	\$ 159,697	
<b>Task 5.0 - Implement</b>														
Personnel	\$ 60,000	\$ 40,000	\$ 95,000	\$ 80,423								\$ 155,000	\$ 120,423	
Consultant	\$ 5,000	\$ 64,786	\$ 299,216	\$ -		\$ 123,150						\$ 427,366	\$ 64,786	
<b>Task 6.0 - Engage</b>														
Personnel	\$ 52,279	\$ 45,650	\$ 89,999	\$ 110,000								\$ 142,278	\$ 155,650	
Consultant	\$ 24,094	\$ 13,303	\$ 20,811	\$ 20,000								\$ 44,905	\$ 33,303	
<b>Totals</b>	\$ 1,199,872	\$ 1,193,405	\$ 1,766,553	\$ 799,848	\$ 85,000	\$ 123,150	\$ 32,475	\$ 32,475	\$ 12,500	\$ 12,500	\$ 220,000	\$ 3,439,550	\$ 2,038,228	

\* CFMPOA - Central Florida Metropolitan Planning Organization Alliance. Members include: MetroPlan Orlando, River to Sea TPO, Space Coast TPO, Lake-Sumter MPO, Ocala-Marion MPO and Polk TPO.

CTD = Commission for the Transportation Disadvantaged

BOCC = Board of County Commissioners

Orange formatting indicates outgoing funds. Transferring to MetroPlan Orlando for support of CFMPOA.

Table 2. Funding Source Table - FY 25

<i>Funding Source</i>	FHWA (CPG)	State Soft Match*	FHWA (SU)	CTD	BOCC	Carbon Reduction	SUNTrails	Intermodal Grant		
<i>Contract</i>	G2W03	G2W03	G2W03	XX	Interlocal	G2W03	G2U29	G2K95		
<i>Fiscal Year</i>	2025	2025	2025	2025	2025	2025	2024	2023		
<i>Total Budget</i>	\$ 1,199,872	\$ 216,817	\$ 1,766,553	\$ 32,475	\$ 12,500	\$ 123,150	\$ 220,000	\$ 85,000		
	<b>Totals</b>									<b>Totals Less Soft Match</b>
<b>Task 1.0 - Manage</b>	\$ 847,179	\$ 153,085	\$ 100,000		\$ -				\$ 1,100,264	\$ 947,179
<b>Task 1.1 - Regional Activities</b>	\$ 5,000	\$ 904							\$ 5,904	\$ 5,000
<b>Task 2.0 - Monitor</b>	\$ 32,721	\$ 5,913	\$ 320,090		\$ 12,500				\$ 371,224	\$ 365,311
<b>Task 3.0 - Prioritize</b>	\$ 69,197	\$ 12,504	\$ 155,263						\$ 236,964	\$ 224,460
<b>Task 4.0 - Plan</b>	\$ 104,402	\$ 18,865	\$ 686,174	\$ 32,475			\$ 220,000	\$ 85,000	\$ 1,146,916	\$ 1,128,051
<b>Task 5.0 - Implement</b>	\$ 65,000	\$ 11,746	\$ 394,216			\$ 123,150			\$ 594,112	\$ 582,366
<b>Task 6.0 - Engage</b>	\$ 76,373	\$ 13,801	\$ 110,810						\$ 200,984	\$ 187,183
<b>Totals</b>	\$ 1,199,872	\$ 216,818	\$ 1,766,553	\$ 32,475	\$ 12,500	\$ 123,150	\$ 220,000	\$ 85,000	\$ 3,656,368	\$ 3,439,550

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

CTD = Commission for the Transportation Disadvantaged

BOCC = Board of County Commissioners

Orange formatting indicates outgoing funds.

Note: FY 25 SU	\$ 1,050,000	Base Allocation
	\$ 416,553	FY 24 SU De-obligation
	\$ 300,000	Additional SU Funds Added
	\$ 1,766,553	Total

**Table 3. Funding Source Table - FY 26**

<i>Funding Source</i>	FHWA (CPG)	State Soft Match*	FHWA (SU)	CTD	BOCC		
<i>Contract</i>	G2W03	G2W03	G2W03	XX	Interlocal		
<i>Fiscal Year</i>	2026	2026	2026	2026	2024		
<i>Total Budget</i>	\$ 1,193,405	\$ 215,648	\$ 799,848	\$ 32,475	\$ 12,500		<b>Totals Less Soft Match</b>
						<b>Totals</b>	<b>Match</b>
<b>Task 1.0 - Manage</b>	\$ 940,469	\$ 169,942	\$ 100,000		\$ -	\$ 1,210,411	\$ 1,040,469
<b>Task 1.1 - Regional Activities</b>	\$ 5,000	\$ 904				\$ 5,904	\$ 5,000
<b>Task 2.0 - Monitor</b>	\$ 25,000	\$ 4,518	\$ 236,425		\$ 12,500	\$ 278,443	\$ 273,925
<b>Task 3.0 - Prioritize</b>	\$ 12,500	\$ 2,258	\$ 15,000			\$ 29,758	\$ 27,500
<b>Task 4.0 - Plan</b>	\$ 46,697	\$ 8,438	\$ 238,000	\$ 32,475		\$ 325,610	\$ 317,172
<b>Task 5.0 - Implement</b>	\$ 104,786	\$ 18,935	\$ 80,423			\$ 204,144	\$ 185,209
<b>Task 6.0 - Engage</b>	\$ 58,953	\$ 10,653	\$ 130,000			\$ 199,606	\$ 188,953
<b>Totals</b>	\$ 1,193,405	\$ 215,648	\$ 799,848	\$ 32,475	\$ 12,500	\$ 2,253,876	\$ 2,038,228

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

CTD = Commission for the Transportation Disadvantaged

BOCC = Board of County Commissioners

Orange formatting indicates outgoing funds.

Note: FY 26 CPG	\$ 1,193,405.00	Base Allocation
		FY 24 CPG Carry Forward
	<u>\$ 1,193,405.00</u>	Total

Table 4.

PROPOSED UPWP PLANNING WORK SCHEDULE FOR FISCAL YEAR 2025													
Task No.	Task Title	JULY 24	AUG 24	SEPT 24	OCT 24	NOV 24	DEC 24	JAN 25	FEB 25	MAR 25	APRIL 25	MAY 25	JUNE 25
1.0	Manage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
1.1	Regional	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
2.0	Monitor	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
3.0	Prioritize	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
4.0	Plan	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
5.0	Implement	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
6.0	Engage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆

Table 5.

PROPOSED UPWP PLANNING WORK SCHEDULE FOR FISCAL YEAR 2026													
Task No.	Task Title	JULY 25	AUG 25	SEPT 25	OCT 25	NOV 25	DEC 25	JAN 26	FEB 26	MAR 26	APRIL 26	MAY 26	JUNE 26
1.0	Manage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
1.1	Regional	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
2.0	Monitor	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
3.0	Prioritize	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
4.0	Plan	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
5.0	Implement	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
6.0	Engage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆

# APPENDIX B

## APPENDIX B – UPWP STATEMENTS AND ASSURANCES


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

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

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

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

  
Name: Andrea Young  
Title: Space Coast TPO Chair

  
Date

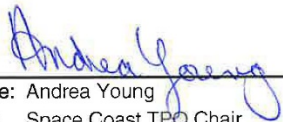
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

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

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Space Coast TPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Space Coast TPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Space Coast TPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

  
Name: Andrea Young  
Title: Space Coast TPO Chair

  
Date



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


525-010-08  
POLICY PLANNING  
05/16

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

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

The Space Coast TPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Space Coast TPO, in a non-discriminatory environment.

