

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 February 21, 2020.

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.

[Signature]
Name: _____
Title: District Secretary (or designee)

[Signature]
Name: _____
Title: MPO Chairman (or designee)

3-19-2020
Date

3/12/2020
Date



Space Coast TPO

Joint Certification – 1/1/2019 – 12/31/2019

February 21, 2020

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Purpose

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

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

Certification Process

Please read and answer each question within this document.

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

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

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 1 Section 9: Attachments allows you to embed any attachments to the certification, including the MPO [Joint Certification Statements and Assurances](#) document that must accompany the completed certification report. Once all the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed certification in Part 1 Section 9: 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 1 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.331 \(b\)-\(e\)](#), 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 §200.207 Specific conditions.

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

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

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.

(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 Management decision.

(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 Audit services.

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.

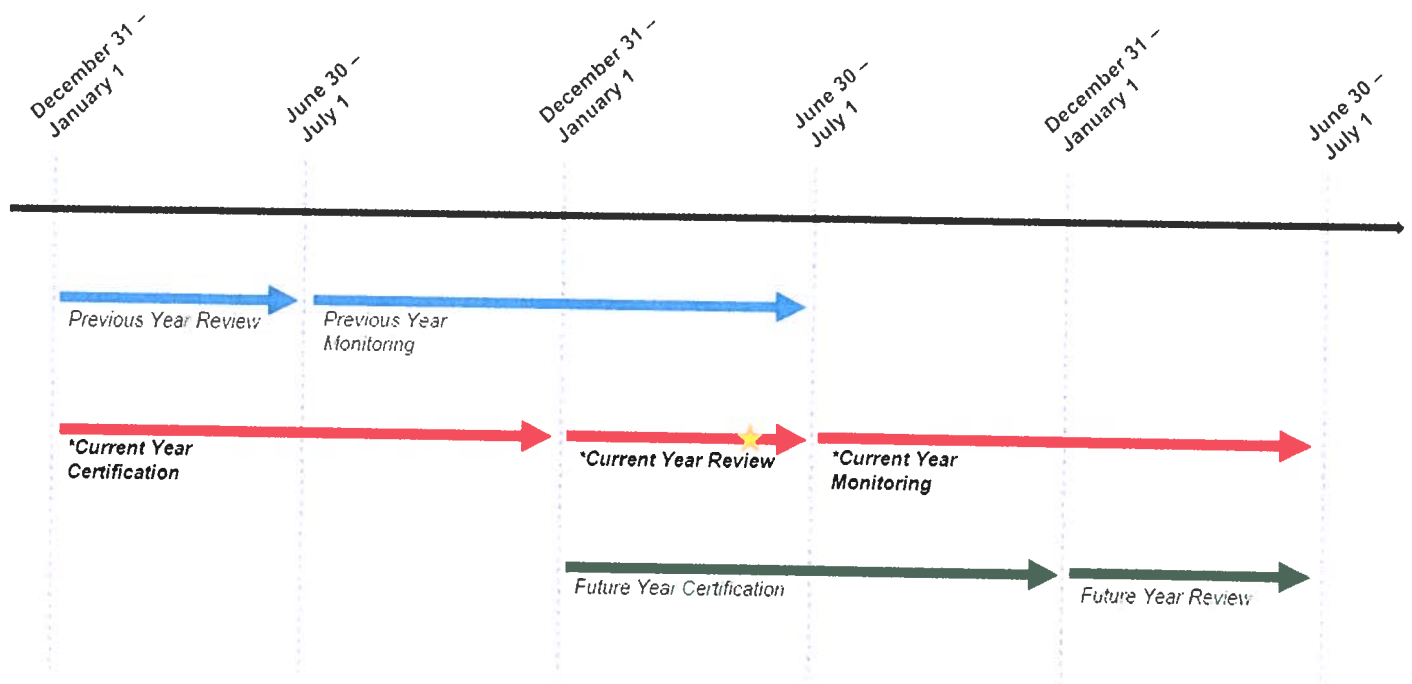
The questions in Part 1 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The 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. The first step is to complete this Risk Assessment during the joint certification for the current year (*The red line in Figure 1*). The current year runs for a 12-month period from January 1 to December 31 of the same year (**Example: January 1, 2018 through December 31, 2018**). There is a 6-month period when the joint certification for the current year is reviewed before the Risk Assessment enters the Monitoring phase. The joint certification review runs from January 1 to June 30 (**Example: January 1, 2019 through June 30, 2019**). After the review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period (**Example: July 1, 2019 to June 30, 2020**). The entire Risk Assessment runs for a total of 30-months. However, there will always be an overlapping of previous year, current year, and future year Risk Assessments. **Figure 1** shows the timeline of Risk Assessment phases and how Risk Assessments can overlap from year to year.

