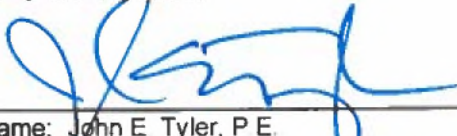


Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Space Coast TPO with respect to the requirements of:

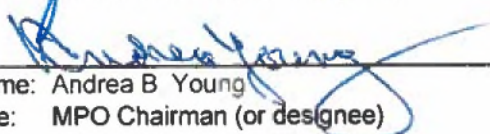
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on 02/09/2023.

Based on a joint review and evaluation, the Florida Department of Transportation and the Space Coast TPO recommend that the Metropolitan Planning Process for the Space Coast TPO be certified.


Name: John E. Tyler, P.E.
Title: District Secretary (or designee)

5-30-23
Date


Name: Andrea B. Young
Title: MPO Chairman (or designee)

3-9-2023
Date



Space Coast TPO
Joint Certification 2023
1/9/2023

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT's [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

Please note that the District shall report the identification of, and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

Part 1

Part 1 of the Joint Certification is to be completed by the MPO.

Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

Please Check: Yes No

- 1)- Standard Interlocal Agreement (525-010-01) – First Amendment to add Central Florida Expressway Authority – approved 10-10-2019. To be reviewed no later than 2024.
- 2)- MPO Agreement for Planning Funds (525-010-02) – Executed 5/16/2022. Runs concurrent with UPWP cycle. Expires 6/30/2024.
- 3)- Intergovernmental Coordination and Review (ICAR) (525-010-03), Executed 6/21/2017, First Amendment adding Central Florida Expressway executed 6/24/2022. – Expires 6/23/2027.
- 4) Public Transportation Agreement (FTA Section 5305(d) Funding) – CLOSED.
- 5) Public Transportation Agreement (FTA Section 5305(d) Funding) – Executed 10/19/2021 – Expires 12/31/2022 – Still Active (NOT CLOSED)

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

Please Check: Yes No

The SCTPO is a member of the Central Florida MPO Alliance (CFMPOA). The CFMPOA develops regional transportation plans and adopts a regional List of Priority Projects. The SCTPO has actively coordinated with the Central Florida Expressway Authority and the Florida Turnpike Enterprise on regional projects that impact our planning area. The SCTPO also coordinates with the Indian River MPO regarding Long-Range planning, travel demand modeling and recently coordinated the planning of the Indian River/Brevard Trail connecting the two counties to the south.

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

Please Check: Yes No

The FAST Act and the most recent Infrastructure Investment and Jobs Act’s federal Planning Factors are incorporated throughout the SCTPO’s planning activities and projects. The Planning Factors have also been utilized in guiding the development of the Long Range Transportation Plan (LRTP) goals and are considered as part of the TPO’s

quantitative scoring and ranking of the List of Priority Projects (LOPP). A matrix showing the correlation between the 2045 LRTP and the planning factors can be found on page 2-4 and 2-6 at the following link:

<https://www.spacecoasttpo.com/home/showpublisheddocument/606/637600941867200000>

The SCTPO's UPWP also identifies which Planning Factors are addressed within each of the UPWP's Tasks. A summary and matrix of this correlation is shown on pages 12-13 in the current FY 22-23 UPWP.

<https://www.spacecoasttpo.com/home/showpublisheddocument/1358/637961595567070000>

4. How are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

Please Check: Yes No

The 2045 LRTP lays the foundation for what projects and program areas the SCTPO will be delivering to build a coordinated transportation system. All plans and programs follow the "3C" approach to ensure it is a continuing process that considers all modes, and ensures all stakeholders and citizens are included in planning the transportation system. The various activities that the TPO undertakes are provided in more detail throughout the SCTPO's UPWP.

