



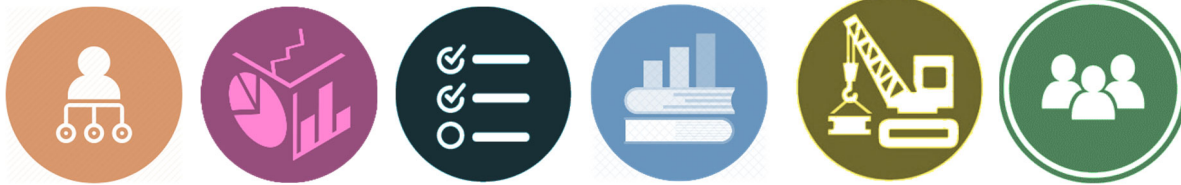
Space Coast Transportation Planning Organization

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WWW.SCTPO.COM

UPWP

UNIFIED PLANNING WORK PROGRAM



FISCAL YEARS 2021 – 2022

FY 21: JULY 1, 2020 – JUNE 30, 2021

FY 22: JULY 1, 2021 – JUNE 30, 2022

FUNDING PARTNERS:

Federal Highway Administration
Federal Transit Administration
Florida Department of Transportation
Brevard County Board of County Commissioners

FAP No. 0263 057M

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBERS AND FINANCIAL MANAGEMENT NUMBERS:

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Adopted
May 14, 2020

Modification #1(11-19-2020) #2(1-15-2021) #5(3-16-2021) #6(5-5-2021) #7(5-25-2021)
Amendment #3(1-20-2021) #4(2-11-2021)

Space Coast Transportation Planning Organization

FY 21 – FY 22 Unified Planning Work Program (UPWP)

Developed in cooperation with:

Florida Department of Transportation
Federal Highway Administration
Federal Transit Administration

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

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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Space Coast TPO



Visit our website: www.spacecoasttpo.com



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

Cost Analysis Certification

Space Coast Transportation Planning Organization

Unified Planning Work Program - FY 21 – FY 22

Adopted 5/14/2020

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: Jamie Kersey

Space Coast TPO (Brevard County) Liaison, District 5

Title and District

Signature Select Date

www.fdot.gov

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DEBARMENT and SUSPENSION CERTIFICATION

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: Kathy Meehan
Title: Space Coast TPO Chair

2/13/20
Date

LOBBING CERTIFICATION

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: Kathy Meehan
 Title: MPO Chair

2/13/20
 Date

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

FLORIDA DEPARTMENT OF TRANSPORTATION
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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: Kathy Meehan
Title: MPO Chair

2/13/20
Date

TITLE VI/NONDISCRIMINATION

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: Kathy Meehan
 Title: MPO Chair

2/13/20
 Date

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

525-010-08
 POLICY PLANNING
 05/18

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)
STATEMENTS AND ASSURANCES

525-010-08
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 05/18

- (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 sub-contractor 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)

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
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
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant
ICAR	Intergovernmental Coordination and Review
ITS	Intelligent Transportation System
JPA	Joint Participation Agreement
LOGT	Local Option Gas Tax
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act

Abbreviation Full Name

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
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
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
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

Who is the Space Coast Transportation Planning Organization?

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-Titusville Urbanized Area. The proposed use of Federal Highway Administration (FHWA) planning and research and Federal Transit Administration funds must be documented in the TPOs Unified Planning Work Program (UPWP) 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 for urbanized area with populations over 50,000. This UPWP covers the period of July 1, 2020 through June 30, 2022 and includes a description of the work to be accomplished and cost estimates for each activity.

Demographics of the Space Coast Transportation Planning Organization

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. Below are some quick facts about Brevard according to



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

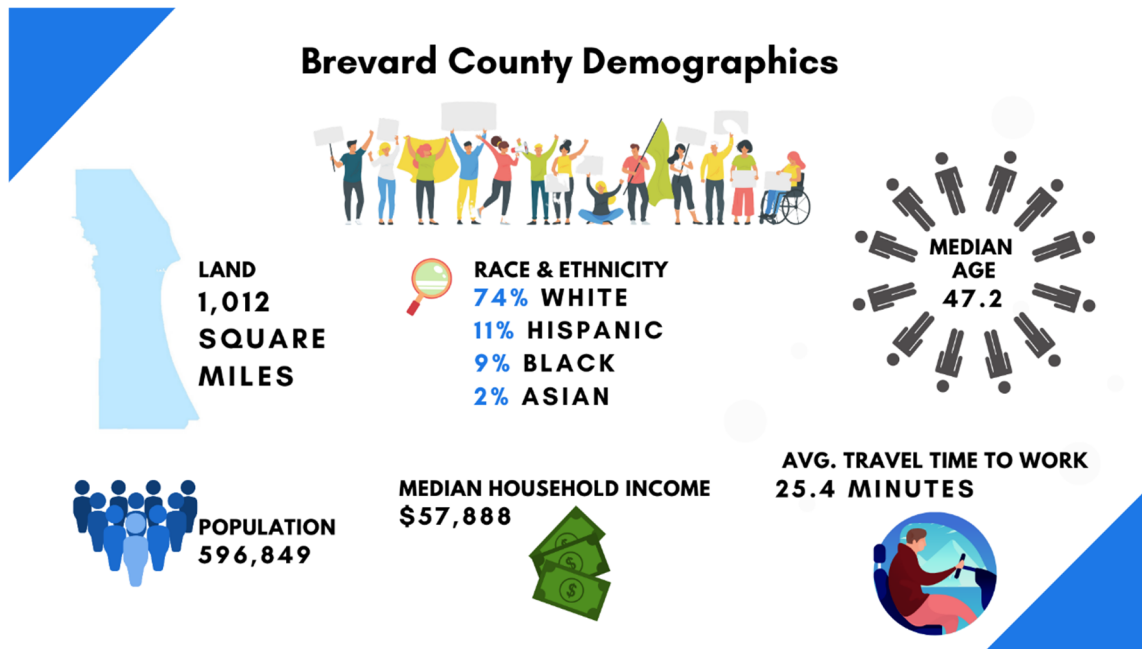


1 SEAPORT:
Port Canaveral



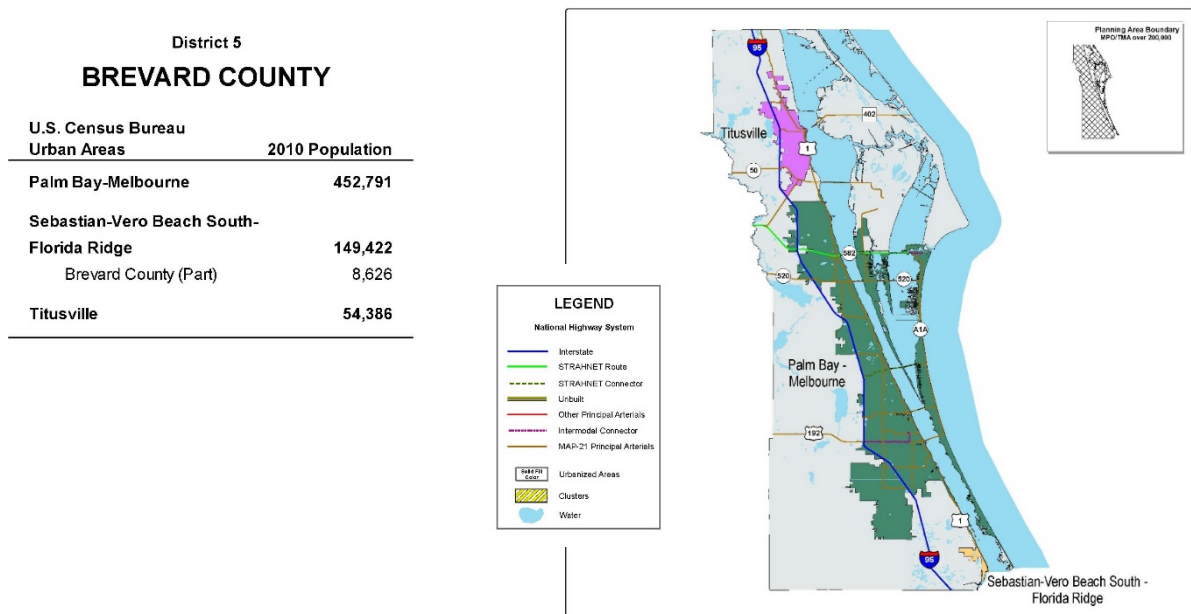
1 SPACEPORT:
Cape Canaveral Spaceport (Kennedy
Space Center and Cape Canaveral Air
Force Station)

the U.S. Census Bureau. More detailed information can be found at <https://censusreporter.org/profiles/05000US12009-brevard-county-fl/>.



Space Coast Transportation Planning Organization Urbanized Area Boundary

In 2013, the Space Coast TPO's Urbanized Area Boundary (UAB) was revised and updated with 2010 Census data (See figure below). The TPO serves two UAB's, 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.



Overview of Transportation Planning Activities, Initiatives and Planning Priorities

All projects must first start by being included in a TPOs **Long Range Transportation Plan**. In FY 19, the Space Coast TPO began the process of updating its 2045 LRTP. Building upon the 2040 LRTP that included various scenario's, survey's have been conducted to determine that the scenario's identified in the 2040 are still valid and supported. They are also being used to help guide which goals and project types should be focused on when taking the many needs and identifying which projects will make it into the cost feasible plan. The new 2045 LRTP must be adopted by October, 2020. Unique to this plan will be development of municipal guidebooks. The mini plans will identify which projects within each jurisdiction are in the plan and will also include actions that locals can take to update their land use policies and transportation elements of their comprehensive plans to ensure consistency and cooperation among the various plans.

Feeding into the LRTP will be the recently adopted (Oct 2019) **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. Over the next few years, staff will be working with locals on implementing the priorities and filling in gaps in the system.

Other needs being considered in the LRTP are the findings from both FDOT and TPO **corridor and safety studies**. Completed studies such as Sarno Road, Banana River/Pine Tree Drive and an operational study along Wickham Road will require coordination with local jurisdictions and the FDOT to move identified projects through the project priority process and into the Transportation Improvement Program when funding is available. The TPO is currently completing a corridor study along Minton Road and anticipates to complete the analysis in early 2021. All of these studies have been moving to utilize context classification and are considered complete street type analysis.

Complete Streets have been a high priority for the Space Coast TPO with the TPO investing in and funding numerous projects throughout the county. The City of Melbourne will complete one of its projects in early 2020 and then move forward with their Front St. and Pineapple Drive projects. The concept of planning transportation corridor improvements to include all modes of transportation is now considered routine.

In 2018, the TPO completed a project with Space Coast Area Transit to conduct an **ADA Bus Stop Assessment** of all transit stops. This updated inventory has been very useful for planning improvements along many corridors and is referenced during RRR projects to incorporate where feasible, upgrading all transit stops to be in ADA compliance. Part of the project included local jurisdictional booklets which TPO staff uses to conduct follow-up coordination meetings with locals to assist where possible in getting stops upgraded. These coordination meetings will

continue and will now incorporate the priority booklets created as part of the Bicycle and Pedestrian Master Plan.

Safety continues to be one of the TPOs 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. Road Safety Audits have been conducted and the recommendations from those studies will continue to be worked on over the next couple of years. In July 2019, the TPO adopted the concept of Vision Zero. Vision Zero is the belief that we can achieve zero fatalities and zero serious injuries on our transportation system. The TPO also approved the development of a Vision Zero Action Plan that will be completed in late 2020. The Action Plan will identify what steps the TPO can take to work toward this goal, along with local plans that locals can use as a tool kit to implement Vision Zero within all the municipalities of Brevard.

Data collection and monitoring of the transportation system will continue through an annual **State of the System Report**. As part of the TPO's required congestion management program, the SOS has performance measures and targets for not only safety but for congestion, ITS, transit and bicycle and pedestrian facilities.

In 2020, the TPO will be adopting an update to its **Intelligent Transportation System Master Plan**. Identify 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.