Figure 1. Risk Assessment: Certification Year vs. Monitoring



★ June 1st - Joint Certifications are due to FDOT

Part 1

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

Part 1 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)
G0W42-07	12/29/18 – 1/31/19	3/12/19	No
G0W42-08	1/26/19 – 2/28/19	4/9/19	No
G0W42-09	2/23/19 – 3/31/19	5/23/19	No
G0W42-10	2/1/19 – 4/30/19	6/18/19	No
G0W42-11	4/1/19 – 5/31/19	8/5/19	No
G0W41-12	6/1/19 – 6/30/19	8/22/19	No
G0W42-13	7/1/19 – 7/31/19	9/26/19	No
G0W42-14	7/1/19 – 8/31/19	10/22/19	No
G0W42-15	7/1/19 – 8/31/19	11/7/19	No
G0W42-16	8/24/19 – 9/30/19	11/21/19	No
G0W42-17	8/1/19 – 9/30/19	11/26/19	No
G0W42-18	9/21/19 – 9/30/19	12/16/19	No

MPO Invoice Submittal Total	
Total Number of Invoices that were Submitted on Time	12
Total Number of Invoices Submitted	12

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 budgeted amount because an amendment was not recorded.
- Incorrect invoice number.

Table 3. MPO Invoice Review Checklist Summary

MPO Invoice Review Checklist	Number of Correct Materially Significant Finding Questions
<i>Invoice G0W42-07 Review Date: 3/13/19</i>	7

Invoice G0W42-08 Review Date: 4/11/19	7
Invoice G0W42-09 Review Date: 5/29/19	7
Invoice G0W42-10 Review Date: 6/18/19	7
Invoice G0W42-11 Review Date: 8/8/19	7
Invoice G0W42-12 Review Date: 8/23/19	7
Invoice G0W42-13 Review Date: 10/1/19	7
Invoice G0W42-14 Review Date: 10/23/19	7
Invoice G0W42-15 Review Date: 11/13/19	7
Invoice G0W42-16 Review Date: 12/2/19	7
Invoice G0W42-17 Review Date: 11/27/19	7
Invoice G0W42-18 Review Date: 12/16/19	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	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
<i>Invoice #: G0W42-09 Review Date: 1/14/2020</i>	24
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	24

*Note: There are 24 materially significant questions per MPO Supporting Documentation Review Checklist.

Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements

Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?

Please Check: Yes No

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

Technical Memorandum 19-05Rev: Director's Timesheets and Expenses

Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?

Please Check: Yes No

Risk Assessment Score

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

Table 5. Risk Assessment Scoring

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

Risk Assessment Percentage: 100%

Level of Risk: Low

Part 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 ensure any correspondence or comments related to the draft or final LRTP and the LRTP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

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Part 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 ensure any correspondence or comments related to the draft or final TIP and the TIP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: 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

- | | |
|--------------------------------------|-----------------------------------|
| • SCTPO – Draft TIP Data 20-24: | Uploaded to MPO Portal on 7/5/19 |
| • FDOT District Review of Draft TIP: | Attached to Certification Package |
| • FHWA Comments to Draft TIP: | Attached to Final TIP on 7/11/19 |
| • SCTPO Final Adopted TIP: | Uploaded to MPO Portal on 1/29/20 |

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 ensure any correspondence or comments related to the draft or final UPWP and the UPWP checklist used by Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 1 Section 9: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

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

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Part 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.

Title(s) of Attachment(s)

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Part 1 Section 6: Technical Memorandum 19-03: Documentation of FHWA PL and Non-PL Funding

Did the MPO program all FHWA Planning Funds (PL and non-PL) into the TIP?

Please Check: Yes No

Part 1 Section 7: 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

2. Question

PLEASE EXPLAIN

3. Question

PLEASE EXPLAIN

4. Question

PLEASE EXPLAIN

5. Question

PLEASE EXPLAIN

Part 1 Section 9: Attachments

Please attach any documents required from the sections above or other certification related documents here or through the [MPO Document Portal](#). Link to [MPO Joint Certification Statements and Assurances \(year 1\)](#) or [MPO Joint Certification Statement \(year 2\)](#).

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

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**Florida Department of Transportation Metropolitan Planning Program
Annual Joint Certification
Risk Assessment Calculation Sheet**



The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the FDOT MPO Liaison for the upcoming year. Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.

