







**FY 21 - 22 UPWP SUMMARY OF WORK PRODUCTS**  
**July 1, 2020 - June 30, 2022**

Task # and Title	Key Projects and Products to be Developed
<p><b>1.0 MANAGE</b></p>  <p>Personnel (HR) and Policies            Training/Travel            Board &amp; Committee Administration            Strategic Planning            Develop and Monitor UPWP            Finance: Operating Budget and Audit            Contract Management            Annual Certifications</p>	<ul style="list-style-type: none"> <li>• Board and Committee agendas and minutes</li> <li>• Develop and monitor Strategic Plans; Quarterly Reports</li> <li>• Provide trainings, staff development, travel</li> <li>• Maintain TPO Policies and Procedures</li> <li>• Maintain Records, Memberships and Attendance</li> <li>• Annual Member Recognitions and BPTAC Awards (May)</li> <li>• Hold annual TPO Board and Committee Retreat</li> <li>• Monitor, Modify, Amend as needed FY 21-22 UPWP</li> <li>• Develop FY 23-24 UPWP - Spring 2022</li> <li>• Develop, monitor, amend FY 20 - FY 22 Operating Budgets</li> <li>• Conduct FY 20, FY 21 Audits</li> <li>• Monitor and Maintain TPO contracts &amp; agreements</li> <li>• Annual FDOT Certifications - Feb 2021, 2022</li> <li>• FHWA Certification - Spring/Summer 2022</li> </ul>
<p><b>2.0 MONITOR</b></p>  <p>Traffic Data Count Program            Crash Data            Geographic Information Systems Data (GIS)            Central FL Regional Planning Model Data (CFRPM)            Functional Classifications; Urbanized Area info            Demographic; Environmental; Census data analysis            Survey Data            State of the System Report            Performance Measures, monitoring and reporting</p>	<ul style="list-style-type: none"> <li>• Conduct Annual Traffic Count Program-publish counts by each June</li> <li>• Monitor, coordinate, distribute crash system info/data</li> <li>• Annually prepare and publish State of the System Report (Oct)</li> <li>• Conduct travel surveys (Student Travel Fall 2020; Parent Spring 2022)</li> <li>• Adopt and monitor Performance Measures</li> </ul>
<p><b>3.0 PRIORITIZE</b></p>  <p>Transportation Improvement Program (TIP)            Project Priorities            Development, Monitoring and Amending TIP</p>	<ul style="list-style-type: none"> <li>• Annually Adopt Project Priorities (July)</li> <li>• Annually Adopt Transportation Improvement Program (July)</li> <li>• Annual FDOT Work Program (Each Fall)</li> <li>• Develop, Monitor and Amend TIP (on-going)</li> <li>• Annual Legislative Priorities - Oct</li> </ul>

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<p><b>4.0 PLAN</b></p>  <p>Long Range Transportation Planning            Modal Agency's Master Planning            Intelligent Transportation Systems            Bicycle/Pedestrian/Trails Planning            Freight Planning            Regional Planning            Regional and Agency Coordination and Planning</p>	<ul style="list-style-type: none"> <li>• Adopt Vision Zero Action Plan - Oct 2020</li> <li>• Adopt ITS Master Plan Update - Dec 2020</li> <li>• Participate in FDOT Space Freight Study</li> <li>• Regional Corridor and Trails Planning</li> <li>• South Brevard Trails Master Plan</li> <li>• North Brevard Trail Wayfinding &amp; Amenities Plan</li> <li>• CFX Central Brevard East/West Connector Concept Feasibility Study</li> <li>• Conduct Transportation Revenue Options Analysis</li> </ul>
<p><b>5.0 IMPLEMENT</b></p>  <p>Implementation of Plans (LRTP; ITS; Bike/Ped, etc.)            Complete Streets            Feasibility/Corridor Studies            PD&amp;E Studies            Design and Right of Way Phases            Construction            TSM&amp;O Strategies and projects            Bicycle; Pedestrian; Trails; Transit; Passenger Rail;            Space; Ports (Air &amp; Sea); Roadway network            Safety Projects and Programs</p>	<ul style="list-style-type: none"> <li>• Attendance at coordination meetings that advance priority projects</li> <li>• Complete Safe Routes to School Analysis - Sept 2020</li> <li>• Complete Minton Rd Corridor Study - Feb 2021</li> <li>• Bicycle/Pedestrian/Trail project implementation</li> <li>• Participation on FDOT Corridor Studies</li> <li>• Support of Specific Priority Projects in PD&amp;E, Design, ROW &amp; CST phases</li> <li>• Implementation of TSM&amp;O (ITS) projects</li> <li>• Coordination and implementation of safety initiatives &amp; projects</li> </ul>
<p><b>6.0 ENGAGE</b></p>  <p>Development of informational brochures; E-News            Website development and maintenance            Social Media            Bicycle Helmet Program            Safety Education Program; School Crossing Guard            School Based Programs            Community Based Programs</p>	<ul style="list-style-type: none"> <li>• Coordinate Annual Bike and Walk to School Days</li> <li>• Coordination of helmets and education materials distribution</li> <li>• Monitor and Maintain SCTPO Website &amp; Social Media</li> <li>• Publish Public Outreach Reports</li> <li>• Rodeo Events; Safety Education Events; Walking School Bus; Walk and Bike to School Days; Partners in Education</li> <li>• Presentations/Participation at HOA's; Chambers; Walk Wise; Senior Events; Special Needs; Millennials; local councils</li> </ul>