



**Space Coast TPO**

**Calendar Year of Review Period: January 1, 2023, through December 31, 2023.**

**2/9/2024**

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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.

*FDOT Joint Certification*

## 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.

*FDOT Joint Certification*

## 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. Will be updated upon Governor approval of reapportionment plan.

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 Grant Agreement (725-000-01) - Executed 6/2/2023. FDOT Intermodal Grant Program funds awarded to conduct Intermodal Passenger Rail Station Feasibility Study. Expires 6/30/2025.

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 23-24 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 is the cornerstone and foundation for selecting projects and program areas the SCTPO will be delivering to build a coordinated transportation system. As circumstances and needs change, there is an on-going planning process. All plans and programs follow the "3C" approach to ensure it is comprehensive in considering 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

Final Report of the 2022 State of the System was published November 20, 2023.

The Space Coast Transportation Planning Organization (TPO) annually evaluates the state of Brevard's transportation system. The results are summarized in the State of the System (SOS) report which considers usage and performance trends of various transportation modes — highways, transit, seaport, airport, and space. Additionally, safety, mobility, and congestion levels are monitored as well as long term trends. Thus, the SOS provides technical guidance to the TPO on where and how state and federal dollars can be programmed to enhance Brevard's transportation system.

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 Commissioner's 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 the 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?

PLEASE EXPLAIN

## 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. An update to this plan is currently underway for Board approval in February, 2024.

<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 training/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.

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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 Statutes (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 the 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 FDOT 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. New GAP training was provided on February 8, 2024 and staff members participated.

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.

A few projects/achievements that were conducted in 2023 include:

1) **Intermodal Station Feasibility Study:** The SCTPO received a FDOT Intermodal Development Funding in 2023. The intermodal rail station being studied is north of Cocoa near SR 501 (Clearlake Road), SR 528 and US 1, identified as the locally preferred location in the 2016 SCTPO Passenger Rail Station Location Study. The purpose of the study is to identify and analyze intermodal connections to major regional destinations, including potential ridership and infrastructure improvements to support the station. Stakeholder meetings are continuing to develop the conceptual/implementation plan. <https://www.spacecoasttpo.com/what-we-do/planning/intermodal-planning>

2) **Regional Intermodal Connections Committee (RICC):** The SCTPO launched the RICC in 2023 for key stakeholders to collaborate and make recommendations on modal choice and passenger rail initiatives. This committee was important to begin conversations regionally, educate and discuss next steps. The mission is to build a passenger rail station and make connections to the final destinations. This ultimately led to the application for the FDOT Intermodal Development Grant. <https://www.spacecoasttpo.com/what-we-do/planning/intermodal-planning>

3) **Ellis Road INFRA Grant:** The SCTPO provided technical assistance to Brevard County to develop the Ellis Road INFRA grant. Grant development, Benefit Cost Analysis and multiple stakeholder meetings were conducted. This project showed true partnership with FDOT, Brevard County, Melbourne and West Melbourne.

4) **Vision Zero:** As the 2020 Vision Zero Action Plan strategies and goals were accomplished, the SCTPO began updating the new Plan in 2023. The 2024 Vision Zero Action Plan focuses on the next phase of efforts to achieve zero fatalities and serious injuries on our roadways, and better serves our community through the development of new strategies, targets, and best practices identified in recent years. <https://www.spacecoasttpo.com/what-we-do/planning/vision-zero>

The next phase will involve performing supplemental Action Plan activities to further support any future grant proposals and/or helping our local jurisdictions write Implementation grant funding proposals for specific safety projects. The work is still in progress.

**Community Outreach Year to Date:** Participated in 43 outreach opportunities that covered 10 municipalities. 5 helmet fit training, 14 tabling events, 4 presentations, 5 material distributions, 10 hosted events, and 5 bike rodeos. Monthly online campaign to include 33,571 reach and 318 shares.

5) **Bicycle, Pedestrian, and Trails Advisory Committee Strategic Assessment:** As the SCTPO's emphasis areas and planning practices have evolved, the need for a BPTAC strategic assessment has arisen. The assessment will consider the current structure, purpose, mission and direction of the BPTAC. An evaluation on how the BPTAC should be organized and function in a manner that maximizes and supports the Governing Board in achieving their Strategic Plan goals will be conducted.

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Improving modal choice and safety for our most vulnerable roadway users will continue to be the main focus. The project was finalized in the fall of 2023.