The Space Coast TPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

  
Name: **Andrea Young**  
Title: Space Coast TPO Chair

  
Date

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

525-010-06  
 POLICY PLANNING  
 05/18

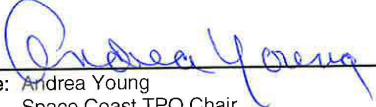
**TITLE VI/ NONDISCRIMINATION ASSURANCE**

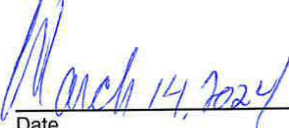
Pursuant to Section 9 of US DOT Order 1050.2A, the Space Coast TPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

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

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

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

  
 Name: Andrea Young  
 Title: Space Coast TPO Chair

  
 Date

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

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

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

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

# APPENDIX C

## APPENDIX C – SCTPO TRAVEL POLICY, PLC-4

## Policy PLC-4: Travel Policy & Procedures

### SECTION 1.0 TRAVEL POLICY AND DEFINITIONS

### SECTION 2.0 TRANSPORTATIONS REQUIREMENTS AND REIMBURSEMENTS

## SECTION 1.0 TRAVEL POLICY AND DEFINITIONS

### 1.1 TRAVEL POLICY.

(A) Objective. The objective of this policy is to prescribe SCTPO Board policy for the reimbursement of authorized traveler's expenses incurred during the performance of their official duties.

(B) References. Section 112.061, Florida Statutes – Per diem and traveling expenses of Public Officers, employees, and authorized persons.

(C) Directives.

(1) The Space Coast Transportation Planning Organization (SCTPO) Executive Director shall authorize all class C travel made by SCTPO staff and shall ensure that all travel is for the business, and purposes of the SCTPO. The SCTPO Chair shall authorize all class C travel made by SCTPO members and the Executive Director.

(2) The Space Coast Transportation Planning Organization Governing Board members, Executive Director, and SCTPO staff Travel A & B must be approved by the SCTPO Governing Board. In the event travel is of an emergency nature or when travel must be authorized on short notice to the SCTPO, any authorization may be made by the SCTPO Chair and/ or Vice-Chair. The SCTPO Executive Director shall ensure that all travel is for the business and purposes of the SCTPO.

(3) Travel reimbursement for the SCTPO shall be in accordance with Section 112.061, Florida Statutes.

(4) All SCTPO staff and Board members shall advise the SCTPO Executive Director, or the Executive Director's designee, of all anticipated travel plans by providing supporting documentation, if available, so costs and arrangements for the travel may be included in the UPWP and budget process.

(5) Adoption by the Space Coast Transportation Planning Organization (SCTPO) Governing Board of the UPWP and the Annual Operating Budget shall authorize said trips for payment of registration, hotels, and airline costs.

(6) SCTPO staff class C and approved class A & B travel reimbursements shall be signed and approved by the SCTPO Executive Director.

(7) SCTPO Executive Director and SCTPO member travel reimbursements shall be signed and approved by the SCTPO Chair or the Executive Director's designee.

(D) Purpose and Scope. The purpose and scope of PLC-4 is to ~~To~~ implement Space Coast Transportation Planning Organization Governing Board Policy PLC-4 and provide instructions for the reimbursement of expenses for authorized travel on SCTPO business.

1.2 DEFINITIONS AND REFERENCES. As used in PLC-4, the following terms and reference shall apply:

Class A Travel” means continuous travel of twenty-four (24) hours or more away from headquarters.

“Class B Travel” means continuous travel of less than twenty-four (24) hours which requires overnight absence from official headquarters.

“Class C Travel” means short or day trips where the traveler is not away from his official headquarters overnight.

“Common Carrier” means commercial airlines, train, bus, or rental cars of an established rental firm.

“Official Headquarters” means Viera, Florida, which is the city or town in which the individual’s office is located. In the event a person is located in the field, the official headquarters is the city or town designated by the agency nearest to the area where the majority of the official business is conducted.

Section 112.061, Florida Statutes. This provision provides for –traveling expenses of Public Officers, employees, and authorized persons of the SCTPO.

“Traveler” is a term that includes the Space Coast Transportation Planning Organization (SCTPO) Executive Director, staff employee, or SCTPO Board member, authorized to travel on official SCTPO business.

## SECTION 2.0 TRANSPORTATION REQUIREMENTS AND REIMBURSEMENTS

2.1 TRANSPORTATION REQUIREMENTS. Travel shall be required to be accomplished by routes of travel and modes of travel as set forth herein.

(A) Mode Determination. The most economical and efficient mode of travel shall be used for each trip. The type of travel (conference, meeting, training, or other type of travel), which shall determine the mode, include the nature of business, value of time of the traveler, cost of transportation or subsistence required for the number of travelers, and the amount of equipment or material to be transported.

(B) Routes of Travel. All travel must be by a usually traveled route. Any extra costs incurred by a traveler using an indirect route for said traveler’s own convenience shall be the responsibility of the traveler.

2.2 ALLOWABLE METHODS.

(A) Common Carrier. Airplane tickets for authorized travel shall be obtained for the traveler following research to determine the lowest cost carrier based on coach class seating. Any traveler insisting on a higher class seating will be required to pay for the difference in cost. Tickets may be purchased through the use of an authorized office credit card.

(B) Travel by Motor Vehicle.

(1) Rental Vehicle.

(a) Request by any traveler for use of a rental vehicle shall be authorized for travel ONLY when it is demonstrated that there is a reasonable need for the traveler to have the use of a vehicle.

(b) Rental vehicles shall be used when a demonstrated cost savings compared to use of a privately owned vehicle or use of local transportation provider is demonstrated. Demonstrated savings as used in this provision shall include the cost of the rental, parking your vehicle at the rental facility, mileage, gas, and rate of pay of the driver/traveler.

(c) When possible the traveler is encouraged to pick up and return their rental vehicle during their normal work schedule. When a rental vehicle requires the traveler

to go beyond their normal work schedule to pick up and return the vehicle, the traveler is encouraged to flex their work schedule to reimburse themselves for their travel time.

(2) **Privately Owned Vehicles.** Privately owned vehicles may be utilized for official business, if authorized by the responsible supervisor. However if the privately owned vehicle is more expensive to use, including fuel costs, than using a rental vehicle, including fuel costs, reimbursement will be at the rental car rate plus estimated fuel costs. It is recommended that privately owned vehicles carry a business travel insurance addendum on their personal vehicle policy.

### 2.3 SUBSISTENCE APPROVAL.

(A) Class A and B travel approved by the SCTPO Governing Board as part of the UPWP and/or annual operating budget does not require subsequent SCTPO Governing Board approval. Class A and B travel, for SCTPO staff, the Executive Director and SCTPO Governing Board members not approved by the Space Coast TPO Governing Board as part of the UPWP and/or annual operating budget process must be approved by the SCTPO Governing Board prior to travel. In the event travel is of an emergency nature or due to short notice to the SCTPO, authorization may be made by the SCTPO Chair or Vice- Chair or the Executive Director.

(B) The traveler shall advise, in writing or by email, the designated SCTPO staff member of their desire or business need to attend a function so that arrangements for the travel may be made in advance of the travel dates to take advantage of any special rates. A completed Advance Travel Request form with written supporting justification (completed by the traveler) shall be provided for review and approval.

(C) Class A and B travel approved as part of the UPWP and/or annual operating budget process requires Space Coast TPO Governing Board approval if the travel exceeds the original Board approved amount by 20%.

(D) Pre-registration and registration for Class C travel up to \$500 per traveler for SCTPO staff shall be approved by the SCTPO Executive Director and must be approved as part of an Advance Travel request prior to the traveler attending the event.

