

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT


525-010-05c
POLICY PLANNING
02/18

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:

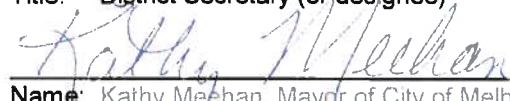
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) 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 March 12, 2019.

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: Michael Shannon, P.E.
Title: District Secretary (or designee)



Name: Kathy Meehan, Mayor of City of Melbourne
Title: MPO Chairman (or designee)

5-24/19

Date

05/09/2019

Date



Space Coast TPO

Joint Certification – 01/01/2018 – 12/31/2018

03/12/2019

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Purpose

Each year, the District and the 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.

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.

Please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.

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.

If the MPO has adopted a new UPWP or LRTP during the year covered by this certification, please attach any correspondence or comments related to the draft or final UPWP or LRTP, and any related checklists used by Central Office and the District, as an appendix to this certification report.

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Please include any required attachments, such as the [MPO Joint Certification Statements and Assurances](#) document that must accompany the completed Certification report as an appendix to the Final Joint Certification Package.

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.

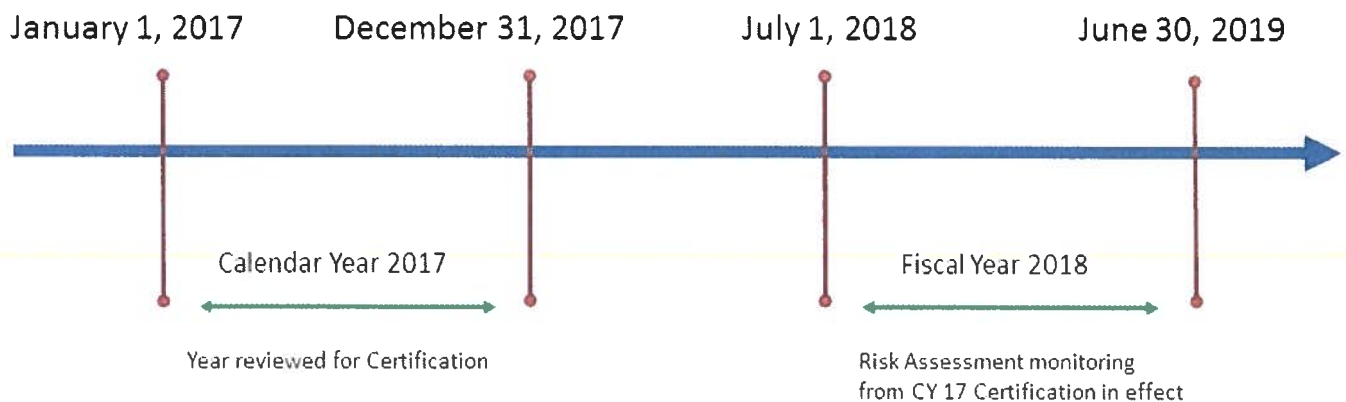
The final Certification Package shall include Part 1, Part 2, and any required attachments, and be transmitted to Central Office no later than June 30 of each year.

Risk Assessment Process

Part 1 Section 1: Risk Assessment satisfies the Risk Assessment requirements described in [2 CFR §200.331](#). These questions are quantified using a point scale to assign a level of risk for each MPO, which will be updated annually as a result of the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Risk Assessment: Certification Year vs. Monitoring



Part 1

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

Part 1 Section 1: Risk Assessment

MPO Invoicing: List the invoices and dates that they were submitted for reimbursement during the certification period (Calendar Year).

<u>Invoice #</u>	<u>Invoice Period</u>	<u>Date forwarded to FDOT for payment</u>	<u>Was invoice submitted more than 90 days after the end of the Invoice Period? (Yes/No)</u>	<u>+1 for each invoice over 90 days</u>
G0B22-7 (PL&SU)	07/01/2017 – 01/31/2018	04/23/2018	No	0
G0B22-8 (PL&SU)	07/01/2017 – 03/31/2018	06/13/2018	No	0
G0B22-9 (PL&SU)	07/01/2017 – 05/31/2018	07/25/2018	No	0
G0B22-10 (PL&SU)	07/01/2017 – 06/30/2018	08/16/2018	No	0
G0B22-15 (SU)	07/01/2017 – 03/31/2018	05/29/2018	No	0
G0B22-16 (SU)	04/01/2018 – 05/31/2018	07/25/2018	No	0
G0W42-1	07/01/2018 – 07/31/2018	10/01/2018	No	0
G0W42-2	07/28/2018 – 08/31/2018	10/05/2018	No	0
G0W42-3	08/25/2018 – 09/30/2018	11/29/2018	No	0
G0W42-4	10/01/2018 – 10/31/2018	12/19/2018	No	0
G0W42-5	10/20/2018 – 11/30/2018	01/15/2019	No	0
G0W42-6	12/01/2018 – 12/31/2018	02/02/2019	No	0

MPO Invoice Review Checklist: List any invoices that were returned to the MPO for corrections or unallowable, unreasonable, or unnecessary expenses.

<u>Invoice #</u>	<u>Invoice Period</u>	<u>+0.5 for each returned invoice</u>
NA	NA	NA
NA	NA	NA

MPO Invoice Review Checklist: List any questions that resulted a “No” answer on the Invoice Review Checklist.