6) School Safety Studies: A School Routes Analysis is underway for nine schools in the Cities of Rockledge and Cocoa to identify safety and mobility improvements to improve walking and bicyclist routes and safe access to schools for all modes.

## 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 SCTPO is appreciative of the collaboration efforts for the Ellis Road Widening Project. The Department has shown great leadership in creating Ellis Road Construction Working Group meetings with all municipal stakeholders. Participating in the Ellis Road stakeholder meetings with the business community at the airport was also very meaningful. I value Secretary Tyler for organizing a meeting with Secretary Perdue, Brevard County, and TPO staff in Tallahassee to showcase our project's progress.

As we strive to fully fund the Ellis Project, we look forward to future conversations to discuss other strategies for funding.

We also appreciate all of the participation from the District's Office of Safety for our many community and pop-up events over the course of 2023. This has been invaluable to help educate our citizens on safety.

Our FDOT Liaison, Chuck Koppernolle is very proactive and responsive to citizens and members. Staff appreciates his professionalism.



**Space Coast TPO**

**Calendar Year of Review Period: January 1, 2023, through December 31, 2023.**

**1/30/2024**

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*FDOT Joint Certification*  
*Part 2 – FDOT District*

## 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.



*FDOT Joint Certification*  
*Part 2 – FDOT District*

## 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.*

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Part 2 – FDOT District*

*(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.*

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*Part 2 – FDOT District*

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**

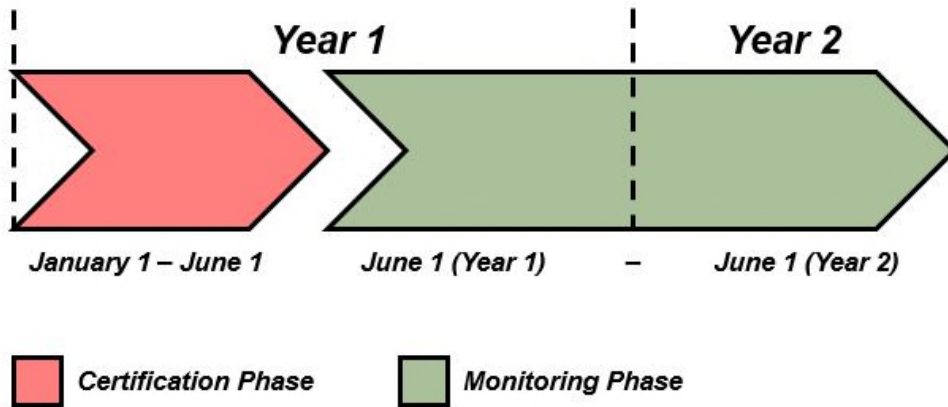
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

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**



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## Part 2

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

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## 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)
G2799-04	10/1/2022–10/31/2022	1/23/2023	No
G2799-05	10/1/2022-11/30/2022	2/3/2023	No
G2799-06	10/1/2022-12/31/2022	2/16/2023	No
G2799-07	10/1/2022-1/31/2023	3/30/2023	No
G2799-08	10/1/2022-2/28/2023	4/25/2023	No
G2799-09	10/1/2022-3/31/2023	5/19/2023	No
G2799-10	1/1/2023-4/30/2023	6/7/2023	No
G2799-11	1/1/2023-5/31/2023	7/7/2023	No
G2799-12	1/1/2023-6/30/2023	8/14/2023	No
G2799-13	7/1/2023-7/31/2023	9/15/2023	No
G2799-14	7/1/2023-8/31/2023	9/22/2023	No
G2799-15	7/1/2023-9/30/2023	12/6/2023	No
<b>MPO Invoice Submittal Total</b>			
<b>Total Number of Invoices that were Submitted on Time</b>			12

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<b>Total Number of Invoices Submitted</b>	12
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### 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
G2799-04 (PL) Review Date: 1/25/2023	7
G2799-05 (PL) Review Date: 2/13/2023	7
G2799-06 (PL) Review Date: 2/16/2023	7
G2799-07 (PL) Review Date: 4/23/2023	7



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<b>G2799-08 (PL) Review Date: 5/1/2023</b>	7
<b>G2799-09 (PL) Review Date: 5/22/2023</b>	7
<b>G2799-10 (PL) Review Date: 6/9/2023</b>	7
<b>G2799-11 (PL) Review Date: 7/7/2023</b>	7
<b>G2799-12 (PL) Review Date: 8/15/2023</b>	7
<b>G2799-13 (PL) Review Date: 9/18/2023</b>	7
<b>G2799-14 (PL) Review Date: 9/26/2023</b>	7
<b>G2799-15 (PL) Review Date: 12/6/2023</b>	7
<b>MPO Invoice Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	84

*\*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
G2799-11 Reviewed: 1/30/2024	23
*Only 23 questions applied	
<b>MPO Supporting Documentation Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	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

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< 52 percent	High	Quarterly
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**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

Click or tap here to enter text.