(E) Pre-registration and registration for Class C travel over \$500 per traveler for SCTPO staff shall be approved by the SCTPO Chair, or the Chair's designee, who is a member of the SCTPO Governing Board and must be approved as part of an Advance Travel request prior to the traveler attending the event. Pre-registration and registration for Class C travel for the SCTPO Executive Director and SCTPO Governing Board members shall be approved by the SCTPO Chair or the Vice Chair.

(F) A summary of Class A, B and C travel expenses may be provided to the SCTPO Governing Board for their review as part of the regular agenda package on an annual or other agreed upon schedule.

2.4 ELIGIBILITY CRITERIA. Class A and B travel shall include any assignment on official business away from the traveler's official headquarters when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved. The time, for purposes of reimbursement, is calculated as follows:

(1) The travel day for Class A travel shall be a calendar day beginning at midnight and consisting of four 6-hour quarters.

(2) The travel for Class B travel is based on 6-hour cycles beginning at the hour of departure and ending at the hour of return.



## 2.5 RATES OF REIMBURSEMENT.

(A) Class A and B travelers, when traveling within or outside the State to conduct official business shall receive the following reimbursement. Actual expenses for lodging at a single occupancy rate to be substantiated by paid bills and an amount not to exceed the following rates for authorized meals:

- (1) Breakfast - \$6.00 is authorized when a traveler is on travel status prior to 6:00 am and extending beyond 8:00 am.
- (2) Lunch - \$11.00 is authorized when a traveler is on travel status prior to 12:00 noon and extending beyond 2:00 pm.
- (3) Dinner - \$19.00 is authorized when a traveler is on travel status prior to 6:00 pm and extending beyond 8:00 pm.

(B) Class C Traveler Meals.

(1) Meals for Class C travelers may be reimbursable at authorized rates specified when the meal is integrally associated with the Class C travel requirement and is clearly considered to be a public purpose. Class C Meals consumed within the boundaries of Brevard County will not routinely be eligible for reimbursement, unless the employee is restricted in meal options and incurs an involuntary financial hardship.

(2) Travel Expense Reports, which include Class C meals, must have authorization from the SCTPO Executive Director, and in the case of the SCTPO Executive Director or SCTPO Governing Board members, Class C travel will require authorization by the SCTPO Chair. Class C travel is then entered into the SAP system (the County's accounting software) and submitted to the Brevard County Finance Department for processing.

(3) Class C meals are subject to Federal and employment taxes and shall be reported on the employee's W-2 form as taxable income. An individual who claims Class C meals within the scope of their official duties and the travel is not related to a registration does not need to complete a Travel Request.

(C) The SCTPO Executive Director will be responsible for ensuring that all employees comply with this procedure.

## 2.6 ADVANCE PAYMENTS.

(A) If advance payment for a registration fee or lodging expenses is required, all pertinent information (*i.e.*, required payment date, name and address for submittal of advance payment and room rate) shall be inserted in the Travel Request Form, and supporting documentation provided, including a copy of the hotel confirmation.

(B) All requests for advance payments must be received by the designated SCTPO staff member within twenty (20) working days prior to when the warrant (check) is required. The designated SCTPO staff member shall ensure that all advance payment requests are received within twenty (20) working days prior to when the warrant (check) is required. The appropriate SCTPO staff member in charge of processing travel shall ensure that all advance payment requests are received by the Brevard County Finance Department within fifteen (15) working days prior to when the warrant (check) is required.

(C) If the Travel Request is not submitted in time to take advantage of any early registration discounts, the late registration amount will be paid, unless the Department/Office indicates on the Travel Request that the vendor will accept the lower amount.

(D) It is the responsibility of the individual and the SCTPO to obtain a refund (from agents, airlines, or other vendor or supplier of services or conference holder) for all pre-payments and advances for airline, registration, and similar types of charges, if the trip is canceled. All refunds must be forwarded to the Brevard County Finance Department after receipt.

(E) If an advance payment is granted, the traveler must submit the Travel Expense Report to the SCTPO staff member in charge of processing travel within ten (10) working days of the return date.

(F) Purchasing Card. Individuals are required to have an approved Travel Request prior to using a SCTPO purchasing card for travel expenses (registration, lodging, airline, rental car, and similar types of expenses). Authorization to purchase meals during Class A & B travel must have prior approval of the SCTPO Executive Director or SCTPO Chair. Meals during Class C travel should not be placed on the purchasing card.

## 2.7 TRAVELERS EXPENSE REIMBURSEMENT REQUIREMENTS.

(A) All requests for reimbursement of traveling expenses must be itemized on the SCTPO Travel Expense form. Class A and B travel reimbursement requests must also be submitted on a separate SCTPO Travel Expense form (*i.e.*, *i.e.* class A and B travel may not be comingled with Class C travel on any report). All Class A and B travel must be pre-approved by the SCTPO Executive Director, TPO Governing Board or Executive Committee. This form must accompany invoices submitted to the State for travel reimbursement.

(B) All SCTPO Travel Expense forms shall be approved by the SCTPO Executive Director except in the case of the SCTPO Executive Director and Governing Board members, which must be approved by the SCTPO Chair, or the Chair's designee who is a member of the SCTPO Governing Board. All requests for reimbursement shall be submitted to the assigned SCTPO staff member who shall submit said paperwork to the Brevard County Finance Department with required supporting documentation to include mapquest or google miles, information about the program attended, and receipts. The authorizing signature cannot be a subordinate of the traveler. Approved forms of authorizing signatures include original signatures in blue or black ink or electronic signatures, emails, or stamps that have supporting documentation of approval for their use.

(C) Travel authorized by the Space Coast Transportation Planning Organization (SCTPO) Governing Board may not be rejected for any items that are determined by the Brevard County Finance department to be ineligible in accordance with this procedure.

(D) Specific instructions for completion of a SCTPO Travel Expense form for reimbursement consideration is provided as follows:

(1) Mileage for Privately-Owned Vehicle - Allowable mileage.

(a) Only the mileage determined to be for official SCTPO business is eligible for reimbursement. Travelers shall receive the same rate per mile as established and published on the U.S. General Services Administration internet site at [www.gsa.gov/ftr](http://www.gsa.gov/ftr) for privately owned vehicles.

(b) When an authorized person is required to report to an initial work location other than their official work location, mileage is allowed only in an amount equal to the difference between the distance from residence to initial work site and the distance from residence to the official work location. If the distance to initial work location is less than the official distance traveled to authorized persons' official work location, then no mileage is allowed.

(c) Mileage for travel to a residence from the last work location other than the official work location is allowed only in an amount equal to the difference between the distance from the last work location to residence and the distance from official work location to residence. If the distance from the last work location is less than the distance ordinarily traveled, then no reimbursement for mileage is allowable.

(d) Those employees working on an emergency basis or special work assignment, as defined and approved by the SCTPO Executive Director, shall be allowed mileage reimbursement when traveling from their residence to an assigned work location and when returning to their residence after completion of assignment.

(e) An entry shall be listed for each point of origin to point of destination. Travelers shall indicate the city of origin/destination. Only complete words may be used when listing the city and destination, and the name of the event or conference. Under NO circumstances shall abbreviations or ACRONYMS be used. The traveler is to use as many spaces as needed to be able to completely write out the name of the event and destination.

(f) If a traveler decides to use what is considered to be an unreasonable cost for hotel parking (valet), the use of a rental car instead of available ground transportation, or in the event that the hotel nightly fee is higher than \$150, the traveler must provide written justification explaining why they should be reimbursed the additional expense, or they may choose to pay the additional costs at their own expense and not seek reimbursement for the additional costs. Approval of excess expenses is at the discretion of the SCTPO based on a justification that the additional expense is in the public interest or otherwise reasonable.

(g) The specific purpose of every entry shall be stated.

(h) If reimbursement is claimed for meals or per diem, the time of departure and return shall be shown.

