

**FY 2016/2017 – FY 2017/2018  
UNIFIED PLANNING WORK PROGRAM  
FAP PL 0418(054)**



**Indian River County  
Metropolitan Planning Organization  
(Sebastian- Vero Beach South-  
Florida Ridge Urbanized Area)**  
[www.ircgov.com/Boards/MPO/Index.htm](http://www.ircgov.com/Boards/MPO/Index.htm)

**May 11, 2016**

**MPO Chairman**

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**CFDA No. 20.205 - Highway Planning and Construction  
CFDA No. 20.505 - Federal Transit Technical Studies Grant (Metropolitan Planning)  
Federal Aid Project Number 0418(054)**

**Indian River County MPO  
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Vero Beach, FL 32960  
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**Indian River County Metropolitan Planning Organization**

**FY 2016/2017 – 2017/2018**

**UNIFIED PLANNING WORK PROGRAM**

In cooperation with:

Florida Department of Transportation - District Four

FDOT/MPO Program Management Handbook (2/13/12)

USDOT - FHWA and FTA

CFDA No. 20.205 - Highway Planning and Construction

CFDA No. 20.505 - Federal Transit Technical Studies Grant (Metropolitan Planning)

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I 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.

*Arlene Tanis*

\_\_\_\_\_  
District MPO Liaison (Grant Manager) Name

*Arlene Tanis*

\_\_\_\_\_  
Signature

*5/12/16*

\_\_\_\_\_  
Date

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## INTRODUCTION

### Definition

The last Unified Planning Work Program (UPWP) for the Sebastian – Vero Beach urbanized area was adopted in the spring of 2014 and identified transportation related planning activities to be conducted over a two year period starting in Fiscal Year 2014/15. In response to State of Florida requirements, the MPO has developed this UPWP to identify transportation planning activities for both Fiscal Years 2016/17 and 2017/18. The objective of this work program is to ensure that the Indian River County MPO's continuing, cooperative and comprehensive (3-C) approach to planning for transportation needs is maintained and properly coordinated with other local governments, adjacent counties, other T/MPOs, FDOT, and the Treasure Coast Regional Planning Council.

### Overview of the Status of Comprehensive Planning Activities

Through MPO staff and consultant work, grant and in-kind support from FDOT, and support from various county and city departments, the MPO can undertake the technical studies, data collection activities, and administrative functions necessary to maintain a continuous, comprehensive and cooperative (3-C) transportation planning process in the Vero Beach-Sebastian Urbanized Area. With those resources, the MPO can also conduct expanded regional coordination activities. Through the activities represented in this UPWP, the MPO can address its priorities in a comprehensive manner.

To coordinate MPO planning activities with local government long range planning activities, MPO staff reviews comprehensive plan amendments and various transportation grant applications, discusses planning efforts with staff from other local governments, the regional planning council, and state agencies, and provides technical assistance as needed. In addition, the MPO reviews and comments on projects that are subject to the Intergovernmental Coordination and Review process. With respect to comprehensive planning on a regional level, the MPO has been actively involved in planning efforts with its Treasure Coast counterparts on activities such as the development of the 2040 Long Range Transportation Plan, include the establishment of the Treasure Coast Transportation Council; the development of a Treasure Coast Transportation Plan and list of prioritized projects; and the development of three- and five-county regional planning models.

### Planning Priorities for the Metropolitan Area

With a growth rate of about twenty-three percent between 2000 and 2010, Indian River County experienced increasing traffic volumes and localized congestion. Consequently, recent planning priorities have included transportation system monitoring, congestion mitigation, and future transportation system planning. Given Florida's high pedestrian and bicycle fatality rates, and in light of demand for increased accommodation of non-motorized transportation modes, the MPO has placed emphasis on bicycle and pedestrian safety through such efforts as Bike/Ped Plans,

Greenways Plans, and Complete Street policies. Most of the County's population lies within 3 miles of the coastal area, which increases the County's potential need for emergency evacuation. The County has also expressed the desire to enhance its economic competitiveness by expediting the transport of manufactured and agricultural products and tourists. For both of these reasons, the County has prioritized development of and access to local SIS facilities in the planning process. Finally, in light of the aging population and the desire to develop alternatives to single occupant travel, the County has emphasized transit system development and seen a doubling of ridership in the last 7 years.

### **Air Quality Planning Activities**

The Sebastian/Vero Beach Urbanizes Area is currently in Attainment for national air quality standards. The MPO will monitor this status and engage in future planning activities as appropriate.

### **UPWP Format and Planning Tasks**

The 2016/17 – 2017/18 UPWP covers the period from July 1, 2016 to June 30, 2018. During preparation of this UPWP, input was obtained from a number of public entities, including: FDOT; the Federal Highway Administration (FHWA); the Federal Transit Administration (FTA); Indian River County; local municipalities; and members of the Metropolitan Planning Organization (MPO), MPO Technical Advisory Committee (TAC), MPO Citizens Advisory Committee (CAC) and MPO Bicycle Advisory Committee (BAC). Input was also obtained from the St. Lucie, Martin, and Space Coast T/MPOs.

In accordance with the latest edition of the Metropolitan Planning Organization Program Management Handbook, a number of planning tasks will be performed by the MPO using funds governed by Title 23 United States Code (Highway Planning and Research Program Administration) and Title 49 Code of Federal Regulations (Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments). The specific transportation planning programs to be undertaken by MPO staff during the upcoming fiscal years are organized into four major categories. These are as follows:

- **Program Administration and Public Participation:**

Includes those functions necessary to administer and manage the transportation planning program on a continuing basis. Tasks include: 1.1 Program Management, Administration and Training; 1.2, Reporting and UPWP Development; and 1.3, Public Involvement/Public Participation.

- **Data Collection and Surveillance Activities:**

Consists of those work tasks that are required to support other planning activities. Tasks include: 2.1 Traffic Count & Transportation Data Collection and Analysis; and 2.2, Safety, Multimodal, and Geographic Information System (GIS) Data.

- **Systems Planning (Including TIP Development and Long Range Planning):**

Involves transportation systems planning work tasks, such as long and short range highway and transit planning. Tasks include 3.1, Long Range Transportation Plan Development (Long Range Planning); 3.2 Transit Planning; and 3.3, Transportation Improvement Program (TIP) Development.

- **Regional and Special Project Planning:**

Consists of projects that may be either one-time or continuing tasks that are of special interest to residents within the urbanized area. Tasks include 4.1, Corridor and Congestion Management Planning; 4.2, Transportation Disadvantaged Program; 4.3 Bicycle/Pedestrian and Greenways Planning Program; and 4.4, State, Regional, and Intergovernmental Coordination and Planning.

A more detailed description of categorical tasks appears in the Work Program beginning on page one of the document.

### **Soft Match**

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (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 FWHA funding in the UPWP is 18.07% of the total Federal/State Funding each year, or \$ 95,541 in 2016/17 and \$92,893 in 2017/18.

### **Indirect Cost Rate**

The Indirect Costs associated with the MPO are close to the de minimus 10% Rate allowable by FDOT; therefore, the MPO will be adopting the 10% de minimus rate in lieu of developing a different rate. The de minimus Indirect Rate Certification Form appears in Appendix H.

### **Public Involvement**

This UPWP was developed in accordance with the MPO’s Public Participation Plan (PPP). As such, numerous opportunities for public involvement were provided throughout the UPWP development process. During preparation of the UPWP, input was sought from both the MPO Technical Advisory Committee and the MPO Citizens Advisory Committee. In addition, the MPO sent a letter to general purpose local governments in Indian River County, soliciting projects and activities to be included in the new UPWP. Prior to approval of the UPWP, the MPO also held a public meeting to review the proposed UPWP, consider comments from the CAC, TAC, BAC, and the public, and provide an opportunity for additional public input into the UPWP.



Throughout the UPWP development process, the MPO provided opportunities for all segments of the community, including traditionally under-served and under-represented persons, to participate in the planning process. That was accomplished by following the MPO's PPP, presenting the UPWP to the CAC which has a minority community representative, making UPWP information available at the County Planning Division office (a location frequented by many members of the public), conducting meetings in communities with high transportation disadvantaged populations (as identified in the Community Profiles report), providing UPWP information on the MPO's web site, and through other means.

### Federal Planning Factors

Fixing America's Surface Transportation (FAST Act), the Federal Transportation Authorization Bill signed into law in 2015 identifies ten (10) planning factors to be addressed in this UPWP. Those factors and the tasks that address them are contained in this Table.

**FAST ACT Planning Factors Matrix  
Fiscal Year 2016/17 - 2017/18 UPWP**

UPWP Task	FAST ACT Planning Factors									
	Support the economic vitality of the metro. area, esp. by enabling global compet., productivity, and efficiency.									
	Increase the safety of the transportation system for motorized/nonmotorized users.									
	Increase the security of the transportation system for motorized/nonmotorized users.									
	Increase the accessibility and mobility options available to people and for freight.									
	Protect/enhance the environment/coordinate transportation and growth									
	Integration/connectivity of the transportation system for people and freight.									
	Promote efficient system management and operation.									
	Emphasize preservation of existing transportation system									
	Improve transportation system resiliency and reliability									
	Reduce stormwater impacts and enhance travel and tourism									
1.1 Program Management	X						X	X	X	
1.2 Reporting & UPWP Development	X	X	X	X	X	X	X	X	X	X
1.3 Public Involvement		X	X	X	X		X	X	X	X
2.1 Traffic Count & Data Analysis					X		X	X	X	X
2.2 Safety, Multimodal, & GIS Data	X	X	X	X	X	X	X	X	X	X
3.1 Long Range Planning	X	X	X	X	X	X	X	X	X	X
3.2 Transit Planning		X	X	X	X	X	X	X	X	X
3.3 TIP Development	X	X	X	X	X	X	X	X	X	X
4.1 Corridor & Congestion Mgmt Planning				X					X	X
4.2 Transportation Disadvantaged		X	X		X	X	X	X	X	
4.3 Bike/Ped & Greenways Planning		X	X		X	X	X			X
4.4 State, Regional & Intergovernmental Coord	X	X	X	X	X	X	X	X	X	X

### FTA/FHWA and FDOT Planning Emphasis Areas (PEAs) for Fiscal Year 2016/17 and 2017/18

In the past, FTA/FHWA and FDOT have adopted PEAs to ensure that priority issues of those respective agencies are considered in the Long Range Transportation Planning process.

According to Federal Planners, the Federal PEA's to consider for 2016 include MAP-21 Consistency; Regional Modes of Cooperation; and Ladders of Opportunity.

According to FDOT, planning emphasis areas for this year for the MPOs include Freight Planning; Bike/Ped Planning (including possible development of a Pedestrian Safety Action Plan); Transit Planning; and Complete Streets development.

Several activities address the Federal and State PEAs. These can be identified in the Task Descriptions beginning on Page 1 of the UPWP and can be cross-referenced on Page xv of this document.

## **ORGANIZATION AND MANAGEMENT**

### **Metropolitan Planning Organization (MPO)**

The Indian River County MPO is the primary agency responsible for transportation planning in the urbanized area of Indian River County. Consisting of twelve voting members representing local governments within the county, a non-voting representative from the Florida Department of Transportation (FDOT) and a non-voting representative from the Town of Orchid, the MPO has the authority and responsibility to develop and adopt plans, and to set priorities for the programming of improvements to the transportation system. The current MPO governing board membership is as follows:

- Indian River County Board of County Commissioners (5)
- City of Vero Beach (2)
- City of Sebastian (2)
- Town of Indian River Shores (1)
- City of Fellsmere (1)
- Indian River County School District (1)
- Florida Department of Transportation (1 - Non-Voting)
- Town of Orchid (1 - Non-Voting)

In addition, the Florida Department of Transportation (FDOT) serves the MPO as a non-voting advisor.

On April 10, 2013, the current (2013) MPO Apportionment Plan was adopted by the MPO. That plan retained the membership composition contained in the 2003 Apportionment Plan. Comments on that plan were received from FDOT in February of 2014. Shortly thereafter, the MPO developed a revised interlocal agreement and obtained acceptance of the revised interlocal agreement by all MPO voting member jurisdictions.

### **Technical Advisory Committee (TAC)**

The MPO Technical Advisory Committee is appointed by the MPO and is composed of technically qualified representatives of agencies responsible for controlling, developing and improving the transportation system in the urbanized area of Indian River County. The TAC has nineteen voting members who are appointed by the MPO. Besides local government staff, TAC members include staff representatives from the Vero Beach and Sebastian Airports, the Indian River County School District, the transportation disadvantaged program (community transportation coordinator), and others. TAC duties include the coordination of transportation planning and programming activities; the review of all transportation technical studies and reports; and the review of work programs and transportation improvement programs. The principal responsibility of the TAC is to provide technical recommendations to the MPO on transportation matters.

The TAC membership includes the following:

- (1) One regular voting and one alternate member from the following Indian River County departments/divisions:
  - (a) Public Works Department
  - (b) Community Development Department
  - (c) Traffic Engineering Division
  - (d) County Budget Office
  
- (2) Members and alternates from each of the following City of Vero Beach and Sebastian departments as specified:
  - (a) Engineering (1)
  - (b) Planning (1)
  - (c) Aviation (1)
  
- (3) One member and alternate from the following agencies:
  - (a) Town of Indian River Shores
  - (b) City of Fellsmere
  - (c) Town of Orchid
  - (d) Indian River County Sheriff's Department
  - (e) Indian River County School District
  - (f) Indian River County Senior Resource Association, Inc. (public transportation and transportation disadvantaged provider)

In addition, FDOT serves as non-voting advisor to the TAC.

### **Citizens Advisory Committee (CAC)**

The MPO Citizens Advisory Committee (CAC) consists of fourteen members. Those members represent and reflect the demographic composition of the MPO area. Of the fourteen total CAC members, twelve are appointed by MPO member local governments based on each government's voting representation on the MPO Board. Accordingly, five CAC members are appointed by the Board of County Commissioners; two each by the City of Vero Beach and the City of Sebastian; and one each from Fellsmere, Indian River Shores, and the Indian River County School District. The remaining two members represent racial minority interests and the transportation disadvantaged community, respectively, and are appointed directly by the MPO Board. Among its various duties, the CAC is responsible for providing the MPO and MPO staff with citizen input regarding transportation related matters. It should be noted that the MPO continuously evaluates and/or revises the membership of the CAC to ensure that its membership adequately addresses the intent of the state statutes governing CAC membership.