ITS technologies will also support the reliability and movement of freight and goods. The TPO will be working with the FDOT on having a **space freight study** conducted in the northern part of Brevard within the next couple of years. This analysis is critical to understand the infrastructure needs to support a fast-growing commercial space industry, along with the efforts to return to the moon and beyond.

As Brevard is located along coastal Florida, the TPO has also begun analysis into sea-level rise impacts. A high-level analysis was conducted by the East Central Florida Planning Council in 2018 showing various saturation levels in the future. The resiliency of transportation systems is critical to ensure the quality of life of residents and visitors. A **Resiliency Master Plan** will be conducted in FY 21-22 to identify those shocks and stressors that could make our infrastructure vulnerable to failure over time. Brevard not only needs to plan for natural disasters such as hurricanes, but will need to start considering long term impacts of sea levels risings.

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. § 5303 (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 21 is \$130,270 and \$130,270 in FY 22. These amounts for soft match for the FHWA funds equate to 18.07%. The amount being utilized to match the FTA funding in FY 21 is \$57,214 and \$39,682 in FY 22. This equates to 20.00% for the FTA soft match.

Planning Tasks

The FY 21-22 UPWP is categorized into six planning tasks. The TPO Board has adopted a three year strategic plan focusing on five emphasis areas that are incorporated into each of the planning tasks activities and work products.

Following are highlights from each of the six planning tasks that will be performed with funds under Title 23, U.S.C. and 49 U.S.C. §53. Additional details are provided under specific work tasks.

Task 1.0 Manage

The Manage section of the UPWP describes the administrative functions required to manage and operate the day to day and long-term activities of the TPO planning process. In order to streamline budgeting, all administrative costs are included within Task 1.0. This includes all travel expenses, legal and audit services, office supplies, rent, equipment, printing, etc.



- Annual Strategic Plans
- Annual Certifications by FDOT
- Board and Committee clerical and technical support (agendas; minutes; membership)
- Financial Management (budgets; UPWP; audits)
- Maintain professional staffing of TPO

Task 2.0 Monitor

Monitoring of the system involves activities needed to monitor area travel characteristics and factors affecting travel such as socioeconomic, community and land use data, transportation system data, natural, physical, and human environmental concerns and issues. Activities include:



- Annual collection of traffic volumes and data
- Congestion Management System (State of the System Report)
- Annual monitoring of Performance Measures
- Maintenance of GIS datasets (Functional Classifications; Urban Area Boundary; transportation modal layers-sidewalks, bicycle lanes, trails)
- Maintenance and use of the traffic crash location system (Annual Safety Analysis and FHWA Safety Performance Measures)

Task 3.0 Prioritize

This section includes activities that support the development and management of the Transportation Improvement Program (TIP). Projects must be consistent with and included in the latest adopted LRTP. Activities include:



- Develop, adopt and maintain TIP in accordance with all federal and state requirements
- Develop and adopt annual project priorities for all appropriate modes
- Conduct, review and update Transportation Alternatives Projects Priority List

Task 4.0 Plan

The Plan section includes activities related to the development of system wide planning documents that address transportation issues on a system-wide and regional basis. Activities include:



- Long Range Transportation Planning (2045 LRTP development – adoption Sept. 2020)
- Identify candidate projects from LRTP and coordinate with FDOT to run through ETDM review
- Intelligent Transportation System Master Plan (adopt update Dec 2020)
- Bicycle, Pedestrian and Trails Planning
- South Brevard Trails Master Plan
- Freight and Tourism Planning
- Multi-modal coordination (Airport, Seaport, Spaceport, Transit, Rail)
- Vision Zero Action Plan (adoption Oct. 2020)
- Transportation Resiliency Master Plan
- Regional coordination (MPO Alliance, MPOAC, CFX)

Task 5.0 Implement

The Implement section includes activities that are project specific for any transportation mode. It focuses on pulling projects identified in a plan (Task 4.0) and moving them through the planning and ultimately implementation phase. Some of the current planned or continuing projects include:



- Corridor Planning Studies and Implementation of recommendations (Babcock St (Palm Bay Rd-US 192); SJHP (Babcock-Malabar); Minton Road; Dairy Rd; Coast to Coast
- PD&E Studies: Babcock St., Malabar Rd., SR 524, NASA Causeway; SR 401 Bridge; SR 528
- Design/ROW: SR 528, Ellis Rd., SR A1A Intersections, Babcock St.; US 192 & Hollywood; Traffic Management Center
- Construction: St. Johns Heritage Parkway Interchange; Pineda Causeway Overpass at FEC Railroad; Space Coast Trail; SR A1A; John Rodes sidewalk; complete street projects
- Continue coordination and support of multi-modal (Rail, Space, Air and Seaport)
- Implementation of ITS Master Plan projects and programs (TSM&O programs)
- Safety and Safe Routes to School programs and projects
- Continue coordination and implementation of trails

Task 6.0 Engage

The Engage task encompasses all the SCTPO's efforts to enhance public participation and support of transportation through education, outreach and communication. Activities include:



- Continue public outreach efforts through E-news newsletters; website maintenance and updates; website surveys; and community presentations
- Maintenance of Public Participation Plan
- Use of social media using Facebook, Nextdoor, YouTube and Twitter
- School based public involvement programs (Walk and Bike to School Days; Head Start; Florida Traffic and Bicycle Safety Education)
- Community based public involvement programs (civic organizations; safety/resource fairs; HOA's; health/wellness fairs; Alert Today Alive Tomorrow; law enforcement outreach)
- Measurement of Effectiveness of Public Participation Plan

Public Review of UPWP/Title IV

For the development of the FY 20/21 – FY 21/22 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 13, 2020. 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 9, 2020 and to the TPO Board on March 12, 2020. The TPO Board meeting was taped and televised on the local Space Coast Government Television channel. 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 as listed in the FDOT Administrative Manual. 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.

	HOW DO I GET INVOLVED?
	CALL US 321-690-6890 Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday
	WRITE TO US Space Coast Transportation Planning Organization 2725 Judge Fran Jamieson Way, Building B Melbourne, FL, 32940
	EMAIL US General Inquiries: tpostaff@spacecoasttpo.com Public Involvement/Media: abby.hemenway@brevardfl.gov Title IV/Limited English Proficiency: abby.hemenway@brevardfl.gov
	VISIT OUR WEBSITE: www.spacecoasttpo.com LIKE US ON FACEBOOK: www.facebook.com/SCTPO FOLLOW US ON TWITTER: https://twitter.com/SpaceCoastTPO
	PARTICIPATE IN PERSON Make a public comment at a SCTPO Governing Board or committee meeting OR attend our Annual Open House.
	COME TO AN EVENT The SCTPO participates in special events throughout the county and hosts workshops for citizens to learn about projects where they work and live. Visit www.sctpo.com to learn more.
	VOLUNTEER Contact your local city council representative or your county commissioner to serve as a representative on a SCTPO committee or contact tpostaff@spacecoasttpo.com for more information.

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 C for a list of comments and TPO responses). The comment period was open from March 13 – April 15, exceeding 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 14, 2020.

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.

FAST Act Compliance and Federal Planning Factors

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act". This law provides long-term funding certainty for surface transportation that mostly maintains current program structures. The FAST Act replaces the previous law, MAP-21, the Moving Ahead for Progress in the 21st Century, which was a continuing bill adopted on July 6, 2012.

The Federal Planning Factors included in the FAST Act 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

The TPO will work cooperatively with FHWA, FTA and FDOT to ensure all requirements of the FAST Act are addressed. It is recognized that the FAST Act is set to expire on September 30, 2020 and the TPO will monitor and adjust UPWP activities, as necessary, if new requirements are adopted in the new act. Where appropriate, all Federal planning factors are incorporated and addressed throughout the UPWP in various tasks. Figure 2 reflects the relationship between the UPWP tasks and the Federal planning factors.

Figure 2. 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			
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

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. The state's emphasis areas include consideration to be given to safety, system connectivity, resilience, and automated/connected/electric/shared-use vehicles. While the Space Coast TPO has already been transitioning and working on these areas, coordination and efforts to institutionalize them into all planning projects will continue. Following are highlights of the State's PEA's and the tasks that reflect where local efforts and related activities address them.

Safety: As part of the Federal Performance Measures, the state has adopted a vision zero target, to have zero fatalities across the state's transportation system. Vision Zero reflects the state's priority of including safety in all aspects of the transportation system. The Space Coast TPO also supports this initiative of vision zero and adopted a Vision Zero Resolution in July 2019, establishing a goal of having zero fatalities and zero serious injuries. Building upon this resolution, the TPO Board also authorized the development of a Vision Zero Action Plan that is currently being conducted. The Action Plan is anticipated to be presented and adopted by the TPO Board in October, 2020. Included in the plan will be local jurisdiction guidebooks that locals can use to develop and implement vision zero plans for their specific areas. This effort can be found under Task 4.0. The SCTPO has also conducted a number of road safety audits based upon a countywide safety analysis and is in the process of coordinating and getting recommended improvements programmed in the TPO's project priorities. These activities are covered under Task 3.0 and Task 5.0. The project priority ranking process (Task 3.0) has also been updated to include a quantitative scoring methodology that has an entire emphasis area of safety scores. Monitoring and data analysis of crash statistics is included annually in the

TPO's State of the System report (Task 2.0) and this emphasis area is also being included and considered in the development of the 2045 LRTP cost feasible plan. Designing and constructing facilities is only one aspect of improving safety. One must also consider the need for enforcement and education. Under Task 6.0, the TPO has a robust bicycle and pedestrian education program and will continue their education and coordination with the public on getting to zero fatalities and serious injuries.

System Connectivity: The Space Coast TPO addresses this emphasis areas in many ways. In October, 2019, the TPO adopted an updated Bicycle and Pedestrian Master Plan (Task 4.0). The Plan identify priority corridors throughout the county for both bicycle and pedestrian facilities. It also created list of gaps in the system, including consideration of access to transit stops. Specialized "local jurisdiction" booklets were created so that each municipality has a list of corridors under their responsibility that need bike/ped facilities. The plan also included a unique analysis of impoverished areas and equity of the recommendations. The analysis was conducted to ensure that those areas who are more likely to need access to transit, bicycle and pedestrian facilities were equally included in the recommended projects. The TPO has also participated and developed with Space Coast Area Transit, an ADA assessment of all bus stops. The TPO will continue its activity of meeting directly with all municipalities annually to discuss opportunities to bring bus stops up to ADA standards and to begin implementing the bike/ped master plan (Task 5.0). The TPO also works closely with modal agencies, airport, seaport and spaceport to work on system connectivity associated with not only moving people and goods but on connecting the transportation system through implementation of ITS technologies. Over the next couple of years, Virgin Trains will be constructing and completing their high-speed passenger rail system connecting Orlando to Miami. The TPO will be coordinating the potential for a rail station within Brevard and to make sure transit and connectivity to all other modes are addressed. The FDOT is also considering conducting a north Brevard Space Freight analysis that the TPO will participate in to discuss freight needs between the space center, seaport and highway network (Task 4.0).

Resilience: Being located on the east coast of Florida, the SCTPO considers resiliency a major consideration in its planning efforts. In 2017, the TPO partnered with the East Central Florida Regional Planning Council and conducted a Sea Level Rise Vulnerability Assessment (Task 4.0). In March, 2019, the TPO adopted the Regional Resiliency Action Plan, a collaboration of Central Florida agencies. Having multiple causeways connecting the mainland to area beaches, the SR 528 widening project has been the subject of many concerns including the resilience of the Indian River Lagoon. The TPO has been actively coordinating with the FDOT, Port Canaveral, St. Johns River Water Management and other agencies on what the design of SR 528 should incorporate that will address lagoon quality and resiliency (Task 5.0). The TPO Board has also adopted a strategic plan with five emphasis areas, one of which is Sustainability and Resiliency (Task 1.0). In FY 21, the TPO will be presenting and scope of services for approval to develop a

Transportation Resiliency Master Plan for Brevard County. This same emphasis area is also included as part of the new project prioritization process (Task 3.0). Incorporating resiliency and addressing those infrastructure facilities most vulnerable within the LRTP cost feasible plan (Task 4.0), will be critical to ensure that the movement of people and goods will be able to withstand any future shocks or stressors to the system.