(2) In-County Mileage. Mileage must be determined by use of MapQuest or Google and must be the most direct route. Mileage claimed shall be shown in the "Map Mileage Claimed" column. Any mileage traveled in addition to map mileage for an entry shall be shown in the "Vicinity Mileage Claimed" column. The Traveler shall include a copy of the method they used to determine their mileage. The traveler shall ensure that total individual miles, and the total miles reported for reimbursement, are not rounded up.

(3) Out-of-County Mileage.

(a) Mileage must be determined by use of MapQuest or Google and must be the most direct route. Mileage traveled shall be shown in the "Map Mileage Claimed" column. Any mileage traveled in the vicinity of the out-of-County destination shall be shown in the "Vicinity Mileage Claimed" column. The traveler must include a copy of the method they used to determine their mileage. The traveler shall ensure that the individual miles, and the total miles reported for reimbursement, are not rounded up.

(b) The SCTPO Staff, the SCTPO Executive Director, and SCTPO Governing Board members must sign the certification statement on all SCTPO Travel Expense forms. The authorizing signature cannot be a subordinate of the traveler. SCTPO Travel Expense forms must be typed or completed in blue or black ink and legible.

(4) Incidental Expenses.

(a) The following expenses shall be authorized for reimbursement when incurred while on travel status and are required for the approved travel:

1. Taxi and ferry fares
2. Tolls
3. Storage and parking fees
4. Official communications
5. Convention registration fees
6. Shuttle service

(b) The amount and type of incidental expenses shall be listed on the report under the "Incidental Expenses" column. A substantiated paid receipt for each expense must accompany the report for reimbursement.

(E) Vehicle Stipend. The SCTPO Executive Director may authorize a monthly vehicle stipend in lieu of completing travel expense reports, to employees whose job duties and responsibilities consistently require high levels of travel due to the nature of their position. Vehicle Stipends will be reviewed on an annual basis and adhere to requirements of s. 112.061 (7)(f), F.S.

(F) Class A and B Expenses.

- (1) The time of departure and time of return must be shown for all travel.
  - (2) If the travel is complimentary, the abbreviation "Comp" shall be inserted in the "Map Mileage Claimed" column.
  - (3) The traveler shall ensure that the individual miles, the total miles reported, the calculated mileage costs, and the total costs for reimbursement are not rounded up.
  - (4) If a private vehicle was used, the mileage must be shown on the report as specified for mileage for a privately owned automobile.
  - (5) If single occupancy lodging and meals are claimed, the amounts claimed shall be itemized in the "Meals, Lodging" column. Itemized receipts for lodging (including expenses paid in advance) must accompany each report for any Class A or B travel reimbursement.
- (G) Fraudulent Claims.
- (1) Any traveler requesting reimbursement for false or fraudulent travel expenses is subject to legal prosecution and/or discipline in accordance with the Space Coast Transportation Planning Organization (SCTPO) Personnel Policies and Procedures.
  - (2) All travelers requesting reimbursement shall certify that the statement of travel expenses is true and correct and incurred in the conduct of SCTPO Board business and for a public purpose authorized by law.
  - (3) Travel and/or reimbursement for the following is not authorized:
    - (a) Any meals or lodging included in a convention registration fee;
    - (b) Transportation or mileage when gratuitously transported or when transported by another traveler who is entitled to mileage or transportation;
    - (c) Expenses incurred using an indirect route for convenience of the traveler;
    - (d) Travel for the purpose of job placement activities;
    - (e) Expenses for tips;
    - (f) Travel Requests submitted after the fact will be submitted to the SCTPO Board for approval; and
    - (g) Hotel Accommodations not authorized by the SCTPO Board or SCTPO Executive Director.
- (H) Hotel. The hotel name and daily rate along with a copy of the confirmation will be submitted in advance on the Brevard County Travel Request Form, BCC-8, for pre-approval by the SCTPO Executive Director. Hotel accommodations for the SCTPO Executive Director and SCTPO Governing Board members must be signed by the SCTPO Chair. Only hotel rates that are considered reasonable for the locale will be approved.
- (I) Rental Cars. Rental car requests, including car size, will be submitted in advance on the Brevard County Travel Request Form, BCC-8, for pre-approval by the SCTPO Executive Director. Requests for the SCTPO Executive Director's and SCTPO Governing Board member's rental car fees must be signed and approved by the SCTPO Chair. Rental car size will be dependent on the number of travelers utilizing the vehicle as follows:
- (1) Fewer than three (3) travelers - compact car;
  - (2) Fewer than five (5) travelers - mid-size car; or
  - (3) Five (5) or more travelers – van.

## Adoption and Revision History of PLC-4, Travel Policy

POLICY	ADOPTED	AMENDED	RESOLUTION	ACTION
Policies & Procedures PLC-1, PLC-2, PLC-3, PLC-4, and PLC-5	12/9/2010			Establish governance for SCTPO to operate as an independent agency
PLC-4 Travel		4/11/2013	13-35	Changed reimbursement rate per mile from the adopted State of Florida rate to the General Services Administration (GSA) approved rate for privately owned vehicles. The TPO is a Federally funded agency and using the Federal reimbursement rate is appropriate.
PLC-4 Travel		4/10/2014	14-16	Clarified language regarding use of privately owned vehicles and other minor travel requirements related to notifications
PLC-4 Travel		2/12/2015	15-16	Add new and clarifying language for submittal of travel requests and reimbursements
PLC-4 Travel		12/14/2017	18-09	Added option of authorizing Vehicle Stipends to those positions where justified.

## Latest Resolution amending/adopting Travel Policy

**RESOLUTION 18-09**

**RESOLUTION** amending the SPACE COAST TRANSPORTATION PLANNING ORGANIZATION's Policies: PLC-1, Agency Organization and Operation; PLC-2, Personnel Rules and Regulations; PLC-3, Budget and Finance; PLC-4, Travel; PLC-5, Title VI and Related Non-Discrimination; PLC-6 Social Media; and PLC-7, Conflict of Interest.

**WHEREAS**, the Space Coast Transportation Planning Organization (TPO) is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne and Titusville Urbanized Areas; and

**WHEREAS**, the TPO adopted its Policy Manual on December 9, 2010 that provides guidance and rules on the agency's organization and operations; and

**WHEREAS**, the TPO has amended its Policy manual on October 13, 2011; December 3, 2011; April 11, 2013; April 10, 2014; February 12, 2015, and October 13, 2016 to address various changes to operations; and

**WHEREAS**, in an effort to continually improve the operations and effectiveness of the TPO and to be consistent with the latest statutes and regulations, amendments to the TPO's adopted policies as summarized in Attachment A are needed.

**NOW, THEREFORE BE IT RESOLVED** by the Space Coast Transportation Planning Organization that the Space Coast Transportation Planning Organization authorizes the amendments to its's policies PLC-1, Agency Organization and Operation; PLC-2, Personnel Rules and Regulations; PLC-3, Budget and Finance; PLC-4, Travel; PLC-5, Title VI and Related Non-Discrimination; PLC-6 Social Media; and PLC-7, Conflict of Interest.

**DONE, ORDERED AND ADOPTED THIS 14<sup>TH</sup> DAY OF DECEMBER 14, 2017.**

ATTEST:

  
BOB KAMM, ASSISTANT SECRETARY

SPACE COAST TRANSPORTATION  
PLANNING ORGANIZATION

  
KATHY MEEHAN, CHAIRWOMAN

# APPENDIX D

## APPENDIX D – FDOT DISTRICT PLANNING ACTIVITIES



Florida Department of Transportation  
District Five

## Planning Activities

**FDOT Mission:** The Florida Department of Transportation's (FDOT's) continuing mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, as well as preserves the quality of our environment and communities.