### **Bicycle/Pedestrian Advisory Committee (BAC)**

The BAC is a standing committee comprised of one representative from the County and one representative from each municipality, as well as a non-voting representative from FDOT. Among the representatives are bicycle store entrepreneurs; bicycle enthusiasts; law enforcement officers; competitive cyclists; and the general public. The BAC meets on the fourth Friday of each

month, with additional meetings on an as-needed basis to advise the MPO regarding bicycle and pedestrian issues.

### **Transportation Disadvantaged Local Coordinating Board**

Pursuant to Chapter 427, F.S. and Rule 41-2, F.A.C., the Local Coordinating Board (LCB) for the Transportation Disadvantaged program was established by the Board of County Commissioners in its then-current capacity as the Designated Official Planning Agency (DOPA) for the transportation disadvantaged program. The purpose of that board is to carry out the duties described in Rule 41-2. Beginning in 2000, the DOPA changed in 2000 from the Board of County Commissioners to the MPO.

The TDLCB is made up of representatives from various State and local agencies as well as citizen representatives. A member of the DOPA is annually appointed to serve as the LCB's Chairman.

### **Community Transportation Coordinator**

The Community Transportation Coordinator (CTC) is appointed by the DOPA and approved by the Florida Commission for the Transportation Disadvantaged pursuant to Chapter 427 F.S. and Rule 41-2 F.A.C. to deliver transportation services to transportation disadvantaged people in a coordinated and cost efficient manner. In Indian River County, the CTC works with the LCB and MPO staff to implement the TD service delivery plan. Currently, the Indian River County Senior Resource Association serves as the CTC for Indian River County. The Senior Resource Association provides fixed route, dial-a-ride, and complementary paratransit (demand responsive) public transportation services in the County.

### **Treasure Coast Transportation Council**

The Treasure Coast Transportation Council (TCTC) is an entity that was established by an interlocal agreement between the Indian River County and Martin MPOs and the St. Lucie TPO. The purpose of the TCTC is to promote transportation coordination by developing regional long range plans and priorities. With respect to one source of funding, the Transportation Regional Incentive Program, the TCTC provides a priority list directly to FDOT that is used to program funding across the three-county area. The TCTC governing board is composed of two members from each of the three member MPOs, with FDOT and Treasure Coast Regional Planning Council representatives serving as non-voting members.

### **Treasure Coast Technical Advisory Committee**

The Treasure Coast Technical Advisory Committee (TCTAC) is composed of technically qualified representatives of agencies responsible for controlling, developing and improving the transportation system in the Treasure Coast (Martin, St. Lucie, and Indian River County) region. The TCTAC is composed of two members of each T/MPO and a member from FDOT.

## **MPO Administration**

Through a staff services agreement, Indian River County Community Development Department employees serve as staff to the Indian River County MPO. The present MPO organization consists of the MPO Staff Director; two full-time MPO Staff Planners; one full-time Administrative Assistant; and various other professional and support staff from the County's Community Development Department, as needed. The MPO currently has two General Planning Consultants under contract. The current General Planning Consultant contracts were initiated in the summer of 2015 for a three-year period.

## **Agreements**

Presently, the MPO has various agreements in place with state and local governments and agencies that promote the 3-C planning process.

The following is a list of continuing agreements:

- Joint Participation Agreement (JPA) for PL Funding - This agreement between FDOT and the Indian River County MPO provides for the distribution of PL funds to the MPO. The agreement also identifies the administrative and program requirements that must be met by the MPO to receive the funds. This agreement was executed on March 25, 2006. As part of new procedures implemented by FDOT, this agreement will expire in June of 2016 and will be immediately replaced by the new MPO Agreement on that date. The new agreement will include the terms applicable to the MPO for the use of PL funds and will incorporate this UPWP as the Scope of Services for the expenditure of those funds.
- Interlocal Agreement - This is an agreement between FDOT and the local governments comprising the MPO. The purpose of this agreement is to formally establish the MPO, ensure that the MPO is eligible to receive federal funds, and implement a continuing, cooperative and comprehensive transportation planning process. The original agreement was executed on April 12, 1993; a new Interlocal Agreement recognizing the 2013 MPO Apportionment Plan was executed in 2014.
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement - This is an agreement between the Indian River County MPO, the local agencies responsible for the operation of mass transit and aviation transportation services, the Treasure Coast Regional Planning Council, and FDOT. The purpose of this agreement is to ensure a coordinated public transportation planning and conflict resolution process. This agreement was executed in March 1999.
- Staff Services Agreement - This is an agreement between the Indian River County MPO and the Indian River County Board of County Commissioners. This agreement states that the County will provide staff services to the MPO to support the MPO's functions. This agreement was executed in September 2012.

- **Interlocal Agreement for Creation of the Treasure Coast Transportation Council (TCTC) -** This is an agreement between the Indian River, Martin, and St. Lucie MPOs. This agreement creates a regional transportation entity and provides for each MPO to cooperate through this entity for developing regional plans and work products. This agreement was executed in April 2006.
- **Joint Participation Agreement with FDOT for 5305d funds -** This is an agreement between FDOT and the MPO. This agreement was executed on October 1, 2015 and provides funding to support transit planning activities by the MPO.

### **Operational Procedures and Bylaws**

The MPO operates under a duly adopted set of bylaws (most recently revised on February 10, 2016). Staff, provided by Indian River County, operates under the rules and procedures of Indian River County. As a separate legal entity from the County, the MPO operates under statutes, regulations and procedures set forth by the State of Florida and the federal government.

Official records of MPO business are maintained at the MPO Administrative Offices in the Indian River County Community Development Department at the Indian River County Administration Building, 1801 27th Street, Building A, Vero Beach, Florida, 32960-3388.

All MPO records are available for public inspection during normal business hours, currently 8:30 am to 5:00 pm Monday through Friday. The Indian River County MPO's operational procedures fully comply with the Public Records Laws and the Sunshine Laws of the State of Florida.

## Certification Statements and Required Forms

A modified state certification review of the MPO was conducted on January 8, 2016. It included consideration of progress made in addressing recommendations from the 2015 state certification review. As documented in the 2016 state certification package in Appendix F, the MPO remains certified. Another state certification review will be conducted in 2017.

Other Certifications, including Debarment and Suspension, DBE Utilization, Lobbying, and Title VI appear later on in the document.

## FDOT Planning Emphasis Area (PEA) Matrix for Fiscal Year 2016/17 and 2017/18

### Planning Emphasis Area Matrix Fiscal Year 2016/17 - 2017/18 UPWP

UPWP Task	State and Federal Planning Emphasis Areas							
	Advancing Multi-Modal Transportation Planning							
	Freight Planning							
	Transit Planning							
	Complete Streets							
	Bicycle/Pedestrian Planning/Pedestrian Safety Action Plan							
	MAP-21 (FAST ACT) Implementation							
	Regional Modes of Cooperation							
	Ladders of Opportunity							
1.1 Program Management							X	
1.2 UPWP Development	X	X	X	X	X	X	X	X
1.3 Public Involvement						X	X	
2.1 Traffic Count Data								
2.2 Safety/GIS Data						X		
3.1 Long Range Transportation Plan	X	X	X	X	X	X	X	X
3.2 Transit Plan	X		X	X	X	X		X
3.3 TIP Development	X	X	X	X	X	X	X	X
4.1 Corridor/CMP	X	X	X	X	X			
4.2 Transportation Disadvantaged	X		X					X
4.3 Bike/Ped Greenways				X	X	X	X	
4.4 State/Regional Coordination	X	X	X	X	X	X	X	X



**Indian River County MPO**

**FY 2016/2017 –  
FY 2017/2018**

**WORK PROGRAM**

## **1.0 PROGRAM ADMINISTRATION**

**1.1 Program Management, Administration and Training**

**1.2 Reporting and UPWP Development**

**1.3 Public Involvement**

## Task 1.1 Project Management, Administration, and Training

### Purpose:

To administer and manage the transportation planning process in the Sebastian - Vero Beach Urbanized Area, ensuring that the process is continuous, cooperative, and comprehensive.

### Previous Work Completed:

Managed personnel, kept records, prepared progress reports and invoices, prepared agreements and resolutions. Prepared Technical Documents for MPO and Advisory Committee meetings. Prepared contracts and agreements. Prepared certification documents. Attended workshops and training sessions. Developed and maintained Urbanized Area Boundary, Planning Area Boundary, and Roadway Functional Classification maps. Maintained Civil Rights and other federal compliance programs. Undertook other necessary program administration activities.

### Required Activities:

#### Project Management and Administration

- Providing technical assistance to the MPO, TAC, CAC, and BAC;
- Appointing committee members;
- Distributing meeting schedules, agendas, minutes, and staff reports
- Undertaking personnel functions, including but not limited to managing staff, evaluating staff, and hiring new staff
- Maintaining record keeping for proper management of charges, performance of grant requirements, annual audits, indirect rates, and budgets in accordance with the provisions of OMB Circular A-87
- Preparing progress reports and invoices for PL funds and other grant/JPA reimbursements;
- Maintaining and updating the map of the MPO's planning area boundary;
- Monitoring and administering the activities of the General Planning Consultants;
- Maintaining and updating the MPO's web site;
- Participating in annual state Certification Reviews

- Amending Plans and Programs for compliance with the FAST Act (in support of the Federal **Planning Emphasis Area** on Compliance)

#### Training

- Attending training in modeling, public involvement, administration, land use, transit, intermodal and multimodal planning, and related activities
- Attending Transportation Research Board (TRB), Association of Metropolitan Planning Associations (AMPO), USDOT, FDOT, and other partner agencies Conferences, Workshops, and Seminars
- Attending MPOAC Institute training (Board Members Only)
- Attending quarterly staff directors' meetings and governing board meetings of the state MPOAC
- Attending low-cost webinars, web conferences, and teleconferences sponsored by the Federal Transit Administration, Federal Highway Administration, American Planning Association and FDOT

**(Note: All activities in this task are ongoing)**

End Product:	Completion Date:	Responsible Agency:
MPO Board and Committee Meetings	Monthly	MPO
Annual Certification	Jan 2017; Jan 2018	
Invoices and Progress Reports	Quarterly	
Annual Single Audit	Dec 2017; Dec 2018	
MPOAC and General Workshops, Meeting, Conferences, Training	As Needed	
FAST Act Review and Compliance	Ongoing	
Maintenance of Financial Records	Ongoing	

**Task 1.1 Administration**  
**Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	SU	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A.</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	21,817						21,817
	<b>Subtotal</b>	<b>21,817</b>						<b>21,817</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses	4,546						4,546
	<b>Subtotal</b>	<b>4,546</b>						<b>4,546</b>
<b>D. Direct Expenses</b>								
	Postage and Freight	1,818						1,818
	Office Supplies	5,546						5,546
	Outside Printing/Copy Expenses	7,273						7,273
	Advertising	909						909
	Computer Equipment	4,546						4,546
	GIS, IT/Computer Services	21,728						21,728
	<b>Subtotal</b>	<b>41,820</b>						<b>41,820</b>
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	6,817						6,817
	<b>Subtotal</b>	<b>6,817</b>						<b>6,817</b>
	<b>Total</b>	<b>75,000</b>						<b>75,000</b>

**Task 1.1 Administration**  
**Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	21,817						21,817
	<b>Subtotal</b>	<b>21,817</b>						<b>21,817</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses	4,546						4,546
	<b>Subtotal</b>	<b>4,546</b>						<b>4,546</b>
<b>D. Direct Expenses</b>								
	Postage and Freight	1,818						1,818
	Office Supplies	5,546						5,546
	Outside Printing/Copy Expenses	7,273						7,273
	Advertising	909						909
	Computer Equipment	4,546						4,546
	GIS, IT/Computer Services	21,728						21,728
	<b>Subtotal</b>	<b>41,820</b>						<b>41,820</b>
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	6,817						6,817
	<b>Subtotal</b>	<b>6,817</b>						<b>6,817</b>
	<b>Total</b>	<b>75,000</b>						<b>75,000</b>

## Task 1.2 Reporting and UPWP Development

**Purpose:**

To prepare a Unified Planning Work Program (UPWP) that identifies the transportation planning efforts to be undertaken in FY 2016/17 and 2017/18, including ongoing activities, multiyear tasks, and new activities.

**Previous Work Completed:**

MPO staff has continuously prepared and amended its UPWP since 1992/93

**Required Activities:**

- Identify specific work tasks, end products, funding amounts and sources, and responsible and participating agencies **(Ongoing)**
- Identify work activities completed during FY 2016/17 and 2017/18 as documented in the MPO's quarterly progress reports **(Ongoing)**
- Conduct Public Involvement, Regional, and Intergovernmental processes related to UPWP development and distribution **(Ongoing)**
- Incorporate new directives, planning emphasis areas, and required tasks into the second year of the UPWP; adjust funding in the second year of the UPWP based on fund allocations; and deobligate unspent funds **(FY 2017/18 Only)**
- Develop and submit invoices and administrative requirements in a timely manner **(Ongoing)**

End Product:	Completion Date:	Responsible Agency:
UPWP amendments and revisions	Ongoing	MPO
2018/19 – 2019/20 UPWP	Draft, Mar 2018. Final, May 2018	
UPWP Kickoff Meeting	January 2018	

**Task 1.2 Reporting and UPWP Development  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	9,091						9,091
	<b>Subtotal</b>	<b>9,091</b>						<b>9,091</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect rate	909						909
	<b>Subtotal</b>	<b>909</b>						<b>909</b>
	<b>Total</b>	<b>10,000</b>						<b>10,000</b>

**Task 1.2 Reporting and UPWP Development  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	18,182						18,182
	<b>Subtotal</b>	<b>18,182</b>						<b>18,182</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	1,818						1,818
	<b>Subtotal</b>	<b>1,818</b>						<b>1,818</b>
	<b>Total</b>	<b>20,000</b>						<b>20,000</b>

### Task 1.3 Public Involvement

**Purpose:**

To ensure that the MPO's public involvement process meets all federal and state regulations and provides opportunities for a well-informed public to contribute input into the transportation planning and decision-making processes.