<u>Invoice #</u>	<u>Question</u>	<u>+0.5 for each “No”</u>
NA	NA	NA
NA	NA	NA

MPO Supporting Documentation Review Checklist: Please list any findings for the following items identified on the Invoice Supporting Documentation Review Checklist.

	<u>Review #</u>	<u>+1 for each finding</u>
<u>Personnel Service (MPO Salary & Fringe)</u>		
No Findings, Invoice G0B22-8, Contract G0B22, Invoice Period 07/01/2017 – 03/31/2018, Space Cost Transportation Planning Organization’s (TPO) Payroll Registers, Time Sheets, and Task Sheets were very well organized and easy to maneuver around to find information needed for the checklist.	#1	NA
<u>Consultant Services</u>		
No Findings, Consultant Services were noted on progress reports and invoices. Consultants were paid in a timely manner.	#1	NA

Travel Reimbursement

No Findings, Space Coast TPO submitted the correct Contractor Travel Expense Form. Reimbursement was submitted in a timely manner.	#1	NA
--	----	----

Indirect Rate (if applicable)

No Findings, Space Coast TPO does not bill for Indirect Cost.	#1	NA
---	----	----

Direct Expenses

No Findings, Space Coast TPO had the backup documentation and invoices were paid in a timely manner.	#1	NA
--	----	----

General Findings

Space Coast TPO was able to produce any additional information that was needed for the monitoring review. They were in compliance with the state and federal policies, procedures, and regulations. The TPO's files are well organized and accurately show sufficient evidence to support their invoices, the Department was able to move through the monitoring review without asking many questions.	#1	NA
--	----	----

Invoicing Errors & Omissions: Were any errors or omissions of costs discovered through the MPO on-Site Documentation review that required an adjustment to the next invoice? If so, please identify the invoice number, Invoice Period, and adjustment amount below.

<u>Invoice #</u>	<u>Invoice Period</u>	<u>Adjustment Amount</u>	<u>+2 for each error or omission</u>
NA	NA	NA	NA

Risk Assessment Point Total: 0

Level of Risk: Low

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Part 1 Section 2: Long-Range Transportation Plan (LRTP)

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

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

Part 1 Section 3: Transportation Improvement Program (TIP)

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

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

Part 1 Section 4: Unified Planning Work Program (UPWP)

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

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to the final Joint Certification Package.

Part 1 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.

Part 1 Section 6: 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, 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. Question

Please Explain

1. Each MPO/TPO shall recommend and approve a Community Transportation Coordinator (CTC) for their area. How does the MPO/TPO interact with the CTC? What activities does the MPO/TPO participate in with the transit provider?

The SCTPO and the CTC, Space Coast Area Transit (SCAT) coordinates very closely and collaborates whenever possible. SCAT serves on both the Technical Advisory Committee and Bicycle/Pedestrian/Trails Advisory Committee and SCTPO staff sits on the Transportation Disadvantaged Local Coordinating Board as an advisor. SCTPO also hosts quarterly coordination meetings with SCAT staff to discuss upcoming projects, priorities, and other relevant topics. Over the past 2.5 years, these meetings have continued to grow the relationship between the two organizations, developed the first project priority list, created a Transit Report at committee meetings, and helped guide the SCTPO on how they can help SCAT. Also, the SCTPO recently completed a very thorough ADA Bus Stop Assessment that not only assessed each bus stop, but also created an updateable database and visual booklet.

2. How does the MPO/TPO use their Section 5303 funds to support public transportation?

The SCTPO uses most of their Section 5303 funds to support both bicycle and pedestrian planning and programs that provide outreach and education for all users of the transportation system. The SCTPO most recently used these funds to conduct an update to Space Coast Area Transit's ADA Bus Stops. This project reviewed all 900+ bus stops and evaluated each for ADA compliance. The TPO staff is currently working with SCAT staff conducting in-person meetings with each municipality to determine how recommended improvements can be implemented. Another project that 5303 are being used to help fund is the update to the TPO's Bicycle Pedestrian Master Plan. All transit riders must use bike/ped facilities to reach any transit stop and the master plan will identify gaps and consider transit routes when prioritizing. FTA funds are also being used to assist in funding the current 2045 LRTP under development. Remaining funding is used for staff support conducting and participating in corridor studies that include consideration of access to public transportation.

3. Question

Please Explain

4. Question

Please Explain

Part 1 Section 7: 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.

Status of Recommendations and/or Corrective Actions from Prior Certifications

None to report at this time.

Recommendations

The TPO should continue to utilize as much of their allocated PL funds in their 2-year UPWP as possible, prior to expending their allocated SU funds.

Corrective Actions

None to report at this time.

TRANSPORTATION IMPROVEMENT PROGRAM

APPENDIX A



Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

**MIKE DEW
SECRETARY**

July 23, 2018

Ms. Georganna Gillette, Executive Director
Space Coast TPO
2725 Judge Fran Jamieson Way, Bldg. B
Viera, Florida 32940

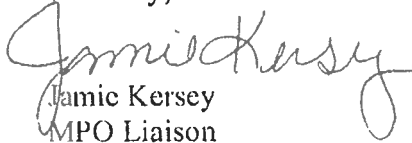
RE: Space Coast Transportation Planning Organization (TPO)
Transportation Improvement Program (TIP), Fiscal Years 2018/2019 to Fiscal Years 2022/2023

The purpose of this letter is to request Space Coast Transportation Planning Organization (TPO) to amend their Transportation Improvement Program (TIP) for Fiscal Years 2018/2019 to Fiscal Year 2022/2023. This amendment is to reconcile the differences between the TIP and the Florida Department of Transportation's (FDOT) Adopted Five Year Work Program. This is a routine, annual process to assist Space Coast TPO in identifying projects that were not committed in the previous Fiscal Year (2017/2018) and have automatically rolled forward into Fiscal Year 2018/2019 of the FDOT Adopted Five Year Work Program.