5. When was the MPOs Congestion Management Process last updated?

Please Check: Yes No N/A

The SCTPO annually analyzes, prepares and presents a State of the System Report that monitors the mobility conditions within the SCTPO planning area and identifies where and what appropriate strategies could be implemented to address congestion. The most current report for 2021 can be found on the TPO website.

<https://www.spacecoasttpo.com/home/showpublisheddocument/1479/638058525123570000>

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPPs)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

Please Check: Yes No

The SCTPO recently adopted the Public Participation Plan on December 8, 2022. This document is reviewed and updated every three years. This PPP is provided on the SCTPO's website.

<https://www.spacecoasttpo.com/home/showpublisheddocument/1507/638073126213470000>

7. Was the Public Participation Plan made available for public review for at least 45 days before adoption?

Please Check: Yes No

The Draft PPP was made available for public review and comment for 45 days between October 24 – December 8, 2022 and it included a notice of when the document would be considered for adoption which was December 8, 2022. Public notice for the amendment followed the guidelines set forth within the adopted PPP and included multiple methods of public notification.

Part 1 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

Multiple steps are taken to ensure compliance with all Federal and State laws. When any item or expenditure is not clearly defined as applicable, pre-approval is requested through the FDOT Liaison. All expenditures are reviewed by the Project Manager, Assistant Director and Executive Director. All invoices are reviewed by the Assistant Director prior to being transmitted to FDOT. Staff utilizes the FDOT Reference Guide for State Expenditures to review items for reasonable, necessary and eligibility requirements. SCTPO Staff also provides all backup documents upon request and coordinates with FDOT for audits. The SCTPO also conducts an independent audit annually of its financial records.

2. How often does the MPO submit invoices to the District for review and reimbursement?

Monthly

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

The SCTPO is independent but utilizes Brevard County services for certain administrative functions via an Interlocal Agreement. The SCTPO conducts an annual independent audit of its financial records and submits the report to the Federal Clearinghouse and to FDOT as required.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302?](#)

The SCTPO utilizes, through an interlocal agreement, the Brevard County Board of County Commissioners financial management system, (SAP). This system provides

the budgeting of grants, generation of reports and storage of all records. Written procedures for Budget and Finance are documented in SCTPO policy PLC-3.

5. How does the MPO ensure records of costs incurred under the terms of the MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

All supporting documents related to all charges are available to FDOT with each invoice. The SCTPO keeps and maintains all records for a minimum of five years after final payment is made and all backup documentation for each invoice is scanned for easy retrieval.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

All documents, agreements and scope of works are reviewed by FDOT prior to SCTPO authorizing any work. Retention of supporting documents for all services and activities are kept by the SCTPO for a minimum of 5 years and all consultants are required to do the same for the SCTPO work products in case additional information is requested by FDOT.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

Language is included in all SCTPO contracts and agreements regarding use of Federal Funds.

8. Does the MPO have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate (currently set at 10% of modified total direct costs which may be used indefinitely [\(2 C.F.R. 200.414\(f\)\)](#)?

In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.

Please Check: Indirect Rate De Minimis Rate N/A

- a. If the MPO has an existing negotiated indirect cost rate, did the MPO submit a cost allocation plan?

N/A

Part 1 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

Please Check: Yes No

Yes, the assurance is signed annually and provided to FDOT. Mrs. Abby Hemenway is the contact person for the SCTPO for all Title VI and ADA questions and concerns. The SCTPO's Policy PLC-5, Title VI and Related Non-discrimination include contact information and is posted on the TPO website for access and viewing.

2. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes No

Upon final execution of contracts, all vendors are required to sign and agree to the Title VI/Non-Discrimination Assurances, including Appendices A and E. This assurance form is also annually executed by the SCTPO and included in the UPWP. All required forms are included by reference in RFPs.

3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with FDOT's procedure?

Please Check: Yes No

Policy PLC-5, Title VI and Related Nondiscrimination includes Section 3.0, Complaint Resolution. This information has also been included in the adopted PPP.