ACES (Automated/Connected/Electric/Shared-use)(ACES) Vehicles: Today’s technology is constantly changing and advancements are made on a daily basis. From having remote accessibility to see who is at the front door of our homes, to attending meetings in a virtual setting, the effect of technology is even changing how we travel. Automated, connected, electric and shared-use vehicles are all playing a role and impacting our transportation systems. The use of and interaction of new technologies operate with our traffic signals and Intelligent Transportation Systems are areas that the Space Coast TPO has been monitoring. As part of the TPO’s State of the System report (Task 2.0), corridors are being monitored for ITS infrastructure availability. The Space Coast TPO will be updating its ITS Master Plan (Task 4.0) in December 2020 to include the latest advancements. The Space Coast TPO is also coordinating the design of a new Traffic Management Center (Task 5.0), which will serve as a future monitoring facility of our transportation network. As the Space Coast area continues to incorporate new technologies, the TPO will address and include them in its monitoring and reporting as appropriate. Innovation scoring has also been incorporated in project priorities (Task 3.0) process and is also another emphasizes area of the TPO Boards Strategic Plan (Task 1.0). The 2045 LRTP will also include consideration of advanced technologies, however, it should be noted that there are challenges to picking which technologies will be embraced. The Space Coast TPO is well prepared for working with these efforts, especially with being the home of the Nation’s space exploration activities.

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

Task #	1.0	2.0	3.0	4.0	5.0	6.0
Safety	X	X	X	X	X	X
System Connectivity	X	X	X	X	X	X
Resilience	X		X	X	X	X
ACES	X	X	X	X	X	X

FDOT District Planning Activities

The Space Coast TPO lies within the Florida Department of Transportation’s FDOT District Five boundary. The District planning activities for the next two years include:

- ❖ GIS Application Development and System Maintenance
- ❖ Systems Planning and Reviews

- ❖ Interchange Reviews
- ❖ Travel Demand Model Development
- ❖ ETDM/Community Impact Assessment
- ❖ Statistics
- ❖ Federal Functional Classification
- ❖ Traffic Counts Program
- ❖ Modal Development Technical Support
- ❖ Transportation Alternatives Program Development
- ❖ Commuter Services
- ❖ State Highway System Corridor Studies
- ❖ Complete Streets Studies
- ❖ Growth Management Impact Reviews
- ❖ Promoting and coordinating Safety for all modes of transportation, including bicycle and pedestrian

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 28, 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

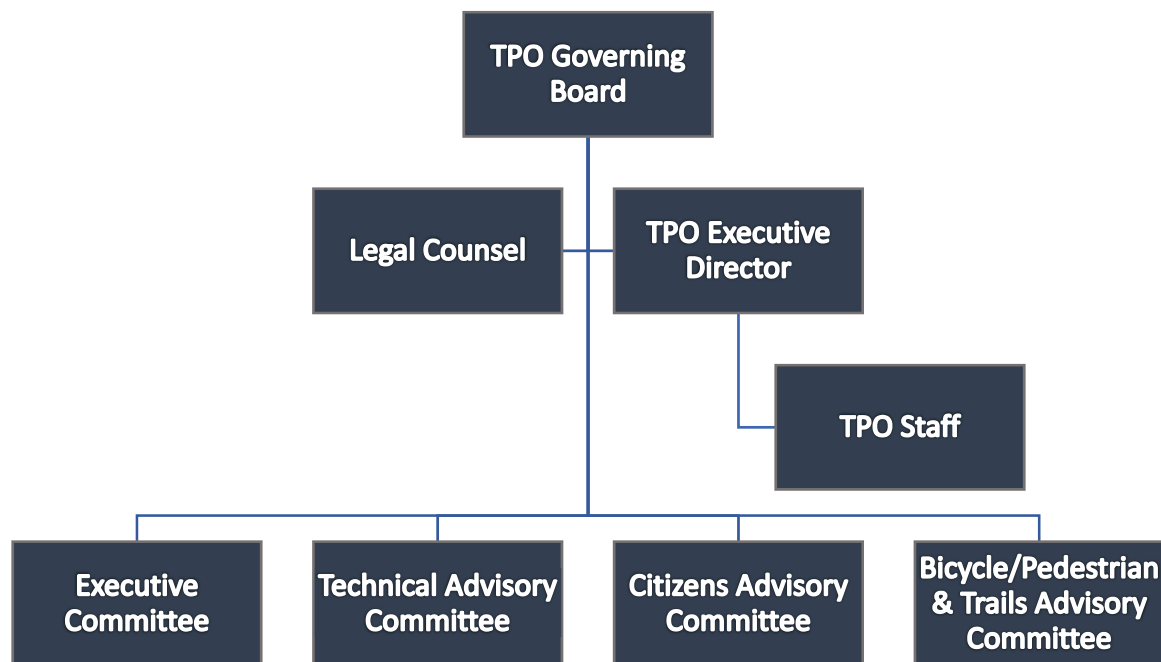
**North Beaches include Cape Canaveral and Cocoa Beach

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 Chairman of the TDLCB. The purpose of the TDLCB is to evaluate the service levels, safety and other issues of transit operations provided by Space Coast Area Transit serving the elderly, people with disabilities, or otherwise disadvantaged citizens, such as those with low income in Brevard County. 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 matching funds for the FTA grant. 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 July 15, 2024.

Metropolitan Planning Organization Agreement for Planning Funds (525-010-02) – Executed May 10, 2018: 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, 2020. A new Agreement shall be approved by the TPO in May, 2020 to be effective July 1, 2020 and run through June 30, 2022.

Intergovernmental Coordination and Review (ICAR) Agreement (525-010-03) – Executed June 21, 2017: The ICAR Agreement provides for the coordination and review of transportation issues among all modes of transportation (School Board, Airports, Transit, Seaport and Space Florida). First Amendment was executed November 19, 2019 to include the addition of the Central Florida Expressway. The current agreement is effective until June 20, 2022.

Joint Participation Agreement for Section 5305(d) Funding – Executed October 26, 2016: Agreement between FDOT and the Space Coast TPO which provides for the use of Section 5305(d), Federal Transit Administration funds to be ‘passed through’ to the TPO in order to fulfill the requirements of the TPO’s UPWP. The JPA also outlines certain administrative and program requirements that must be met in order to receive the funds. Each year, a Notice of Grant Award is executed as outlined in the original JPA to encumber funds for each UPWP fiscal year. The expiration of the current JPA is September 30, 2021.

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 – Executed October 1, 2015: 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, 2020; 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
- Maintenance Agreement with University of Florida for crash data maintenance
- Lease agreement for office space with Brevard County

- Service level agreement with Brevard County for Information Technology services
- Service level agreement with Brevard County for Asset Management services
- 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, 2019 (see Appendix B), 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 with Land Use, Sustainability & Resiliency, Innovation, and Leadership. 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 adopted updated policies on December 13, 2018. 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, 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 nine 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 and 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 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
- ✓ Executed agreements: Included: new bicycle maintenance program (May 2020); extension of James Moore auditing firm (May 2019); Legal Services extension (May 2019); Four General Planning Consultant contract extensions (March 2020); First Amendment to ICAR (Nov 2019);
- ✓ Conducted performance evaluation on all consultants at completion of projects
- ✓ 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 19 – FY 20 UPWP
- ✓ Annually developed Staff Strategic Plan; Board tri-annual Strategic Plan
- ✓ Certifications: FDOT (Feb 2019 and Feb 2020);
- ✓ Conducted annual audit of TPO financials for fiscal years ending September 30, 2018 and 2019
- ✓ Prepared and presented Orientation program to TPO Board and its Committees
- ✓ Prepared and conducted first Board and Committee Retreat (April 2020)
- ✓ Reviewed Continuing of Operations Plan (COOP), as appropriate

- ✓ Reviewed and updated operating and procedure policies to reflect latest statutory and federal transportation Act (adopted Dec 2018)

Required Activities:

- Maintain professional staff; prepare transitional plans; review and update staffing classification and pay plan as needed (via consulting firm if necessary);
- Join and maintain memberships with organizations that support TPO programs, transportation planning and increases opportunities to reach targeted demographics; (memberships currently include Florida Public Transit Association; FL Public Relations Association; 321 Millennials; Institute of Transportation Engineers)
- Conduct annual performance evaluations on all staff and through Executive Committee annually conduct Executive Director evaluation;
- Personnel management; timesheets; payroll; weekly staff meetings; and training including attending Title VI and Non-discrimination training;
- 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.;
- Monitor and maintain board and committee memberships; attendance records; administer member recognition program;
- 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 are used for performance based evaluations and recognition for staff;
- Maintain and update Board Strategic Plan (see Appendix B); develop new FY 23-25 plan, possibly through use of consulting services;
- Maintain operating policies and procedures;
- Develop FY 23-24 UPWP;
- Monitor; revise and amend as needed FY 21-22 UPWP;
- Conduct annual audits in accordance with General U.S. audit standards and to determine compliance with F.S. Section 218.415; Audit Services FY 20=\$15,000; FY 21 expense to be determined with new audit agreement when executed in 2021; Estimated budget for FY 21 = \$16,000;
- 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;
- Attend local, regional and state meetings supporting products and programs of TPO (day travel); travel costs include vehicle monthly stipend supporting bicycle/pedestrian

education program towing trailers and traveling to events which is reviewed annually based upon documented travel calculations provided by AAA; (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; Safe Routes to School (SRTS); Florida Public Transportation Association and Commission for the Transportation Disadvantaged; Executive Leadership Training; computer software applications; TPO staff professional development classes)

- Support to Metroplan Orlando to administer MPO Alliance meetings (\$5,000 annually budgeted under Contracts and Service Agreements (attendance and general support of Alliance initiatives covered under Tasks 3.0 & 4.0)
- Develop and maintain annual operating budgets;
- 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
- Maintain contract with Brevard County via Interlocal Agreement for support services such as budgeting, finance, information systems, human resource services, etc.;
- Execute/extend contracts with Brevard County for services and lease of facilities;
- Compile and transmit monthly invoices and progress reports requesting reimbursement for FHWA and FTA grant funds;
- Monitor and maintain contracts and agreements ranging from interlocal agreements to work orders and service contracts such as copier contract;
- Maintain copier equipment rental agreement (approximately \$5,000/yr) and lease agreement with Brevard County for office space (approximately \$20,000/yr);
- Legal Assistance on contract reviews, policy review and general operations; contracted service; legal fees included under detailed budget Category B, Contracted Services
- Solicit and execute or extend agreements for: bicycles and trailers maintenance agreement used for education program; legal services; auditing services; general planning consultants; MPO Agreement for receiving federal funds; and interlocal agreements;
- Agreement for website support and renewal of website host (new website to be developed as a contracted service in FY 21 included under Task 6.0 as part of public engagement program; the annual maintenance of new website beginning in FY 22 included under Task 1.0);
- 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; GotToWebinar for hosting virtual meetings and used as another outreach tool; Mentimeter for conducting survey's; TIP on-line tool;

-
- 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)
 - Conduct annual certifications with FDOT; Preparation for FHWA certification – 2022
 - Prepare and process all travel request and reimbursements; travel process shall follow TPO adopted policy 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; Anticipate procurement of Public Input Software Database. This on-line software database program will combine communications into one source. Through using social media, conducting surveys, to general tracking of committee's and members, this program provides analysis tools that can be used to measure the effectiveness of public involvement tools. The use of the tool will be used throughout all the tasks in the UPWP. More information regarding this tool can be found at:
<https://blog.publicinput.com/mpo-public-involvement-software>
 - Develop a procedure that identifies a concept of operations for utilizing a drone, obtain a federal Certificate of Operation, procure a drone. Process will adhere to any FAA requirements and SCTPO will operate a drone under the rules established for government employees. Drone will be used as an asset for multiple programs such as utilizing video clips of projects as a visualization technique during project public outreach events; visualization of existing conditions both as a monitoring tool and for projects being considered during prioritization and to provide another method for committee and board members to see projects from planning through construction phases in areas of the county they may not be familiar with. Drone will be specifically useful for bicycle, pedestrian and trail program. A South Brevard Trail Master Plan will be developed under Task 4.0 and drone footage will provide access to areas not easily accessible. A North Brevard Trail Wayfinding Plan (Task 4.0) will also benefit footage that will be used to identify locations for wayfinding signage along trails. The procurement of the actual drone will be procured as an office/equipment item as it is not anticipated to exceed \$5,000 and will not be considered a capital purchase.
 - FTA Section 5305(d) state match and PL soft match; FDOT provides program management and technical assistance to the TPO and its staff;
 - Incorporate and update UPWP if consolidated planning grant process implemented by state, this would combine FTA and federal funds into one grant

- Develop and conduct a TPO Board and Committee Retreat that provides education on a trending transportation topic and supports emphasis areas identified in Strategic Plan.