Please note that Federal Highway Administration and the Federal Transit Administration do not recognized the Fiscal Year 2018/2019 to Fiscal Year 2022/2023 TIP effective until October 1, 2018, which is the beginning of the Federal fiscal year.

TIP PAGE #	FM #	AMEND TO ADD, DELETE, OR CHANGE AMOUNT
41 of 120	N/A	Change the 3-Year Summary of Projects by Funding Category to 5-Year Summary of Projects by Funding Category.

Sincerely,


Jamie Kersey
MPO Liaison

cc: Alex Gramovot, FDOT
Mark Reichart, FDOT
Kellie Smith, FDOT
Teresa Parker, FHWA



Federal Highway Administration
 Florida Division Office
 3500 Financial Plaza, Suite 400
 Tallahassee, Florida 32312
 (850) 553-2201
 www.fhwa.dot.gov/fldiv

Federal Transit Administration
 Region 4 Office
 230 Peachtree St, NW, Suite 1400
 Atlanta, Georgia 30303
 (404) 865-5600

Planning Comments

Document Name: 2018/19-2022/23 Draft Transportation Improvement Program

MPO: Space Coast TPO

Date of Document:
 DRAFT 2018

Date Received:
 6/4/2018

Date Reviewed:
 6/5/2018

District:
 5

Reviewed by: Teresa Parker

COMMENTS:

Page #	Comment Type	Comment Description
22 of 115	Critical	<p>The FDOT Florida Highway Safety Improvement Program (HSIP) annual report documents the statewide interim performance measures toward that zero deaths vision. There are no interim safety performance measures. Please revise.</p> <p>In February 2018, the Space Coast TPO approved Resolution 18-13 to adopt the FDOT statewide HSIP interim safety performance measures and FDOT's 2018 safety targets, which set the target at "0" for each performance measure to reflect the Department's goal of zero deaths. The TPO will continue to work with the State and safety stakeholders to address areas of concern for fatalities or serious injuries within the planning area. There are no interim safety performance measures. Please revise.</p>
	General	Did the TPO make any specific effort to engage new stakeholders?

CHECKLIST FOR TIP

Public Involvement

1. Did the MPO/TPO hold a formal public meeting during the TIP development (YES or NO)

(Y = Yes and N = NO)

Did the MPO/TPO provide adequate and timely notice about public participation activities;

Did the MPO/TPO provide opportunity to comment at key decision points;

Did the MPO/TPO provide reasonable access to information about transportation issues and processes;

Did the MPO/TPO use visualization techniques to describe the TIP;

Did the MPO/TPO make public information available in electronic formats such as the World Wide Web;

Did the MPO/TPO hold public meetings at convenient times and locations;

Did the MPO/TPO demonstrate explicit consideration and response to public input;

Did the MPO/TPO seek out and consider the needs of those traditionally underserved by existing transportation systems such as low-income and minority households;

Did the MPO/TPO provide additional opportunity for public comment if the Final TIP differs significantly from the Draft TIP;

Did the MPO/TPO provide a summary, analysis, and report on the comments received on the TIP if there were a significant number of comments received;

Did the MPO/TPO consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations, and freight movements);

When the MPA includes Federal public lands, did the MPO/TPO involve the Federal land management agencies;

TIP Document

1. Cover Page/Title Page

a. Official MPO/TPO Name

b. State Fiscal Years Covered

c. MPO/TPO Board Approval Date

2. Table of Content, title of each section and beginning page number

3. Endorsement stating the date of official MPO/TPO approval and that the TIP has been developed consistent with federal and state requirements. This may be a copy of the MPO/TPO resolution approving the TIP or a signature block on the document cover page signed by the Chairperson.

4. List of definitions, abbreviations of acronyms and phase codes

5. Statement that purpose of the TIP is to provide a prioritized listing of transportation projects covering a period of four years that is consistent with the metropolitan long-range transportation plan (LRTP).

Pg 11 ✓ 6. Statement that TIP contains all transportation project with Title 23 and Title 49

Pg 12 ✓ 7. Statement explaining that the TIP is financially constrained for each year

Pg 12 ✓ 8. Provide a financial plan that demonstrates how the TIP can be implemented.

Pg 12 ✓ 9. Statement that TIP is developed in cooperation with State and the transit operator

Pg 14 ✓ 10. Describe the project selection process and state that it is consistent with the federal requirements in **23 C.F.R. 450.330(b)** for non-TMA MPOs or **23 C.F.R. 450.330(c)** for TMA MPOs

Pg 15 ✓ 11. Statement that TIP is consistent with Port and Aviation plans and transit development plans

Pg 15 ✓ 12. Statement that projects are in the Local Comprehensive plans

Pg 14 ✓ 13. Statement identifying the MPO/TPO criteria and process for prioritizing projects

Pg 84-97 ✓ 14. Show a list of projects for which federal funds have been obligated in the preceding year.

Pg 16 ✓ 15. Statement that the DRAFT TIP has been made available to public. What techniques were used.