**Previous Work Completed:**

MPO staff has continuously prepared and amended its Public Involvement/Public Participation Plan since 1995 and has evaluated that plan annually. The MPO has continuously engaged in proactive public outreach activities, including establishing a website; sending out newsletters; and beginning all major plans and programs with a customized Public Participation Plan or Component relevant to that project.

**Required Activities:**

- Maintain and employ the strategies contained in the MPO's Public Participation Plan and evaluate the objectives of that plan in **FY 2016/17 and 2017/18**
- Conduct Public Involvement, Regional, and Intergovernmental processes related to MPO Plans and Programs
- Participate in Radio and Television programs; issue press releases; and engage in informative dialogue with local media
- Incorporate appropriate Visualizations, Animations, and Video into MPO presentation and public information materials
- Develop advertisements, PSAs, social media announcements, and other communications as specified in the Public Participation Plan
- Conduct meetings in accessible venues and in TD communities as stipulated in the MPO's Title VI plan

**Note: All Activities under this task are ongoing throughout both fiscal years**

End Product:	Completion Date:	Responsible Agency:
MPO Annual Report	January 2017 and January 2018	MPO
MPO Newsletters	Quarterly	
TDP Public involvement Component	June 2018	



**Task 1.3 Public Involvement  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	22,728						22,728
		<b>22,728</b>						<b>22,728</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	2,272						2,272
	<b>Subtotal</b>	<b>2,272</b>						<b>2,272</b>
	<b>Total</b>	<b>25,000</b>						<b>25,000</b>

**Task 1.3 Public Involvement  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	22,728						22,728
		<b>22,728</b>						<b>22,728</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	2,272						2,272
	<b>Subtotal</b>	<b>2,272</b>						<b>2,272</b>
	<b>Total</b>	<b>25,000</b>						<b>25,000</b>

## **2.0 DATA COLLECTION AND SURVEILLANCE ACTIVITIES**

**2.1 Traffic Count & Transportation Data Collection and Analysis**

**2.2 Safety, Multimodal, and Geographic Information System (GIS) Data**

## Task 2.1 Traffic Count and Condition Data and Analysis

### Purpose:

To collect and analyze traffic volume data on all thoroughfare plan roads within the MPO area and to obtain roadway characteristics data for such roads

### Previous Work Completed:

MPO staff has conducted traffic counts for all thoroughfare plan roads within the MPO area, and has prepared and distributed traffic count reports to the MPO advisory committees, local governments, FDOT, interested citizens, and local business organizations.

The MPO also acquired additional traffic counting equipment during the past several years to expand the coverage of traffic counts in the MPO area and to increase the accuracy of data collected.

Data collected are used by the MPO in model validation, future population and traffic estimation, Congestion Management, Priority Report development, and other activities.

The benefits of Traffic Count data accrue to a number of County Departments and end users. Therefore, this activity is undertaken in partnership with Indian River County on an annual basis, with the MPO providing approximately 35% of the traffic count program expenses and the County providing 65%.

### Required Activities:

Collection and Analysis of the following data:

- Average annual daily traffic (AADT)
- Peak season traffic
- Peak hour/peak direction traffic volumes
- Adjustment factors
- Roadway Condition Data (including sign locations, signal timing plans, posted speeds, and pavement condition)
- Rail Crossing inventories and Quiet Zone data
- Turning Movements at Intersections

- Special Studies
- Bike/Ped, Truck Classification, and Transit Counts
- Travel time index and delay
- Functional Classification data
- Highway Performance Monitoring System/Roadway Condition Index data
- Intelligent Transportation System/Connected Vehicle data
- Regional inventory data

The MPO will also encourage the County to make maximum use of existing technologies to minimize costs.

**(Note: All activities in this task are ongoing)**

• End Product:	Completion Date:	Responsible Agency:
Traffic Count Report	March 2017, March 2018	MPO, Traffic Engineering
Specialized AADT Report and Map for CMP Analysis	July 2017, July 2018	

**Task 2.1 Traffic Count & Transportation Data Collection and Analysis  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	45,455				112,933		162,933
	<b>Subtotal</b>	<b>45,455</b>						
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	4,545						4,545
	<b>Subtotal</b>	<b>4,545</b>						<b>4,545</b>
	<b>Total</b>	<b>50,000</b>						<b>50,000</b>

**Task 2.1 Traffic Count & Transportation Data Collection and Analysis  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	45,455				112,933		162,933
	<b>Subtotal</b>	<b>45,455</b>						
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	4,545						4,545
	<b>Subtotal</b>	<b>4,545</b>						<b>4,545</b>
	<b>Total</b>	<b>50,000</b>						<b>50,000</b>

## Task 2.2 Safety, Multimodal, and GIS Data

### Purpose:

To collect, analyze, project and reconcile land use and socioeconomic data for input into the MPO's continuous planning process.

To maintain, update, and expand the MPO's GIS database and perform GIS analyses.

To collect system, safety, and performance data for input into other MPO plans and processes and for development of MPO Performance Measures.

### Previous Work Completed:

Land use and socioeconomic data have been collected for transportation planning purposes since 1985 for use in Long Range Travel Demand model development. In FY 2005/06, staff developed its GIS-based Vacant Land Inventory/Vacant Parcel model to more accurately estimate current development and forecast future growth by Traffic Analysis Zone (TAZ).

Other major data collection and analysis activity included collection of crash data, transit data, bicycle/pedestrian data, and other modal data including rail and aviation data.

Analysis conducted includes development and maintenance of system efficiency and effectiveness indicators, quality and level of service indices, performance indicators, development of GIS maps and shape files.

### Required Activities:

Maintenance and Updates to the Vacant Parcel Population Land Use Model

Collection of various Transportation Planning Data and Base Mapping including the following data elements:

- Transit Quality/Level of Service
- Bicycle and Pedestrian Level of Service
- Congestion Mitigation
- Population, Demographic and Socio-Economic
- Vacant Parcel Model data, including updates to the residential GIS database
- Bicycle and Pedestrian network, counts, and facilities
- Crash Data, Fatality Data, and Injuries (for all modes of transportation)

- National Transit Database (NTD)
- Roadway Attributes and Centerlines
- Transit-Dependent Communities and Populations
- Transit Development Plan (TDP) Data
- Aviation
- Land Use
- Aerial Photography
- HPMS, National Personal Survey, and other cooperative data sets

Maintenance and Updates to the FSUTMS travel demand model, including network links, roadway characteristics, and Traffic Analysis Zone structure

Downloads of data from Inrix, Strava, and other web-based applications

**(Note: Activities under this task are ongoing)**

<b>End Product:</b>	<b>Completion Date:</b>	<b>Re sponsible Agency:</b>
Vacant Parcel Model Run and Five-Year Population Projection	January 2017 and January 2018	MPO
Submission of NTD Data	November 2016 and November 2017	
TQLOS and Transit Development Plan data Technical Memorandum	December 2017	

**Task 2.2 - Safety, Multimodal, and Geographic Information System (GIS) Data  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	31,819						31,819
	<b>Subtotal</b>	<b>31,819</b>						<b>31,819</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	3,181						3,181
	<b>Subtotal</b>	<b>3,181</b>						<b>3,181</b>
	<b>Total</b>	<b>35,000</b>						<b>35,000</b>

**Task 2.2 - Safety, Multimodal, and Geographic Information System (GIS) Data  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	22,728						22,728
	<b>Subtotal</b>	<b>22,728</b>						<b>22,728</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	2,272						2,272
	<b>Subtotal</b>	<b>2,272</b>						<b>2,272</b>
	<b>Total</b>	<b>25,000</b>						<b>25,000</b>

### **3.0 SYSTEMS PLANNING**

3.1 Long Range Transportation Plan Development (Long Range Planning)

3.2 Transit Planning

3.3 Transportation Improvement Program (TIP) Development



### Task 3.1 Long Range Planning

#### Purpose:

To maintain and implement the MPO's adopted 2040 Long Range Transportation Plan (LRTP)

#### Previous Work Completed:

The first MPO Long Range Transportation Plan (2020 LRTP) was adopted in 1995. Subsequently, the MPO adopted LRTP updates every five years, with the most recent update occurring in 2015.

Typically, updating the Long Range Transportation Plan is a multi-year task involving a number of activities, including developing a travel demand forecasting model, developing socio-economic data, coordinating with the state and regional partners, and identifying cost-affordable future transportation projects.

In addition to LRTP development, the MPO has continuously amended its LRTP as required. For each amendment, the MPO performed an analysis of plan elements; amended text, maps, and diagrams; and determined the fiscal impact.

#### Required Activities:

The MPO will continuously engage in Long Range Planning activities. These include:

- Perform Travel Demand Model Maintenance and Updates **(Ongoing)**
- Perform LRTP Amendments as needed (including required alternatives analysis, financial impact analysis, and administrative processes) **(Ongoing)**
- Participate in FDOT's Efficient Transportation Decision Making (ETDM) process and review projects for National Environmental Policy Act (NEPA) consistency. **(Ongoing)**
- Coordinate with FDOT and Indian River County with respect to implementation tasks and updates per the new federal highway authorization bill **(Ongoing)**

- Coordination with County, City, and FDOT staff to ensure that the plans and programs of those agencies are consistent with the adopted LRTP. Coordination activities may include assisting the County in the development of the County's Capital Improvement Program; reviewing the FDOT Tentative Work Program; preparing the MPO Priority Projects Report; and reviewing City and County Comprehensive Plans. **(Ongoing)**
- Coordinate with FDOT on planning and implementation efforts for the Strategic Intermodal System (SIS) and SIS work program development. **(Ongoing)**
- Participate in Regional Long Range Plan development (see Task 4.4) **(Plan Development 2016/17; updates Ongoing)**

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b>
LRTP Amendment	December 2016; other dates as appropriate	MPO
Regional Long Range Plan Adoption	Fall 2016	TCTC

**Task 3.1 Long Range Planning  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	9,091						9,091
		<b>9,091</b>						<b>9,091</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	909						909
	<b>Subtotal</b>	<b>909</b>						<b>909</b>
	<b>Total</b>	<b>10,000</b>						<b>10,000</b>

**Task 3.1 Long Range Planning  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	9,091						9,091
		<b>9,091</b>						<b>9,091</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	909						909
	<b>Subtotal</b>	<b>909</b>						<b>909</b>
	<b>Total</b>	<b>10,000</b>						<b>10,000</b>

## Task 3.2 Transit Planning

### **Purpose:**

To Maintain and Update the Transit Development Plan (TDP)

To provide technical assistance and guidance to the County in support of Public Transportation planning and transit grant administration activities.

### **Previous Work Completed:**

The MPO has utilized Section 5303/5305(d) funds to prepare major and minor updates of its Transit Development Plan (TDP).

With respect to preparing either a major or minor TDP update, a number of activities must be undertaken. During the last major update in 2012/13, staff undertook a number of activities, including conducting public workshops, developing the Indian River County T-BEST transit system model, Transit Quality and Level of Service (TQLOS), and transit route alternatives.

Throughout FY 2014/15 and 2015/16, the MPO engaged in a number of transit planning activities. Among these were planning for new intermodal infrastructure in various locations throughout the county; assisting the Senior Resource Association with new route development; administering federal stimulus transit funding; and providing administrative support for federal and state transit grant funding.

In 2016, the MPO participated in the Triennial Review of the Indian River County transit program. The Triennial Review is a comprehensive evaluation of major transit operating and administrative procedures.

### **Required Activities:**

Transit Activities to be undertaken include:

#### **Mobility Performance Measures**

- Collect mobility data
- Refine performance measures
- Perform evaluations
- Evaluate quality and level of service
- Compile results into plans and reports

#### **TDP Major and Minor Updates**

As appropriate, the MPO will develop, review, and engage in the following activities:

- Scope and Contract Documents
- Public Participation Plan
- Transit Model Development
- Strategic Alternatives
- Financial Analysis

#### **Transit Hub Planning and Development**

The MPO will continue to coordinate with the SRA, County Public Works Department, and the Cities of Vero Beach, Sebastian, and Fellsmere to develop transit hubs at major transit transfer points. Specific activities may include:

- Identifying conceptual locations for new transit hubs and transfer points
- Assisting in site planning and facility design
- Coordinating the location and development of transit hubs with the public
- Assisting in grant administration activities

<ul style="list-style-type: none"> <li>• Goals Objectives and Polices</li> </ul> <p><b>Transit Infrastructure Data and Planning</b> Activities may include:</p> <ul style="list-style-type: none"> <li>• Survey of transit routes</li> <li>• Review of boardings and alightings at strategic locations</li> <li>• Identify locations suitable for bus shelters or other transit infrastructure</li> <li>• Transit infrastructure database maintenance (bus stop signage, benches, shelters, and transit passenger amenities)</li> </ul> <p><b>Intermodal Planning</b> Throughout the year, the MPO will examine the linkages between the transit and bike/ped networks and identify and improve locations where those modes intersect; will identify ways to coordinate fixed route and specialized transit service; and will examine “park and ride” opportunities on the existing transit routes.</p> <p>In addition, the MPO will consider development of alternative modes of travel as a strategy to address climate change through reduction of VMT.</p> <p><b>New Route Development</b></p> <ul style="list-style-type: none"> <li>• Advertising route changes</li> <li>• Conducting public meetings</li> <li>• Assisting with operational planning</li> </ul> <p>Because of transit’s emphasis on providing assistance to disadvantaged communities, these activities will support the Federal <b>Planning Emphasis Area</b> of providing Ladders of Opportunity.</p>	<p><b>Bike/Ped, Greenway, and Multimodal Planning and Design</b></p> <ul style="list-style-type: none"> <li>• Identifying conceptual locations for new facilities</li> <li>• Assisting in site planning and facility design</li> </ul> <p><b>Other Transit Planning Activities</b> Other transit planning activities will be undertaken by MPO staff during FY 2016/17 and 2017/18 may include:</p> <ul style="list-style-type: none"> <li>• Providing technical assistance to the County to maintain the County’s eligibility for the continued receipt of Federal and State Mass Transit grant assistance</li> <li>• Conducting quarterly meetings between the County and the Transit provider</li> <li>• Conducting Transit Advisory Group meetings</li> <li>• Monitoring the performance of the transit system on an ongoing basis</li> <li>• Maintaining certifications for grant eligibility</li> <li>• Developing an annual goal and maintaining the Disadvantage Business Enterprise (DBE) Program</li> <li>• Updating and implementing the MPO’s Title VI Program</li> <li>• Developing Design Guidelines</li> <li>• Assisting in compliance with FTA and FDOT directives</li> <li>• Coordinating transit planning activities with the Martin MPO and the St. Lucie and Space Coast TPOs</li> </ul> <p><b>(Note: All activities Ongoing)</b></p>	
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b>
TDP Minor Updates	September 2016 and September 2017	MPO
NTD Data Reporting	November 2016 and November 2017	
TDP Major Update Scope of Services	March 2017	

**Task 3.2 Transit Planning  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions			72,986	9,123	9,123		91,232
	<b>Subtotal</b>			<b>72,986</b>	<b>9,123</b>	<b>9,123</b>		<b>91,232</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate							
	<b>Subtotal</b>							
	<b>Total</b>			<b>72,986</b>	<b>9,123</b>	<b>9,123</b>		<b>91,232</b>

**Task 3.2 Transit Planning  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions			83,182	10,398	10,398		103,978
	<b>Subtotal</b>			<b>83,182</b>	<b>10,398</b>	<b>10,398</b>		<b>103,978</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services			72,000	9,000	9,000		90,000
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate							
	<b>Subtotal</b>							
	<b>Total</b>			<b>155,182</b>	<b>19,398</b>	<b>19,398</b>		<b>193,978</b>

## Task 3.3 TIP Development

### Purpose:

To prepare the MPO's 2016 and 2017 Priority Projects Report.