4. Does the MPO collect demographic data to document nondiscrimination and equity in its plans, programs, services, and activities?

Please Check: Yes No

The SCTPO will collect general statistical data such as sex, color and disability information on a voluntary basis at SCTPO public meetings. This information is used to determine who the SCTPO is reaching and how effective its public outreach methods are working. Specific demographics are gathered for corridor specific studies and are posted on project websites. One example can be found in the SCTPO's Vision Zero Action Plan. On page 17 and 18 of the Action Plan are Fatal and Severe Crashes – Communities of Concern.

<https://www.spacecoasttpo.com/home/showpublisheddocument/466/637600083359670000>

In the development of the 2045 LRTP, a concerted effort was made to engage underrepresented populations. This included stationing hard copies of the Draft Plan Document at 17 local libraries across the county and sharing the document with the Transportation Disadvantaged Local Coordinating Board and other disadvantaged community groups.

The Resiliency Master Plan, currently under development, also has specifically reached out to incorporate the concerns and needs of traditionally underserved areas. Beginning on page 135 of the TPO's adopted Bicycle & Pedestrian Master Plan, an analysis of Impoverished Area Evaluation of Equity section is included documenting efforts to ensure the plan is equitable.

5. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

Please Check: Yes No

Most recently, TPO staff have participated in the FDOT Title VI in Contracts Training in January 2022. Mrs. Abby Hemenway, the SCTPO Public Involvement Officer has participated in numerous Title VI and equity focused trainings/webinars. These events have included in 2020 the following: FHWA ADA Webinar: Role of MPOs in Transition Plan Implementation; Florida Public Relations Association: Digital Accessibility on Social Media; Public Input-Census 2020: Opportunities for Equity in Planning; Diversity, Equity & Inclusion as Corporate Social Responsibility: How PR Can Lead Positive Change; PR in a Time of Heightened Awareness on Racial Equality.

In previous years, Mrs. Hemenway and Laura Carter attended Title VI training and document review on May 15, 2018. Compliance with ADA 508 classes offered by Brevard County have also been taken by several TPO staff members in 2019. PLEASE EXPLAIN

6. Does the MPO keep on file for five years all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

Please Check: Yes No

The SCTPO has never received any ADA noncompliance complaints.

Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

Please Check: Yes No

All RFP's and solicitation of goods and services follow 2 CFR 200. The SCTPO's Policy PLC-3, Budget and Finance also incorporates following 2 CRF 200 for all purchases and procurements. Legal review is also conducted on all formal RFP packages to ensure proper methods are followed along with reviewing all contracts prior to execution. For example, in 2021 the SCTPO solicited for new Auditing Services and selected firm based on the requirements provided in both Federal Regulations (2CFR 200, Part F-Audit Requirements) and Florida Statues (FS 218-391).

2. Does the MPO maintain sufficient records to detail the history of procurement, management, and administration of the contract? These records will include but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract, progress reports, and invoices.

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

Please Check: Yes No

The SCTPO keeps all records, including solicitation process, for at least five years from the date of last payment received under such agreements.

3. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

Please Check: Yes No

The SCTPO has an interlocal agreement with Brevard County Board of County Commissioners for services such as Human Resources, finance budget, IT, facilities, etc.

4. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

Please Check: Yes No

All SCTPO Project Managers are required to review and approve all invoices submitted from consultants to ensure that the contract terms and deliverables are correct. The Executive Director and/or Assistant Director also review each month's invoices and progress reports. The SCTPO also conducts evaluations on each consultant upon the completion and closeout of contracts and work orders

5. Does the MPO's contracts include all required federal and state language from the MPO Agreement?

Please Check: Yes No

Language is included in all SCTPO contracts and agreements regarding use of Federal Funds and adherence to all federal and state requirements as referenced in the MPO Agreement.

6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

SCTPO Policy 5, Title VI and Related Nondiscrimination, Section 5.0, DBE adopts the FOOT DBE plan.