Pg 16 ✓ 16. Statement of when the Joint Certification was completed

Pg 16 ✓ 17. Statement of last FHWA/FTA Certification and when the next one will be done.

Pg 17 ✓ 18. Congestion Management Process if in Transportation Management Areas

Pg 17 ✓ 19. Statement related to the Transportation Disadvantaged services developed pursuant to 427.015

see WP 20. Project Information to include:

- a. Financial Management Number
- b. Project Description the same as Work Program, Work Type, Termini, and Length
- c. Phase or Phases
- d. Fund Source
- e. Estimated Total Project Cost
- f. Fiscal Year Funding Is In
- g. Summary tables showing the financial constraint of the program
- h. Reference of I.RTP page project is on
- i. Category of Federal Funds and sources(s) of Non-Federal Funds
- j. Responsible Agency
- k. The FTA Section Number should be indicated for FTA projects

UNIFIED PLANNING WORK PROGRAM (UPWP)

APPENDIX B



Florida Department of Transportation

RICK SCOTT
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

MIKE DEW
SECRETARY

April 17th, 2018

Mr. Bob Kamm
Space Coast TPO
2725 Judge Fran Jamieson Way
Building B, Room 105
Melbourne, FL 32940

RE: Draft comments on the Fiscal Year 2018/2019 and Fiscal Year 2019/2020 Unified Planning Work Program (UPWP) for the Space Coast Transportation Planning Organization

Dear Mr. Kamm:

The reason for this letter is to provide comments from the review of the Space Coast TPO's Draft Unified Planning Work Program (UPWP) for Fiscal Year 2018/2019 and Fiscal Year 2019/2020. Please note below the comments made by the Florida Department of Transportation, Office of Policy Planning, and District Five Planning Office.

In order to meet the schedule contained in the FDOT MPO Program Management Handbook, and to be certain of receiving authorization to expend Fiscal Year 2018/2019 Planning Funds, beginning on July 1, 2018, the MPO needs to revise and adopt the Final UPWP and submit it to my office, Florida Department of Transportation, 719 South Woodland Boulevard, DeLand, FL 32720, and other appropriate agencies no later than May 15, 2018.

As always, I would like to extend my appreciation to the Space Coast TPO for their willingness to work so well with me to accomplish our tasks together. If I can do anything to assist or provide guidance to help with the development of the UPWP, please do not hesitate to contact me.

Comments of Draft UPWP:

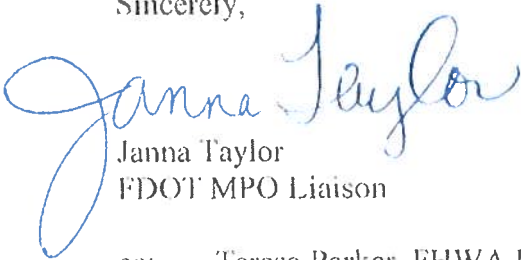
1. Front Cover FTA FY 19 FM No. is 431402-1-14-28.
2. The MPOs Joint Certification Statement (Appendix C) does not need to be included in the UPWP.

Recommendations of the Draft UPWP:

1. An interactive table of contents would be very helpful to navigate the UPWP.

2. The Statements and Assurances forms (Appendix C) have been updated since the TPO drafted their UPWP. They are not required to update these forms, as the content has not changed, but the title has changed and it would be helpful if they include the most recent version of the forms for consistency. The most up-to-date version of the UPWP Statements and Assurances are available at the following link:
https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId_1795

Sincerely,



Janna Taylor
FDOT MPO Liaison

cc: Teresa Parker, FHWA Planning
Alex Gramovot, FDOT CO Policy Planning
Diane Quigley, FDOT CO Transit Planning
Diane Poitras, FDOT District 5 Transit Office
Keith Melton, Federal Transit Administration
Kellie Smith, FDOT District 5 Planning Office
Jon Ausman, FDOT CO FDOT Transit Planning



Federal Highway Administration

Florida Division Office
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Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

Federal Transit Administration

Region 4 Office
230 Peachtree St, NW, Suite 1400
Atlanta, Georgia 30303
(404) 865-5600

June 15, 2018

Ms. Kellie Smith
Government Liaison Administrator
719 South Woodland Boulevard
Deland, FL 32720

Dear Ms. Smith:

The following is in response to your staff's transmittal of the Final Fiscal Year (FY) 2018/19 - 2019/20 Unified Planning Work Program (UPWP) for our review that was developed and adopted by the Space Coast Transportation Planning Organization (TPO) in coordination with the Florida Department of Transportation (FDOT), the local transit service provider, and other area planning process participants.

Upon our review of the Final UPWP, we have determined that the document satisfies the requirements of 23 United States Code (U.S.C.) 134, 49 U.S.C. 5303, 23 Code of Federal Regulations (CFR) Part 420, 49 CFR Part 18 and other pertinent legislation, regulations, and policies.

Please ensure that the following Scope of Services for planning contracts and individual task work orders on continuing service contracts identified in the following tasks are sent to the Federal Highway Administration (FHWA) for review and approval: Task 4.0 Contract Consultant Services.

Late in the UPWP development process questions arose regarding how FDOT and the MPOs document transfers of funding for tasks that cross MPO areas. As a result, the documentation of these transfers is not consistent throughout the state. After July 1, 2018, changes will need to be made to the UPWP regarding the tasks and budget tables detailing the MPO's transfer of funds to FDOT or another MPO, if such tasks are included in the UPWP. FHWA will work with the MPO and FDOT to provide assistance in order to resolve this issue by October 31, 2018.