To review FDOT's Draft Tentative Five Year Work Programs to assess incorporation of the MPO's transportation priorities.

To prepare the MPO's 2016 and 2017 Transportation Improvement Program

To publish FDOT's annual obligations report for Indian River County

To maintain and amend, as necessary, the MPO's adopted TIP

### Previous Work Completed:

The MPO has prepared a TIP and a priority projects report each fiscal year since FY 1992/93. The MPO has also annually reviewed FDOT's draft tentative five-year work program and has coordinated with FDOT to amend the TIP as needed.

In 2011/12, the MPO participated in a Districtwide project to automate preparation of the TIP using software supplied by the consulting firm Data Transfer Solutions (DTS). That system has been used, supported and maintained since 2011.

### Required Activities:

During FY 2016 and 2017, staff will undertake the following TIP development activities:

- **2016 and 2017 Priority Projects Report**

Staff will review MPO work products including the LRTP (Task 3.1), CMP program (Task 4.1), Bicycle/Pedestrian Planning Program (Task 4.3), Transit Development Plan (Task 3.2), and others.

- **Transportation Alternatives Program (TAP) Grant Process and TAP project prioritization**

- **Transportation Improvements Program (TIP)**

Under Florida law, the MPO will, by July 15 of every year, prepare and adopt a Transportation Improvement Program (TIP). Accordingly, the MPO will adopt five year TIPs by July 15, 2016 and July 15, 2017.

- **TIP Amendments**

MPO staff will continue to coordinate with FDOT to amend the current adopted TIP as needed.

**(Note: All activities under this task are Ongoing).**

- **Interactive TIP**

Staff will continue to use this platform. Expenses related to this item appear in Task 1.1.

- **Tentative Work Program**

In November of 2014 and November of 2015, FDOT will submit the draft tentative work program to the MPO for review and approval. At that time, MPO staff will prepare and provide to the MPO and its advisory committees an analysis of the extent to which the work program incorporates the MPO's transportation priorities.

- **Annual Obligations Report**

MPO staff will coordinate with FDOT to develop a listing of projects for which federal funds were obligated in the previous year. That list will then be published, distributed at the MPO's office, posted on the MPO's website, and made available through other means.

<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b>
Priority Project Reports	September 2016 and September 2017	MPO
Analysis of FDOT Draft Tentative Five Year Work Programs	December 2016 and December 2017.	
Annual Obligations Reports	December 2016 and December 2017	
Solicitation, screening, and transmittal of Transportation Alternatives Program	February 2017 and February 2018	
Transportation Improvement Program (TIP)	July 15, 2016; July 15, 2017	



**Task 3.3 TIP Development  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	18,182						18,182
	<b>Subtotal</b>	<b>18,182</b>						<b>18,182</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	1,818						1,818
	<b>Subtotal</b>	<b>1,818</b>						<b>1,818</b>
	<b>Total</b>	<b>20,000</b>						<b>20,000</b>

**Task 3.3 TIP Development  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5303	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	18,182						18,182
	<b>Subtotal</b>	<b>18,182</b>						<b>18,182</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	1,818						1,818
	<b>Subtotal</b>	<b>1,818</b>						<b>1,818</b>
	<b>Total</b>	<b>20,000</b>						<b>20,000</b>

## **4.0 REGIONAL AND SPECIAL PROJECT PLANNING**

**4.1 Corridor and Congestion Management Planning**

**4.2 Transportation Disadvantaged Program**

**4.3 Bicycle/Pedestrian and Greenways Planning Program**

**4.4 State, Regional, and Intergovernmental Coordination and Planning**

## Task 4.1 Corridor and Congestion Management Planning

### Purpose:

To implement, update, and periodically monitor the MPO's congestion management process (CMP) by analyzing potential CMP corridors and prioritizing needed improvements.  
To provide detailed safety and traffic flow analyses along major corridors in the County.

### Previous Work Completed:

In FY 1996/97, the MPO hired a consultant to assist in developing the MPO's Congestion Management System (CMS) plan. That CMS plan was updated renamed the Congestion Management Process (CMP) beginning in 2006. In between plan development and updates, the MPO has run a CMP analysis and project screening every year. The results were placed on a Priority List and implemented in conjunction with responsible entities such as FDOT and Indian River County.

The MPO has also continuously relied on a corridor approach to solving congestion and safety issues. In early 2014, MPO staff developed a Scope of Services to study the impact of lane elimination as a traffic calming measure on the SR 60 Twin Pairs corridor in downtown Vero Beach. MPO staff also participated in studies of traffic calming and intermodal transportation on US 1 in downtown Sebastian and at the Vero Beach Airport on Aviation Boulevard.

### Required Activities:

#### Maintain and Update the CMP as needed

Sub-activities include screening for congested facilities; identifying appropriate congestion management strategies; and prioritizing projects and corridors.

#### Conduct Corridor Studies

MPO staff will manage, coordinate with and/or assist local governments in developing detailed corridor studies for congested, unsafe, or multimodal corridors in Indian River County. Corridor studies may result in strategies that emphasize safety, congestion relief, mobility, multimodal access, freight and goods movement, intermodal travel, traffic calming, and improved parking and access.

Corridors approaching congested levels and/or posing safety or mobility concerns in the county may include:

- 5<sup>th</sup> Avenue/Miracle Mile in Vero Beach
- Fellsmere Corridors (eg CR 507, CR 512)

- CR 510
- Sebastian Corridors (Laconia St, Schumann Dr. Barber St.)
- Old Dixie Highway
- Vero Beach Corridors (eg Airport/Hospital area, Aviation Boulevard, 26<sup>th</sup> and 37<sup>th</sup> Streets and/or 43<sup>rd</sup> Avenue)
- 45<sup>th</sup> Street (MLK Boulevard) **(2016/17)**
- US Hwy 1 in Sebastian and Vero Beach **(2017/18)**

Corridor studies may include consideration to the types of investments:

- ITS/ATMS devices, adaptive traffic control, traveler information, queue detection devices
- Integrated Corridor Management Strategies

#### FDOT Coordination

Coordinate with FDOT Traffic Systems Management and Operations (TSMO) staff as well as Modal Development, Planning, SIS and Freight Planning staff on various congestion management, planning and operational projects and studies.

**(Note: All activities ongoing unless fiscal year specified)**

End Product:	Completion Date:	Responsible Agency:
Congestion Management Process Annual Update	August 2016; August 2017	MPO

**Task 4.1 Corridor and Congestion Management Planning  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHW A (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	67,442						67,442
	<b>Subtotal</b>	<b>67,442</b>						<b>67,442</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services	40,000						40,000
	<b>Subtotal</b>	<b>40,000</b>						<b>40,000</b>
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	10,742						10,742
	<b>Subtotal</b>	<b>10,742</b>						<b>10,742</b>
	<b>Total</b>	<b>118,184</b>						<b>118,184</b>

**Task 4.1 Corridor and Congestion Management Planning  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	68,183						68,183
	<b>Subtotal</b>	<b>68,183</b>						<b>68,183</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	6,818						6,818
	<b>Subtotal</b>	<b>6,818</b>						<b>6,818</b>
	<b>Total</b>	<b>75,000</b>						<b>75,000</b>

## Task 4.2 Transportation Disadvantaged Planning

### Purpose:

To provide coordination and planning services for the Indian River County Transportation Disadvantaged (TD) Program, in accordance with Ch. 427 F.S., Rule 41-2 F.A.C.

### Previous Work Completed:

In 2000, the MPO became the Designated Official Planning Agency (DOPA) for the TD program in Indian River County. In that capacity, the MPO has been responsible for the Transportation Disadvantaged planning process, including conducting meetings of the Local Coordinating Board; selecting and evaluating a Community Transportation Coordinator (CTC); preparing a Transportation Disadvantaged Service Plan (TDSP); developing operating policies; preparing grant applications; providing administrative services to the LCB; and providing technical assistance to the CTC.

### Required Activities:

The MPO will continue to assist the CTC in its role of providing safe, coordinated TD services to the elderly, disabled, and the economically disadvantaged citizens in Indian River County. Specific activities to be undertaken by the MPO include:

- Conducting TDLCB meetings, including minutes and agendas
- Completing grant applications (including TD Planning, 5311, 5307 and 5339 grants)

- Submitting progress reports and invoices
- Preparing all required TD components of the TDP annual update (See Task 3.2).
- Evaluating the performance of the CTC;
- Developing a Transportation Disadvantaged Service Plan;
- Providing budget and expenditure estimates; and
- Assisting in the annual TD Planning Grant application cycle.

(Note: All activities ongoing)

End Product:	Completion Date:	Responsible Agency:
Grant applications	5311: 3/17 and 3/18; TD Planning: 7/16 and 7/17; 5307/5339 6/17 and 6/18 (subject to federal appropriation)	MPO, CTC
Progress reports, Agendas, and Meeting Minutes	8/16, 11/16, 2/17, 5/17, 8/17, 11/17, 2/18 and 5/18.	MPO
By-laws changes, Grievance Procedures, and other policy amendments	February 2017 and February 2018	
Annual CTC Evaluation	December 2016 and December 2017	
Annual TDSP Service Plan	May 2017 and May 2018	MPO, CTC

**Task 4.2 Transportation Disadvantaged Planning  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions						21,208	21,208
	<b>Subtotal</b>						<b>21,208</b>	<b>21,208</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate							
	<b>Subtotal</b>							
	<b>Total</b>						<b>21,208</b>	<b>21,208</b>

**Task 4.2 Transportation Disadvantaged Planning  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions						21,208	21,208
	<b>Subtotal</b>						<b>21,208</b>	<b>21,208</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate							
	<b>Subtotal</b>							
	<b>Total</b>						<b>21,208</b>	<b>21,208</b>

## Task 4.3 Bike/Ped and Greenways Planning

### Purpose:

To continuously review, update, and implement the MPO's Bicycle/Pedestrian Plan and Greenways Plans.

### Previous Work Completed:

The first Indian River County MPO Bicycle and Pedestrian Plan was completed in FY 1998/99, with major updates completed in 2005 and 2015. Staff has utilized the plan to assist in identifying potential transportation alternatives projects; identify developer-provided infrastructure; and undertake other bicycle and pedestrian safety and planning activities.

The MPO has also conducted numerous Bike/Ped planning projects and activities throughout the County, including a Safe Routes to School planning study at Thompson Elementary/Osceola Magnet School; participation in Bike/Ped workshops and community charrettes; conducting Bicycle/Pedestrian Safety training for over 15,000 elementary schools; and applying for "Bicycle Friendly Community" designation from the League of American Bicyclists.

The MPO undertook its first ever Greenways Plan in 2007. Since that time, the MPO has undertaken numerous planning and implementation activities, including writing grant applications, assisting in design and construction, and meeting with the public on the Trans-Florida Railroad Corridor Rail-Trail, Indian River Lagoon Greenway, and MLK Trail projects.

### Required Activities:

#### Complete Streets Plan

In 2017/18, in satisfaction of the FDOT **Planning Emphasis Area**, the MPO will undertake activities leading to the development of a formal Complete Streets Plan. The plan will incorporate revised Florida Greenbook, FDOT Design Standards and FDOT Plans Preparation Manual concepts.

