

## ORGANIZE FOR SUCCESS

### Activity 1: Project Management

**Livability Principles Addressed:** Provide more transportation choices; Promote equitable, affordable housing; Enhance economic competitiveness; Support existing communities; Coordinate policies and leverage investment; Value communities and neighborhoods

**Long Term Outcomes:** Effective project management; Meeting HUD program objectives and requirements.

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	MEASURES	EVALUATION
<b>Task 1.1</b>	Develop and maintain a detailed work plan, schedule, and budget for the entire process, with input from the six local station area plan sub-recipients;	Dynamic project work plan and schedule (updated quarterly)	ECFRPC	Ongoing through Q1 2015	Outcome based work plan; Provides clear direction to Consortium, Steering Committee and Subgrantees.	Evaluation per regular project reporting to HUD
<b>Task 1.2</b>	Provide oversight for the grant elements led by the individual station area teams	Project summary report	ECFRPC and subgrantees	Ongoing through Q1 2015	Effective oversight of productive station area planning efforts	Consortium approval
<b>Task 1.3</b>	Develop requests for proposals (RFPs) and retain consultants as needed	Request for Proposal documents and executed consultant contracts (as required)	ECFRPC and subgrantees	Ongoing through Q1 2015	Consultant contract execution	Successfully executed contracts
<b>Task 1.4</b>	Coordinate with HUD on overall program activities and guidelines; attend HUD gatherings of grant recipients and other events as requested; Monitor grant activities and provide regular reports to HUD; Coordinate with HUD capacity building intermediaries	Regular progress meetings and semi-annual status reports to HUD	ECFRPC	Ongoing through Q1 2015	Summary of coordination meetings, conference calls, communications	Evaluation per regular project reporting to HUD
<b>Task 1.5</b>	Coordinate with other HUD grant recipients, including those in Florida (Central Florida Regional Planning Council and South Florida Regional Planning Council), as well as other grant recipients doing similar work nationwide	Summary of coordination efforts with other HUD grant recipient projects	ECFRPC	Ongoing through Q1 2015	Summary of coordination meetings, conference calls, communications	Evaluation per regular project reporting to HUD
<b>Task 1.6</b>	Coordinate with the Florida Department of Transportation on overall planning and implementation of SunRail, including related outreach and transit oriented development facilitation activities, to leverage resources with the grant activities	Summary of coordination efforts with FDOT	ECFRPC	Ongoing through Q1 2015	Summary of coordination meetings, conference calls, communications	Evaluation per regular project reporting to HUD