As delegated in the January 2011 Memorandum of Agreement between the FHWA, Florida Division and the Federal Transit Administration (FTA), Region IV for Administration of Transportation Planning and Programming, the FHWA approves the MPO's FY 2018/19 - 2019/20 UPWP submitted by your office.

The FY 2018/19 – 2019/20 UPWP reflects \$995,151 of Metropolitan Planning funds (PL), \$986,196 of Surface Transportation Program (STP) funds for 2018/19, \$729,177 of PL funds, and \$651,374 of STP funds for 2019/20. The funds for FY 2018/19 are available upon an approved authorization. Expenditure invoicing and progress reports should be submitted quarterly, with copies to the FHWA. Expenditures incurred without prior authorization will not be reimbursed.

The funds for FY 2019/20 will not be available for use until July 1, 2019, and may need to be adjusted prior to this date to accurately reflect the federal funds available to the TPO at that time. Close-out of the federal funds shall occur 90 days after the end of FY 2019/20 state fiscal year (by September 30, 2020). Any exception to this timeframe must have prior approval by the FHWA.

We appreciate your staff's efforts in the development and review of this TPO's UPWP. If you have any questions, please feel free to contact Ms. Teresa Parker via email Teresa.parker@dot.gov or via telephone 407 867-6415.

Sincerely,



FOR: James Christian, P.E.
Division Administrator
Federal Highway Administration

cc: Ms. Georganna Gillette, Space Coast TPO
Ms. Jamie Kersey, FDOT District 5
Ms. Kayleen Hamilton, FDOT District 5
Ms. Teresa Parker, FHWA
Ms. Stacie Blizzard, FHWA
Ms. Karen Brunelle, FHWA
Mr. Rob Sachnin, FTA Region 4
Ms. Carrie Thompson, FDOT (MS-21)
Mr. Mark Reichert, FDOT (MS-28)
Mr. Alex Gramovot, FDOT (MS-28)

SCTPO UPWP

MPO Name	Draft / Final		Date Received
UPWP Check List	Yes	No	Comment
A. COVER AND TITLE PAGE			
Includes CFDA Number?	✓		
Includes Federal Aid Project Number (FAP)?	✓		
Includes FM Number (Work Program)?	✓		
Name of MPO and Funding Agencies?	✓		
The correct fiscal years for the proposed UPWP are listed?			1918-1919 10/15/18 21
MPO physical, mailing, and website addresses; phone numbers	✓		
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?			
The Final UPWP includes the Cost Analysis Certification signed and dated by the Grant Manager (MPO Liaison)?	✓		
B. TABLE OF CONTENTS			
Introduction	✓		
Organization and Management	✓		
Work Program Task Sheets – includes the following sections:			
• Administration <i>manag</i>	✓		pg 22
• Data Collection <i>mon/col</i>	✓		11/3
• Transportation Improvement Program <i>pr. 10/11/18</i>			3
• Long Range Transportation Plan <i>Plan</i>			15
• Special Project Planning <i>sp. 23</i>	✓		
• Public Involvement <i>Engage</i>	✓		
Summary Budget – Table 1	✓		
Agency Participation (broken out by year)			
Summary Budget – Table 2			
Funding Source (broken out by year)			
District Planning Activities	✓		
Statements and Assurances	✓		
FTA Grant Application (if included in UPWP)			
Each Task is consistent in number, wording, and references page numbers with each respective task sheet			
C. INTRODUCTION			
Brief definition of the UPWP	✓		
Current overview of the status of comprehensive transportation planning activities			
Discussion of local and regional planning priorities	✓		

SCIPD

MPO Name	Draft / Final		Date Received
	Yes	No	Comment
UPWP Check List			
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)			
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding sources or agencies conducting air quality activities;			
Discussion of soft match, including a definition and the amount (both as a total and the percent)			
Indirect Cost Rate (if applicable)			
Description of Public Involvement process used in development of UPWP			
Discussion of Planning Emphasis Areas			
D. ORGANIZATION AND MANAGEMENT			
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process			
Discussion of appropriate agreements:			
• Standard Interlocal Agreement			
• Metropolitan Planning Organization (MPO) Agreement			
• Joint Participation Agreement – FTA 5303 funds			
• ICAR Agreement			
• Other agreements			
Identification and discussion of operational procedures and bylaws			
E. WORK PROGRAM TASK SHEETS			
Each sheet should describe individual tasks, be in the same format, and include:			
• Task number and title			11-45
• Purpose			
• Previous work completed			
• Required Activities – how task will be performed; who will perform the task			
• Responsible agency or agencies			
• Proposed funding source(s) – tied into Table 2			
Schedule that adequately describes activities that will take place during the year, including:			
• Schedule of milestones or benchmarks			
• End product(s)			
• Estimated completion date(s)			