#### Prioritization of Local, State, and Federal (TA) Bike/Ped Projects

- Assist local governments with grant applications, environmental and/or socio-cultural review of potential TA projects
- Identify funding opportunities
- Maintain project prioritization process

#### Greenways Plan Implementation

- Identify new trails for implementation

#### Bicycle/Pedestrian and Greenways Plans

- Maintain and Update Plans
- Amend Plans as needed

#### Bike/Ped Coordination Activities

The MPO will continue to develop outreach materials and coordinate bicycle and pedestrian improvements with:

- FDOT (by reviewing plans and through the Electronic Review Comment system)
- Local Governments
- Local Advocacy Groups such as Bike/Walk Indian River
- The Indian River County School District

#### Pedestrian Safety Action Plan

In satisfaction of the FDOT **Planning**

<b>Greenways Plan Implementation (cont.)</b>		<b>Pedestrian Safety Action Plan (cont.)</b>	
<ul style="list-style-type: none"> <li>• Assist local governments with environmental and/or socio-cultural review of potential trail projects</li> <li>• Identify funding opportunities</li> <li>• Assist with Grant administration</li> </ul>		<p><b>Emphasis Area</b>, the MPO will undertake activities leading to the development of a Pedestrian Safety Action Plan. <b>(2017/18)</b></p> <p><b>(Note: All activities ongoing unless fiscal year specified in parentheses)</b></p>	
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b>	
Complete Streets Plan	June 2018	MPO	
Pedestrian Safety Action Plan	June 2018		

Task 4.3 - Bike/Ped and Greenways Planning Estimated Budget Detail for FY 2016/17								
Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	45,455						45,455
	<b>Subtotal</b>	<b>45,455</b>						<b>45,455</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	4,545						4,545
	<b>Subtotal</b>	<b>4,545</b>						<b>4,545</b>
	<b>Total</b>	<b>50,000</b>						<b>50,000</b>



**Task 4.3 - Bike/Ped and Greenways Planning**  
**Estimated Budget Detail for FY 2017/18**

<b>Budget Category</b>	<b>Budget Category Description</b>	<b>FHWA (PL)</b>	<b>FHWA (SU)</b>	<b>FTA 5305d</b>	<b>FTA State Match</b>	<b>FTA Local Match</b>	<b>Trans. Disadv.</b>	<b>Total</b>
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	37,800						37,800
	<b>Subtotal</b>	<b>37,800</b>						<b>37,800</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services	36,000						36,000
	<b>Subtotal</b>	<b>36,000</b>						<b>36,000</b>
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	7,380						7,380
	<b>Subtotal</b>	<b>7,380</b>						<b>7,380</b>
	<b>Total</b>	<b>81,180</b>						<b>81,180</b>

## Task 4.4 - State, Regional, and Intergovernmental Coordination and Planning

### Purpose:

To participate in activities of the Treasure Coast Transportation Council and to engage in other regional transportation coordination activities

To coordinate with Indian River County, Indian River County municipalities, other MPOs, and other public agencies on projects and activities undertaken within Indian River County that are not identified as specific tasks

To coordinate with FDOT on its projects undertaken within Indian River County.

### Previous Work Completed:

In recent years, MPO staff has coordinated with FDOT and local governments on the SR 60 widening and resurfacing projects, the US 1 widening and resurfacing projects, the I-95 widening projects, functional classification studies, the Strategic Intermodal System plan, 2060 Florida Transportation Plan (FTP), and on many other projects. Activities included attending meetings, reviewing plans, providing information, and making recommendations.

Other coordination activities have included meeting with, providing technical support to, and assisting with grant funding for municipalities and regional transportation partners. One example was the North County transit restructuring project involving the City of Sebastian, City of Fellsmere, and Senior Resources Association.

Other recent examples include:

- Developing a Truck Traffic Routing Freight Plan in conjunction with FDOT and local stakeholders;
- Participating in Community Traffic Safety Team (CTST) meetings with local officials and law enforcement;
- Participating in Aviation Boulevard studies with the county and City of Vero Beach;
- Sending full MPO agenda packages to other T/MPOs and participating in Long Range Plan development with the adjacent MPOs;
- Participating in the development of the Vero Beach Airport Master Plan;
- Distributing the MPO Overview newsletter;
- Assisting Local Governments on identifying transportation funding sources such as gas taxes and sales taxes and impact fees;
- Coordinating with adjacent Counties on Regional Greenways Planning and Rail Planning
- Coordinating with local economic development groups, such as the Chamber of Commerce and Workforce Solutions; and
- Providing administrative and technical support for the Treasure Coast Transportation Council (TCTC) and Treasure Coast Technical Advisory Committee (TCTAC) for Regional Long Range Plan development.

Required Activities:		
<p><b>Regional Long Range Plan Development</b> The MPO will coordinate with the Space Coast, Martin, and St. Lucie T/MPOs to improve planning across county lines, amend the regional long range plan and prioritize regionally significant projects. Specific <b>2016/17</b> activities will include</p> <ul style="list-style-type: none"> <li>• participating in Treasure Coast Technical Advisory Committee (TCTAC) meetings, (the formal technical advisory committee to the TCTC);</li> <li>• developing regional public involvement and freight elements</li> </ul> <p>The MPO will contribute <b>\$20,000</b> to the Martin MPO in 16/17 for plan development.</p> <p>These activities will support the Federal <b>Planning Emphasis Area</b> of Supporting Regional Models of Cooperation.</p> <p><b>Freight Planning</b> Since freight movement and international trade are expected to increase substantially in Florida in the near future, the MPO will engage in regional freight planning in conjunction with FDOT, the Space Coast and Treasure Coast T/MPOs and local stakeholders.</p> <ul style="list-style-type: none"> <li>• Participate in the development of the Florida Freight Mobility and Trade Plan and Department of Economic Opportunity Stakeholder’s Forum.</li> <li>• Coordinate on Rail and Seaport improvement projects in Indian River County and nearby jurisdictions incorporate freight movement in the highway and intermodal project prioritization process.</li> <li>• Maintain and update the MPO’s truck Traffic Routing Plan</li> </ul> <p>These activities will support the Federal <b>Planning Emphasis Area</b> of Freight Planning.</p>	<p><b>Other Coordination Activities</b> On an ongoing basis, the MPO will coordinate with FDOT, local governments, regional agencies, and transportation partners on a number of projects. These include:</p> <ul style="list-style-type: none"> <li>• Functional classification studies;</li> <li>• Regional intermodal studies;</li> <li>• Access management studies;</li> <li>• Passenger Rail studies;</li> <li>• Safety Audits;</li> <li>• Socio-cultural, environmental, and resource assessments;</li> <li>• Comprehensive Plan review, data preparation, and assistance with updates for local governments;</li> <li>• Funding studies and analyses of sustainable funding sources including Sales Tax, Gas Tax, and Impact Fees; and</li> <li>• DRI and Traffic Study review</li> <li>• Florida Transportation Plan Development</li> </ul> <p><b>Road Improvement Project Coordination</b> Some examples of projects that may require MPO staff coordination include:</p> <ul style="list-style-type: none"> <li>• SR 60/43<sup>rd</sup> Avenue intersection project;</li> <li>• 82<sup>nd</sup> Avenue paving project;</li> <li>• Widening of I-95 in Indian River County;</li> <li>• Oslo Road widening/Interchange project</li> <li>• Widening of US 1 from CR 510 to 53<sup>rd</sup> Street.</li> </ul> <p>With respect to Road Improvement and Other studies, staff may attend meetings; review plans; provide information; assist in the development of NEPA documentation (with an emphasis on cumulative effects of the project); and undertake other coordination activities as appropriate.</p> <p>Additional coordination with environmental review agencies may result from the MPO’s participation in ETDM. <b>(Note: All activities under this task ongoing).</b></p>	
<b>End Product:</b>	<b>Completion Date:</b>	<b>Responsible Agency:</b>
Regional Long Range Plan	Fall 2016	TCTC

**Task 4.4 State, Regional, and Intergovernmental Coordination and Planning  
Estimated Budget Detail for FY 2016/17**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	36,364						36,364
	<b>Subtotal</b>	<b>36,364</b>						<b>36,364</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	3,636						3,636
	<b>Subtotal</b>	<b>3,636</b>						<b>3,636</b>
	<b>Total</b>	<b>40,000</b>						<b>40,000</b>

**Task 4.4 State, Regional, and Intergovernmental Coordination and Planning  
Estimated Budget Detail for FY 2017/18**

Budget Category	Budget Category Description	FHWA (PL)	FHWA (SU)	FTA 5305d	FTA State Match	FTA Local Match	Trans. Disadv.	Total
<b>A. Personnel Services</b>								
	MPO Staff Salaries, fringe benefits, and other deductions	36,364						36,364
	<b>Subtotal</b>	<b>36,364</b>						<b>36,364</b>
<b>B. Consultant Services</b>								
	Contract/Consultant Services							
<b>C. Travel</b>								
	Travel Expenses							
<b>D. Direct Expenses</b>								
<b>E. 10% Indirect Rate</b>								
	Indirect Rate	3,636						3,636
	<b>Subtotal</b>	<b>3,636</b>						<b>3,636</b>
	<b>Total</b>	<b>40,000</b>						<b>40,000</b>

**Table 1 A  
Agency Participation Table  
Fiscal Year 2016/17**

Task	Description	Local		State		Federal			Summary				Funds for Consultant Services Included in Task Totals
		MPO	Other	FDOT	CTD	FHWA	FTA	FAA	Federal	State	Local	Total	
1.1	Program Mgmt, Admin and Training	0	0	0	0	75,000	0	0	75,000	16,542	0	91,542	
1.2	Reporting and UPWP Development	0	0	0	0	10,000	0	0	10,000	2,206	0	12,206	
1.3	Public Involvement	0	0	0	0	25,000	0	0	25,000	5,514	0	30,514	
2.1	Traffic Count Data and Analysis	0	112,933	0	0	50,000	0	0	50,000	11,028	112,933	173,961	
2.2	Safety, Multimodal, and GIS Data	0	0	0	0	35,000	0	0	35,000	7,719	0	42,719	
3.1	Long Range Planning	0	0	0	0	10,000	0	0	10,000	2,206	0	12,206	
3.2	Transit Plan	0	9,123	9,123	0	0	72,986	0	72,986	9,123	9,123	91,232	
3.3	TIP Devel	0	0	0	0	20,000	0	0	20,000	4,411	0	24,411	
4.1	Corridor and Congestion Mgmt Planning	0	0	0	0	118,184	0	0	118,184	26,066	0	144,250	40,000
4.2	Transp Disadv	0	0	0	21,208	0	0	0	0	21,208	0	21,208	
4.3	Bike/Ped and Greenways Plan	0	0	0	0	50,000	0	0	50,000	11,028	0	61,028	
4.4	State, Regional, and Intergovernmental Planning and Coordination *	0	0	0	0	40,000	0	0	40,000	8,822	0	48,822	
	State Toll Revenue Credit Soft Match for FHWA PL funds	0	0	95,541	0	0	0	0	0	95,541	0	95,541	
	<b>TOTAL</b>	<b>0</b>	<b>122,056</b>	<b>104,664</b>	<b>21,208</b>	<b>433,184</b>	<b>72,986</b>	<b>0</b>	<b>506,170</b>	<b>125,872</b>	<b>122,056</b>	<b>754,098</b>	

\*\$20,000 in PL Funds will be allocated to the Martin MPO for development of the 2040 Regional Long Range Plan update.

**Table 1 B  
Agency Participation Table  
Fiscal Year 2017/18 UPWP**

Task	Description	Local		State		Federal			Summary				Funds for Consultant Services Included in Task Totals
		MPO	Other	FDOT	CTD	FHWA	FTA	FAA	Federal	State	Local	Total	
1.1	Program Mgmt, Admin and Training	0	0	0	0	75,000	0	0	75,000	16,542	0	91,542	
1.2	Reporting and UPWP Development	0	0	0	0	20,000	0	0	20,000	2,206	0	22,206	
1.3	Public Involvement	0	0	0	0	25,000	0	0	25,000	5,514	0	30,514	
2.1	Traffic Count Data and Analysis	0	112,933	0	0	50,000	0	0	50,000	11,028	112,933	173,961	
2.2	Safety, Multimodal, and GIS Data	0	0	0	0	25,000	0	0	25,000	7,719	0	32,719	
3.1	Long Range Planning	0	0	0	0	10,000	0	0	10,000	2,206	0	12,206	
3.2	Transit Plan	0	19,398	19,398	0	0	155,182	0	155,182	19,398	19,398	193,978	90,000
3.3	TIP Devel	0	0	0	0	20,000	0	0	20,000	4,411	0	24,411	
4.1	Corridor and Congestion Mgmt Plan	0	0	0	0	75,000	0	0	75,000	26,066	0	101,066	
4.2	Transp Disadv	0	0	0	21,208	0	0	0	0	21,208	0	21,208	
4.3	Bike/Ped and Greenways Plan	0	0	0	0	81,180	0	0	81,180	11,028	0	92,208	36,000
4.4	Intergovernmental Planning and Coordination	0	0	0	0	40,000	0	0	40,000	8,822	0	48,822	
	State Toll Revenue Credit Soft Match for FHWA PL Fund Tasks	0	0	92,893	0	0	0	0	0	92,893	0	92,893	
	<b>TOTAL</b>	<b>0</b>	<b>132,331</b>	<b>112,291</b>	<b>21,208</b>	<b>421,180</b>	<b>155,182</b>	<b>0</b>	<b>576,362</b>	<b>136,147</b>	<b>132,331</b>	<b>844,840</b>	

**Appendix A**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

It is the policy of the Indian River County MPO 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 Indian River County MPO, 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 Indian River County MPO in a non-discriminatory environment.

The Indian River County MPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or familial status 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

May 11, 2016

Date



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Chairperson

Indian River County Metropolitan Planning Organization

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Name of MPO

**Appendix B**

**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 **Indian River County MPO** that:

(1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the **Indian River County MPO**, 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 **Indian River County MPO** 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.

  
\_\_\_\_\_  
Chairperson

Indian River County MPO  
\_\_\_\_\_  
Name of MPO

5/11/16  
\_\_\_\_\_  
Date

Appendix C

**DEBARMENT AND SUSPENSION CERTIFICATION**

As required by U.S.D.O.T. regulations on Government wide Debarment and Suspension at 49 CFR 29.510

- (1) The Indian River County MPO 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 Indian River County MPO 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.

  
\_\_\_\_\_  
MPO Chairman

\_\_\_\_\_  
May 11, 2016  
Date



## Appendix D

### MPO Title VI Nondiscrimination Assurance and Procedure

Pursuant to Section 9 of US DOT Order 1050.2A, the Indian River County MPO 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 Indian River County MPO 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.

Dated May 11, 2016

by , Chief Executive Officer

## Appendices A and E of Appendix D, MPO Title VI Nondiscrimination Assurance

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 (FDOT)*, the *Federal Highway Administration (FHWA)*, *Federal Transit Administration (FTA)*, *Federal Aviation Administration (FAA)*, and/or the *Federal Motor Carrier Safety Administration (FMCSA)* 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 as FDOT, the FHWA, FTA, FAA, and/or the FMCSA 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, FDOT shall impose such contract sanctions as it or the as FDOT, the FHWA, FTA, FAA, and/or the FMCSA 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.

(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 FDOT, the FHWA, FTA, FAA, and/or the FMCSA 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).