To achieve FDOT's mission and remain one of the top DOTs in the country, FDOT Secretary Jared W. Perdue implemented the FDOT compass: *safety* remains our true north with communities at the center of the five pillars: Safety, Resilience, Supply Chain, Technology, and Work Force Development. These core areas should be at the forefront of everything we do as we continue to serve the residents and visitors of District Five.

**Communities:** Florida's communities remain at the center of what we do. We prioritize meaningful community engagement to collaboratively identify the solutions that best support the needs and visions of all who live, work, and visit within our area. We achieve this through:

- Community visioning teams
- Community coalitions
- Strategic Safety Plan workshops
- Open houses and virtual public meetings
- Incorporating all modes of transportation into planning activities
- Funding intermodal studies and projects that integrate both transportation and land use

**Safety:** Safety is embedded in everything that we do at FDOT. Our goal is zero fatalities and serious injuries on all roadways. We work internally and externally to continue fostering a safety culture through input on projects, collaboration, and educational outreach. Part of the Vulnerable Road User Safety Assessment involves identifying priority strategies. FDOT supports the ultimate vision of zero fatalities and zero serious injuries by implementing Target Zero initiatives, such as those listed below. FDOT continues to collaborate with our partners to incorporate safety into the planning activities. Examples include:

- Corridor studies, bicycle and pedestrian plans and projects
- Transit plans and projects along with operational improvements
- Intersection and rail safety
- A "Complete Streets" approach to corridor planning and design
- Establish target speeds for corridors and projects
- Develop and maintain District safety plans
- State Highway Safety Plan
- Safety emphasis areas:





Florida Department of Transportation  
District Five

- Aggressive driving, aging road users and teen drivers
- Distracted driving
- Crash data:
  - Impaired driving and intersection crashes
  - Lane departure crashes and vulnerable road users
  - Speed Management
- Separated bicycle and pedestrian facilities:
  - Continued expansion of trail networks
  - Improvements in safe access to transit facilities

**Resilience:** We remain focused on strengthening the resilience of our transportation system and our communities.

- FDOT developed the Resilience Action Plan (RAP), that examines the State Highway System and its vulnerabilities to flooding, storm surge, and other outside forces. This identifies areas where Florida can prioritize investments in infrastructure to improve resilience of the transportation system.
- FDOT will expand the RAP to include the National Highway System and other hazards.
- District Five has expedited several projects to implement long term solutions for protecting our coastal roadways.

**Supply Chain:** Freight activity in Florida is stronger than ever with increased e-commerce activity, increased manufacturing, and a strong Florida economy.

- District Five is taking steps to reduce unnecessary delays experienced in our multi-modal transportation system.
- FDOT continues to look for strategic investments that keep Florida's supply chain resilient, adaptive, and collaborative.

**Technology:** Technology and innovation remain front and center for Central Florida. We continue to attract emerging technologies to SunTrax, the premier testing facility which has made Florida the place to be when it comes to implementation and deployment of cutting-edge technology. Florida was the first state to roll out the work zone lane closure notification system that provides real time data feed to 3rd party providers on lane closures for construction projects.

- FDOT continues to look at how to better accommodate electric and connected vehicles (CAV) using the current infrastructure.
- Continue to advance Transportation Systems Management and Operations (TSM&O) strategies to get the most efficient use out of existing infrastructure.
- Several private companies are conducting advanced air mobility pilots in Florida which has the potential to change the way first/last mile delivery works across the industry.



Florida Department of Transportation  
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**Workforce Development:** Without a diverse and robust workforce, we cannot hope to achieve half of what we envision for the future of Florida. Workforce development is a priority for all sectors of our economy.

- Construction jobs have increased in Florida. Florida is one of 11 states offering multiple federal training and development programs for the transportation construction workforce.
- A skilled workforce is needed to deliver an efficient and effective transportation infrastructure and that's why FDOT works with elementary, middle, high schools, and universities to attract more talent to the transportation construction industry.
- FDOT is continually focused on developing and retaining the best workforce in the country.
- The FDOT Intern Program offers students an exciting insider's view of the transportation industry and an opportunity to develop skills and techniques directly applicable to their professional development.
- TSM&O personnel in Central Florida can take advantage of District Five's Focused Learning Education and Experiences or FLEX virtual training environment for instructor led and self-paced e-learning.

**Additional Planning Activities:** Central Florida's Metropolitan Planning Organizations (MPOs), Transportation Planning Organizations (TPOs), FDOT, and District Five partnerships will play a key role in driving regional collaboration and solutions.

- MPO and TPO Program Management:
  - Administration and monitoring of MPO/TPO program and federal planning funds.
  - District Liaison support for MPO/TPOs and local governments
  - Technical assistance for development and maintenance of MPO/TPO plans and documents: Unified Planning Work Program (UPWP), Long range Transportation Plan (LRTP), Transportation Improvement Plan (TIP) and Local Agreements
  - Annual Joint MPO/TPO Certification
- Regional Planning
  - Support and participate in an advisory role to regional boards and committees such as the East Central Florida Regional Planning Council (ECFRPC)
  - Freight and goods movement including additional parking facilities for trucks along our interstate highway system
  - Continued expansion of multimodal facilities to accommodate population growth as well as the increasing diversity of transportation modalities.
  - Coordinating with other districts and across MPO/TPO boundaries for regional project priorities
- Environmental Management:



Florida Department of Transportation  
District Five

- Enhance Planning and Environmental Linkages (PEL)
- Efficient Transportation Decision Making (ETDM) process
- Planning consistency
- PD&E studies
- Modal Office – Transit:
  - Transit Development Plan (TDP)
  - Transit Asset Management
  - Transit Disadvantaged Service Plan (TDSP)
  - Programmatic audits and reviews
    - Transit vehicle inventory reviews
    - Fixed Guideway Oversight Program
  - Support to Transportation Disadvantaged Local Coordinating Boards
  - Transit audits and reviews and oversight
  - Fixed Guideway Oversight Program
  - Transportation Disadvantaged Local Coordinating Boards
- Growth Management
  - Review of Growth Management Documents (Comprehensive Plan Amendments, Developments of Regional Impacts and Proportionate Share Agreements).
  - Coordination of Road Jurisdiction Transfers (RJT's) for the district.
- Roadway Characteristics Inventory (RCI):
  - Documents the processes for establishing and managing the location of roadway assets and multimodal travel
  - Describes how RCI supports the business data requirements and users of the system
- Design Traffic Forecast
  - Develop and update traffic projections for state highway corridors and supporting regional roadways.
  - Traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.
- Federal Grant Coordination
  - Coordination of District Five Federal Grants applications
  - Coordination of Letters of Consistency
- Strategic Intermodal System
  - Management of the District's Strategic Intermodal System (SIS) Program; First Five, Second Five, the Cost Feasible Plan (CFP), and the Unfunded Needs list
  - Development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for level of service, interchange spacing and access management.
  - Preparation of action plans, master plans, and others as identified.



Florida Department of Transportation  
District Five

FDOT District Five will continue to foster a collaborative approach with our partners to yield comprehensive and forward-thinking transportation planning. Through strategic analysis, stakeholder engagement, and a commitment to sustainable and resilient transportation solutions, we will lay the groundwork for impactful initiatives that will enhance the mobility, safety, and accessibility throughout the state of Florida and our district. We remain dedicated to fostering innovation, inclusivity, and resilience in our transportation endeavors, ensuring that all our communities continue to thrive and prosper. We stand ready to address the evolving challenges and opportunities facing our state and district, while striving to create a transportation network that serves the needs of all residents, businesses, and visitors alike.