SCTPO

MPO Name	Draft / Final		Date Received
UPWP Check List	Yes	No	Comment
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item (<i>an Estimated Budget Detail</i>)			
F. STATEMENTS AND ASSURANCES - See Recommendations Provided by Max			
DBE			
Debarment and Suspension			
Lobbying			
Title VI Nondiscrimination Agreement			
Appendix A			
Appendix E			
G. FTA SECTION 5305(D) APPLICATION (IF INCLUDED IN UPWP)			
Certain FTA grants - Form 424			
Certain FTA Grants: FTA Certification / Assurances			
Affirmation of Applicant			
Affirmation of Applicant's Attorney			
Budget showing total funds by classifications			
Budget showing FTA funds only by classifications			
H. TABLE 1: AGENCY PARTICIPATION			
Participating agencies identified with funding commitments	✓		
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	✓		
Table shows the amount of funds set aside for work by consultants			
There is one table for Year 1 and one table for Year 2			
I. TABLE 2: FUNDING SOURCE			
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet			
The Department's PL and FTA matching funds are shown separately	✓		
Federal, state, and local contribution levels are provided by task and subtask	✓		
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	✓		
There is one table for Year 1 and one table for Year 2	✓		
J. GENERAL			
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution	✓		

50990

MPO Name	Draft / Final		Date Received
	Yes	No	Comment
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included	✓		6/2/15
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP			
The annual audit is included as part of the Program Administration Task, and as a separate line item	✓		
Equipment purchases are identified as part of a task	✓		
Equipment rentals and leases are included by tasks	✓		
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	✓		

**MPO LIAISON INVOICE & SUPPORTING
DOCUMENTATION REVIEW
APPENDIX C**

MPO Liaison Invoice & Supporting Documentation Review

Reviewer Name	<i>Janice Karsay</i>	Date	<i>6-14-18</i>
Reviewer Title	<i>Liaison</i>		

Overall Invoice Package Review – this review is to be performed on each invoice submitted.

Contract No.	<i>G0B22</i>	MPO	<i>South Coast TPO</i>
Amendment No.	<i>4</i>	Invoice No.	<i>G0B22-8 (1/18)</i>
Modification No.	<i>7</i>	Invoice Period	<i>July 1, 2017 - March 31, 2018</i>

	Criteria	Yes/No	Comments
	Does the Invoice Package include the Invoice, Itemized Expenditure Detail Report and Progress Report?	<i>yes</i>	
	Do the service periods of the Itemized Expenditure Detail Report and the Progress Report match the service period of the Invoice?	<i>yes</i>	
	Verify the Total FHWA Previous Payments and FHWA Remaining Balance amounts for each task on the invoice.	<i>yes</i>	
	Does the Total FHWA Current Amount Due for each task on the Invoice match the total current expenses on the Itemized Expenditure Detail Report?	<i>yes</i>	
	Does the Total FHWA Budget Amount for each task on the Invoice match the total current FHWA budgeted amount in UPWP?	<i>yes</i>	
	Review the Expenditure Detail Report for questionable line item expenses. List questionable expenses in "Comments" and follow-up with the MPO.	<i>yes</i>	<i>no questionable expenses</i>
	Verify the budget line items on the Itemized Expenditure Report have not exceeded the Estimated Budget Detail line item budget amounts for each task in the UPWP.	<i>yes</i>	<i>All within budget</i>
	Does the progress report evidence meeting minimum performance standards?	<i>yes</i>	
	Request for Payment Certification as required by 2 CFR 200.415 is signed by MPO Authorized Official.	<i>yes</i>	
	Invoice Package and signed Contract Summary Form Number 350-060-02 submitted to District FSO.	<i>yes</i>	Date Submitted: <i>6-14-18</i>

If the answer is "No" to any of the above questions, or if any questionable line items exist in the Expenditure Report, the invoice must be returned to the MPO for clarification and correction.

MPO Liaison Invoice & Supporting Documentation Review

Reviewer Name	Jannia Kersy	Date	6-14-18
Reviewer Title	Liaison, DSO		

Supporting Documentation Review – the frequency of this review is contingent upon risk assessment. Sampling should include one budget line item from each budget category with the exception of Other Direct Expenses. At least five Other Direct Expenses should be reviewed.

Contract No.	GDB22	MPO	Space Coast TPO
Amendment No.	4	Review Period	July 1, 2017 - March 31, 2018
Modification No.	7		

Personnel Services: Review the entire payroll register and compare to expense being reimbursed. Select one timesheet for a position being reimbursed. Confirm time charged by the task and the invoice period.

Identify the invoice and timesheet selected for review:

Invoice No.	GDB22-8 (FY18)	Timesheet Selected for Review
Invoice Period	July 1, 2017 - March 31, 2018	All

	Criteria	Yes/No	Comments
	Does payroll register match the expense being reimbursed?	Yes	
	Does the timesheet match the expense being reimbursed?	Yes	
	Is the timesheet signed by an MPO authorized official?	Yes	

Consultant Services: Select and review one invoice from management/consulting firm that shows consultant fees.

Identify the MPO invoice and consultant invoice selected for review:

Invoice No.	GDB22-8 (FY18)	Consultant Invoice Selected for Review
Invoice Period	July 1, 2017 - March 31, 2018	PH

	Criteria	Yes/No	Comments
	Are task services documented in the progress report?	Yes	
	Is there evidence payment was made (ex: "Paid with check number")?	Yes	

Travel: Identify and gather the appropriate travel regulations and policies in place at the MPO, including rate(s) and methods if different from the state. Select and review one travel reimbursement.