**Indian River County Metropolitan Planning Organization (MPO)  
DISCRIMINATION COMPLAINT PROCEDURE**

**Formal Complaints**

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a formal written complaint. All formal written complaints received by the MPO shall be referred immediately by the MPO's Title VI Specialist to FDOT District Four's Title VI Coordinator for processing in accordance with approved state procedures.

**Informal Complaints**

1. Oral complaints received by the MPO shall be resolved informally by the MPO's Title VI Specialist. If the allegation(s) raised is not satisfactorily resolved through informal means, or if at any time the complainant requests to file a formal written complaint, the MPO's Title VI Specialist shall refer the complainant to FDOT District's Four Title VI Coordinator for processing in accordance with approved state procedures.
2. The MPO's Title VI Specialist will advise FDOT District Four's Title VI Coordinator within five (5) calendar days of receipt of an oral complaint. The following information will be included in every notification:
  - (a) Name, address, and phone number of the complainant.
  - (b) Name(s) and address(es) of the respondent(s).
  - (c) Basis of the complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - (d) Date of the alleged discriminatory act(s).
  - (e) Date the complaint was received by the MPO.
  - (f) A statement of the complaint.
  - (g) Other agencies (state, local or federal) where the complaint has been made.
  - (h) An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint.
3. Within ten (10) calendar days, the MPO's Title VI Specialist will acknowledge receipt of the allegation(s), inform the complainant of action taken or proposed to resolve the allegation(s), and advise the complainant of other avenues of redress available, such as FDOT's Equal Opportunity Office (EOO).

4. Within sixty (60) calendar days, the MPO's Title VI Specialist will conduct and complete a review of the allegation(s) and, based on the information obtained, will render a recommendation for action in a report of findings to the MPO chair or designee.
5. Within ninety (90) calendar days, the MPO chair or designee will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his or her right to file a formal written complaint with FDOT's EOO if dissatisfied with the final decision reached by the MPO. The MPO's Title VI Specialist also will provide FDOT District's Four Title VI Coordinator with a copy of this decision and the report of findings.
6. The MPO's Title VI Specialist will maintain a log of all oral complaints received by the MPO. The log will include the following information:
  - a. Name of the complainant.
  - b. Name of the respondent.
  - c. Basis of the complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - d. Date the complaint was received by the MPO.
  - e. Date the MPO notified FDOT District Four's Title VI Coordinator of the complaint.
  - f. Explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.

## Appendix E

### FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) DISTRICT 4 PLANNING ACTIVITIES

#### **Bicycle/Pedestrian Activities, Livable Communities, and Context Sensitive Solutions (CSS)**

- Support the statewide safety campaign to reduce the number of pedestrian and bicycle crashes occurring annually within Florida and adoption of specific policies and strategies to address this issue within the Florida Strategic Highway Safety Plan and the Florida Pedestrian and Bicycle Strategic Safety Plan.
- Educational and outreach activities directed to the public and agency stakeholders regarding safety programs and campaigns such as the "Alert Today, Alive Tomorrow - Safety Doesn't Happen By Accident" Pedestrian Awareness Campaign.
- Prepare multi modal scoping checklist for FDOT design project managers to use for identifying livable communities and CSS features to better integrate multiple modes of transportation.
- Develop Bike/Pedestrian geographic information system (GIS) count data for sharing between FDOT and its stakeholder agencies.
- Coordinate with the Metropolitan Planning Organizations (MPO) and local governments to prioritize and program funds for projects supportive of transit, bicycle and/or pedestrian modes, including assessment of greenway crossings.
- Formalization of a District 4, multi-disciplined review process for statewide application for making lane elimination decisions on the State Highway System.
- Work with partners to facilitate trail planning and prioritization and provide guidance in identifying SUNtrail funding opportunities.
- Proactively identify and address areas in which potential for pedestrian conflicts/crashes are high.

#### **Corridor and Mobility Planning**

Conduct studies with our partners to identify and evaluate issues on major transportation corridors and evaluate the effectiveness and impacts of proposed alternatives. Results may range from recommended improvements that address specific problems to a comprehensive action plan for improving a corridor or larger area. Studies which are underway include:

- US-1 / Griffin Road Intersection Study
- Sunrise Blvd from Searstown to US-1
- SR-80 Corridor Action Plan
- I-95 Express Lanes Study in Northern Counties
- Sunrise Blvd from A1A to Sawgrass Expressway

- Tri-Rail Coastal Link Project Development – re-introducing local and express commuter rail service on the FEC rail corridor
- Indian River US 1 Corridor Study from Barber Street to Roseland Road

### **Community Planning - Local Government Comprehensive Plans**

Review proposed local government comprehensive plans and plan amendments with a focus on issues within the FDOT's jurisdiction as it relates to transportation resources and facilities of state importance, identify potential adverse impacts from proposed plan amendments and ways to eliminate, reduce, or mitigate them. Developments that qualify as developments of regional impact are subject to review and approval as comprehensive plan amendments under the state coordinated review process. Provide technical assistance; undertake special studies or projects; and coordinate with local governments, Regional Planning Councils (RPC), MPOs, Department of Economic Opportunity (DEO) and other agencies or groups on comprehensive planning issues and opportunities, including in anticipation of plan amendments.

### **Demand Forecast Model Development, Calibration, and Validation**

Demand forecast model structures are conceptualized and models are constructed, calibrated and validated using demographic and land use data, travel characteristic patterns, traffic counts, and transit service and ridership data collected from various sources. Future projections from models are formulated as the basis for assessing future transportation demands and new facility and service needs. Regional models are developed to support the development of MPO Long Range Transportation Plans (LRTPs) and Regional Long Range Transportation Plans (RLRTPs). The District emphasizes the importance of traffic data collection and encourages the district's counties and M/TPOs to maintain an ongoing surveillance and data collection program.

### **Approved Developments of Regional Impact (DRIs)**

FDOT evaluates proposed changes to approved DRIs to identify any impacts and whether additional mitigation is required. FDOT also reviews annual/biennial reports from the approved DRIs to ensure that Development Order Conditions are being properly carried out and mitigated. Coordination with the DEO, the applicable RPC, affected local governments, and developers are routine parts of the efforts.

### **Efficient Transportation Decision Making (ETDM) Process**

The ETDM process was developed in Florida to accomplish the streamlining objectives identified in Section 1309 of the Transportation Efficiency Act for the 21st Century. It is designed to provide resource agencies and the public early access to transportation project plans and information about potential project effects on state resources. Resource agencies interact with project planners using the Environmental Screening Tool during the development of LRTPs and Transportation Improvement Programs (TIPs). Their early involvement helps identify project changes that avoid or minimize adverse effects on resources and communities. The District ETDM coordinator coordinates training and provides guidance to the MPOs and District staff on implementation of the ETDM process. The District community liaison coordinator coordinates training and provides guidance to MPO staff on socio-cultural effects evaluations.

### **Extreme Weather /Climate Resiliency**

Collect and analyze related data, legislation, and requirements with an emphasis on how they relate to transportation planning and projects. Share related reports, guidance, and other information. Assess best practices and tools for addressing extreme weather/climate change impacts and participate in studies with local and regional partners. Utilize tools to perform analysis, such as the Florida Sea Level Scenario Sketch Planning Tool. Participate in initiatives of other entities addressing mitigation and adaptation to extreme weather/climate changes impacts (e.g., Broward County Climate Change Task Force, Southeast Florida Regional Climate Change Compact).

### **Florida Transportation Plan (FTP)**

The FTP is the long range transportation plan for all of Florida and guides investment of state and federal transportation funds. Coordinating with local and regional partners, FDOT District Four participates in updates to the FTP and FTP implementation efforts.

### **FDOT State Planning and Research (SPR) Program for FHWA**

FDOT produces an SPR report for FHWA for each state fiscal year. This document identifies planning and work program activities that will be accomplished by FDOT, at the central office and district levels, and for which federal reimbursement may be requested. It is submitted in compliance with 23 CFR 420.111 and pursuant to the current Florida Federal-Aid Partnership Agreement.

In Florida, federal planning funds are used to pay eligible costs of FDOT staff who perform functions relating to planning. State funds are used to supplement these functions to ensure department objectives are accomplished. Preparation of the Work Program, which is the basis for the State Transportation Improvement Program, is paid for using state funds. Focal areas are Transportation Planning, Systems Planning, and Data Collection.

### **Transportation Systems Management and Operation (TSM&O)**

The District coordinates with the MPOs to incorporate TSM&O into their plans and programs and to structure TSM&O into their respective organizations. The District's TSM&O planning activities includes developing a TSM&O Strategic Plan for the District that we expect will provide recommendations for future ITS needs.

### **Interchange Proposal Review and Coordination**

Identify and review the need for new interchanges or modifications to existing interchanges, following criteria set forth by the Federal Highway Administration (FHWA) and FDOT's interchange review process. FDOT conducts District Interchange Review Committee (DIRC) meetings and coordinates Interchange proposals with FHWA.

## **L RTPs and Regional L RTPs**

Provide technical assistance and policy direction to the MPOs in implementing their L RTPs and in meeting commitments relating to regional L RTPs. Provide state and federal revenue forecasts and guidance on transportation costs. Develop, validate and maintain a set of systems planning models, land use allocation models, and other analytical tools needed by FDOT and the MPOs to maintain L RTPs and conduct other planning studies and analyses.

## **MPO/Community/Government Liaison**

Provide policy direction, technical assistance, and administrative support to MPO boards and advisory committees, local governments, and communities. Assist MPOs in conducting metropolitan transportation planning programs that meet state and federal requirements and are coordinated with the statewide transportation planning program. Primary MPO products and processes include Unified Planning Work Programs (UPWP), L RTPs, Annual Transportation Project Priority Lists, TIPs, Congestion Management Plans (CMPs), and Public Involvement Participation Plans (PIPs). Conduct annual state certification reviews of the Metropolitan Planning Process and participate in periodic FHWA/Federal Transit Administration (FTA) certification reviews of the MPOs for transportation management areas. Provide technical assistance on TIP and L RTP consistency issues for Project Development & Environmental (PD&E) and project level amendments. FDOT staff also serve as non-voting members of each of the District's five M/TPO Boards, Technical Advisory and Bike/Ped committees.

## **Multi-Modal Systems and Transportation Studies**

- Managed Lanes  
FDOT defines managed lanes (ML) as highway facilities or sets of lanes within an existing highway facility where operational strategies are proactively implemented and managed in response to changing conditions with a combination of tools. These tools may include accessibility, vehicle eligibility, pricing, or a combination thereof. Types of managed lanes include high occupancy vehicle (HOV) lanes, bus rapid transit (BRT) lanes, truck only lanes, and priced managed lanes called express lanes (EL). FDOT monitors operations of the I-95 EL facilities in South Florida on a biannual basis. The objective of the monitoring effort is to document current operations of the ML facility and to determine if operational changes are warranted.
- Fare Interoperability  
The Fare Interoperability project is the effort to implement a regional universal fare system that interfaces with the existing MDT/SFRTA Easy Card and tests new fare collection technologies, such as mobile ticketing. FDOT works with the local transit agencies to provide technical support and assist in facilitating consensus for this effort.

## **Freight and Goods Movement**

FDOT acts as a resource, coordinating on matters of freight with local governmental organizations, modal partners, economic development agencies, and private stakeholders to provide policy guidance, technical assistance, and other planning activities to achieve Florida's statewide goal of becoming an international hub for trade and logistics activity. Below are a few examples of freight related planning efforts that the Office of Modal Development is currently undertaking or has planned in the near term, both from a local and a districtwide (regional) perspective:



- Treasure Coast Regional Transportation Plan – Freight Element**  
 In coordination with the Treasure Coast Transportation Council, FDOT is leading the effort in developing a Freight Element to include in the 2040 Treasure Coast Regional LRTP (TCRLTP). This Freight Element will include a review of existing freight policy objectives/vision, stakeholder outreach, a review of existing local, state and federal plans/programs, identification of key freight/logistics network elements, identification of needs and establishment of priorities, and the development of strategies/recommendations to further freight planning in the region.
- District 4 Truck Parking Supply and Demand Study**  
 As the topic of truck parking availability continues to be an issue at the national, state and local levels, District 4 has moved forward with the first Phase of a Districtwide Truck Parking Study. This Phase will analyze truck parking needs in the District through stakeholder outreach, data collection and the development of supply and demand calculation methodologies to calculate the unmet parking demand throughout the District. A subsequent Phase will be developed to help identify the need for additional truck parking, specific opportunities/priorities, and immediate next steps/actions necessary to meet the unmet truck parking demand.
- Railroad Crossing Delay Analysis**  
 Since 2006, District 4 has performed 5 separate annual data collection efforts to quantify the volume and intensity of traffic delay at key railroad crossings along the SFRC and FECR corridors. Upon completion of the data collection efforts, a summary report for each year was developed highlighting various metrics/measures related to the delay at each crossing. The 2016 study will build upon previous efforts by updating the technology and techniques utilized during the data collection efforts. Upon completion of the data collection efforts, a summary report will be developed. The results will be further analyzed by the District 4 Rail Office for possible implementation of recommended improvements and/or to conduct further study of specific intersections.

**Seaport/Airport**

Assist with the development of Seaport and Airport Master Plan updates, and Feasibility studies.

- Port of Fort Pierce Feasibility Study - Phases 1 and 2, Fisherman’s Wharf (Port of Ft. Pierce) Development Study**

The goal of this feasibility study is to determine the best use of the area surrounding and including Fisherman’ Wharf Road to stimulate a beneficial regional economic impact, potential creation of new and sustainable marine-related jobs, and identify the best potential port-related land uses.

Phase 1 included the evaluation of three potential property configurations for a portion of the Port of Ft. Pierce (Fisherman’s Wharf) at the south end of its Operating Area. Phase 2 included identifying needed infrastructure improvements be made at Fisherman’s Wharf in order to attract long term port businesses, consistent with the Port’s Master Plan for the area of Fisherman’s Wharf to be a transition zone.

**Multi-Modal Systems**

FDOT provides policy guidance, technical assistance, and research to various entities regarding state and federal grants that support multi-modal transportation opportunities. Monitor and provide input regarding state and federal legislative activity related to transportation. Review and analyze the availability of innovative financing methods and techniques.