Work Products	Target Date	Responsible Agency(s)
Adoption of annual Operating Budgets (Effective October 1 - Sept 30)	Sept 2020 & 2021	SCTPO
FDOT Annual Certification	Feb 2021 & 2022	SCTPO/FDOT
Annual Staff Strategic Plans (Effective July 1 - June 30)	July 2020 & 2021	SCTPO
Annual Membership Recognitions (Attendance, Length of Service)	Feb 2021 & 2022	SCTPO
Annual Board and Committee Retreat	August 2020 & 2022	SCTPO
Preparation and submittal of annual FTA Section 5305(d) application	May 2021 & 2022	SCTPO
Annual Performance Evaluation of Executive Director	Sept 2020 & 2021	SCTPO
Pay and Class Plan Review and Update	Oct 2021	SCTPO
Annual Operating Budget Audits (FY 20 & FY 21)	May 2021 & 2022	SCTPO
Establish Drone Program and Procure	Sept 2021	SCTPO
De-obligation of unspent FY 21/22 funds	March 2022	SCTPO
FY 23-24 UPWP Draft	March 2022	SCTPO
FY 23-24 UPWP Final	May 2022	SCTPO
New Board Strategic Plan for FY 23-25	May 2022	SCTPO
TPO Board & Committee agenda packages, minutes, materials	Monthly (9/yr)	SCTPO
Invoices and progress reports	Monthly	SCTPO
Contract Management	On-going	SCTPO
FY 21-22 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

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

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

B. Consultant/Contracted Services – Separated into consultant services, contracts and services agreements and audit.

Consultant services are those projects using consultants to assist in development of planning studies and projects. Consultants are used for such projects as the Long-Range Transportation Plan, Master Plans, Vision Zero Action Plan, Intelligent Transportation Systems Master Plan; Modal Master Plans; Administrative support for evaluation of pay and class plans and strategic plan initiatives.

Contracts and Service Agreements 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.

Annual Audit is for annual audit of TPO financial records.

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

D. Other Direct Expenses (only budgeted under Task 1.0) –

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

Office Supplies – General office supplies. Paper, pens, envelopes, etc.

Computer Software Licenses & Programs – Software platforms used to create and administer operations of TPO. These include ESRI (GIS software used in mapping; crash analysis) Adobe products; LogMeIn (used for hosting on-line meetings and public outreach); TIP on-line.

Equipment (Office/Computers) – Includes chairs, desks, computers, computer accessories, tables, etc.

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FY 21 Estimated Budget Detail Task 1.0

Task 1.0: MANAGE								
Estimated Budget Detail for FY 21 (July 1, 2020 - June 30, 2021)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$396,237	\$71,599	\$47,000	\$28,000	\$7,000	\$3,500	\$474,737
B. Consultant/Contracted Services								
	Consultant Services							
	Contracts and Service Agreements (i.e. Legal Services; Information Technology; Safety Education Bicycles and Trailers Annual Repairs; Office Space Lease; County Support Services; Crash Database, Traffic Count, and Website Services)	\$102,555	\$18,531					\$102,555
	Annual Allocation for CFMPO Alliance (funds to MetroPlan)(Consultant Services)*	\$5,000	\$904					\$5,000
	Annual Audit	\$10,000	\$1,807		\$4,000	\$1,000	\$500	\$14,500
C. Travel								
	Expenses include: Mileage, Tolls, Parking, Hotel, Registrations, Vehicle Allowance (\$4,200) (\$5,000 staff development + \$1,000 MPOAC qtrly meetings + \$2,400 MPOAC Training Institute + \$8,000 day travel)	\$20,600	\$3,722					\$20,600
D. Other Direct Expenses								
	Operating	\$21,828	\$3,944					\$21,828
	Office Supplies	\$10,694	\$1,932					\$10,694
	Computer Software Licenses & Programs	\$30,067	\$5,433					\$30,067
	Equipment (Office/Computer)	\$5,500	\$994					\$5,500
	<i>Sub-total</i>	\$68,089	\$12,304					\$68,089
	TOTAL	\$602,481	\$108,866	\$47,000	\$32,000	\$8,000	\$4,000	\$685,481

* 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 and Polk TPO.

**All Federal funds, including fund transfers, apply the required non-federal match. FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share.

FY 22 Estimated Budget Detail Task 1.0

Task 1.0: MANAGE								
Estimated Budget Detail for FY 22 (July 1, 2021 - June 30, 2022)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$397,299	\$71,792		\$13,000	\$3,250	\$1,625	\$411,924
B. Consultant/Contracted Services								
	Consultant Services	\$11,500	\$2,078	\$7,500				\$19,000
	Contracts and Service Agreements (i.e. Legal Services; Information Technology; Safety Education Bicycles and Trailers Annual Repairs; Office Space Lease; County Support Services; Crash Database, Traffic Count, and Website Services)	\$102,555	\$18,532					\$102,555
	Annual Allocation for CFMPO Alliance (funds to MetroPlan)(Consultant Services)*	\$5,000	\$904					\$5,000
	Annual Audit	\$14,750	\$2,665		\$5,000	\$1,250	\$625	\$20,375
C. Travel								
	Expenses include: Mileage, Tolls, Parking, Hotel, Registrations, Vehicle Allowance (\$4,200) (\$5,000 staff development + \$1,000 MPOAC qtrly meetings + \$2,400 MPOAC Training Institute + \$8,000 day travel)	\$20,600	\$3,722					\$20,600
D. Other Direct Expenses								
	Operating	\$13,988	\$2,528					\$13,988
	Office Supplies	\$10,694	\$1,932					\$10,694
	Computer Software Licenses & Programs	\$28,217	\$5,099					\$28,217
	Office/Computer Equipment	\$10,500	\$1,897					\$10,500
	<i>Sub-total</i>	\$63,399	\$11,456					\$63,399
	TOTAL	\$615,103	\$111,149	\$7,500	\$18,000	\$4,500	\$2,250	\$642,853

* 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 and Polk TPO.

**All Federal funds, including fund transfers, apply the required non-federal match. FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share.

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
- ✓ Maintained transportation data files in Geographic Information Systems format; files included bicycle, pedestrian, trails, functional classifications; urbanized area boundary datasets
- ✓ Utilized web based Signal 4 crash database system in providing crash data and compiling safety statistics and created web based crash monitoring dashboard
- ✓ Developed countywide safety report; used to conduct bicycle/pedestrian safety program and road safety audits
- ✓ Conducted school travel surveys to identify the method of transportation used by students to get to and from school
- ✓ Developed annual State of the System Report; included documentation of trends and conditions in demographics, VMT, transit, bike/ped/trails, safety
- ✓ Adopted Performance Measures

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
- Develop, maintain and update an 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. (development utilizing contracted 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;
- 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)
- Participate and assist SCAT with development and adoption of Public Transportation Agency Safety Plan (PTASP) Task 2.0 activities related to data analysis. (see also Task 4.0 for Plan development)
- 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 (specific project screening of LRTP projects covered under task 4.0 and 5.0);
- Conduct bi-annual school travel survey;
- Conduct a parent school travel survey to gather and compile data from parent's needs; data screening and reporting to be outsourced; results can be used for Safe Routes to School program, educational programs, identification of needs
- 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

Work Products	Target Date	Responsible Agency(s)
Traffic Counts Website Maintenance	Oct 2020; 2021	SCTPO
Assist with data analysis and adoption of SCAT PTASP	December 2020	SCTPO/SCAT
Annual collection of traffic volumes	Oct-Dec 2020, 2021; Jan-Mar 2021, 2022	SCTPO
Annual State of the System Report	Oct 2020 & 2021	SCTPO
Bi-annual School Travel Survey	Fall 2021	SCTPO

Work Products (continued)	Target Date	Responsible Agency(s)
Maintenance of GIS transportation datasets	On-going	SCTPO
Crash database website maintenance and support	Jan 2021; 2022	SCTPO
Process collected traffic data, post to website, publish Annual Traffic Counts Report	June 2021; 2022	SCTPO
Provision of transportation data	On-going	SCTPO
Develop and produce demographic/community characteristics reports utilizing FDOT ETDM and Census	On-going	SCTPO
Adoption of Safety Performance Targets	Feb 2021 & 2022	SCTPO/FDOT
Development of On-line data dashboard	May 2022	SCTPO
Support and data input into Regional Planning Model	On-going	FDOT/SCTPO
Support and necessary data collection and reporting related to FDOT Performance Measures and Targets	On-going	SCTPO/FDOT

FY 21 Estimated Budget Detail Task 2.0

Task 2.0: MONITOR								
Estimated Budget Detail for FY 21 (July 1, 2020 - June 30, 2021)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$10,000	\$1,807	\$17,000	\$40,000	\$10,000	\$5,000	\$72,000
B. Consultant/Contracted Services								
	Consultant Services (State of the System)			\$59,415				\$59,415
	Contracts and Service Agreements (i.e. Traffic Count Data; Traffic and Crash Database Services)			\$64,385			\$20,000	\$84,385
C. Travel								
D. Other Direct Expenses								
TOTAL		\$10,000	\$1,807	\$140,800	\$40,000	\$10,000	\$25,000	\$215,800

** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share

FY 22 Estimated Budget Detail Task 2.0

Task 2.0: MONITOR								
Estimated Budget Detail for FY 22 (July 1, 2021 - June 30, 2022)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (18.07%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$9,290	\$1,679	\$40,000	\$32,000	\$8,000	\$4,000	\$85,290
B. Consultant/Contracted Services								
	Consultant Services (State of the System)			\$100,000				\$100,000
	Contracts and Service Agreements (i.e. Traffic Count Data; Traffic and Crash Database Services)			\$129,250			\$20,000	\$149,250
C. Travel								
D. Other Direct Expenses								
TOTAL		\$9,290	\$1,679	\$269,250	\$32,000	\$8,000	\$24,000	\$334,540

*** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share*

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, FAST Act.