7. Are the MPOs tracking all commitments and payments for DBE compliance?

Please Check: Yes No

DBE participation as well as Bidder Opportunity List information is collected and tracked by FDOT via the EOC system. DBE reports are also provided bi-annually on the use of FTA funds.

8. The MPO must be prepared to use the Grant Application Process (GAP) to record their professional services contract information starting on July 1, 2022. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete (Recordings are available on the FDOT Local Programs [webpage](#)).

Please Check: Yes No

Ms. Sarah Kraum and Ms. Laura Carter have both taken the on-line training for the GAP program. Ms. Kraum completed training in September 2019 and June 2021 and Ms. Carter completed the training in December, 2021.

9. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes No

The DBE policy statement is included in the TPOs contract language.

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes No N/A

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes No N/A

12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a) Minority business
- b) Local business
- c) Disadvantaged business
- d) Small business
- e) Location (physical location in proximity to the jurisdiction)
- f) Materials purchasing (physical location or supplier)
- g) Locally adopted wage rates
- h) Other: _____

13. Do the MPO contracts only permit the use of the approved FDOT race-neutral program?

Please Check: Yes No N/A

14. Do the MPO contracts specify the race neutral or 'aspirational' goal of 10.65%?

Please Check: Yes **No** **N/A**

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes **No** **N/A**

16. Do the MPO contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

Please Check: Yes **No** **N/A**

Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

- 1) Established a Vision Zero Leadership Team to implement the recommendations of the adopted Vision Zero Action Plan. The Team meets quarterly with members and FDOT Safety Administrator.
- 2) To date, all sixteen cities, the county and the Brevard County School Board have adopted Vision Zero via resolution.
- 3) Transportation Resiliency Master Plan – The SCTPO’s first Resiliency Master Plan was adopted in late 2022. The purpose is to define potential transportation specific stressors, identify vulnerable corridors in Brevard County, and recommend strategies to improve the adaptability/recoverability of the system. Education videos were also developed to help educate the public on resiliency.
- 4) Initiated Local Collaboration meetings with our municipal governments to build relationships and better align Comprehensive Plans with Long Range Plan goals and objectives.
- 5) State of the System Report December 2022 – this is the TPO’s annual congestion management system.
- 6) Held a Governing Board Strategic Plan Retreat at the Brevard Zoo – Transportation in the Wild. It identified and reaffirmed 5 emphasis areas that guides the TPO Governing Boards direction.
- 7) Finalized a Grant Development and Identification tool - the purpose of the tool is to identify which priority projects are eligible, meet the criteria of the federal grants, and rank highest for potential grant awarding. The goal is to prepare and position ourselves as a county to strategically apply for federal grants through the IIJA bill.
- 8) Developed a Regional Intermodal Connections Committee – the purpose of the committee is to build unified partnerships among Brevard County leaders and discuss modal choices that connect to local and regional communities and destinations.
- 9) Trainings and Partnerships:
 - Held a Safe System Symposium in February 2022 for the Central Florida Region.
- 10) Community Engagement and Partnerships:
 - Held 23 education outreach events and 23 community events to include: SR A1A RRFB Pop-up events, Walk Roll to School Day, Stop on Red Event, Brevard Public Schools Partner in Education Fair, School Bicycle Safety presentation, and World Day of Remembrance Event.

Part 1 Section 6: MPO Comments

The MPO may use this space to make any additional comments or ask any questions, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

The Space Coast TPO staff greatly appreciates the hard work and partnership that DOT provides to our organization and our citizenry.



Space Coast TPO
Joint Certification 2022
1/26/2023

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Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions.

The Certification Package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question within this document.

Since all of Florida's MPOs adopt a new Transportation Improvement Program (TIP) annually, many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 10: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 10: Attachments.

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

The final Certification Package should include Part 1, Part 2, and any required attachments and be transmitted to Central Office no later than June 1 of each year.

Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- (1) The subrecipient's prior experience with the same or similar subawards;*
- (2) The results of previous audits including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*
- (3) Whether the subrecipient has new personnel or new or substantially changed systems; and*
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.208.

(d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.*

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.

(3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521.

(4) The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section §200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

(e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

(1) Providing subrecipients with training and technical assistance on program-related matters; and

(2) Performing on-site reviews of the subrecipient's program operations;

(3) Arranging for agreed-upon-procedures engagements as described in §200.425.

If an MPO receives a Management Decision as a result of the Single Audit, the MPO may be assigned the high-risk level.

After coordination with the Office of Policy Planning, any of the considerations in 2 CFR §200.331 (b) may result in an MPO being assigned the high-risk level.

The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO’s supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The Risk Assessment Scoring Sheet is available [here](#) on the MPO Partner Library. The frequency of review is based on the level of risk in **Table 1**.

Table 1. Risk Assessment Scoring

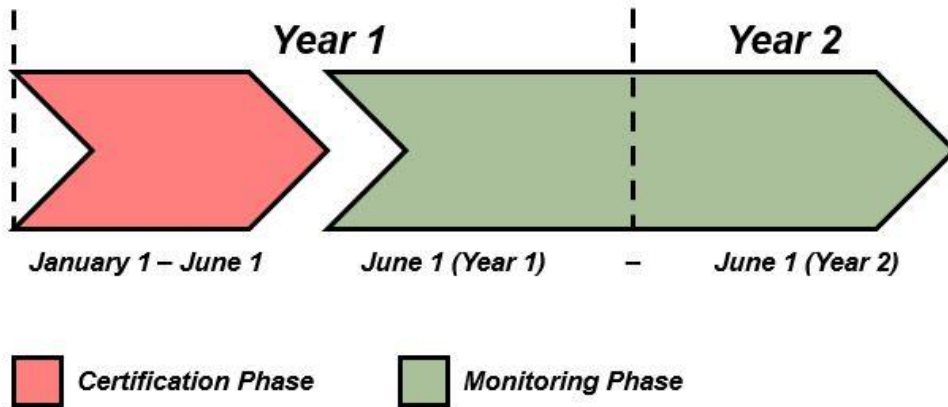
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

The Risk Assessment that is part of this joint certification has two main components – the Certification phase and the Monitoring phase – and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in **Figure 1***). During this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period starting on June 1 (*The green arrow, Year 1 in **Figure 1***) and ending on June 1 of the following year (*The green arrow, Year 2 in **Figure 1***).

This process takes 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year’s Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



Part 2

Part 2 of the Joint Certification is to be completed by the District MPO Liaison.

Part 2 Section 1: Risk Assessment

MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

Table 2. MPO Invoice Submittal Summary

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
G1L90-17	10/1/21 – 11/30/21	1/7/22	No
G1L90-18	10/1/21 – 12/31/21	2/9/22	No
G1L90-19	10/1/21 – 1/31/22	3/10/22	No
G1L90-20	10/1/21 – 2/28/22	3/24/22	No
G1L90-21	1/1/22 – 3/31/22	5/10/22	No
G1L90-22	12/18/21 – 4/30/22	5/24/22	No
G1L90-23	12/11/21 – 5/31/22	6/30/22	No
G1L90-24	2/1/22 – 6/30/22	8/8/22	No
G2799-1	7/1/22 – 7/31/22	9/14/22	No

G2799-2	7/1/22 – 8/31/22	10/6/22	No
G2799-3	7/1/22 – 9/30/22	12/19/22	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			11
Total Number of Invoices Submitted			11

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.