The Office of Modal Development (OMD) concluded a three phased applied research initiative to understand if and how better integrated transit planning among all stakeholders could lead to improved planning that meets the travel needs of the public through more successful funding, implementation, and operations of transit services. Phase 1 investigated how transit plans and processes are working in South Florida compared to expectations based on statutory and regulatory requirements. Phase 2 involved interviews of agencies and local government officials in South Florida, case studies, and interactive workshops to identify areas where improvements can be made. Phase 3 studied the relationship between transit planning integration and transit outcomes in 12 U.S. regions selected because they provide effective transit service and have been successful at winning federal discretionary funds and local support. An additional phase was added to include outreach regarding the findings of the initiative. The findings were presented within FDOT from the District to the Central Office level and to various external agencies that are considered stakeholders and beneficiaries of the conclusions.

The initiative recognized that a fragmented planning environment is an obstacle to improving and expanding transit services. It demonstrated that better transit planning integration supports effective transit service and attracts funding support from federal partners and local voters. Although complete integration may not be a realistic goal for any region, moving towards better alignment among the visions, goals, and performance measures of different plans will yield benefits.

### **Management of Contracts and Agreements**

The District manages and administers multiple consultant support contracts and agreements in order to conduct the work listed in this document, including the types listed below.

D/W AREAWIDE CORRIDOR PLANNING STUDIES/ PLANNING SUPPORT	DIST/ST-WIDE
D/W PL&EM TRANSPORTATION DATA MANAGEMENT ANALYSIS & DEVELOPMENT	DIST/ST-WIDE
D/W URBAN MODEL DEVELOPMENT, SE FL REGIONAL PLANNING MODEL	DIST/ST-WIDE
D/W URBAN MODEL DEVELOPMENT, TREASURE COAST REGIONAL PLANNING MODEL	DIST/ST-WIDE
D/W CORRIDOR PLANNING & CONGESTION MANAGEMENT SUPPORT	DIST/ST-WIDE
D/W CENSUS DATA SUPPORT FOR LRTP UPDATE	DIST/ST-WIDE
D/W CONSULTANT FOR OMD & PL&EM	DIST/ST-WIDE
D/W CONSULTANT FOR OMD AND PL&EM FOR FREIGHT STUDIES	DIST/ST-WIDE
D/W DATA COLLECTION ACTIVITIES	DIST/ST-WIDE
D/W GENERAL PLANNING CONSULTANT SYSTEMS PLANNING	DIST/ST-WIDE
D/W GPC - SYSTEMS PLANNING SUPPORT	DIST/ST-WIDE
D/W REGIONAL COMMUTER SERVICE PROGRAM	DIST/ST-WIDE
D/W SIS ACTION PLAN/MASTER PLAN	DIST/ST-WIDE
D/W SIS PROGRAM SUPPORT	DIST/ST-WIDE
D/W TRAFFIC DATA COLLECTION ROUTINE COUNTS	DIST/ST-WIDE
D/W TRAFFIC STATISTICS DATA COLLECTION AND ANALYSIS	DIST/ST-WIDE
D/W TRANSIT CORRIDOR PLANNING	DIST/ST-WIDE
D/W TRANSIT PLANNING GENERAL CONSULTANT SERVICES	DIST/ST-WIDE
D/W TRANSPORTATION STATISTICS DATA	DIST/ST-WIDE
D/W URBAN MODEL APPLICATION SUPPORT	DIST/ST-WIDE

## **Performance Management/Measurement**

Provide expertise on performance management/measurement with a focus on transportation-related performance measures. Provide support relating to implementation of performance-based planning and programming under the MAP-21 Act, as succeeded by the Fixing America's Surface Transportation (FAST) Act. Participate in the FDOT Mobility Performance Measures (MPM) Program addressing all modes as well as movement of people and freight and maintain a district-level MPM Program. Perform research, share information, and support collaboration on the use of performance measures/measurement systems at the local and regional levels that address access and multimodal mobility for people and freight and other areas. Share knowledge of Quality/LOS and other performance measures/measurement systems that currently are used or could be used by local governments in their comprehensive plans.

## **Programs to Reduce Peak Hour Demand**

The District employs Transportation Demand Management (TDM) techniques to increase the efficiency of existing transportation systems. TDM techniques influence system demand by reducing the number of automobile trips during peak hours of highway use. These techniques are executed by the District's Commuter Assistance Program, South Florida Commuter Services (SFCS). SFCS is a regional TDM program that engages commuters in Miami-Dade, Broward, Palm Beach, Martin, and St. Lucie counties to promote access and mobility across the region via the 1-800-234-RIDE call center and 1-800234RIDE.com website. SFCS administers the 3+ carpool registration program for managed use lanes and operates the Emergency Ride Home program to incentivize commuters to use modes of transportation other than driving alone.

OMD is preparing a District Park-and-Ride Master Plan that will identify where and when new facilities will be needed, to support work program requests for facility development, and implement and provide input into local and regional LRTPs and other plans. As part of this effort, a strategy plan for management of existing facilities will be prepared. This will address facility physical needs and costs, expansion needs, immediate needs for new facilities, funding plans and requests, readiness plans for possible near-term facility relocations, development of occupancy agreements, and other elements that will facilitate management and operation of existing and new park-and-ride expected in the next five years.

## **Regional Transportation Planning and Coordination**

Engage various partners (e.g., MPOs, RPCs, South Florida Regional Transportation Authority) and other FDOT Districts on regional planning and implementation challenges, and opportunities relating to provision of an interconnected, multi-modal and multi-level transportation system. Participate in activities of the Southeast Florida Transportation Council (SEFTC) and the Treasure Coast Transportation Council (TCTC) and in regional visioning and other regional initiatives and forums as a policy and technical resource. Support development and implementation of RL RTPs for SEFTC and the TCTC, along with complementary LRTPs for the MPOs, and coordinated regional freight planning.

## **Strategic Intermodal System (SIS)**

Florida's SIS comprises Florida's statewide network of high priority transportation facilities, including the state's largest and most significant airports, spaceports, deepwater seaports, freight rail terminals, interregional rail and bus terminals, rail corridors, rail corridors, urban fixed guideway transit corridors, waterways, and highways. Coordinating with local and regional partners, FDOT District Four participates in updates of the SIS Policy Plan, the identification of SIS capacity needs for updates of the SIS Unfunded

Multimodal Needs Plan, and production and maintenance of the SIS Work Program (1st Five-Year Plan), the SIS 2nd Five-Year Plan, and the SIS Cost Feasible Plan.

### **Transit/Land Use**

Continue to coordinate with local governments to educate, implement and promote acceptance of major transit investments including light rail and bus rapid transit. Build consensus with local governments, elected officials, neighborhood homeowner associations, business groups, RPCs and other stakeholders to locate stations and deliver transit oriented development (TOD) on major investment corridors. Provide guidance documents, training, and technical assistance on TOD as implemented in the Southeast Florida region. Planning efforts include developing a TOD Clearinghouse as a TOD central point of contact (Clearinghouse) for TOD outreach, assistance, development/accumulation, and provision of TOD information to the region. Participate in a TOD Working Group that works together and meets on a quarterly basis to identify the challenges to achieving TOD and decide on the best course of action to overcome these challenges. Participants include representatives from County and City Planning & Redevelopment Departments, County and Regional Planning Councils, County Transit Agencies, MPOs, FDOT Districts, Regional Transportation Authorities, Universities, Non-Profit Organizations, and Private Sector Representatives. Develop and utilize tools such as the District Four "TOD Readiness Tool" to help evaluate the degree to which an existing or potential transit station area is "ready" for TOD. Conduct outreach regarding the TOD Readiness Tool. Enhance the Livable Communities GIS database with TOD update locations and plan information obtained from TOD station area and plans inventories.

### **Transportation Data, Travel Characteristics, and Mapping/Database Development**

- Collect, review, screen, and report traffic volume counts on the State Highway System.
- Conduct Household Surveys as needed to collect data about regional travel patterns and corridor specific travel patterns and preferences.
- Traffic Data Exchange  
Collect data and provide access to a large quantity of traffic data to support transportation planning, design and operations functions at District and MPO levels. Facilitate access to and analysis of data such as the National Performance Management Research Data Set (NPMRDS) and HERE speed data available on the RITIS (Regional Integrated Transportation Information System) site for public use. Share data with the T/MPOs for various planning studies and analyses. Obtain and utilize data to support coordination and integration of certain planning and operations functions.
- Freight Data Collection  
Continue to identify key locations for collecting vehicle classification counts, in order to support regional freight planning and modeling needs. Assess historical truck count data available in the region. and collect new data related to freight and goods movement as needed.
- Archiving and Accessing Bicycle & Pedestrian Data  
Collect bicycle and pedestrian counts in the region, and conduct an initial assessment of how to effectively store and share multimodal data among public agencies. Coordinate with the M/TPOs on the creation of a standardized database structure designed for the storage, delivery, and analysis of multimodal data. Coordination with other public entities at state and local levels will also be performed.
- Federal Functional Classification

Review and reassess federal functional classification designations on all public roads located within the District. As per FHWA's recommendation for reducing the level of effort needed for the next periodic review, the District will continuously update functional classification system as the roadway system and land use developments change. This maintenance process involves ongoing coordination with local planning partners on various initiatives, such as long-range planning activities and project programming and development, to identify roadways that require changes to their functional classification designations.

### **Quality/Level of Service (LOS)**

Analyze the District State Highway System and Strategic Intermodal System annually and report Level-of-Service (LOS) and additional performance measures as appropriate. FDOT is conducting a review of travel time reliability research that will include a summary of data requirements, software requirements, relevant applications, types of outputs, and additional work needed to make travel time reliability "implementation ready." FDOT will work with the M/TPOs and local agencies to begin to utilize travel time reliability and other performance measures as a new way of assessing and reporting performance of the roadway network.

### **Data Collection - District Roadway Characteristics Inventory (RCI) Program**

Under the District's RCI Program the following activities are routinely carried out:

- Implementation of departmental policies, rules, procedures, and standards established by the central offices responsible for Highway Data Collection activities.
- Assistance with the applicable central office/section in developing specific Transportation Planning products and providing specific Highway Data Collection services.
- Maintenance of RCI Database to be clean of edits.
- Perform annual QA/QC, to ensure the quality and accuracy of RCI data
- Collecting and entering of data for new Highway Performance Management System (HPMS) samples.
- Posting of District Four's HPMS sample map to the Central Office SharePoint site.

# Appendix F

## **Sebastian - Vero Beach - Florida Ridge Urbanized Area (UZA) 2016 Modified Joint State/MPO Certification Review**

### **Indian River County Metropolitan Planning Organization (MPO) Findings, Recommendations and Noteworthy Practices Report**

May 18, 2016

The Florida Department of Transportation (FDOT) District Four has conducted a Modified Joint State/MPO Certification Review of the Indian River MPO, which includes the MPO's implemented recommendations from the 2015 Standard Joint State/MPO Certification Review.

This report assesses the written and verbal responses to the questions presented to the MPO staff by FDOT in February 2016 via email. The questions were asked based on information from the January 2016 Best Practices Meeting, the 2015 Standard Joint State/MPO Certification Review process, regular coordination with MPO staff and attendance at MPO Board and committee meetings. Areas that are not commented on in this report are considered to have met, or exceeded, requirements.

#### **Summary of Key Activities to Support MPO Planning Process**

The MPO has successfully completed the required annual coordination and reporting efforts on schedule as follows:

- ✓ Signed 2015 Certification Package
- ✓ Signed 2015 Disadvantaged Business Enterprise (DBE) Verification
- ✓ Adopted 15/16 Transportation Improvement Program (TIP)
- ✓ Held informal unfunded priorities meeting in 2015 with FDOT and stakeholders
- ✓ Transmitted List of Priority Projects
- ✓ Adopted 2016/2017 to 2020/2021 FDOT Tentative Work Program
- ✓ Held Modified Certification Review meeting with FDOT on January 8, 2016
- ✓ Held FYs 16/17 & 17/18 Unified Planning Work Program (UPWP) Kick-Off Meeting with FDOT on January 8, 2016
- ✓ Responded to 2016 Modified Joint State/MPO Certification Review Questions/Issues
- ✓ Adopted the 2040 Long Range Transportation Plan

## **Progress on Implementation of 2015 Joint State/MPO Certification Recommendations**

1. **Regional LRTP:** Continue to work with the St. Lucie TPO and the Martin MPO to finalize the scope and develop a Regional 2040 LRTP with a completion date targeted for the fall of 2016. The M/TPOs should establish a schedule and convene meetings of the Treasure Coast Technical Advisory Committee (TCTAC) and the TCTC.

**MPO Comment:** Throughout the development of the 2040 LRTP, MPO staff coordinated extensively with FDOT and St. Lucie/Martin T/MPO staff on development of the TCRPM Travel Demand Model. Coordination activities included 10 visits to St. Lucie County for model calibration, validation, and development. During 2015, the MPO met with FDOT, St. Lucie and Martin T/MPO staff both in person and via teleconference to discuss the details of the 2040 Regional LRTP. As a result, the MPO approved a memorandum of agreement for cooperation on the LRTP developed by Martin and St. Lucie; allocated \$20,000 in PL funds for the plan; and agreed upon an approach to the plan. The Treasure Coast T/MPOs have agreed to utilize a competitively-procured General Planning Consultant (GPC) to undertake the work. The Scope is currently being reviewed by the GPC and it is anticipated that the project kickoff will begin in March of 2016. Finally, the Indian River MPO expressed both its availability and willingness to the St. Lucie and Martin T/MPOs to participate in the next regional meeting and host the late 2016 TCTAC and TCTC meetings.

**FDOT Response: SATISFIED AND UNDERWAY**

2. **Performance Measures:** The MPO should continue its collaborative efforts with the Department, and other stakeholders as appropriate for a coordinated approach to performance measurement and selection of targets to ensure consistency to the extent practicable.