Table 1. Risk Assessment Score							
Question	Question Description	Example	Directions	Number Correct	Subtotal	Weight Percentage	Total Score
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	Number Correct Column: Enter the number of invoices that were submitted on time. Subtotal Column: Enter the total number of invoices that were submitted.	12	12	30%	30%
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	84	84	25%	25%
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 72 opportunities for materially significant findings, 70 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	23	23	30%	30%
Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements	Was car allowance or mileage recorded appropriately based on the number of business-related miles an employee drives and the cost associated with operating a personal vehicle?	Car allowances or mileage was recorded appropriately.	Number Correct Column: Enter a 1 if car allowance or mileage was recorded appropriately. Enter a 0 if car allowance or mileage was not recorded appropriately.	1	1	5%	5%
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	Number Correct Column: Enter a 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the contract period.	1	1	5%	5%
Technical Memorandum 19-05: Director's Timesheets and Expenses	Were the Director's timesheets and expenses reviewed at least quarterly by the MPO Board, Executive Committee, Board Chair, or Board Treasurer?	The Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate.	Number Correct Column: Enter a 1 if the Director's timesheets and expenses were reviewed at least quarterly by someone other than the Director's subordinate. Enter a 0 if the Director's timesheets were not reviewed at least quarterly by someone other than the Director's subordinate.	1	1	5%	5%
Risk Assessment Score							100%



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **03/13/2019**

Review #: **1**

Invoice No.: **7**

Invoice Period: **12/29/2018-
01/31/2019**

Reviewed By: **J Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **04/11/2019**

Review #: **1**

Invoice No.: **8**

Invoice Period: **01/26/2019-
02/28/2019**

Reviewed By: **J Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

Click to enter details

General Findings

Click to enter details



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **05/29/2019**

Review #: **1**

Invoice No.: **9**

Invoice Period: **02/23/2019-
03/31/2019**

Reviewed By: **J Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

SCTPO resubmitted their SU FY 19 Progress Report to reflect the invoice time period of March 9-31, 2019.

General Findings

Click to enter details



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **06/18/2019**

Review #: **#1**

Invoice No.: **GOW42-10**

Invoice Period: **02/01/2019 –
04/30/2019**

Reviewed By: **Jamie Kersey &
Mary Schoelzel**

Invoice Package

- Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No
- Is the **Invoice Summary** signed by an authorized MPO official? Yes No
- Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

- Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No
- Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No
- Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No
- Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No
- Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

- Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No
- Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

- Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No
- Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

None

General Findings

None



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **08/8/2019**

Review #: **1**

Invoice No.: **11**

Invoice Period: **04/1/2019-
05/31/2019**

Reviewed By: **J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the **Progress Report** forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

SCTPO sent a justification letter explaining why they had to use UPWP modification Revision #9 amounts that was done after the invoicing period.

General Findings

Click to enter details



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **08/23/2019**

Review #: **1**

Invoice No.: **GOW42-12**

Invoice Period: **06/01/2019-
06/30/2019**

Reviewed By: **Jamie Kersey/Mary
Schoezlel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

NONE

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

**MPO FHWA Funds
Invoice Review Checklist**

continued...

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Sent Quarterly Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

During monitoring, further discussion on Compute purchases will take place.

General Findings

NONE



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **10/1/2019**

Review #: **1**

Invoice No.: **13**

Invoice Period: **07/01/2019-
07/31/2019**

Reviewed By: **J Kersey/J
Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

General Findings

Click to enter details



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **10/23/2019**

Review #: **1**

Invoice No.: **14**

Invoice Period: **07/01/2019-
08/31/2019**

Reviewed By: **J Kersey/Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

**MPO FHWA Funds
Invoice Review Checklist**

continued...

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

No Comments

General Findings

No Findings



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **11/13/2019**

Review #: **2**

Invoice No.: **15**

Invoice Period: **07/01/2019-
08/31/2019**

Reviewed By: **J Kersey/Joel
Graeff**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the **Progress Report** forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

No Comments

General Findings

SU Totals were corrected twice by the TPO.



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **12/2/2019**

Review #: **1**

Invoice No.: **16**

Invoice Period: **08/24/2019-
09/30/2019**

Reviewed By: **J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the **Progress Report** forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

No Comments

General Findings

No findings.



MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **11/27/2019**

Review #: **1**

Invoice No.: **17**

Invoice Period: **09/01/2019-
09/30/2019**

Reviewed By: **J Kersey**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

No Comments

General Findings

No findings.



FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF POLICY PLANNING

MPO FHWA Funds Invoice Review Checklist

This MPO FHWA Funds Invoice Review Checklist is to be completed and saved with each FHWA funds invoice.

Please note: below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast TPO**

Contract: **GOW42**

Date of Review: **12/16/2019**

Review #: **1**

Invoice No.: **18**

Invoice Period: **09/21/2019 -
09/30/2019**

Reviewed By: **J Kersey/Mary
Schoelzel**

Invoice Package

Did invoice package include: **Invoice Summary, Itemized Expenditure Detail Report** for each billed task, and a **Progress Report**? Yes No

Is the **Invoice Summary** signed by an authorized MPO official? Yes No

Is the invoice able to be processed for reimbursement as initially submitted? Yes No

Invoice Summary

Do the task amounts shown in the FHWA (PL) and (SU) (and any other funds) **Current Amount Due** column match the **Itemized Expenditure Detail Report, Current Amount Due**? Yes No