Corrections or findings that are not considered materially significant do not warrant elevation of MPO risk. Examples of corrections or findings that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
-------------------------------------	---

G1L90-17 (PL) Review Date: 1/10/22	7
G1L90-18 (PL) Review Date: 2/9/22	7
G1L90-19 (PL) Review Date: 3/10/22	7
G1L90-20 (PL) Review Date: 3/24/22	7
G1L90-21 (PL) Review Date: 5/11/22	7
G1L90-22 (PL) Review Date: 5/25/22	7
G1L90-23 (PL) Review Date: 6/30/22	7
G1L90-24 (PL) Review Date: 8/8/22	7
G2799-1 (PL) Review Date: 9/14/22	7
G2799-2 (PL) Review Date: 10/6/22	7
G2799-3 (PL) Review Date: 12/19/22	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	77

**Note: There are 7 materially significant questions per MPO Invoice Review Checklist.*

MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.

- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.
- Submitting travel charges that do not comply with the MPO’s travel policy.

Table 4. MPO Supporting Documentation Review Checklist Summary

MPO Supporting Documentation Review Checklist	Number of Correct Materially Significant Finding Questions
<i>G1L90-22 Reviewed: 01/26/2023</i>	23
<i>*only 23 questions applied</i>	
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	23

**Note: There are 25 materially significant questions per MPO Supporting Documentation Review Checklist.*

Technical Memorandum 19-04: Incurred Cost and Invoicing Practices

Were incurred costs billed appropriately at the end of the contract period?

Please Check: Yes No N/A

Risk Assessment Score

Please use the Risk Assessment worksheet to calculate the MPO’s risk score. Use **Table 5** as a guide for the selecting the MPO’s risk level.

Table 5. Risk Assessment Scoring

Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

Risk Assessment Percentage: 100%

Level of Risk: **Low**

Part 2 Section 2: Long-Range Transportation Plan (LRTP)

Did the MPO adopt a new LRTP in the year that this certification is addressing?

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

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Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP in the year that this certification is addressing?

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

447151-1_TIP amended.pdf (12/14/2021)
SCTPO FY 22 – 26_Amended 12_9_2021.pdf (12/16/2021)
22-09.pdf (2/11/2022)
449419-1_AGN.pdf (2/11/2022)
449419-1_LRTP.pdf (2/11/2022)
449419-1_TIP.pdf (2/11/2022)
449498-1_AGN.pdf (2/11/2022)
449498-1_LRTP.pdf (2/11/2022)
449498-1_TIP.pdf (2/11/2022)
SCTPO Roll Forward Sept 9, 2021_FY 22 – FY 26 TIP.pdf (2/11/2022)
SCTPO Amendment 2_10_2022_FY 22 – FY 26 TIP.pdf (2/11/2022)
444787-1_TIP amended.pdf (2/11/2022)
440424-2_TIP amended.pdf (2/11/2022)
440424-2_AGN.pdf (3/11/2022)
440424-2_LRTP.pdf (3/11/2022)
440424-2_TIP amended.pdf (3/11/2022)
440424-2_TIP original.pdf (3/11/2022)
444787-1_AGN.pdf (3/11/2022)
444787-1_LRTP.pdf (3/11/2022)
444787-1_TIP amended.pdf (3/11/2022)
426905-4_AGN.pdf (3/11/2022)

426905-4_LRTP.pdf **(3/11/2022)**
426905-4_TIP amended.pdf **(3/11/2022)**
426905-4_TIP original.pdf **(3/11/2022)**
435657-1_AGN.pdf **(3/11/2022)**
435657-1_LRTP.pdf **(3/11/2022)**
435657-1_TIP amended.pdf **(3/11/2022)**
435657-1_TIP original.pdf **(3/11/2022)**
2023 – 2027 DRAFT for Public Review.pdf **(5/17/2022)**
SCTPO_Draft TIP Review Checklist _05-17-22.pdf **(5/17/2022)**

Part 2 Section 4: Unified Planning Work Program (UPWP)

Did the MPO adopt a new UPWP in the year that this certification is addressing?