**MPO Comment:** The MPO has been a leader in performance monitoring and has drafted all of its plans and programs to have measurable and time constrained performance targets. During the year, the MPO led a statewide Performance Monitoring discussion at the Turnpike Operations Center. In so doing, the MPO surveyed best practices from other MPOs, including the Broward and Hillsborough MPOs, and assembled these into a cohesive presentation of MPO best practices. In addition, the MPO identified performance targets as part of its recently adopted 2040 Long Range Transportation Plan. These targets appear next to each objective and enable the MPO to easily track performance and identify areas that need planning and improvement. Finally, the MPO was featured under "outstanding presentations" at the 2015 Transportation Research Board for its innovations in developing new Transit Performance Measures. Those measures include reconciling traditional cost efficiency indicators (such as cost per mile and cost per passenger) with service effectiveness indicators (such as ridership per capita) to determine how well the Transit System does with respect to cost per rider relative to overall ridership levels.

**FDOT Response: SATISFIED**

3. **UPWP:** Track and expend Planning (PL) and Federal Transit Administration (FTA) 5305(d) funds consistent with the UPWP budget, tasks and timeframe.

**MPO Comment:** The MPO has developed a tracking spreadsheet that compares MPO expenses with partial authorization totals and prevents the over-expenditure of PL or 5305(d) (formerly 5303) funds. This spreadsheet tracks expenses by task and has links to the corresponding County

budget item. The MPO has also developed a tracking sheet of all of its grants from FDOT. This information, when compared to performance statistics, helps the MPO determine what changes are needed to future projects or transit services and also helps determine when contracts for staff activities needs to be renewed.

**FDOT Response: SATISFIED AND UNDERWAY**

4. **Public Outreach:** Continue to find creative and innovative ways to educate and involve the public.

**MPO Comment:** The 2040 LRTP provided the MPO with a unique opportunity to introduce innovative participation techniques to the local public. One such technique was the use of a role playing/interactive game in which mock “candidates” debated modal issues with each other and with the audience. Scripted to serve as a warmup activity, the debate was accompanied by a ballot designed to gauge the public’s attitude toward issues such as future technology and investments.

The MPO has also been active as an Ex-Officio member of Bike/Walk Indian River County, a grass-roots bicycle pedestrian advocacy group incorporated in 2015. This group has provided the MPO with a new forum for interested citizens to learn about and participate in MPO bicycle/ pedestrian plans and programs.

One new program initiated for 2015/16 is the development of (and conduct of) pedestrian safety training for Elementary Schools in Indian River County. A joint project with the Health Department and funded by a Safe Routes to Schools non-infrastructure grant, the program has reached out to all Elementary Schools in the County and provided basic pedestrian safety to young children.

**FDOT Response: SATISFIED**

5. **Florida Transportation Plan and Strategic Intermodal System Policy Plan Updates:** Continue to assist the Department in their outreach efforts in obtaining input to the plans, utilizing the MPO’s outreach media network.

**MPO Comments:** In 2015, at the request of the MPO, FDOT conducted an FTP 2060 Statewide Workshop at the Richardson Center on the Campus of Indian River State College in Vero Beach. The workshop was regional in nature, and attendees hailed from throughout the Treasure Coast, South Florida, and Brevard Counties. The workshop was promoted through the MPO’s “Action Network,” an email list of over 1,700 contacts that includes dozens of representatives of community organizations (such as Homeowners Associations and Civic Leagues). The MPO Staff Director discussed the workshops with local media, invited the public via AM Talk Radio, and passed out copies of the FDOT flyer at MPO and Advisory Committee Meetings and at local civic buildings. Consequently, the meeting was identified by an FDOT speaker as the best attended meeting of the series.

Also in 2015, MPO staff assisted FDOT in promoting PD&E studies and other Public Meetings pertaining to various SIS projects in the County. These include public meetings on the I-95 widening project and two Oslo road PD&E Study public workshops. In both cases, the MPO



promoted opportunities to attend the meetings among local citizens through its mailing lists and the media and work with the FDOT project managers to identify locations for the meetings and boost attendance. The Oslo Road PD&E Study had over 50 members of the public in attendance.

**FDOT Response: SATISFIED**

### 2016 FDOT Recommendations

1. **Public Participation:** The MPO should continue to investigate and implement proactive methods to engage traditionally underserved members of the population.
2. **Public Participation:** The MPO should document coordination with the Statewide Public Involvement Plan in addition to its well defined regional efforts.
3. **Public Participation:** The Public Involvement Plan (PIP) available on the MPO's website was last updated in 2007. If this is the most recent update, the MPO should consider a major update in the near future consistent with the requirements of FAST Act and the latest trends in public involvement. If a more recent version of the PIP has been adopted, it should be reflected on the MPO's website.
4. **Public Participation:** The MPO is commended for instructing consultants to engage the public. The MPO should document that in-house efforts are to the same standard.
5. **MPO Website:** The (PIP) was located under the heading "Studies" on the MPO's website. The MPO should consider relocating the PIP to being a stand-alone item under "Documents and Maps" along with the other major MPO products.
6. **MPO Website:** Websites and other internet based media have become prevalent public involvement tools. The MPO should consider updating the design of its website to feature more graphics and less text on the main pages similar to other public agency.
7. **Significant Public Comments in Final TIP and LRTP:** The MPO should work with FDOT to jointly agree on methods to most effectively incorporate a summary of significant public comments in the final TIP and LRTP. These agreed upon methods should be added to the MPO's PIP.
8. **Title VI:** The MPO should provide its policy that defines the steps taken to determine if a complaint should be treated as Title VI related issues or not.
9. **UPWP:** The MPO must ensure that the final invoice to close out the current UPWP is submitted to the Department no later than 8/30/2016 as no time extensions will be considered this cycle.
10. **Board and Committee Meeting Dates:** The MPO Board should take into consideration deliverables and deadlines when scheduling board and committee meeting dates annually.
11. **2040 LRTP:** The MPO needs to work with the District and Central Office to revise the 2040 LRTP to meet the 15% cap for the Other Arterials funds allocated to off-system projects and

provide a time frame for bringing the plan into compliance with the **guidelines**. This should be completed by the end of the calendar year.

## 2015 Indian River County MPO's Noteworthy Practices

The following are highlights of the noteworthy practices of the Indian River County MPO in the past year:

- **Transit Planning and Service Implementation.** The MPO underwrote a Commuter Assistance Grant for a new bus route, Route 16. The match for this service was 100% provided by the private sector, making this the first Public-Private Partnership in the County. Ridership on the Indian River Transit GoLine increased over 20% to approximately 1.25 million annual riders. 2015 marked the 5<sup>th</sup> Consecutive Year of over 1,000,000 riders in the County.
  - The MPO requested that FDOT use flexible highway funding to pay for non-highway intermodal improvements, in this case the Trans-Florida Rail Trail Greenway in northern Indian River County. The MPO conducted a series of design meetings with the Board and Local Leaders to provide input regarding the region's historic rail heritage.
  - The MPO has been a supportive partner in the development of a regional interactive TIP to promote improved public participation, and continues to participate in and refine the TIP tool.
  - The MPO participated in the ongoing Best Practices and Regional Coordination Workshops coordinated by FDOT.
  - The MPO has engaged in proactive bicycle-pedestrian safety initiatives, and has, in conjunction with the Indian River County Health Department and School District, conducted Safety Rodeos at all 13 public elementary schools (and 2 charter schools) for six consecutive years, training over 15,000 students in basic bicycle and pedestrian safety. In 2015, the MPO in conjunction with the County Health Department developed a pedestrian module for 1<sup>st</sup> and 2<sup>nd</sup> graders and conducted pedestrian safety training at all elementary schools. The training and planning appears to be paying off as Indian River County experiences the lowest crash and fatality rates in South Florida (Scripps Treasure Coast Newspaper, August 5, 2015).
- TOA \* Wednesday, August 5, 2015 \* TREASURE COAST

One Treasure Coast county — Indian River — appears to be ahead of the curve when it comes to pedestrian and bicyclist safety.

The county adopted its first bicycle and pedestrian plan in 1997. In June, Indian River became the first county in Florida to be designated a "Bicycle Friendly Community" by the League of American Bicyclists.

Indian River County's investment in pedestrian and bicycle safety appears to be paying dividends. Of the three Treasure Coast counties Indian River recorded the lowest number of pedestrian and bicyclist fatalities between 2006 and 2013.
- MPO Staff developed a cost effectiveness statistic for the transit industry using readily available National Transit Database data; published the findings in a research paper; and submitted it to the Transportation Research Board (TRB) for publication. The paper and accompanying presentation was named Outstanding Presentation at the TRB's biennial small urban area conference and the Staff Director presented his findings at the 2015 National TRB conference in Washington DC.
  - The Indian River MPO is participating in a statewide pilot project to develop MPO performance measurement statistics and measures of effectiveness. The MPO Staff Director chaired an FDOT discussion panel on incorporating performance measurement in the planning process.
  - The MPO initiated the public involvement phase of the 2040 LRTP update with a separate Public Involvement Plan. The MPO has also continued to use in-community workshops with impressive results. Over 50 members of traditionally-underserved communities participated in the workshops, with 130 participants in attendance overall. Finally, the MPO made materials available in alternative language formats and provided translators at all community workshops.

- As part of the LRTP in date, the MPO developed and organized a “Candidate Forum” public involvement concept, May 2015. The MPO developed characters representing modal choices and assigned participants to role playing tasks in “debate format” to obtain input into plan goal setting and to help build sensitivity for other modes.
- Throughout 2014 and 2015, the MPO participated in developing a scope for of a three-county Regional Long Range Transportation Plan.
- In 2014 and 2015, staff facilitated community workshops in the Gifford neighborhood, a historically African-American transportation disadvantaged community. The MPO successfully wrote grant applications for Martin Luther King Boulevard complete street redevelopment and MLK historic trail construction.
- Working extensively with local cycling clubs, the MPO was awarded a bronze-level “Bicycle Friendly Community” designation from the League of American Bicyclists (LAB). A ceremony was held via Skype during an MPO meeting. In so doing, the MPO’s Bike-Ped Coordinator became the first League-Certified MPO staff member in the State of Florida.
- For its efforts in promoting bicycle and pedestrian safety, transit efficiency, greenways development, and an effective and inclusive coordinated planning process, the MPO was named “Outstanding Non-TMA MPO” for 2015 by the Association of Metropolitan Planning Organizations (AMPO).

## Appendix G

### Three-Year Business Plan

#### Three-Year Business Plan

This UPWP addresses multi-year planning tasks and carryover funds from previous fiscal years. Carryover funds are accumulated when an MPO does not expend all available PL funds in the current year. Carryover funds are combined with the new annual allocations to determine the available funds for the upcoming fiscal year. FDOT policy limits the PL fund carryover to 50 percent of the annual allocation unless a business plan is adopted.

		Total Reservation for 2045 LRTP
Carryforward Balance (from FDOT Check PL Account)	\$312,004	
FY 2016/17 PL Fund Allocation (Including carryover from previous years)	\$733,184	
FY 2016/17 Reservation for 2045 LRTP *	\$300,000	
PL Funds Programmed in 2016/17	\$433,184	\$300,000
FY 2017/18 PL Fund Allocation	\$421,180	
Estimated PL carryover from closeout of 2015/16 UPWP	\$25,000	
FY 2017/18 Reservation for 2045 LRTP *	\$25,000	
PL Funds Programmed in 2017/18	\$421,180	\$25,000

\* \$300,000 of FY 2015/16 PL carryover funds will be combined with \$25,000 in 2017/18 to meet anticipated expenses associated with the various phases of the 2045 LRTP.

APPENDIX H

**10% DE MINIMIS INDIRECT COST RATE CERTIFICATION**  
**INDIAN RIVER COUNTY**  
**EFFECTIVE FISCAL YEAR 2016/17 – 2017/18**

**CERTIFICATION OF ELIGIBILITY:**

I, the undersigned, certify that our agency is eligible to use the 10% de minimis indirect cost rate as we have:

1. Never received a negotiated indirect cost rate.
2. Received less than \$35 million in direct federal funding for the fiscal year requested and each fiscal year thereafter.

**CERTIFICATION OF FINANCIAL MANAGEMENT SYSTEM:**

I, the undersigned, certify that our agency has a financial management system that accumulates and segregates direct costs (*costs that can be specifically identified to a final cost objective (e.g., a project, program, or other direct activity of an organization)*) from indirect costs (*Costs incurred for a common or joint purpose benefiting more than one final cost objective e.g., administrative costs such as clerical support, human resources, accounting, payroll, financial audits, rent, utilities, supplies, vehicle expense, executive management, etc. that is not readily assignable to the final cost objectives specifically benefitted, without effort disproportionate to the results achieved*) and by project/activity, that are allowable in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR Part 200).

I certify the agency's financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts.
- Ability to accumulate and segregate allowable direct, indirect and unallowable costs into different cost accounts.
- Ability to accumulate and segregate allowable direct costs by project, funding source, and type of cost (e.g.: labor, consulting, pass-thru, or other).
- Internal controls to maintain integrity of financial management system.
- Ability to consistently record and report costs as described in 2 CFR 200.403.
- Ability to ensure costs billed are in compliance with 2 CFR Part 200.
- Ability to ensure costs billed reconcile to general ledgers and job costing ledgers.
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

I also certify that the types of records that are used to support the existence of these attributes include the following:

- General ledger and job costing ledgers.

- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g. invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.

**Finally, I understand:**

1. The de minimis rate of 10% is to be applied to modified total direct costs which means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct cost excludes equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
2. Costs must be consistently charged as either indirect or direct but may not be double charged or inconsistently charged as both.
3. The proper use and application of the de minimis rate is the responsibility of Indian River County, and Florida Department of Transportation (FDOT) may perform an audit on our agency to ensure compliance with 2 CFR Part 200 and agreements with FDOT. If it is determined we are inconsistently charging costs, or not in compliance with 2 CFR Part 200, we may be required to reimburse FDOT for any identified overbillings.
4. Indian River County's schedule of expenditures of federal awards must include a note on whether it elected to use the 10% de minimis cost rate in accordance with 2 CFR 200 Part 200.510(b)(6).

I declare that the foregoing is true and correct.

Governmental Unit Indian River County

Signature: 

Name of Official\*: Jason Brown

Title: Budget Director

Date: 3/4/16

Telephone No. (772) 226-1214 E-mail: jbrown@ircgov.com

\*(Must be executive, financial officer, or equivalent of agency)

## Appendix I. Contiguous MPO Urbanized Boundaries