Identify the invoice and travel reimbursement selected for review:

Invoice No.	GDB22-8 (FY18)	Travel Reimbursement Selected for Review
Invoice Period	July 1, 2017 - March 31, 2018	All

MPO Liaison Invoice & Supporting Documentation Review

Travel (cont.)	Criteria	Yes/No	Comments
	Does the travel reimbursement, including rate(s) and method, comply with MPO policies, 2 CFR §200.474 and 112.061, F.S.?	yes	
	Is the required FDOT Contractor Travel Form Number 300-000-06 used to document travel?	yes	
	Does the travel documentation reflect the appropriate authorizations?	yes	
	Are charges supported by receipts?	yes	
	Are receipts dated during the period of travel?	yes	

Other Direct Expenses: Select and review five Other Direct Expense line item reimbursements for review.

Identify the invoice and Other Direct Expense line items selected for review:

Invoice No(s).	Other Direct Expense Line Items Selected for Review
501322-8 (F418)	
Invoice Period(s)	
July 1, 2017 - March 31, 2018	1. Office Supplies 2. Maintenance Agreement 3. Office Equipment 4. _____ 5. _____

	Criteria – For Each Line Item Selected:	Yes/No	Comments
	Is there an itemized receipt showing date of purchase, name of vendor/store, amount paid, description of goods purchased, and evidence payment was made (ex: "Paid" with check number)?	yes	
	Is the date of purchase within the invoice period?	yes	
	If it is an equipment purchase over \$5,000, is there documented pre-approval by FHWA?	yes	
	Are the expenses allowable?	yes	

Indirect Rate: Identify and gather the MPOs indirect rate documentation, if applicable. Review the approved Indirect Cost Plan/Cost Allocation Plan.

Identify the invoice selected for review:

Invoice No.	Indirect Rate
n/a	
Invoice Period	

	Criteria	Yes/No	Comments
	Does the Indirect Cost Rate and calculation agree with amount invoiced/reimbursed?		

If the answer is "No" to any of the above questions and the MPO is unable to provide correction or clarification, any unallowable or unsupported expenses reimbursed to the MPO may be deducted from the next invoice. See Chapter 3 of the MPO Program Management Handbook for more information.



Space Coast TPO

Joint Certification – 2018

March 12, 2019

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION
Part 2 – MPO

525-010-05b
POLICY PLANNING
11/17

Part 2 - MPO

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Purpose

Each year, the District and the 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 Statements and Assurances](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the Statements and Assurances document. Once all the appropriate parties sign the Statements and Assurances, 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 2

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

Part 2 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 agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

Please Check: Yes No

Standard Interlocal Agreement (525-010-01): Executed July 15, 2014. To be reviewed no later than 2024 and at least every five years thereafter upon review of Governor for examination of membership based on decennial census. MPO Agreement for Planning Funds (525-010-02), Executed May 10, 2018. Runs concurrent with UPWP cycle. New Agreement due July 1, 2020. Intergovernmental Coordination and Review (ICAR) Agreement (525-010-03), Executed June 21, 2017. Review every five years. Expires June 20, 2022. JPA for Section 5305(d) Funding, Executed October 26, 2016. Expires September 30, 2021.

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

Please Check: Yes No

The Space Coast TPO is a part of the Central Florida MPO Alliance coalition and the MPOAC decision making body that meets 9 months out of the year to discuss and prioritize regional projects. The Central Florida MPO Alliance maintains a regional transportation plan and developed a Regional Priority List, address: <https://metroplanorlando.org/board-committees/central-florida-mpo-alliance/>

3. How does the MPOs planning process consider the 10 Planning Factors?

Please Check: Yes No

The TPO will continue to work cooperatively with FHWA, FTA and FDOT to ensure all requirements of the FAST Act are addressed. The FAST Act Federal Planning Factors are incorporated throughout the TPO's activities and projects. A matrix showing the correlation between the UPWP work tasks and the planning factors can be found in the TPO's current FY 19-20 UPWP on pages 18-19. <http://spacecoasttpo.com/plans-programs/unified-planning-work-program/>

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

Please Check: Yes No

The SCTPO's plans and programs follows the "3C" process. SCTPO discusses this process in the Unified Planning Work Program (UPWP) for fiscal years 2019-2020. <http://spacecoasttpo.com/plans-programs/unified-planning-work-program/>

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 2017 can be found on the TPO website:
<http://spacecoasttpo.com/performance-and-data/state-of-the-system-report/>

6. Has the MPO recently reviewed and/or updated its Public Participation Plan? If so, when?

Please Check: Yes No

The SCTPO's most recent Public Participation Plan was adopted on December 8, 2016 and it is reviewed at least every three years. The document provides information on all the SCTPO's activities, document development for the planning process and how to get involved and provide comment for each. The PPP is also provided on the TPO website:
<http://spacecoasttpo.com/get-involved/public-participation-plan/>

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 on October 24, 2016 and included a notice of when the document would be considered for adoption which was December 8, 2016. This notice is included on last page of adopted PPP.
<http://spacecoasttpo.com/get-involved/public-participation-plan/>

8. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

Please Check: Yes No

In 2017, the SCTPO solicited for new General Planning Consultant firms and followed the requirements of 2 C.F.R. 200.320 (d). The SCTPO entered into agreements with the top four firms. There were no solicitations/procurements conducted in calendar year 2018.

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

Note: this documentation is required by 2 C.F.R. 200.324 (a) 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 for a minimum of five years, including those used for procurement of services and goods.

10. 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 the Brevard County Board of County Commissioners for services such as Human Resources, finance, budget, IT, facilities, etc.