Please Check: Yes No

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

Cost Analysis Certification Rev 9.docx.pdf (10/13/2021)
SCTPO_Rev9_Revision Form 1 of 2 rh.pdf (10/13/2021)
SCTPO_Rev9_Revision Form 1 of 2.pdf (10/13/2021)
SCTPO_Rev9_Revision Form 2 of 2 rh.pdf (10/13/2021)
SCTPO_Rev9_Revision Form 2 of 2.pdf (10/13/2021)
SCTPO_Rev9_Task and Budget pages_ORIGINAL.pdf (10/13/2021)
SCTPO_Rev9_Task and Budget pages_PROPOSED.pdf (10/13/2021)
Cost Analysis Certification Rev 10.pdf (2/9/2022)
SCTPO_Rev10_Revision Form 1 of 2.pdf (2/9/2022)
SCTPO_Rev10_Revision Form 1 of 2_RH.pdf (2/9/2022)
SCTPO_Rev10_Revision Form 2 of 2.pdf (2/9/2022)
SCTPO_Rev10_Revision Form 2 of 2_RH.pdf (2/9/2022)
SCTPO_Rev10_Task and Budget pages_ORIGINAL.pdf (2/9/2022)
SCTPO_Rev10_Task and Budget pages_PROPOSED.pdf (2/9/2022)
Cost Analysis Certification Rev 11.docx.pdf (3/11/2022)
RES 22-15 FY22 SU De-ob_3-10-2022.pdf (3/11/2022)
SCTPO March 10, 2022 Meeting Agenda.pdf (3/11/2022)
SCTPO_Rev11_Revision Form 1 of 1 (1).pdf (3/11/2022)
SCTPO_Rev11_Revision Form 1 of 1 rh.pdf (3/11/2022)
SCTPO_Rev11_Revision Form 1 of 1 rh-jbm.pdf (3/11/2022)
SCTPO_Rev11_Task and Budget Pages_ORIGINAL.pdf (3/11/2022)

SCTPO_Rev11_Task and Budget Pages_PROPOSED.pdf (3/11/2022)
Draft FY 23-24 UPWP March 2022.pdf (3/15/2022)
UPWP Checklist – DRAFT_SCTPO.pdf (3/15/2022)
1-Adopted FY 23-24 UPWP May 12 2022.pdf (5/13/2022)
2022 06 15 SpaceCoast UPWP Approval Letter FINAL-Signed SULLIVAN.pdf (5/13/2022)
CostAnlaysisCert_Form_SCTPO.pdf (5/13/2022)
RES 22-17 UPWP Adoption.pdf (5/13/2022)
UPWP Checklist – FINAL_SCTPO.pdf (5/13/2022)
SCTPO_Rev12_Revision Form 1 of 2.pdf (6/27/2022)
SCTPO_Rev12_Revision Form 2 of 2.pdf (6/27/2022)
SCTPO_Rev12_Task and Budget Pages_ORIGINAL.pdf (6/27/2022)
SCTPO_Rev12_Task and Budget Pages_PROPOSED.pdf (6/27/2022)
CostAnlaysisCert_Form_SCTPO.docx.pdf (8/23/2022)
Governing Board Agenda 9-8-2022.pdf (8/23/2022)
Resolution 23-03 UPWP FTA 5305 Reduction to Actual.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 1 of 6 ver2.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 1 of 6 ver2-FHWA.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 2 of 6 ver2.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 2 of 6 ver2-FHWA.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 3 of 6 ver2.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 3 of 6 ver2-FHWA.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 4 of 6 ver2.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 4 of 6 ver2-FHWA.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 5 of 6 ver2.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 5 of 6 ver2_JS signature (FTA).pdf (8/23/2022)
SCTPO_Rev1_Revision Form 6 of 6 ver2.pdf (8/23/2022)
SCTPO_Rev1_Revision Form 6 of 6 ver2_CTD signature.pdf (8/23/2022)
SCTPO_Rev1_Task and Budget Pages_ORIGINAL.pdf (8/23/2022)
SCTPO_Rev1_Task and Budget Pages_PROPOSED_Revised.pdf (8/23/2022)
Internal Close-Out form letter V3_SCTPO.pdf (9/21/2022)
SCTPO FHWA Funds Closeout Confirmation_SCTPO signed.pdf (9/21/2022)