## 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

Final TIP review checklist_SCTPO.pdf TIP FY 24-28, Adopted July 13, 2023.pdf Draft TIP review checklist_SCTPO.pdf FY 24- 28 TIP DRAFT FOR PUBLIC REVIEW_MAY 2023.pdf
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## 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

Click or tap here to enter text.

## **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
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## **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**

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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. Which process should FDOT consider improving to assist the MPO/TPO in carrying out its day-to-day operations?

Updating the FDOT Work Program Mainframe system would be beneficial. The D5 Work Program office is very helpful in supplying snapshots and gaming reports so that we can monitor funding for project priorities. The system is very antiquated and needs an overhaul to be more efficient for everyone.

It would be helpful to remind the Project Managers to keep the Liaisons in the loop regarding projects. They are on the front lines in meetings representing the Department.

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

We feel the TPO and FDOT District Five have a great working relationship. We consider FDOT a partner and enjoy friendships among our agencies.

3. Please provide any regional planning activities anticipated within the next year and provide details.

- **Advance 2050 Long Range Transportation Plan and Advance 2035 Transit Development Plan:** We are underway in the development of our new Long Range Transportation Plan as well as the development of the 2035 Transit Plan. This is a critical path for setting the vision for a regional multimodal transportation system for Brevard County and beyond. The TPO held a State of Transportation Symposium to kick-off this effort to ensure we heard from all our transportation partners. We are appreciative of FDOT's participation in this event. The event and Advance 2050 / Advance 2035 can be found here: <https://www.spacecoasttpo.com/what-we-do/planning/core-work-products/long-range-transportation-plan>
- **Intermodal Station Feasibility Study:** We included this as a best practice but also feel this is a critical regional project. The SCTPO received a FDOT Intermodal Development Funding in 2023. The intermodal rail station being studied is north of Cocoa near SR 501 (Clearlake Road), SR 528 and US 1, identified as the locally preferred location in the 2016 SCTPO Passenger Rail Station Location Study. The purpose of the study is to identify and analyze intermodal connections to major regional destinations, including potential ridership and infrastructure improvements to

support the station. Stakeholder meetings are continuing to develop the conceptual/implementation plan. <https://www.spacecoasttpo.com/what-we-do/planning/intermodal-planning>

- **South Brevard Trails Master Plan:** The Southern Brevard Trails Master Plan will build off the existing Showcase Trail Network and adopted Bicycle & Pedestrian Master Plan to develop a Southern Brevard trail network, prioritizing, and moving a trail forward via feasibility study(s). The development of the Master Plan will include coordination with key stakeholders and provide both in-person and virtual public engagement activities. One of those key stakeholders are Indian River County MPO to the South.
- Also, we are planning to coordinate with the River to Sea TPO to discuss the planning for 2 trail connections to the North in Volusia County.
- **Indian River County MPO:** Early coordination has begun with the Indian River County MPO to discuss updating our interlocal agreement and best planning practices.
- **East Central Florida Regional Planning Council:** The TPO serves on the Regional Resiliency Collaborative to empower the communities in East Central Florida to advance resilience strategies that strengthen and protect the built infrastructure and natural environment, enhance health and equity, and ensure a thriving economy.
- **Central Florida MPO Alliance:** A forum for the 6 MPOs of Central Florida to collectively discuss common issues and plan to ensure good regional connectivity.
- **Central Florida Expressway Authority:** As a Brevard Commissioner serves on the Expressway Authority Board, we continue to coordinate with CFX to ensure regional coordination and partnerships for long range planning.

1. Question

PLEASE EXPLAIN

2.

## 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 TPO

### 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

Click or tap here to enter text.

FLORIDA DEPARTMENT OF TRANSPORTATION  
**MPO JOINT CERTIFICATION STATEMENT**

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 February 14, 2024.

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.

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

05/24/2024 | 1:58 PM EDT  
Date



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

March 25, 2024  
Date