11. 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

Yes, all SCTPO project managers are required to review and approve all invoices submitted on projects and that the contract terms and deliverables are correct. The SCTPO also conducts evaluations on all contractors/consultants upon the closeout and completion of all contracts or work orders.

Part 2 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 TPO FDOT liaison. All expenditures are reviewed by project managers, the Assistant Director and Executive Director. All invoices are reviewed by 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. TPO staff also provides all backup documents upon request and coordinates with FDOT for audits. The TPO 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 TPO conducts an annual independent audit of its financial records and submits report to 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 a interlocal agreement, the Brevard County Board of County Commissioners financial management system, SAP. This system provides for 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 and fast 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 SCTPO work products in case additional information is needed 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?

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

Part 2 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, this 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 TPO's Policy PLC-5, Title VI and Related Non-discrimination include contact information and posted on 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

The following language is included in all SCTPO agreements/contracts with its consultants: SECTION XXVII- NONDISCRIMINATION (a) Compliance with Regulation. The TPO and the CONSULTANT shall comply with the regulations of U.S. Department of Transportation relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation, which are herein incorporated by reference and made a part of this Agreement. (b) Nondiscrimination. The TPO and the CONSULTANT, with regard to the Work performed by it after award and prior to completion of the contract Work, will not discriminate on the grounds of race, color, religion, sex or national origin in the selection and retention of a contractor and subcontractors, including procurements of material and leases of equipment. The TPO and the CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Federal regulations. As required by 49 CFR 26.13(b), the CONSULTANT, sub-contractor, or sub-subcontractor, shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The CONSULTANT shall carry out applicable requirements of 49 CFR part 26 in the award and administration of US DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the contractor from future bidding as non-responsible. (c) The TPO will take such action with respect to any subcontract or procurement as the Federal Highway Administration (FHWA) may direct as a means of enforcing such provision, including sanctions for noncompliance; provided, however, that, in the event the TPO becomes involved in, or is threatened with, litigation with a contractor, subcontractor or supplier as a result of such direction, the TPO may request the State of Florida to enter into such litigation to protect the interests of the State of Florida, and, in addition, may request the United States to enter into such litigation to protect the interests of the United States.

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.

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

Please Check: Yes No

At times, the SCTPO will collect general statistical data such as sex, color and disability information on a volunteer 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. An example can be found on the TPO's current Banana River/Pine Tree study project page, titled under documentation of demographic profile.
<http://spacecoasttpo.com/projects-and-studies/sctpo-corridor-studies/banana-river-pine-tree-drive-complete-street-feasibility-study/>

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

Abby Hemenway, attended the District 5 Title VI and ADA SCAT Training on July 11, 2017. She also participated in the 2018 Civil Rights Virtual Symposium. Mrs. Hemenway and Laura Carter attended Title VI training and document review on May 15, 2018.

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 2 Section 4: Disadvantaged Business Enterprises

1. Does the MPO have a 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.

2. Does the MPO use the Equal Opportunity Compliance (EOC) system or other FDOT process to ensure that consultants are entering bidders opportunity list information, as well as accurately and regularly entering DBE commitments and payments?"

Please Check: Yes No

DBE participation as well as Bidder Opportunity List information is collected and tracked by FDOT via the EOC system.

3. 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.

Part 2 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) Completed ADA Bus Stop Analysis with Space Coast Area Transit which involved the creation of summary booklet providing snapshot of ADA status for each municipality. Follow-up meetings are currently being conducted with each local government, SCTPO staff and Space Coast Area Transit to develop a plan for addressing bus stop accessibility issues. SCTPO staff holds quarterly meetings which supports the synchronized project development and implementation efforts.
- 2) Completed the SCTPO Sea Level Rise Vulnerability Assessment to identify areas at risk of inundation in 2018. SCTPO Staff served on the Regional Resiliency Action Plan Steering Committee conducted by ECFRPC and final report was presented to the TPO in March 2019.
- 3) Initiated Bicycle Pedestrian Master Plan Update;
- 4) Initiated development of 2045 LRTP;
- 5) Conducted 2017 State of the System Analysis which serves as the SCTPO's congestion management system.
- 6) Adopted Performance Measures and Transit Assist Management Plan;
- 7) Participated and assisted planning the East Central Florida Regional Rail Trail Ribbon Cutting and Community Ride;
- 8) New Executive Director selected.
- 9) Completed three corridor studies: Wickham, Aurora, and Sarno Rd.
- 10) Initiated Corridor Study on Banana River/Pine Tree Drive;
- 11) Developed a TIP Fact Sheet. This handout provides a very easy to read user friendly handout to educate the public about not only the "what, how, and why" the TPO develops the TIP, but also the "when" so that the public can get involved in the process. Continues to increase social media awareness in the planning process and safety.
- 12) Finalized a major website update on layout and functionality;
- 13) FHWA/FTA Certification – FHWA presented to TPO Board in December – fully certified .
- 14) Participated in the Regional Transit Plan through the Central Florida MPO Alliance.
- 15) Public Outreach Accomplishments 2018 – participated in 125 events; reached 682,960 users via social media; 50 school based programs; 336,861 facebook reach; 3,538 youtube views; 34 press releases; 20,559 website sessions; 14,227 new website users;

Part 2 Section 6: MPO Comments

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

We enjoy a good working relationship with District Five staff and the Central Florida MPOs. We appreciate the dedication and professionalism of our DOT Liaison and look forward to working together with all of our partners in the future.