Are the amounts shown in the **Total FHWA Previous Payments** column accurate? Yes No

Do the amounts shown in **Total FHWA Budgeted Amount** column match the current UPWP? Yes No

Is the **Total FHWA Current Amount Due** equal to or less than the **Total FHWA Budget Amount**? Yes No

Is the **Total FHWA Current Amount Due** amount requested equal to or less than the **Current Authorization Amount, by FPN**? Yes No

Itemized Expenditure Detail

Is the correct **FPN, Invoice Number, UPWP Revision, and Invoice Period** shown on all **Itemized Expenditure Detail Report** pages? Yes No

Are expenses shown on the **Itemized Expenditure Detail Report** reasonable, allowable and necessary? Yes No

Please list any unreasonable, unallowable, or unnecessary expenses below.

Click to enter details

Progress Report

Do the activities listed in the **Progress Report** align with the tasks charged within the invoice? Yes No

Was the Progress Report forwarded to Central Office, to be transmitted to FHWA? Yes No

Submitted Invoice

Was the invoice submitted to District Financial Services with signed Contract Summary Form (350-060-02) Yes No

Was the MPO notified when the invoice was submitted to District Financial Services? Yes No

General Comments and Recommendations

No Comments

General Findings

No findings.



MPO FHWA Funds Invoice Supporting Documentation Review Checklist

The MPO's Supporting Documentation Review is to be completed at the frequency required by the MPO's Risk Assessment, as a part of the Annual MPO Joint Certification Process. The checklist should be completed and saved with invoice documentation, uploaded to the SharePoint Site for tracking by Central Office, and forwarded to MPO for their records.

Please note: Below you will be required to identify any comments, recommendations, or findings. Comments and recommendations are at the discretion of the District, but findings must be supported by documentation, and identify corrections that must be made for the MPO to be reimbursed. Findings factor into the MPOs level of risk, determined by the Risk Assessment in the Annual Joint Certification.

MPO: **Space Coast Transportation Planning Organization**

Contract: **GOW42**

Date of Review: **01/14/2020**

Review #: **1**

Invoice No.: **GOW42-09**

Invoice Period: **02/23/2019-
03/31/2019**

Reviewed By: **Jamie
Kersey/Mary
Schuelzel**

Personnel Service (MPO staff salary & fringe)

Review the payroll register and compare to expenses being reimbursed. Select one staff member and confirm details below.

Were personnel service expenses incurred within the Invoice Period? Yes No

Employee's time sheet selected for review? **Carol Maki-Holden/Finance Specialist – For PL Funding
Laura Carter/Assistant Director – For SU Funding**

Does the payroll register fall within the dates match Invoice Period? Yes No

Do the hours shown on the payroll register match hours match hours requested? Yes No

Does the employee's timesheet match the expenses being requested for reimbursement? Yes No

Are amounts shown on payroll register and task charges accurately recorded on Itemized Expenditure Detail Report? Yes No

Are fringe charges equitably distributed to all grants? **PL/SU/FTA** Yes No

Is the timesheet signed by an authorized MPO official? Yes No

Comments and Recommendations on Personnel Services Expenses

The TPO is hosted by Brevard County.

Findings on Personnel Services Expenses

No Findings

Consultant Services

Select one consultant invoice and confirm details below.

- Were consultant service expenses incurred within the **Invoice Period**? Yes No
- Consultant invoice selected for review? **Kittleson and Associates and Bowstern LLC**
- Are charges shown on invoice accurately recorded on **Itemized Expenditure Detail Report**? Yes No
- Are the consultant services invoice dates of service within the **Invoice Period**? Yes No
- Are the task services documented in the progress report? Yes No
- Is there documentation to show that invoice was paid? Yes No

Comments and Recommendations on Consultant Services Expenses

No Comments

Findings on Consultant Services Expenses

No Findings

Travel Reimbursement

If travel reimbursement was requested on this invoice, select one travel reimbursement. Refer to the MPO's travel policies and regulations to answer questions below.

- Were travel expenses incurred within the **Invoice Period**? Yes No
- Employee's travel reimbursement selected for review? **Georganna Gillette 01/09/19 – 01/31/19**
- Are charges shown on the travel form accurately recorded on the task's **Itemized Expenditure Detail Report**? Yes No
- Has the TPO established its own travel policy? Yes No
- Does the travel reimbursement comply with MPO or State travel policies and regulations? Yes No
- Are charges recorded on FDOT Contractor Travel Form (300-000-06)? Yes No
- Is travel request signed by an MPO authorized official? Yes No
- Are travel charges supported by documentation as required by travel policy? Yes No

Comments and Recommendations on Travel Reimbursement Expenses

No Comments

Findings on Travel Reimbursement Expenses

No Findings

Direct Expenses

Select and review five direct expense line items.