Previous Achievements:

- ✓ Annual call for projects; coordination with locals; annual project priorities
- ✓ Updated prioritization process and methodology-created one list
- ✓ Adoption of regional priorities including MPO Alliance and Freight priorities
- ✓ Coordination with Ports on inclusion of projects in priorities list
- ✓ Developed, adopted, monitored and amended FY 18/19 – 22/23 TIP
- ✓ Developed, adopted, monitored and amended FY 19/20 – 23/24 TIP
- ✓ 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 MPO Alliance Legislative Priorities

Required Activities:

- Conduct annual call for projects;
- Develop and submit annually project priorities for all appropriate modes;
- Adoption of regional priorities, if updated
- Development of MPO Alliance list of Legislative Priorities, and a Regional List of Project Priorities
- Develop, adopt, monitor and amend, as necessary, TIP;
- Utilize and maintain interactive TIP tool; (license renewal included under Task 1.0);
- Publish annually, listing of previously obligated projects which used federal funds;
- Annually conduct public information meeting;
- 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 new Highway Transportation Bill expected to replace FAST Act

Work Products	Target Date	Responsible Agency(s)
Adoption of FY 20/21 – 24/25 TIP	July 2020	SCTPO
Amendments of FY 20/21 – 24/25 TIP	Sept 2020-2021	SCTPO/FDOT
2020 Project Priorities	July 2020	SCTPO
Annual MPO Alliance Project Priorities	July 2020; 2021	MPO Alliance
Adoption of FY 21/22 – 25/26 TIP	July 2021	SCTPO
Amendments of FY 21/22 – 25/26 TIP	Sept 2021-2022	SCTPO/FDOT
2021 Project Priorities	July 2021	SCTPO
Annual Public Information Meeting	June 2021, 2022	SCTPO
Annual review and comments on FDOT Work Program	Sept-Dec 2020,2020	FDOT
Annual Legislative Priorities	October 2020; 2021	SCTPO
Annual MPO Alliance Legislative Priorities	October 2021; 2021	MPO Alliance

FY 21 Estimated Budget Detail Task 3.0

Task 3.0: PRIORITIZE								
Estimated Budget Detail for FY 21 (July 1, 2020 - June 30, 2021)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$15,000	\$2,711	\$500	\$26,858	\$6,714	\$3,357	\$45,715
B. Consultant/Contracted Services								
	Consultant Services							
	Contracts and Service Agreements							
C. Travel								
D. Other Direct Expenses								
TOTAL		\$15,000	\$2,711	\$500	\$26,858	\$6,714	\$3,357	\$45,715

**** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share**

FY 22 Estimated Budget Detail Task 3.0

Task 3.0: PRIORITIZE								
Estimated Budget Detail for FY 22 (July 1, 2021 - June 30, 2022)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$35,000	\$6,325		\$10,000	\$2,500	\$1,250	\$46,250
B. Consultant/Contracted Services								
	Consultant Services							
	Contracts and Service Agreements							
C. Travel								
D. Other Direct Expenses								
TOTAL		\$35,000	\$6,325		\$10,000	\$2,500	\$1,250	\$46,250

*** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share*

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 FAST Act planning requirements and participation and coordination on long range, system-wide planning initiatives.

Previous Achievements:

- ✓ Initiated 2045 LRTP July 2018; approved Public Involvement Plan for LRTP; approved Goals and Objectives; approved Needs Plan; draft cost feasible plan; conducted two surveys
- ✓ Approved Regional Resiliency Action Plan
- ✓ Conducted Sea Level Rise Assessment
- ✓ Coordinated with FDOT on base and future year data for Central Florida Regional Planning Model being used for 2045 LRTP
- ✓ Initiated update to Intelligent Transportation System Master Plan
- ✓ Adopted update to Bicycle/Pedestrian Master Plan
- ✓ Initiated development of Vision Zero Action Plan
- ✓ Participated in FDOT Central Florida Visitors Study
- ✓ Participated in Central Florida Expressway Authority NE Connector Concept Feasibility Study
- ✓ Completed update to Space Coast Area Transit's ADA Bus Stop Assessment
- ✓ Participated in development of new Transit Development Plan
- ✓ Participated in modal agencies Master Plans (Space Florida; Canaveral Port Authority; Orlando-Melbourne International Airport)
- ✓ Regional and Statewide coordination and attendance at various committee and board meetings (MPOAC; MPO 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; Orlando-Melbourne Airport; Canaveral Port Authority; Passenger Rail initiatives including Brightline (Virgin Trains); Transit One; School Health Advisory)

Required Activities:

- Adopt 2045 Long Range Transportation Plan and ensure 2045 LRTP meets requirements of FHWA and FDOT expectations letter dated January 2018 (development includes use of consulting services utilizing PL and SU funds; LRTP to be included in project priorities in accordance with FDOT Work Program Instructions)

- Initiated follow-up coordination with agencies on implementation strategies of cost feasible projects (project specific coordination covered under Task 5.0)
- If desired by TPO Board, conduct a Transportation Funding Analysis to evaluate funding options and alternatives to gas tax. Analysis would include effect of AV/CV and higher efficient vehicles and their impact of less revenue/need for gas. Short term solutions such as impact fees, implementation of optional gas taxes would be emphasized. Conduct through use of GPC.
- Coordinate with regional and state on planning for Automated Vehicles (AV), Connected Vehicles (CF) and technology that implements both AV and CV
- Adoption of ITS Master Plan and coordination of implementation
- Monitor and maintenance of Bicycle/Pedestrian Master Plan
- Participate in update to Transit Development Plan
- Conduct follow-up to Coastal Resiliency/Sea Level Rise Assessment: participation in local consortium
- Develop a Transportation Resiliency Master Plan (Utilizing GPC, scope to be developed with stakeholder input; funding with SU funds)
- 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 1.0, \$5,000/year with PL); FDOT D5 Quarterly and statewide meetings; Central Florida Expressway Authority; Alert Today Alive Tomorrow Coalition; Regional Resiliency Collaboration)
- Work with appropriate local government and agency representatives to obtain funding for regional transportation projects as prioritized by the Central Florida MPO Alliance
- Develop a Regional Long Range Transportation Plan summary through MPO Alliance
- Participate in Central Florida Expressway Authority Regional planning initiatives; participate in East/West Concept Feasibility Study analyzing options to connect to future development in east Osceola County
- Attend and participate in Local coordination projects including attendance at various committee and board meetings (TDLCB; Space Florida; Orlando-Melbourne Airport; Canaveral Port Authority; Passenger Rail initiatives including Brightline (Virgin Trains); Transit One; School Health Advisory)
- Support Space Coast Area Transit as appropriate in the development of performance measures and targets compiled and reported in a Transit Asset Management (TAM) plan (also see Task 2.0)

- Participate and assist SCAT with development and adoption of Public Transportation Agency Safety Plan (PTASP) (see also Task 2.0 for data analysis of Plan)
- If initiated, support the conduction of a Comprehensive Operational Analysis (COA) with Space Coast Area Transit through consultant services; analysis will include review of current routes and their performance in meeting the needs of customers; the effectiveness and efficiency of routes including an economic benefit of the route; identify and recommend actions to address unmet needs and unserved markets; goal of the COA is to ensure SCAT is providing most efficient and effective bus service. Funding and staff resources have restricted this activity in the past and is being carried over.
- Adoption of a Vision Zero Action Plan utilizing SCTPO general planning consultant services.
- Develop a South Brevard Trail Master Plan (Will utilize GPC. Scope to be developed with interested stakeholders; funding with SU funds).
- Participation in regional and local freight studies. If initiated, participate in FDOT managed Space Freight Needs Analysis.
- Develop a North Brevard Wayfinding Master Plan (Will utilize GPC. Scope to be developed with interested stakeholders; funding with SU funds).

Work Products	Completion Date	Responsible Agency(s)
Approve 2045 LRTP Cost Feasible Plan	September 2020	SCTPO
Adopt ITS Master Plan Update	December 2020	SCTPO
Assist with data analysis and adoption of SCAT PTASP	December 2020	SCTPO/SCAT
Support development of Transit Asset Management Plan	October 2021	SCAT
Adopt Vision Zero Action Plan	October 2020	SCTPO
Assist with Transit Development Plan Update	September 2022	SCAT
Initiate Transportation Revenue Funding Analysis	June 2022	SCTPO
Initiate Transit Comprehensive Operational Analysis	July 2021	SCAT
Develop Transportation Resiliency Master Plan	December 2021	SCTPO
Develop North Brevard Trail Wayfinding Plan	December 2021	SCTPO
Develop South Brevard Trails Master Plan	June 2022	SCTPO
Regional LRTP Summary thru MPO Alliance	September 2021	MPO Alliance
Regional and Statewide Participation & Coordination (i.e. MPO Alliance; CFX; MPOAC; FDOT; Alert Today, Alive Tomorrow)	On-going	SCTPO
Local Agency and Committee Participation & Coordination (i.e. Transit One; Space Florida; Canaveral Port Authority; Orlando-Melbourne Airport; TDLCB; School Health Advisory)	On-going	SCTPO
Participate and support regional planning projects which may include transit, rail, freight, or tourism studies	As needed	SCTPO/FDOT/CFX

FY 21 Estimated Budget Detail Task 4.0

Task 4.0: PLAN									
Estimated Budget Detail for FY 21 (July 1, 2020 - June 30, 2021)									
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	FCTD*	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)			
A. Personnel Services									
	Staff Salaries, benefits and other deductions	\$30,000	\$5,421	\$64,523	\$40,000	\$10,000	\$5,000	\$31,601	\$171,124
B. Consultant/Contracted Services									
	Consultant Services (i.e. LRTP; ITS Master Plan; Vision Zero; Resiliency Master Plan)	\$5,000	\$904	\$494,290					\$499,290
	Contracts and Service Agreements						\$500		\$500
C. Travel									
D. Other Direct Expenses									
TOTAL		\$35,000	\$6,325	\$558,813	\$40,000	\$10,000	\$5,500	\$31,601	\$670,914

*FCTD=Florida Commission for the Transportation Disadvantaged
** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share

FY 22 Estimated Budget Detail Task 4.0

Task 4.0: PLAN									
Estimated Budget Detail for FY 22 (July 1, 2021 - June 30, 2022)									
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	FCTD*	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)			
A. Personnel Services									
	Staff Salaries, benefits and other deductions	\$30,000	\$5,421	\$20,000	\$21,000	\$5,250	\$2,625	\$31,601	\$105,226
B. Consultant/Contracted Services									
	Consultant Services (i.e. Resiliency Master Plan; Trail Wayfinding Plan; Transp. Funding Analysis; Trails Master Plan)			\$531,412					\$531,412
	Contracts and Service Agreements						\$500		\$500
C. Travel									
D. Other Direct Expenses									
TOTAL		\$30,000	\$5,421	\$551,412	\$21,000	\$5,250	\$3,125	\$31,601	\$637,138

*FCTD=Florida Commission for the Transportation Disadvantaged
** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share

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 Sarno Road in Melbourne and feasibility study on Banana River Dr/Pinetree Dr in Indian Harbour Beach
- ✓ PD&E studies: Babcock St. (Micco to Malabar); Malabar Rd. (Babcock to US 1); SR 524 (Friday Rd to Industry); NASA Causeway Bridge; Central Florida Expressway Authority SR 408 Extension; Space Coast Trail
- ✓ Design/ROW Phase Coordination: SR 528; US 192 at Hollywood/Evans intersections; St. Johns Heritage Parkway Ellis/Northern Interchange; Ellis Road; Traffic Management Center; SR A1A intersections; Babcock St. (Malabar to Palm Bay Road); Coast to Coast Trail east Brewer Causeway;
- ✓ Construction initiated and or completed on: US 192 at Wickham/Minton; St. Johns Heritage Parkway southern interchange and norther interchange; Viera Blvd. diverging diamond interchange; SR A1A resurfacing/pedestrian improvements US 192 to Eau Gallie Blvd; SR A1A in Cocoa Beach; St. Johns Heritage Parkway from US 192 to Ellis Interchange;
- ✓ Coordination activities on Virgin Trains/Brightline passenger rail service
- ✓ Attendance and participation in TSM&O activities and coalitions
- ✓ Attendance and participation in Community Traffic Safety Team and Traffic Incident Management committees
- ✓ Conducted safe school access evaluations and assisted with Safe Routes to School applications

Required Activities:

- Attendance and participation in coordination meetings to advance priority projects
- Complete corridor planning study on Minton Road
- Complete Street planning, design and implementation support to local agencies
- 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
- Participate in FDOT corridor/feasibility studies (Babcock St. – Palm Bay Rd. to US 192)