Part 2 Section 5: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Title(s) of Attachment(s)

N/A

Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding

Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

Please Check: Yes **No** **N/A**

Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

Please Check: Yes No N/A

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

Please Check: Yes No N/A

3. Does the contract only permit the use of the approved FDOT race-neutral program?

Please Check: Yes No N/A

4. Does the contract specify the race neutral or 'aspirational' goal of 10.65%?

Please Check: Yes No N/A

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

Please Check: Yes No N/A

6. Does the contract contain required civil rights clauses, including:
- a. Nondiscrimination in contracting statement (49 CFR 26.13)
 - b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
 - c. FDOT DBE specifications

Please Check: Yes No N/A

Part 2 Section 8: District Questions

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question(s), and the response in the blanks below. This section is optional and may cover any topic area of which the District would like more information.

1. In CY2022, please explain how the MPO addressed the goals and objectives outlined in your LRTP and how the required performance measures are supported in your plans and priorities.

The LRTP Goals and Objectives relate to Federal Planning Factors, Federal Goals, Federal Performance Measures, and Florida Statewide Goals. The LRTP is considered the “megaplan”.

The SCTPO’s 2023-2025 Governing Board Strategic Plan is a 3-year plan that includes emphasis areas that are tied to the goals and objectives of the LRTP and the federal performance measures.

The SCTPO’s Annual State of the System (SOS) Report assesses how well the transportation system is performing. The SOS report tracks changes in key indicators such as congestion, crashes, vehicle miles traveled and transit ridership. The roadway conditions are scored and ranked for each performance measure evaluated and used during the project prioritization process.

The latest SOS summarizes Brevard County transportation metrics based on the four federally mandated performance measures – Safety, Bridge & Pavement, System Performance, and Transit Asset Management. The corridor analysis approach focused on bridging the gap between our LRTP and the annual project priorities process.

All of the various TPO studies and Plans are integrated in this process and consider the goals and objectives of the LRTP.

Adopting system targets ensures that investment decisions are based on performance of the system and targets where improvements are needed most.

The Transportation Improvement Program includes specific investment priorities that support all of the SCTPO goals using a prioritization and project selection process established in the Long Range Transportation Plan. The Executive Summary on Performance Monitoring discusses how specifically the TPO is investing in programs and projects to improve performance of the transportation system in Brevard.

2. Which processes should FDOT consider improving to assist the MPO in carrying out its day-to-day operations?

- It would be beneficial to have training regarding the DBE requirement.
- TPO staff believes the GAP tool functions poorly.

3. In which areas could FDOT consider improving to enhance the relationship between the MPO's and the Department?

I feel that throughout the years, we continue to build partnerships and friendships. Staffing shortages for both agencies have made it challenging, but we still strive for excellence on both sides.

4. Do you find the FDOT Partnering meetings to be beneficial? If so, which topics would MPO staff like to see FDOT expand upon during our partnering meetings in 2023? If not, do you have any recommendations for future workshops?

FDOT Partnering meetings are great. I thought it was a great idea to invite all MPO staff in an effort to educate and build relationships.

- TPO staff would love a quick introduction to the lead in each department or discipline and their responsibilities.
- Update on the scoping tool.

Part 2 Section 9: Recommendations and Corrective Actions

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the problem must be corrected by the MPO.

Status of Recommendations and/or Corrective Actions from Prior Certifications

All prior certification comments have been satisfied.

Recommendations

Currently, we have no recommendations for the MPO.

Corrective Actions

Currently, we have no corrective actions for the TPO.

Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Please also sign and attached the [MPO Joint Certification Statement](#).

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

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