Were direct expenses incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#1 Direct expense selected for review	Postage – Brevard County – Journal Ledger Entry Doc #324951	
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#2 Direct expense selected for review	Rental Lease for Office Space – Brevard County – Journal Ledger Entry Doc #325458	
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment over \$5,000? (indicate prior proper approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#3 Direct expense selected for review	Business Cards – Office Depot – Order #264976639-001	
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
#4 Direct expense selected for review	Xerox Copies – NA Office Solutions – Invoice #686025	
Was the cost incurred within the Invoice Period ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

#5 Direct expense selected for review **Computer Equipment – Dell EMC – Invoice #10302168438**

Was the cost incurred within the Invoice Period?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the expense for purchase of equipment over \$5,000? (indicate prior approval in findings/recommendation below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the expense allowable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is there documentation to show that invoice was paid?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are charges shown on the invoice accurately recorded on the Itemized Expenditure Detail Report?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Direct Expenses

No Comments

Findings on Direct Expenses

No Findings

Indirect Rate

If applicable, review MPO's APPROVED Indirect Rate.

Does the MPO have an FDOT APPROVED indirect rate?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, does the indirect rate that is charged on the invoice agree with the approved indirect cost allocation plan documented in the MPO's UPWP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments and Recommendations on Indirect Rate Charges

NO COMMENTS

Findings on Indirect Rate Charges

NO FINDINGS

General Comments, Recommendations, and Findings

Was the invoice's supporting documentation found to be in good order?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Was there evidence that a quality control process or procedure is in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

General Comments and Recommendations

FDOT has conducted our monitoring review in accordance with 2 CFR §200.331. The purpose of this monitor review is to determine the minimum frequency of which the TPO's supporting documentation for their invoices are reviewed by FDOT District Liaisons each year. This review uses a point scale to assign a level of risk for the TPO, which will be updated annually through the Joint Certification process. The results of this monitoring review show a Low risk level for the Space Coast Transportation Planning Organization. The Department has determined that the invoice reviewed is in compliance with the Federal Highway Administration and FDOT's purchasing policies and invoice requirements as well as the TPO's invoice policy and procedures.

General Findings

FDOT finds that the Lake~Sumter MPO has a well-established process for invoicing the Department for their federal funding. During the review, we found that the TPO had sufficient control over their records and accounting processes. We found no noted deficiencies in policies or procedures or proof of backup documentation. Records were well organized and easy to reference. We found The MPO to be in compliance with their Unified Planning Work Program agreement terms with processing invoices.

SCTPO staff shall be required to submit a completed payroll sheet for entry into the County's SAP payroll system based on the County's payroll processing schedule.

Fallure of the employee to submit a completed payroll sheet for processing may result in a delay of payment to the employee.

The SCTPO Executive Director shall be solely responsible for reviewing and signing TPO staff's payroll sheets prior to authorization for payment.

The SCTPO Executive Director's payroll shall be reviewed and approved by use of regular or electronic signature, or e-mail communication received from the SCTPO Chairman, or the Chairman's designee who is a member of the SCTPO Governing Board, prior to authorization for payment.

SCTPO staff must complete entry of their work tasks in the department's spreadsheet within one week of completion of a payroll cycle. Task completion is critical to the submission of reimbursement invoicing to the State.

The SCTPO Executive Director shall be responsible for ensuring that staff is in compliance with this procedure.

SECTION IV: Tangible Property/Assets

PURPOSE

To provide a documented inventory of the Space Coast Transportation Planning Organization's (SCTPO) property obtained through the expenditure of SCTPO grant funds.

(A) Definitions and References

- 1) The SCTPO Board shall approve the expenditure of all capital purchases of \$5,000 or more.**
- 2) SCTPO property shall be determined as all materials purchased through the expenditure of SCTPO grant funds for the operation of the SCTPO office.**
- 3) All property obtained through the expenditure of SCTPO grant funds shall be considered and are the personal property of the SCTPO.**
- 4) Expenditure of SCTPO grant funds for office supplies, bicycle safety program trailers and materials, and upgrades/or replacement of computer hardware and software that are included as part of the SCTPO's Unified Planning Work Program (UPWP) shall be considered authorized with the adoption of the UPWP budget. Such purchases may be approved by the SCTPO Executive Director.**
- 5) The SCTPO shall continue to use the Brevard County Board of County Commissioners Asset Management department to monitor the removal and disposal of SCTPO property but at no time shall this property be**

Policy: PLC-4

Title: Travel Policy & Procedures

TRAVEL POLICY

Objective: To prescribe SCTPO Board policy for the reimbursement of authorized traveler's expenses incurred during the performance of their official duties.

References

Section 112.061, Florida Statutes – Per diem and travelling expenses of public officers, employees, and authorized persons.