- Participate in regional corridor studies conducted through agencies and organizations that include the MPO Alliance, FDOT, Regional Planning Council, Central Florida Expressway, FDOT Turnpike (SR 528)
- PD&E Studies: Babcock St. (SJHP-Malabar); NASA Causeway Bridge; SR 524; Turnpike SR 528 (SR 520-SR 524); Malabar Rd. (SJHP-Minton)
- Design/ROW: SR 528 (SR 524-Port); US 192 & Hollywood/Evans; SJHP/Ellis Road; Traffic Management Center; Space Coast Trail; NASA Causeway Bridge; SR A1A intersections (@ N. Atlantic Ave.); US 1 & Pineda EB Off Ramp; Babcock St (Malabar-Palm Bay Road); SR A1A segments in Cocoa Beach and Cape Canaveral; US 1 (Pineda to Park) spot improvements
- Construction: SJHP northern interchange; SJHP US 192-Northern interchange; Pineda Causeway overpass over railroad; SR A1A intersections; various resurfacing and safety projects
- Continue coordination with Virgin Trains passenger rail service; includes quiet zone coordination/designation; passenger rail/intermodal hub
- Attend and participate in TSM&O programs with FDOT and local jurisdictions;
- Attend and participate in CTST and TIM committee meetings
- Conduct safe school access evaluations and respond to citizen safety inquiries
- Continue coordination and support of Safe Routes to school program
- Upon adoption of Vision Zero Action Plan (Task 4.0), implement Action Plan Safety Initiatives
- Complete School Safety Study for Melbourne and Palm Bay Schools to evaluate infrastructure and facilities needed to provide data and documentation for applying for Safe Routes to School grants
- Coordinate and participate on space, airport and seaport projects (such as NASA Causeway PD&E; SR 401 Bridge PD&E)
- Implementation of projects identified in county and regional plans under Task 4.0 (LRTP; ITS Master Plan; Complete Streets; Bike/Ped Master Plan; TDP; Regional Transit; Freight Plans)

Work Products	Target Date	Responsible Agency(s)
Complete Minton Road Corridor Study	Feb 2021	SCTPO
Complete School Safety Studies	Sept 2020	SCTPO
Complete I-95 Interchange @ Ellis	May 2021	FDOT
Complete SJHP US 192 to Ellis	May 2021	BOCC
Complete Pineda Overpass @ FEC RR	Sept 2021	BOCC
Participation in PD&E, Design, ROW, CST of priority projects	On-going	SCTPO
Design of County TMC Facility	Dec 2021	BOCC

Work Products	Target Date	Responsible Agency(s)
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
Implementation of Vision Zero Action Plan Safety Program	June 2022	SCTPO

FY 21 Estimated Budget Detail Task 5.0

Task 5.0: IMPLEMENT								
Estimated Budget Detail for FY 21 (July 1, 2020 - June 30, 2021)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$6,500	\$1,175	\$27,000	\$12,000	\$3,000	\$1,500	\$47,000
B. Consultant/Contracted Services								
	Consultant Services (i.e. Minton Road Corridor Study; School Routes Analysis)			\$131,660				\$131,660
	Contracts and Service Agreements							
C. Travel								
D. Other Direct Expenses								
TOTAL		\$6,500	\$1,175	\$158,660	\$12,000	\$3,000	\$1,500	\$178,660

*** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share*

FY 22 Estimated Budget Detail Task 5.0

Task 5.0: IMPLEMENT								
Estimated Budget Detail for FY 22 (July 1, 2021 - June 30, 2022)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$30,898	\$5,583	\$39,102	\$12,730	\$3,182	\$1,591	\$84,321
B. Consultant/Contracted Services								
	Consultant Services (i.e. Corridor Specific Safety Studies)			\$140,000				\$140,000
	Contracts and Service Agreements							
C. Travel								
D. Other Direct Expenses								
TOTAL		\$30,898	\$5,583	\$179,102	\$12,730	\$3,182	\$1,591	\$224,321

*** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share*

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
- ✓ 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
- ✓ Maintain data on evaluating effectiveness of public outreach tools used
- ✓ Participated and presented pedestrian safety as part of state Head Start Outreach program
- ✓ Coordinated and participated in annual Walk and Bike to School Days
- ✓ Received training and initiated Walk Wise education events
- ✓ Outreach program with local libraries to provide information on who the TPO is and the programs offered
- ✓ Participated in State's Alert Today, Alive Tomorrow campaign
- ✓ Conducted School Travel Survey (data collection covered under task 2.0)
- ✓ Conducted numerous bicycle rodeo's and education programs throughout Brevard
- ✓ Provided bicycle helmets and continued distribution program of helmet to those in need

Required Activities:

- Continue Public Engagement Program that includes:
 - Website: update and design of new website (taking into consideration ADA requirements)(use of contracted services for website design);

-
- 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)
 - 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;
 - Conduct ADA Bus Stop Training for local municipalities and site plan reviewers (utilize GPC);
 - 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
- Implementation of education action plan developed as part of Vision Zero

Work Products	Completion Date	Responsible Agency(s)
Maintain Public Participation Plan	On-going	SCTPO
National Walk to School Day	October 2020; 2021	SCTPO
National Bike to School Day	May 2021; 2022	SCTPO
<u>ADA Bus Stop Training</u>	<u>May 2021</u>	<u>SCTPO</u>
Develop, publish and distribute E-news	Monthly	SCTPO
Develop, publish Public Engagement Report	Quarterly	SCTPO
Community presentations, events, interviews	On-going	SCTPO
Develop new website design and layout	Sept 2021	SCTPO
<u>Develop educational/outreach videos</u>	<u>As-needed</u>	<u>SCTPO</u>
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
Implementation of Vision Zero Action Plan	Begin Oct 2020	SCTPO

FY 21 Estimated Budget Detail Task 6.0

Task 6.0: ENGAGE								
Estimated Budget Detail for FY 21 (July 1, 2020 - June 30, 2021)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$51,938	\$9,385	\$53,774	\$60,000	\$15,000	\$7,500	\$173,212
B. Consultant/Contracted Services								
	Consultant Services			\$13,025				\$13,025
	Contracts and Service Agreements (i.e. Website Development)			\$17,500				\$17,500
C. Travel								
D. Other Direct Expenses								
TOTAL		\$51,938	\$9,385	\$84,299	\$60,000	\$15,000	\$7,500	\$203,737

*** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share*

FY 22 Estimated Budget Detail Task 6.0

Task 6.0: ENGAGE								
Estimated Budget Detail for FY 22 (July 1, 2021 - June 30, 2022)								
Budget Category	Budget Description	FHWA (PL)		Federal	FTA 5305(d)		Local	Total (Minus Soft Match)
		Federal (81.93%)	State Soft Match** (18.07%)	SU	Federal (80%)	State Soft Match** (20%)		
A. Personnel Services								
	Staff Salaries, benefits and other deductions	\$93,679	\$16,927	\$53,531	\$65,000	\$16,250	\$8,125	\$220,335
B. Consultant/Contracted Services								
	Consultant Services			\$10,000				\$10,000
	Contracts and Service Agreements							
C. Travel								
D. Other Direct Expenses								
TOTAL		\$93,679	\$16,927	\$63,531	\$65,000	\$16,250	\$8,125	\$230,335

*** FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share*

APPENDIX A

APPENDIX A - TABLES

- Table 1A. Summary Budget, Agency Participation for FY 21
- Table 1B. Summary Budget, Funding Source for FY 21
- Table 2A. Summary Budget, Agency Participation for FY 22
- Table 2B. Summary Budget, Funding Source for FY 22
- Table 3. FTA Section 5305(d) Deliverables for FY 21 and FY 22
- Table 4A. Proposed UPWP Work Schedule for FY 21
- Table 4B. Proposed UPWP Work Schedule for FY 22

Table 1A. Summary Budget, Agency Participation for FY 21

Task	Description	FHWA (PL+SU)	FDOT State Soft Match*	FTA	State FTA Soft Match	BOCC/ FCTD	Total (Minus Soft Match)	Consultants
1.0	MANAGE	\$644,481	\$107,963	\$32,000	\$8,000	\$4,000	\$680,481	\$14,500
1.0 - Consultant Services	Annual Allocation for CFMPO Alliance ** (funds to	\$5,000	\$904				\$5,000	\$5,000
2.0	MONITOR	\$150,800	\$1,807	\$40,000	\$10,000	\$25,000	\$215,800	\$59,415
3.0	PRIORITIZE	\$15,500	\$2,711	\$26,858	\$6,714	\$3,357	\$45,715	
4.0	PLAN	\$593,813	\$6,325	\$40,000	\$10,000	\$5,500	\$639,313	\$499,290
						\$31,601	\$31,601	
5.0	IMPLEMENT	\$165,160	\$1,175	\$12,000	\$3,000	\$1,500	\$178,660	\$131,660
6.0	ENGAGE	\$136,237	\$9,385	\$60,000	\$15,000	\$7,500	\$203,737	\$13,025
	TOTALS	\$1,710,991	\$130,270	\$210,858	\$52,714	\$78,458	\$2,000,307	\$722,890

BOCC=Brevard County Board of County Commissioners
 FCTD=Florida Commission for the Transportation Disadvantaged
 *FDOT Soft Match is noncash.
 ** CFMPO = 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 and Polk TPO.

Table 2A. Summary Budget, Agency Participation for FY 22

Task	Description	FHWA (PL+SU)	FDOT State Soft Match*	FTA	State FTA Soft Match	BOCC/ FCTD	Total (Minus Soft Match)	Consultants
1.0	MANAGE	\$617,603	\$110,246	\$18,000	\$4,500	\$2,250	\$637,853	\$39,375
1.0 - Consultant Services	Annual Allocation for CFMPO Alliance ** (funds to MetroPlan Orlando)	\$5,000	\$904				\$5,000	\$5,000
2.0	MONITOR	\$278,540	\$1,679	\$32,000	\$8,000	\$24,000	\$334,540	\$100,000
3.0	PRIORITIZE	\$35,000	\$6,325	\$10,000	\$2,500	\$1,250	\$46,250	
4.0	PLAN	\$581,412	\$5,421	\$21,000	\$5,250	\$3,125	\$605,537	\$531,412
						\$31,601	\$31,601	
5.0	IMPLEMENT	\$210,000	\$5,583	\$12,730	\$3,182	\$1,591	\$224,321	\$140,000
6.0	ENGAGE	\$157,210	\$16,927	\$65,000	\$16,250	\$8,125	\$230,335	\$10,000
	TOTALS	\$1,884,765	\$147,084	\$158,730	\$39,682	\$71,942	\$2,115,437	\$825,787

BOCC=Brevard County Board of County Commissioners

FCTD=Florida Commission for the Transportation Disadvantaged

*FDOT Soft Match is noncash.

** CFMPO = 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 and Polk TPO.

Table 2B. Summary Budget, Funding Source for FY 22

TASK NO.	DESCRIPTION	FEDERAL			STATE MATCH*		LOCAL	OTHER		TOTAL	TOTAL (Minus soft match)
		PL	STP SU	Section 5305(d)	Planning FHWA	Transit 5305(d)		Other	Source		
1.0	MANAGE	\$610,103	\$7,500	\$18,000	\$110,246	\$4,500	\$2,250			\$752,599	\$637,853
1.0 - Consultant Services	Annual Allocation for CFMPO Alliance ** (funds to MetroPlan	\$5,000			\$904					\$5,904	\$5,000
2.0	MONITOR	\$9,290	\$269,250	\$32,000	\$1,679	\$8,000	\$24,000			\$344,219	\$334,540
3.0	PRIORITIZE	\$35,000		\$10,000	\$6,325	\$2,500	\$1,250			\$55,075	\$46,250
4.0	PLAN	\$30,000	\$551,412	\$21,000	\$5,421	\$5,250	\$3,125			\$616,208	\$605,537
								\$31,601	FCTD	\$31,601	\$31,601
5.0	IMPLEMENT	\$30,898	\$179,102	\$12,730	\$5,583	\$3,182	\$1,591			\$233,086	\$224,321
6.0	ENGAGE	\$93,679	\$63,531	\$65,000	\$16,927	\$16,250	\$8,125			\$263,512	\$230,335
TOTAL		\$813,970	\$1,070,795	\$158,730	\$147,084	\$39,682	\$40,341	\$31,601		\$2,302,203	\$2,115,437

FY 21 PL Base Allocation	\$720,919	\$700,000	FY 21 SU Allocation
FY 20 PL Roll Forward	\$93,051	\$370,795	Add't allocation
<u>Total FY 22 PL</u>	<u>\$813,970</u>	<u>\$1,070,795</u>	<u>Total FY 22 SU</u>