# APPENDIX E

## APPENDIX E – COMMENTS & RESPONSES to DRAFT UPWP

## Comments on the SCTPO Draft Unified Planning Work Program and Responses

Agency	Comment	SCTPO Response
FDOT	Update District Planning Activities with most recent	Updated FDOT District Five Planning Activities in Appendix D
FDOT	Revise Regional Task to match regional partners	Added to work products in Task 1.1, Regional Activities, development of Regional Indicators Report and Regional LRTP Summary to be consistent with other M/TPO's.
FDOT	2.5% of PL funds on specific Complete Streets Planning must be clearly shown in UPWP	Section added to Introduction, specific to Complete Streets Planning efforts. Additional language was also added to Tasks 4.0 and 5.0 to reflect funding levels satisfy requirement.
FHWA	How does the UPWP demonstrate the annual 2.5% set-aside of PL funds for Complete Streets is met by the MPO?	Section added to Introduction, specific to Complete Streets Planning efforts. Additional language was also added to Tasks 4.0 and 5.0 to reflect funding levels satisfy requirement.
FHWA	Note that any equipment purchases equal to or greater than \$5,000 (for a single unit) must have prior FHWA Approval, unless UPWP contains sufficient detailed information to facilitate such approval during document review process.	Noted. Language is included in Task 1.0 regarding any capital purchase in excess of \$5,000 will require pre-approval by FHWA. There are no specific items identified at this time.
FHWA	Ensure updated Federal Aid Project (FAP) number and the State Financial Management (FM) numbers are used for final UPWP.	FAP and FM numbers were verified and updated if needed in Final UPWP.
FHWA	<b>Funding Tables:</b> Ensure all funds identified are currently available for MPO use. Verify funding levels prior to final UPWP submission. If funding is overprogrammed, UPWP will only be approved for levels of funding available and verified from FDOT Central Office and Districts' Work programs for STBG levels. Also, ensure final UPWP funding amounts reflect de-obligated funds from previous UPWP.	Funding levels verified. The SU de-obligated funds from FY 24 are shown in final UPWP under Tasks 2.0, 4.0 and 5.0 and in funding source Table 2 for FY 25.
FHWA	<b>UPWP Tasks:</b> Tasks must include adequate level of detail including task description, work to be accomplished for each task, schedule showing anticipated completion dates, cost, and who will be doing the work (staff or consultant). It will continue to be responsibility of District and MPO to ensure all activities undertaken in the UPWP tasks are eligible and allowable costs.	Noted. Draft and Final UPWP included all these elements.

FHWA	<b>Agreements &amp; Certifications:</b> All Agreements and Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated and included in the final version of the UPWP.	These signed documents were included as part of Draft UPWP and are also in Final UPWP.
FHWA	<b>Regional Coordinated Efforts:</b> If the MPO will be contributing any federal funds to another MPO or entity for regional coordination work and end products, those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Coordinate with FODT Liaison and FHWA Planner to ensure use of proper format and documentation reflecting the funds, and the related activities. Also provide FHWA with a copy of any MOU for such activities.	The SCTPO is a member of the Central Florida MPO Alliance, comprising of six (6) Central Florida M/TPO's. MetroPlan Orlando conducts the administrative side of operations to support the MPO Alliance and the other five transfer funds into MetroPlan Orlando for this support. All activities and funding levels are reflected in Task 1.1 and have been coordinated with the other participating M/TPOs.
FHWA	<b>Continuity of Operations (COOP):</b> Include activities under the appropriate task to review and update the MPO's COOP to consider pandemic scenarios. The MPO should review and consider what alternative operational and alternative public involvement outreach strategies may be require for these types of events (particularly if it is long term.)	Under Task 1.0, the maintaining and updating of TPO policies and procedures includes the TPO's COOP as it is a part of the TPO's Policy, PLC-01, Agency Organization and Operation. The COOP and Public Involvement Plan (Task 6.0) were already updated to include events such as pandemics and option's for virtual meetings and communications were addressed.

Reponses to items in following checklist are provided in previous table.



FLORIDA DEPARTMENT OF TRANSPORTATION  
OFFICE OF POLICY PLANNING

02/2024 – v6

## UNIFIED PLANNING WORK PROGRAM (UPWP) REVIEW CHECKLIST

MPO: **Space Coast TPO**

UPWP Draft # or Date: **Draft – 3/15/2024**

Review #: **1**

Date of Review: **3/18/2024**

Reviewed By: **CJK**

The following UPWP Review Checklist is provided to assist in the review of the MPO's UPWP. This Review Checklist is to be completed by the MPO Liaison and included in the UPWP Appendix.

Comments should be categorized as:

**Editorial:** Comments may be addressed by MPO but would not affect approval of the document, i.e., grammatical, spelling, and other related errors.

**Enhancement:** Comments may be addressed by MPO but would not affect the approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

**Critical:** Comment **MUST** be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures, or statutes that the document does not conform with.

A space for comments for each section is provided at the bottom of each section.

### UPWP Cover & Title Page

Does the cover or title page include the following information?

- MPO name, address, website? **Yes | If yes, page number: 1**
- CFDA number (FHWA – PL & SU: 20.205, FTA 5305: 20.505)? **Yes | If yes, page number: 1**
- Identification of agencies providing funds for the UPWP? **Yes | If yes, page number: 1**
- Financial Project Number (FPN) for each contract shown in UPWP? **Yes | If yes, page number: 1**
- Federal Award Identification Number (FAIN) for FHWA contracts (or the Federal Aid Project Number [FAP])? **Yes | If yes, page number: 1**
- Correct State Fiscal Years? **Yes | If yes, page number: 1**
- Statement of nondiscrimination? **Yes | If yes, page number: 2**
- DRAFT UPWP: Space for adoption date and revision dates? **Yes | If yes, page number: 1**
- FINAL UPWP: Adoption date and space for revision dates? **Yes | If yes, page number: 1**

[No comment](#)

[Click here to enter comments](#)

### Required Content

Does the UPWP have the following information?

- Introduction? **Yes | If yes, page number: 7**

UPWP Review Checklist  
Updated: 2/9/2024

Page 1 of 7



**Unified Planning Work Program (UPWP)  
Review Checklist**

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- Organization and Management? [Yes | If yes, page number: 15](#)
- UPWP Planning Task Pages? [Yes | If yes, page number: 20](#)
- Funding Source Budget Table and Summary Budget Table? [Yes | If yes, page number: 48](#)
- Definition of acronyms used in UPWP? [Yes | If yes, page number: 5](#)
- District Planning Activities? [Yes | If yes, page number: 70](#)
- Indirect Rate Approval (if required)? [Not Applicable | If yes, page number: xx](#)
  - Cost Allocation Plan and Certificate of Indirect Cost in an appendix? [Select response | If yes, page number: xx](#)
- In TMAs, the MPO must identify and include cost estimates for transportation planning, research, and technology transfer activities funded with other federal, state, or local funds being conducted within the MPO area (this includes planning and feasibility studies by other entities) (23 CFR 420.111(e)). [No | If yes, page number: xx](#)
- DRAFT UPWP:
  - A place for the signed Resolution adopting the final UPWP? [Yes | If yes, page number: 86](#)
  - A place for the draft Resolution to adopt Travel Policy if not using FDOT policy (if required)? [Yes | If yes, page number: 20](#)
  - A place for the Cost Analysis Certification Statement? [Yes | If yes, page number: 3](#)
  - A place for the FHWA Certifications and Assurances? [Yes | If yes, page number: 53](#)
- FINAL UPWP:
  - The signed Resolution adopting the UPWP? [Select response | If yes, page number: xx](#)
  - The signed Resolution adopting the Travel Policy if not using FDOT policy (if required)? [Select response | If yes, page number: xx](#)
  - The signed Cost Analysis Certification Statement? [Select response | If yes, page number: xx](#)
  - The signed FHWA Certifications and Assurances? [Select response | If yes, page number: xx](#)
  - UPWP Comments? [Select response | If yes, page number: xx](#)
- Appendix to include items previously mentioned: Travel Policy (if required), Cost Allocation Plan and Certificate of Indirect Cost (if required), and UPWP Comments? [Yes | If yes, page number: 53](#)

**Critical**

Please revise with missing elements related to planning activities in the area.