Directives

- 1) The Space Coast Transportation Planning Organization (SCTPO) Executive Director shall authorize all class C travel made by SCTPO staff and shall ensure that all travel is for the business, and purposes of the SCTPO. The SCTPO Chairman shall authorize all class C travel made by SCTPO members and the Executive Director.**
- 2) The Space Coast Transportation Planning Organization (SCTPO) Board members, Executive Director, and TPO staff Travel A & B shall be approved by the SCTPO Governing Board. In the event travel is of an emergency nature, any authorization may be made by the SCTPO Chairman or Vice-Chairman. The SCTPO Executive Director shall ensure that all travel is for the business, and purposes of the SCTPO.**
- 3) Travel reimbursement for the SCTPO shall be in accordance with Section 112.061, Florida Statutes.**
- 4) All SCTPO staff and Board members shall advise the SCTPO Executive Director or designee of all anticipated travel plans by providing supporting documentation, if available, so costs and arrangements for the travel may be included in the UPWP and budget process.**
- 5) Adoption by the Space Coast Transportation Planning (SCTPO) Governing Board of the UPWP and the Annual Operating Budget shall authorize said trips for payment of registration, hotels, and airline costs.**
- 6) SCTPO staff class C and approved class A & B travel reimbursements shall be signed and approved by the SCTPO Executive Director.**
- 7) SCTPO Executive Director and SCTPO member travel reimbursements shall be signed and approved by the SCTPO Chairman or designee.**



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: DRAFT TIP FY 2020-2024

MPO: Space Coast TPO

Date of Document:

Date Received
 06/17/2019

Date Reviewed
 06/19/2019

District:
5

Reviewed by: Jim Martin

COMMENTS

	Page #	Comment Type	Comment Description
1	9	Enhancement	Along with the TPO and FDOT, the last paragraph could also include the public transit agencies (SCAT) to document compliance with 23 CFR 450.326(a).
2		Critical	The involvement of federal land management agencies is not clearly identified. Ref. 23 CFR 450.316(d).
3		Critical	The use of visualization techniques is not clear identified. Ref. 23 CFR 450.316(a)(1)(iii).
4		Critical	The estimated total cost of projects which extend beyond the time frame of the TIP has not been identified. Ref. 23 CFR 450.326(g) (2)
5		Select Type	
6		Select Type	



TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REVIEW CHECKLIST

The following TIP Review Checklist is provided to assist in the review of the TIP. This checklist should be completed and included in the TIP submittal package to OPP. Comments should be categorized as:

Editorial: Comments may be addressed by MPO, but would not affect approval of the document, i.e., grammatical, spelling and other related errors.

Enhancement: Comments may be addressed by MPO, but would not affect approval of the document, i.e., improve the quality of the document and the understanding for the public (improving graphics, re-packaging of the document, use of plain language, reformatting for clarity, removing redundant language).

Critical: Comment **MUST** be addressed to meet minimum state and federal requirements to obtain approval. The reviewer must clearly identify the applicable state or federal policies, regulations, guidance, procedures or statutes that the document does not conform with.

MPO: **Space Coast TPO – Final TIP**

Fiscal Years
included: **2020 - 2024**

Review #: **1**

Date of Review: **July 1, 2019**

Reviewed by: **Jamie Kersey/Mary Schoelzel**

TIP Format & Content

Does the cover include MPO name, correct fiscal years covered, MPO adoption date?

Yes No

[Choose an item.](#) [Click here to enter comments](#)

Does the Table of Contents show the title of each section with correct page number?

Yes No

[Choose an item.](#) [Click here to enter comments](#)

Does TIP include an endorsement that it was developed following state and federal requirements and include date of official MPO approval? This would be an MPO resolution or signed signature block on cover.

Yes No

[Choose an item.](#) [Page 2](#)

Does TIP include a list of definitions, abbreviations, funding and phase codes and acronyms?

Yes No

[Choose an item.](#) [Pages 3 - 8](#)

TIP Narrative

Does the TIP begin with a statement of purpose (provide a prioritization of projects covering a five-year period that is consistent with LRTP, contains all transportation projects MPA funded with FHWA & FTA funds and regionally significant projects regardless of funding source)? [23 C.F.R. 450.326(a)]; [49 U.S.C. Chapter 53]

Yes No

[Choose an item.](#) [Pages 9 - 13](#)

Was the TIP developed by MPO in cooperation with the state and public transit operator, who provided the MPO with estimates of available Federal and State funds for the MPO to develop the financial plan? [s. 339.175(8) F.S.]; [23 C.F.R. 450.326(a)]

Yes No

[Choose an item.](#) [Click here to enter comments](#)

TRANSPORTATION IMPROVEMENT PROGRAM

Review Checklist

continued...