* FDOT uses toll credits to fulfill the required FHWA PL & FTA 5305(d) non-Federal share
 For Fiscal Year 2020/21, the FDOT will soft match all FHWA funds, including fund transfers, and apply the required non-federal match at 18.07% utilizing Transportation Development Credits. The FDOT soft match is non-cash.
 ** CFMPO = 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 and Polk TPO.
 FCTD=Florida Commission for the Transportation Disadvantaged
 Local funds are provided by Brevard County Board of County Commissioners

Table 3. FTA Section 5305(d) Deliverables for FY 21 and FY 22

Task No.	Description	Total FTA 5305 (d) Funding (Fed+Soft Match)		Deliverable	Page #'s
		FY 2021	FY 2022		
1.0	Manage	\$35,000	\$22,500	<ul style="list-style-type: none"> • FTA FY 21 Section 5305(d) application–May 2021 • FTA FY 22 Section 5305(d) application-May 2022 • Administration and submittal of FTA Section 5305(d) invoices and progress reports for FY 21 and FY 22 – Minimum quarterly • DBE Reports-Quarterly or as requested • Staff Strategic Plan-Annually July • Board 3 yr Strategic Plan • Monitoring of FY 21 and FY 22 UPWP, processing of modifications and amendments as necessary-July 2020-June 2022 • Development of FY 23-FY 24 UPWP-Jan-May 2022 • FY ending September 30, 2020 audit-June 2021 • FY ending September 30, 2021 audit-June 2022 	32-39
2.0	Monitor	\$50,000	\$40,000	<ul style="list-style-type: none"> • Collection of 2020 Traffic Volumes-Oct-Dec 2020 • 2020 Traffic Count Historical Report – June 2021 • 2021 Traffic Count Historical Report – June 2022 • Collection of 2021 Traffic Volumes-Jan-Mar 2021 and Oct-Dec 2021 • Collection of 2022 Traffic Volumes-Jan-Mar 2022 • Web based crash location database support – July 2020 – June 2022 • School Travel Survey’s • 2019 State of the System Report – Oct 2020 • 2020 State of the System Report – Oct 2021 	40-42

Table 3. FTA Section 5305(d) Deliverables for FY 21 and FY 22 (continued)

Task No.	Description	Total FTA 5305 (d) Funding (Fed + Soft Match)		Deliverable	Page #'s
		FY 2021	FY 2022		
3.0	Prioritize	\$33,572	\$12,500	<ul style="list-style-type: none"> • Annual Solicitation of Projects-March – June 2021 and 2022 • Project Prioritization-May – July, 2021 and 2022 • Adoption of annual TIP-July 2020 and 2021 • Monitoring and Maintenance of TIP including amendments-July 2020 – June 2022 • Annual Public Information Meeting-June 2021, 2022 	43-45
4.0	Plan	\$50,000	\$26,250	<ul style="list-style-type: none"> • Coordination of CFRPM data and updates – as needed • Regional, long range corridor planning-On-going • Amendments to 2045 LRTP-As needed • 2045 LRTP Adoption – Sept 2020 • ITS Master Plan Update – Dec 2020 • Vision Zero Action Plan – Oct 2020 • Transportation Resiliency Master Plan – Dec 2021 • South Brevard Trails Master Plan – June 2022 • Participation and attendance at TDLCB, FDOT D5 coordination meetings, MPO Alliance, MPOAC and other local, regional, state planning meetings • Support of multi-modal planning (Rail, Space, Air, Sea, Transit, Bike, Ped) 	46-49

Table 3. FTA Section 5305(d) Deliverables for FY 21 and FY 22 (continued)

Task No.	Description	Total FTA 5305 (d) Funding (Fed + Soft Match)		Deliverable	Page #'s
		FY 2021	FY 2022		
5.0	Implement	\$15,000	\$15,913	<ul style="list-style-type: none"> • Completion of FDOT Babcock Corridor Study-Oct 2020 • Completion of SCTPO Minton Rd Corridor Study-Feb 2021 • Complete Safe School Routes Analysis – Sept 2020 • Implement Bike/Ped Master Plan projects-On-going • Coordination and implementation of trail projects – July 2020-June 2022 • Design of Traffic Management Center-Dec 2021 • Support of implementation of ITS Master Plan & TSM&O activities– July 2020 – June 2022 	50-52
6.0	Engage	\$75,000	\$81,250	<p>Public Engagement Program:</p> <ul style="list-style-type: none"> • Distribution of documents and materials – July 2020-June 2022 • Maintain and update TPO Website – July 2020 – June 2022 • Outreach through social media, newspapers, television, presentations and events – July 2020 – June 2022 <p>Safety Education Program:</p> <ul style="list-style-type: none"> • Support programs for bike/ped education – July 2020-June 2022 • National Walk to School Day – Oct 2020, 2021 • National Bike to School Day – May 2021, 2022 <p>Implementation of Vision Zero outreach action plan</p>	53-56

Table 4A. Proposed UPWP Work Schedule for FY 21

PROPOSED UPWP PLANNING WORK SCHEDULE FOR FISCAL YEAR 2021													
Task No.	Task Title	JULY 20	AUG 20	SEPT 20	OCT 20	NOV 20	DEC 20	JAN 21	FEB 21	MAR 21	APRIL 21	MAY 21	JUNE 21
1.0	Manage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
2.0	Monitor	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
3.0	Prioritize	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
4.0	Plan	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
5.0	Implement	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
6.0	Engage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆

◆◆ Indicates work occurring within timeframe listed

Table 4B. Proposed UPWP Work Schedule for FY 22

PROPOSED UPWP PLANNING WORK SCHEDULE FOR FISCAL YEAR 2022													
Task No.	Task Title	JULY 21	AUG 21	SEPT 21	OCT 21	NOV 21	DEC 21	JAN 22	FEB 22	MAR 22	APRIL 22	MAY 22	JUNE 22
1.0	Manage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
2.0	Monitor	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
3.0	Prioritize	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
4.0	Plan	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
5.0	Implement	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
6.0	Engage	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆	◆◆

◆◆ Indicates work occurring within timeframe listed

APPENDIX B

APPENDIX B – SCTPO BOARD STRATEGIC PLAN



SCTPO GOVERNING BOARD

FY 2020 - FY 2022 STRATEGIC PLAN

Emphasis Areas	Safety	Linking Transportation with Land Use	Sustainability & Resiliency	Innovation	Leadership
Goal	Strive for a safe, multi-modal transportation system	Create a Transportation Network that compliments existing and future Land Use	Plan for a Sustainable and Resilient Transportation System	Enhance connectivity and reliability of the transportation system	Serve as leaders in transportation and the community
Strategies Approaches to achieve goal	<ul style="list-style-type: none"> • Create Vision Zero Plan • Coordination with Law Enforcement • Coordination with FDOT • Increase awareness • Support safety initiatives through municipal directives and policies 	<ul style="list-style-type: none"> • Encourage and support municipalities to implement the findings of the ADA Bus Stop Assessment • Support projects that improve access to tourist destinations • Conduct North Brevard Freight Study • Conduct Mobility Fee Study 	<ul style="list-style-type: none"> • Include projects that address resiliency in the LRTP • Monitoring evacuation routes in SOS • Prioritize projects that improve resiliency and stormwater • Network with Emergency Operations 	<ul style="list-style-type: none"> • Maintain and Update Intelligent Transportation Systems Master Plan • Participation and support of the Regional TSMO projects and activities • Become members of Central Florida Automated Vehicles Partnership • Participation in monitoring traffic conditions during major events • Prioritize construction of Transportation Management Center 	<ul style="list-style-type: none"> • TPO members to report functions and activities to local municipalities • "Be in the Sunshine" • Create a culture of open communication • Keep informed on relevant topics • Attend TPO Board/Committee Retreat
Tactics Tools Used	<ul style="list-style-type: none"> • Safety Campaigns • Safety Studies • Leverage Federal Safety Funds • Celebrate community advocates • Adopt Vision Zero Resolution • Monitoring safety data (SOS) • Safe School Access Committee 	<ul style="list-style-type: none"> • Annually adopt Project Priorities, including multi-modal projects • Annually adopt Transportation Improvement Program (TIP) • Adopt Bicycle & Pedestrian Master Plan • Coordination with Space Coast Area Transit • Coordination with jurisdictions for comprehensive land use plans • Incorporating Transit Oriented Development (TOD) • Adoption of the 2045 Long Range Transportation Plan 	<ul style="list-style-type: none"> • Utilize Sea Level Rise Vulnerability Assessment • Conduct Resiliency Public Workshops/Education/Campaign • Develop Resiliency Master Plan • Implementation of Regional Resiliency Action Plan 	<ul style="list-style-type: none"> • Implement ITS Master Plan • Continue to provide SU funding to Brevard County for ITS Operations 	<ul style="list-style-type: none"> • Annually adopt Legislative Priorities • Create a TPO Ambassadors Program • Promoting the TPO utilizing Social Media/E-News • Adopt Board Strategic Plan • Attend MPOAC Institute • Adoption of Public Participation Plan by Dec 2019
Performance Measures	Reduction in fatalities/crashes Adoption of Vision Zero Plan by locals	Local Comprehensive Plans incorporate 2045 LRTP land use policy recommendations	Adoption of Resiliency Master Plan	TMC Funded for CST by 2022	Implement Board Strategic Plan
2045 LRTP Goals	2	1	4	3	--

TPO Programs and Strategic Emphasis Areas Matrix

Work Product	Priority				
	Safety	Linking Transportation with Land Use	Sustainability & Resiliency	Innovation	Leadership
Long Range Transportation Plan (LRTP)	✓	✓	✓	✓	✓
Transportation Improvement Plan (TIP)	✓	✓	✓	✓	
Unified Planning Work Program (UPWP)	✓	✓	✓	✓	✓
Public Participation Plan					✓
Project Priorities	✓	✓	✓	✓	
Regional Priorities		✓	✓	✓	✓
Legislative Priorities	✓	✓	✓	✓	✓
Policies & Procedures	✓	✓	✓	✓	✓
Executive Director Annual Evaluation					✓
MPOAC Appointments	✓	✓	✓	✓	✓
CFMPOA Appointments	✓	✓	✓	✓	✓
Operating Budget					✓
Bicycle & Pedestrian Master Plan	✓	✓	✓		
ITS Master Plan	✓	✓	✓	✓	
Work Orders/Scopes	✓	✓	✓	✓	✓

APPENDIX C

APPENDIX C – COMMENTS & RESPONSES to DRAFT UPWP

Comments on the SCTPO Draft Unified Planning Work Program and Responses

Agency	Comment	SCTPO Response
FDOT	Page 12, Acronyms and Abbreviations: Used in document but not on list: SCTPO, CFR, ROW, ICAR, PL, SU, ACES, JPA, COOP	Added missing acronyms and abbreviations to list on pages 12 and 13
FDOT	Use of SU funds for development of Long-Range Transportation Plans need to adhere to FDOT Work Program Instructions Chapter 22, Page 6 or 12 and be included in TPO's project priorities	Noted. As part of adoption of UPWP, included authorization to add the Long-Range Transportation Plan to the TPO's Project Priorities List. Also included text in Task 4.0, page 45
FHWA	Funding agencies list on page 2 need to be included on cover page.	Re-formatted cover page to include funding agencies
FHWA	Ensure current overview of status of all transportation planning activities is included.	Information is included on pages 16 and 17, <i>Overview of Transportation Planning Activities, Initiatives and Planning Priorities</i>
FHWA	Page 38, Task 1.0: Manage C. Travel – Explain the vehicle allowance and "+8,000 day travel"	Description of both the vehicle allowance and day travel is included on page 33. Additional text was added to state day travel is travel to attend local, regional and state meetings supporting TPO programs
FHWA	Page 38, Task 1.0: B. Consultant/Contract Services – Software is included also in Task 1.0 D – Other Direct Expenses	Removed software from Consultant/Contracted Services. Reviewed expense categories and clarified under Direct Expenses "Equipment (Office/Computer) and Computer Software Licenses and Programs"
FHWA	Page 38, Task 1.0: B. Consultant/Contract Services – Split expenses between Planning Consultants and other services (i.e. Legal). Certain items, including Copier Rental, Office Space, Maintenance should be moved to Other Direct Expenses	A review of how expenses are categorized was conducted. Separated out consultant services and contracts/service agreements. Services not executed with a formal contract were moved to Direct Expenses category and included as operating expenses.
FHWA	Page 38, Task 1.0: B. Consultant/Contract Services – Explain "Bicycles" in this section.	Added "Repair" of bicycles and inclusion of "Trailers". Both bicycles and trailers are maintained as contracted services with a formal executed agreement. This equipment is used for the bicycle education program included under Task 6.0 (equipment repair expenses are under Task 1.0)
FHWA	Pages 54 & 55, Task 6.0: Engage, Consultant/Contracted Services – Provide information in the "Budget Description" cell.	Added budget description in tables
FHWA	All Agreements or Certifications included Title VI, Lobbying, Debarment, etc. should be signed and dated and included in final copy of document.	These were included in the Draft UPWP. See pages 6 – 11