---

**Introduction**

Does the introduction include the following elements?

- Definition and purpose of the UPWP? [Yes | If yes, page number: 7](#)
- Overview of MPO's comprehensive transportation planning activities? [Yes | If yes, page number: 8](#)
- Discussion of planning priorities, both MPO and local? [Yes | If yes, page number: 8](#)
- Statement of CPG participation: "The FDOT and the (insert organization name) participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA in accordance

### **Unified Planning Work Program (UPWP) Review Checklist**

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with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D". [Yes | If yes, page number: 11](#)

- Definition of the soft match: Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$ \_\_\_\_\_. [Yes | If yes, page number: 10](#)
- Description of the public involvement process used to develop the MPO's UPWP? [Yes  No  Page number: 11](#)
- Description of how the MPO addresses the [Federal Planning Factors](#) - (23 CFR 450.306(b)) – can be demonstrated using a matrix? [Yes | If yes, page number: 12](#)
- Description of how the MPO's UPWP addresses the [2021 Federal Planning Emphasis Areas](#)? [Yes | If yes, page number: 13](#)
- If MPO is not in attainment, description of transportation related air quality planning activities regardless of funding sources or agencies conducting activities? [Not Applicable | If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

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### **MPO Organization and Management**

At a minimum, does the UPWP include information on the following items?

- Identification of participants and description of role in the UPWP planning process? [Yes | If yes, page number: 15](#)
- Discussion of agreements, including date executed:
  - Metropolitan Planning Agreement (FHWA funds)? [Yes | If yes, page number: 17](#)
  - Public Transportation Grant Agreements (prior year FTA funds)? [Not Applicable | If yes, page number: xx](#)
  - Interlocal Agreement for the Creation (or Redesignation) of the Metropolitan Planning Organization? [Yes | If yes, page number: 17](#)
  - Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)? [Yes | If yes, page number: 17](#)
  - Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities? [No | If yes, page number: xx](#)
- Discussion and identification of operational procedures and bylaws including date executed:
  - Continuity of Operations (COOP): [Yes | If yes, page number: 18](#)
  - MPO Bylaws: [Yes | If yes, page number: 18](#)
- Does the MPO include the following SIGNED Certifications and Assurances section?
  - Disadvantaged Business Enterprise Utilization? [Yes | If yes, page number: 56](#)
  - Debarment and Suspension Certification? [Yes | If yes, page number: 54](#)

### **Unified Planning Work Program (UPWP) Review Checklist**

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- Lobbying Certification for Grants, Loans, and Cooperative Agreements? [Yes | If yes, page number: 55](#)
- Title VI/Nondiscrimination Assurances? [Select response | If yes, page number: 57](#)
- Appendices A and E? [Yes | If yes, page number: 58](#)
- Discussion of Indirect Rate Plan, and, in an appendix, inclusion of the signed Cost Allocation Plan and Certificate of Indirect Cost, if applicable. [Not Applicable | If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

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### **Work Elements/Tasks Sheets**

At a minimum, does the UPWP have the following distinct tasks or subtasks?

- MPO Administration? [Yes | If yes, page number: 20](#)
- Transportation Improvement Program (TIP)? [Yes | If yes, page number: 32](#)
- Long Range Transportation Plan (LRTP)? [Yes | If yes, page number: 35](#)
- MPO Regional Activities Task (if required)? [Yes | If yes, page number: 26](#)

[No comment](#)

[Click here to enter comments](#)

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Do each of the Work Element/Task Summary Pages include the following?

- Is each Task Sheet named and numbered? [Yes](#)
- Does each Task Sheet include Purpose, Previous Work, and Required Activities? [Yes](#)
- Do the required activities list who will be completing the work? [Yes](#)
- Does each Task Sheet indicate who the responsible agency or agencies are? [Yes](#)
- Does each Task Sheet include end products/deliverables with a description of the scope and estimated completion date? [Yes](#)
- Does the supporting narrative for each task provide sufficient detail to determine the eligibility, necessity, and reasonableness of the purchase? [Yes](#)
- If memberships are listed as an expense, does it state that the memberships are for organizational memberships, not individual memberships? [Select response | If yes, page number: xx](#)

[No comment](#)

[Click here to enter comments](#)

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### **Work Elements/Tasks Sheets Budget Tables**

Did the MPO use the latest UPWP Budget Table template provided by the Central Office for task budget tables, which includes a location to show de-obligated funds? [No](#)

If the MPO did not use the latest UPWP Budget Table template, did the MPO show de-obligated funds by source somewhere else in the UPWP? [Yes](#)

Did the MPO prepare Task Summary Budget tables for Year 1 and Year 2 (either individually or combined)? [Yes | If yes, page number: 48](#)

Does MPO **Administration Task** have a subcategory for:

UPWP Review Checklist  
Updated: 2/9/2024

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**Unified Planning Work Program (UPWP)  
Review Checklist**

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- Personnel Services? [Yes | If yes, page number: 25](#)
- Equipment? Equipment costing more than \$5,000 per item should be listed separately. [Yes | If yes, page number: 25](#)
- Travel? [Yes | If yes, page number: 25](#)
- Supplies? Supplies costing more than \$1,000 per item should be listed separately. [Yes | If yes, page number: 25](#)
- Direct Expenses? [Yes | If yes, page number: 25](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Select response | If yes, page number: xx](#)
- Are Atypical expenses (see [Guide for UPWP Development](#)) clearly described? [Select response | If yes, page number: xx](#)
- Is Annual Audit expense included, if required? [Yes | If yes, page number: 25](#)

Do each of the other Work Element/Task Summary **Estimated Budget Tables** include the following?

- Personnel Services? [Yes](#)
- Consultant Services (if using consultant on task)? [Yes](#)
- Travel (if needed)? [Yes](#)
- Direct Expenses (if needed)? [Yes](#)
- Indirect Expenses (only required if MPO has an approved indirect rate)? [Not Applicable](#)
- Supplies (if needed)? [Yes](#)
- Equipment (if needed)? [Yes](#)

[No comment](#)

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**MPO Regional Activities Task** (required if MPO is transferring funds between MPOs and/or FDOT to complete regional planning activities)

Does the MPO have distinct tables to reflect MPO funding and overall regional task funding? In the UPWP Budget Table template provided by the Central Office, these tables are called MPO Regional Activities and All Regional Accounting. [Yes | if yes, page number: 27](#)

Do the Regional Work Element/Task Budget Table(s):

- Show ALL agencies (e.g., other MPOs, FDOT) included in the regional activities? [Yes | If yes, page number: 27](#)
- Show amounts to be transferred by the MPO to other agencies (if applicable)? [Yes | If yes, page number: 27](#)
- Show amounts to be received by the MPO from other agencies (if applicable)? [Not Applicable | If yes, page number: xx](#)
- Show activities the funds are being used for? [Yes | If yes, page number: 27](#)
- Do all participating MPOs use identical:
  - Descriptions of the activities to be completed [No | If yes, page number: xx](#)
  - Task name, activity description(s), and budgeted funds [No | If yes, page number: xx](#)

**Unified Planning Work Program (UPWP)  
Review Checklist**

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Critical Please revise Regional task to match regional partners.

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**Funding Source Budget Table**

Did the MPO use the UPWP Budget Table template provided by the Central Office for Funding Source Budget Table?