Does the TIP demonstrate that there are sufficient funds (federal, state, local and private) to implement proposed transportation system improvements, identifies any innovative financing techniques through comparison of revenues and costs for each year? It is recommended that the TIP include a table(s) that compares the funding sources and amounts, by year to the total project costs. [23 C.F.R. 450.326(k)]; [23 C.F.R. 450.326(j)]; [s. 339.175(8)(c)(3) F.S].	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Pages 14 - 16		
Does the TIP describe project selection process and state that it is consistent with the federal requirements in 23 C.F.R 450.322(b) and for non-TMA MPOs 23 C.F.R. 450.322(c)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Pages 18 - 21		
Does the TIP identify the MPO's criteria and process for prioritizing implementation of the transportation plan elements (including multimodal tradeoffs) for inclusion in the TIP and explain any changes in priorities from the previous TIP? The MPO's TIP project priorities must be consistent with the LRTP. [23 C.F.R 450.326(n)(1)]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Pages 18 - 21		
Does the TIP describe how projects are consistent with MPO's LRTP and to the extent feasible, with port and aviation masterplans, public transit development plans, and approved local government comprehensive plans for those local governments located within the MPO area? [s. 339.175(8)(a) F.S.]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Page 17		
Does the TIP cross reference projects with corresponding LRTP projects, when appropriate? [s. 339.175(8)(c)(7) F.S.]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Pages 17 - 19		
Does the TIP include the FDOT Annual List of Obligated Projects of projects or a link? The annual listing is located for download HERE . [23 C.F.R. 450.334]; [s.339.175(8)(h), F.S.]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Click here to enter comments		
Was the TIP developed with input from the public that is consistent with the MPO's PPP? [23 C.F.R. 450.316]; [23 C.F.R. 450.326(b)]; The document should outline techniques used to reach citizens (flyers, websites, meeting notices, billboards, etc.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Page 20 - 21		
Does the TIP discuss the MPO's current FDOT annual certification and past FHWA/FTA quadrennial certification? MPO should include anticipated date of next FHWA/FTA quadrennial certification.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Page 21		
Does the TIP discuss of the congestion management process? All MPOs are required to have a congestion management process that provides for the effective management process that provides for the effective management and operation of new and existing facilities using travel demand reduction and operational management strategies. S 339.175(6)(c)(1), F.S.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Page 22 -23		
Does the TIP discuss Transportation Disadvantaged (TD) services developed and a description of costs and revenues from TD services, as well as a list of improvements funded with TD funds? [s.427.015(1) F.S. AND 41-2.009(2) F.A.C.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Choose an item. Page 22		
Does the TIP discuss how, once implemented, will make progress toward achieving the performance targets for: ✓ Safety performance measures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

TRANSPORTATION IMPROVEMENT PROGRAM

Review Checklist

continued...

- ✓ System performance measures
- ✓ Bridge performance measures
- ✓ Pavement performance measures
- ✓ State asset management plan
 - Including risk to off-system facilities during emergency events (if applicable)
- ✓ State freight plan

If the MPO used the Performance Measures Template, they will have met requirements.

[23.C.F.R 450.326(c)]

Choose an item. Pages 24 - 45

Does the TIP discuss anticipated effect of achieving the performance targets identified in the LRTP, linking investment priorities to those performance targets for:

- ✓ Safety performance measures
- ✓ System performance measures
- ✓ Bridge performance measures
- ✓ Pavement performance measures
- ✓ State asset management plan
- ✓ State freight plan

Yes No

If the MPO used the Performance Measures Template, they will have met requirements.

[23.C.F.R 450.326(d)]

Choose an item. Pages 24 - 45

Detail Project Listing for the Five Fiscal Years

Does each project in the TIP document shall include the following information?

- ✓ Sufficient description of project (type of work, termini, and length)
- ✓ Financial Project Number (FPN)
- ✓ Estimated total project cost and year anticipated funding
- ✓ **Page number or identification number where project can be found in LRTP (spot check)**
- ✓ Category of Federal Funds and source(s) of non-Federal Funds
- ✓ FTA section number included in project title or description
- ✓ Responsible agency

Yes No

Choose an item. Pages 62 - 147

TIP Review

Did the MPO upload the document into the MPO Document Portal for review by District staff, Office of Policy Planning, Florida Commission for the Transportation Disadvantaged, Bureau of Community Planning, FTA, & FHWA?

Yes No

Choose an item.

The MPO did try to upload into portal but was unable to do so the Department entered the TIP into the MPO Document Portal as well as emailed the TIP to FHWA.