FHWA	If any federal funds will be contributed to another MPO or entity, such as the MPO Alliance, for regional coordination work and end products, those funds and activities must be reflected in all the participating MPOs' UPWPs consistently. Please coordinate with the District and FHWA to ensure proper format and provide FHWA with a copy of any MOUs for these types of activities.	Per agreement with MPO Alliance, the SCTPO provides to MetroPlan Orlando an annual allocation of \$5,000 for administrative support to conduct and host the Alliance. This expense is included in the Contracts and Service Agreements within Task 1.0. Staff support of the Alliance is covered under Task 4.0.
FHWA	Equipment purchases equal to or greater than \$5,000 must have prior review and approval from FHWA.	Noted. Procurement of capital equipment is included in Task 1.0, page 33. No capital is currently planned. Will obtain FHWA approval prior to procurement if any equipment pursued, including potential of Public Input software application.
FHWA	Review all task pages and ensure end products have a month/year associated with items listed.	Review conducted and changes made if needed to clarify product delivery time.
FHWA	Tasks that involve consultant participation should provide enough detail about consultant responsibilities are when using federal-aid funds. If not possible within UPWP, District should forward a copy of scope of services, cost and completion date to FHWA for review.	The SCTPO provides all scope of services work orders using consultant services to the FDOT prior to approval by TPO Board and issuing any notice to proceed to ensure activities undertaken are included in UPWP tasks and are eligible and allowable.
FHWA	All major transportation planning efforts/studies within the MPO boundaries should be described in the UPWP regardless of source of funding or entity undertaking the work.	The SCTPO has included all work/studies that it has been made aware of, regardless of entity undertaking the work. Examples include Central Florida Expressway conducting a Concept Feasibility Study, information included under Task 4.0, page 46
FHWA	When submitting the Final UPWP for approval, include copy of all reviewing agencies comments and how each addressed.	All comments and responses are included in Appendix C, Comments and Responses to Draft UPWP
FHWA	A mention of the community priorities and challenges facing the MPO should be included in the introduction.	Information is included on pages 16 and 17, <i>Overview of Transportation Planning Activities, Initiatives and Planning Priorities</i> . The efforts of the TPO reflect the community priorities. Task 4.0, page 46 includes potential study analyzing funding shortages and options, a major challenge facing the entire transportation system.
FHWA	ADA requires any posting of this UPWP as electronic information must be accessible. The MPO should have a plan for providing accessibility and advise the public of that plan	The SCTPO strives to ensure all of its documents are provided in a format accessible to all. The Public Participation Plan identifies how anyone needing assistance can contact the TPO and

	and remediation timeline if not currently available.	obtain the information being requested. Accessibility information is also posted on the TPO website.
FHWA	Include the planning work provided by FDOT to support the MPO. Should include districtwide and Florida Turnpike studies if they are specific to the MPO's location or corridor specific.	This information was not provided when draft UPWP developed. The District Planning Activities provided since the draft was released are now listed on pages 26 and 27 under " <i>FDOT District Planning Activities</i> "
FHWA	If planning activities proposed for funding under 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.	There are no 5307 transit funds being utilized at this time. Only Section 5305 FTA funds are currently used by the TPO and they are included throughout the UPWP and listed in all tables.
FHWA	If funding FTA grant is being carried over from prior year UPWP, amounts and activities should be listed. Please identify any Federal planning assistance awarded in previous fiscal years as carryover activities.	There are no FTA carryover funds from prior fiscal years in this UPWP.
FHWA	If any programmed 5305(d) funds are estimates, coordination with State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	The SCTPO is aware that FTA grant funds in future years are estimates only. Amendments are processed anytime the amounts in the UPWP are not consistent with actual FTA grant award amounts. FY 21 FTA funds are actual. FY 22 FTA funds are estimated only at this time.
FHWA	The planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP. In addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	Noted. This activity is already included under Task 2.0, page 40 and Task 4.0, pages 46, 47.

APPENDIX D

APPENDIX D – RECORD OF ADOPTION, MODIFICATIONS & AMENDMENTS

The following table will be used throughout the timeframe that the FY 21 – FY 22 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	20-14	5/14/20	Space Coast TPO Governing Board Adoption of the FY 21 – FY 22 Unified Planning Work Program
1	Modification	N/A	11/23/20	Modified FY 21 PL Tasks 1.0, 3.0, 5.0, 6.0 and FY 21 SU Tasks 2.0, 4.0, 5.0, 6.0 S&B to reflect actual costs. Overall budget and tasks remain unchanged.
2	Modification	N/A	1/15/21	Modified FY 21 SU Tasks 1.0, 3.0, 6.0 to reflect actual and anticipated expenditures.
3	Amendment	21-09	1/20/21 Ratified by Board 2/11/21	Amended to reflect change in FTA state and local match to soft toll credit match. All tasks effected. Local match revised to reflect local funds in place of FTA local match requirement.
4	Amendment	21-10	2/11/21	Add ADA Bus Stop Training to Task 6.0, modified Task 4.0 and Task 6.0 to fund activity; Increase FY 22 PL by \$93,051 to recognize FY 20 PL roll forward; Increase FY 22 SU by \$370,795 to fund existing and new projects
5	Modification	N/A	3/16/21	Modified FY 21 PL Tasks 4.0, 5.0, 6.0 Salaries & Benefits to reflect actual and anticipated expenditures.
6	Modification	N/A	5/5/21	Correction to FY 22 PL Roll forward amount to actual
7	Modification	N/A	5/25/21	Adjust FY 21 PL and FTA Salary budgets to reflect anticipated expenditures.



Space Coast Transportation Planning Organization

RESOLUTION # 20-14

Adoption of FY 2021 – FY 2022 Unified Planning Work Program

A RESOLUTION, adopting the FY 2020/2021 – FY 2021/2022 Unified Planning Work Program (UPWP), adding Long Range Transportation Plan to Project Priority List and authorizing TPO Chair or TPO Executive Director to execute associated Agreements and Section 5305(d) transit planning grant applications and Notice of Grant Awards.

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, the Space Coast Transportation Planning Organization prepared and submitted a draft FY 2020/2021 through FY 2021/2022 UPWP to reviewing agencies; and

WHEREAS, the draft document was available for public comment from March 13 to April 15, 2020; and

WHEREAS, all comments received have been reviewed and addressed with only minor adjustments to textual clarifications and matching federal transit grant authorized funding level.

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

1. Adopts the FY 2021 through FY 2022 Unified Planning Work Program; and
2. Approves adding Long Range Transportation Plan to Project Priority List; and
3. Authorizes the Chair or Executive Director to execute associated Planning Grant Agreement that allows for the pass-through financial assistance for FHWA funds through FDOT and all approved amendments of such Agreement; and
4. Authorizes the Chair or Executive Director to submit the Section 5305(d) Transit Planning Grant Applications to the Florida Department of Transportation and execute any related assurances and Notice of Grant Awards with the Florida Department of Transportation; and
5. Authorizes the TPO Executive Director to execute minor administrative and budget adjustments that may be necessary to accomplish the work products identified in the UPWP.

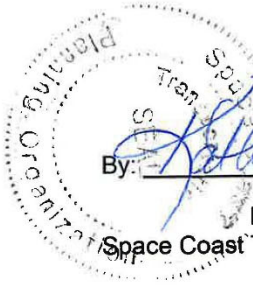


Space Coast Transportation Planning Organization

Passed and duly adopted at a regular meeting of the Space Coast Transportation Planning Organization Governing Board on the 14th day of May, 2020.

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.



By: Kathy Meehan
Kathy Meehan
Space Coast TPO Governing Board Chair

By: Georganna Gillette
Georganna Gillette
Space Coast TPO Governing Board
Asst. Secretary



Space Coast Transportation Planning Organization

RESOLUTION # 21-09

Amendment of FY 2021 – FY 2022 Unified Planning Work Program

A RESOLUTION, amending the FY 2020/2021 – FY 2021/2022 Unified Planning Work Program (UPWP), to reflect Florida Department of Transportation’s change to soft match Federal Transit Administration Section 5305(d) grant funds.

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 2021 – FY 2022 for the period of July 1, 2020 through June 30, 2022; and

WHEREAS, the UPWP requires an amendment to reflect changing the state and local match requirements for the Federal Transit Administration (FTA) Section 5305(d) grant funds from cash to use of toll credits for both FY 2021 and FY 2022; and

WHEREAS, waiting for the next regularly scheduled Governing Board meeting for approval will cause unnecessary financial strain on TPO operations; and

WHEREAS, this Amendment is being approved in compliance with Policy PLC-3, Budget and Finance Section 7.0(C)(1) SCTPO Executive Director Approval Authority, to minimize financial impact to TPO operations from not receiving FTA grant funds until such amendment is processed; and

WHEREAS, this Amendment will be presented to the full TPO Governing Board at their next regularly scheduled meeting for ratification and approval.

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

1. Approves amending of the FY 2021 and FY 2022 FTA match allocation to use of toll credits; and
2. Authorizes Executive Director to execute any additional contracts and/or agreements necessary to reflect this change.



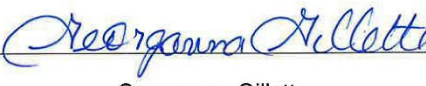
Space Coast Transportation Planning Organization

Passed and duly adopted by the Space Coast Transportation Planning Organization Governing Board Vice-Chair on the 20th day of January, 2021.

Certificate

The undersigned duly qualified as Vice-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,
Space Coast TPO Governing Board Vice-Chair

By: 
Georganna Gillette
Space Coast TPO Governing Board
Asst. Secretary



Space Coast Transportation Planning Organization

RESOLUTION # 21-10

Amendment of FY 2021 – FY 2022 Unified Planning Work Program

A RESOLUTION, amending the FY 2020/2021 – FY 2021/2022 Unified Planning Work Program (UPWP), to program Planning Grant roll forward funds, additional FY 22 SU funds and include FY 21 ADA Training activity.

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 2021 – FY 2022 for the period of July 1, 2020 through June 30, 2022; and

WHEREAS, the UPWP requires an amendment to add work product language in FY 21 to conduct a Transit Bus Stop ADA Training and to acknowledge carry forward funding in the amount of \$93,051 of the FY 20 Federal Planning Grant Funds that will be used and made available to support existing projects and programs within the FY 22 UPWP; and

WHEREAS, the UPWP amendment also includes adding an additional \$370,795 in FY 22 SU to support development of existing and new work activities such as completing Resiliency Master Plan, development of a South Brevard Trails Master Plan, and conducting additional School Routes Analysis.

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

1. Approves amending of the FY 2022 PL and SU grant budgets;
2. Approves adding language to conduct an ADA Bus Stop Training event;
3. Authorizes Executive Director to execute any additional contracts and/or agreements necessary to reflect this change including Planning Grant Agreement; and
4. Authorizes Staff to amend the FY 21 Operating Budget to reflect these changes being made to the UPWP.

Passed and duly adopted by the Space Coast Transportation Planning Organization Governing Board on the 11th day of February, 2021.



Space Coast Transportation Planning Organization

Certificate

The undersigned duly qualified as Vice-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.



By: _____

Andrea Young,
Space Coast TPO Governing Board Vice-Chair

By: _____

Yvonne Minus
Space Coast TPO Governing Board Secretary