No

**Total Year 1 contract amounts:**

- DRAFT UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's PL Spreadsheet **total should not include estimated amount to be de-obligated from the previous FY**)? [Yes](#) | If yes, page number: 48
  - STBG or other federal funds (Year 1 amount shown in FDOT Tentative Work Program)? [Yes](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- FINAL UPWP:
  - PL funds, which include Year 1 FTA 5305(d) and Year 1 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
  - STBG funds or other federal funds (Year 1 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
  - Prior year active FTA contracts (PTGAs) with estimated amount? (contracts will be aligned in the fall once we have remaining balances at the end of the fiscal year.) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Select response](#)

No comment [Click here to enter comments](#)

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**Total Year 2 contract amounts:**

- DRAFT UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Yes](#) | If yes, page number: 48
  - STBG or other federal funds (Year 2 amount shown in FDOT Tentative Work Program)? [Yes](#)
- FINAL UPWP:
  - PL funds, which include Year 2 FTA 5305(d) and Year 2 PL funds (refer to Chris Bratton's UPDATED PL Spreadsheet, which will include the MPO Board approved de-obligated amount)? [Select response](#)
  - STBG funds or other federal funds (Year 2 amount shown in FDOT Tentative Work Program) + MPO Board approved de-obligated funds (if applicable) [Select response](#)
- Does the Funding Source Budget Table include soft match amounts? [Yes](#)

No comment [Click here to enter comments](#)

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### **Unified Planning Work Program (UPWP) Review Checklist**

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Since the UPWP is the “Scope of Service” for the FDOT/MPO Agreement, it is important to confirm that the total amounts for Year 1 and Year 2 in the UPWP also match what is shown on the FDOT/MPO Agreement.

- Do the FINAL UPWP PL amounts shown in Year 1 plus Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)
- Does Other FHWA funding (i.e., SU, CMAQ, etc.) amounts shown in Year 1 and Year 2 match what is shown on the new FDOT/MPO Agreement? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

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#### **Summary Budget Table**

Did the MPO use the UPWP Budget Table template provided by the Central Office for the Summary Budget Table?

[Select response](#)

Do the **total Year 1 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

Do the **total Year 2 contract amounts** match what is shown on the Funding Source Budget Table? [Yes](#)

[No comment](#)

[Click here to enter comments](#)

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#### **General UPWP Comments**

Critical

*2.5% of PL funds on specific Complete Streets Planning must be clearly shown on UPWP*

Choose a category

[Click here to enter comments](#)

Choose a category

[Click here to enter comments](#)

Choose a category

[Click here to enter comments](#)

# APPENDIX F

## APPENDIX F – RECORD OF ADOPTION, MODIFICATIONS & AMENDMENTS

The following table will be used throughout the timeframe that the FY 25 – FY 26 UPWP is effective to record the adoption and any future amendments or modifications that are processed.

Number	Amendment or Modification	Resolution Number	Approval Date	Activity
N/A	Adoption	24-17	5/16/2024	Space Coast TPO Governing Board Adoption of the FY 25 – FY 26 Unified Planning Work Program
1	Amendment	25-03	9/12/2024	Added \$300,000 FY 25 SU to Tasks 2.0-6.0 to fund work products and added \$123,150 in FY 25 CARU funds to Task 5.0 to support Dixon Blvd. Study. Added \$24,094 in additional FTA converted funds to FY 25 CPG to Task 6.0.





## Space Coast Transportation Planning Organization

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### **RESOLUTION # 24-17**

#### **Adoption of FY 25 – FY 26 Unified Planning Work Program**

**A RESOLUTION, adopting the fiscal years 2024/2025 through 2025/2026 Final Unified Planning Work Program (UPWP) and authorizing the TPO Executive Director to execute associated Agreements.**

*WHEREAS*, the Space Coast Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne and Titusville Urbanized Areas; and

*WHEREAS*, this urban transportation planning process includes the development of a biannual work program and budget described by work tasks, of activities to be undertaken during the fiscal year, known as the Unified Planning Work Program (UPWP); and

*WHEREAS*, a draft UPWP was developed and submitted for FY 24/25 – FY 25/26, the period of July 1, 2024 through June 30, 2026; and

*WHEREAS*, comments from the public and reviewing agencies have been received and addressed; and

*WHEREAS*, only minor adjustments were made that included textual clarifications and inclusion of FY 24 SU de-obligated funds and a Final document has been prepared.

*NOW THEREFORE, BE IT RESOLVED* by the Space Coast Transportation Planning Organization:

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2025 through 2026; and
2. Authorizes the Chair or Executive Director to execute the MPO Agreement that allows for the pass through financial assistance for FHWA funds through FDOT and all approved amendments of such Agreement; and
3. Authorizes the Chair or Executive Director to execute all certifications and assurances on an annual basis; and
4. Authorizes the TPO Executive Director to execute minor administrative and budget adjustments that may be necessary to accomplish the work products identified in the adopted UPWP.




**Space Coast Transportation Planning Organization**

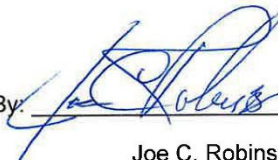
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Passed and duly adopted at a regular meeting of the Space Coast Transportation Planning Organization Governing Board on the 16<sup>th</sup> day of May, 2024.

Certificate

The undersigned duly qualified as Chair of the Space Coast Transportation Planning Organization Governing Board certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Space Coast Transportation Planning Organization Governing Board.

  
\_\_\_\_\_  
Andrea Young  
Space Coast TPO Governing Board Chair

By:   
\_\_\_\_\_  
Joe C. Robinson  
Space Coast TPO Governing Board Secretary



## Space Coast Transportation Planning Organization

### **REVISED RESOLUTION # 25-03**

#### **Amendment of FY 2025 – FY 2026 Unified Planning Work Program**

**A RESOLUTION, amending the FY 2024/2025 – FY 2025/2026 Unified Planning Work Program (UPWP), to increase FY 25 CPG, FY 25 SU and add Carbon Reduction funds to conduct studies and full fill work products included in the adopted UPWP.**

*WHEREAS*, the Space Coast Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Palm Bay-Melbourne and Titusville Urbanized Areas; and

*WHEREAS*, this urban transportation planning process includes the development of a biannual work program and budget described by work tasks to be undertaken during the fiscal year, known as the Unified Planning Work Program (UPWP); and

*WHEREAS*, a UPWP was developed and approved for FY 2025 – FY 2026 for the period of July 1, 2024 through June 30, 2026; and

*WHEREAS*, the UPWP requires an amendment to add \$24,094 in FY 25 CPG funds, \$300,000 in FY 25 SU funds and \$123,150 in FY 25 Carbon Reduction funds to be used to conduct various studies and programs including the development of a Transportation Improvement Program Tool and follow-up studies to existing plans; and

*WHEREAS*, these additional funds will help the Space Coast TPO develop and produce quality products in support of local and regional transportation planning efforts.

*NOW THEREFORE, BE IT RESOLVED* by the Space Coast Transportation Planning Organization approves amending the FY 2025 – FY 2026 UPWP.

Passed and duly adopted by the Space Coast Transportation Planning Organization Governing Board Chair on the 12<sup>th</sup> day of September, 2024.

#### Certificate

The undersigned duly qualified as Chair of the Space Coast Transportation Planning Organization Governing Board certifies that the foregoing is a true and correct copy of a Resolution adopted under the rules and policies of the Space Coast Transportation Planning Organization Governing Board.



By:   
Andrea Young,  
SCTPO Governing Board Chair

By:   
Joe Robinson,  
SCTPO Governing Board Secretary

SCTPO Resolution # 25-03, September 12, 2024  
Page 1