Space Coast TPO Transportation Improvement Program - FY 2020 - 2024

Phase	Fund Source	2020	2021	2022	2023	2024	Total
Proj# 4179581 BREVARD URBAN AREA UPWP							
Type of Work: TRANSPORTATION PLANNING							
PLN	SU	150,000	0	0	0	0	150,000
Total		150,000	0	0	0	0	150,000
		Prior Years Cost		Future Years Cost		Total Project Cost	
		6,291,866				6,441,866	
Proj# 4302061 SPACE COAST TPO SUITALU RESERVES							
Type of Work: CORRIDOR/SUBAREA PLANNING							
CST	SU	187,592	4,965,027	6,252,778	6,283,140	6,255,760	23,944,297
CST	TALU	16,499	52,722	555,693	558,146	555,934	1,738,994
Total		204,091	5,017,749	6,808,471	6,841,286	6,811,694	25,683,291
		Prior Years Cost		Future Years Cost		Total Project Cost	
						25,683,291	
Proj# 4314021 BREVARD-SECTION 5303 SPACE COAST TPO PLANNING STUDIES							
Type of Work: PTO STUDIES							
PLN	DU	146,818	152,686	0	0	0	299,504
PLN	DPTO	18,352	19,086	0	0	0	37,438
PLN	LF	18,352	19,086	0	0	0	37,438
Total		183,522	190,858	0	0	0	374,380
		Prior Years Cost		Future Years Cost		Total Project Cost	
		720,551				1,094,931	
Proj# 4393302 BREVARD/SPACECOAST FY 2018/2019-2019/2020 UPWP							
Type of Work: TRANSPORTATION PLANNING							
PLN	SU	626,374	0	0	0	0	626,374
PLN	PL	729,177	0	0	0	0	729,177
Total		1,355,551	0	0	0	0	1,355,551
		Prior Years Cost		Future Years Cost		Total Project Cost	
		2,031,347				3,386,898	

Space Coast TPO Transportation Improvement Program - FY 2020 - 2024

Phase	Fund Source	2020	2021	2022	2023	2024	Total
Proj# 4393303 BREVARD/SPACECOAST FY 2020/2021-2021/2022/2022 UPWP							
Type of Work: TRANSPORTATION PLANNING							
					Length: .000 MI	*Non-SIS*	
					Lead Agency: MANAGED BY SPACE COAST TPO		
PLN	SU	0	400,000	400,000	0	0	800,000
PLN	PL	0	729,177	729,177	0	0	1,458,354
	Total	0	1,129,177	1,129,177	0	0	2,258,354
		Future Years Cost		Total Project Cost			2,258,354
Proj# 4393304 BREVARD/SPACECOAST FY 2022/2023-2023/2024 UPWP							
Type of Work: TRANSPORTATION PLANNING							
					Length: .000 MI	*Non-SIS*	
					Lead Agency: Responsible Agency Not Available		
PLN	SU	0	0	0	400,000	400,000	800,000
PLN	PL	0	0	0	729,177	0	729,177
	Total	0	0	0	1,129,177	400,000	1,529,177
		Future Years Cost		Total Project Cost			1,529,177
Proj# 4407991 BREVARD-SPACE COAST TPO PLANNING STUDIES							
Type of Work: PTO STUDIES							
					Length: .000 MI	*Non-SIS*	
					Lead Agency: MANAGED BY SPACE COAST TPO		
PLN	DU	0	0	158,730	158,730	158,730	476,190
PLN	DPTO	0	0	19,841	19,841	19,841	59,523
PLN	LF	0	0	19,841	19,841	19,841	59,523
	Total	0	0	198,412	198,412	198,412	595,236
		Future Years Cost		Total Project Cost			595,236



Space Coast TPO
Joint Certification – 2020
February 21, 2020

Contents

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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. First Amendment adding Central Florida Expressway representation via Brevard County Commissioner approved by TPO Board 10/10/2019. Awaiting final signatures before recording with Clerk of Court. 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. First Amendment adding Central Florida Expressway approved September 12, 2019. 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/> The TPO also coordinates with Indian River MPO in FDOT District 4 regarding its Long-Range Transportation Plan, travel demand model and recently coordinated the planning of a regional trail, the Indian River/Brevard Trail connecting the two counties in the south.

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/> The planning factors have also been utilized in guiding the development of the LRTP goals and are considered as part of the TPO's new quantitative scoring and ranking of project priorities, which will be used beginning this year.

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 2018 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 12, 2019 and is reviewed at least every three years. The most recent update included increase use of visual graphics to make more reader-friendly, adding the increasing use of social media and updating the measures of effectiveness. The document provides information on all the SCTPO's activities, documents the development for the planning process and explains ways 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 28, 2019 and included a notice of when the document would be considered for adoption which was December 11, 2019. Page 6 of the PPP includes the strategies used to solicit comments and there is an appendix that includes all of the comments received and how they were addressed. <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 or 2019.

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: 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. 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

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 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/> The Bicycle, Pedestrian Master Plan, adopted in November 2019 included extensive consideration of demographics and the analysis is included in the report beginning on page 31 and is available for download on the TPO website. The plan also included an Impoverished Areas Evaluation of Equity for the prioritized projects beginning on page 135.

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. Compliance with ADA 508 classes offered by Brevard County have been taken by several TPO staff members in 2019.

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.