



Space Coast TPO

Joint Certification – 2018

February 12th, 2018

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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 a justification for each answer is to be inserted. The justification given must be in adequate detail to explain the question. Determining “adequate detail” is at the discretion of the MPO Liaison conducting the Certification. **Please add a justification for every answer where a box exists.**

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

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

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

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

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Section 12: 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.

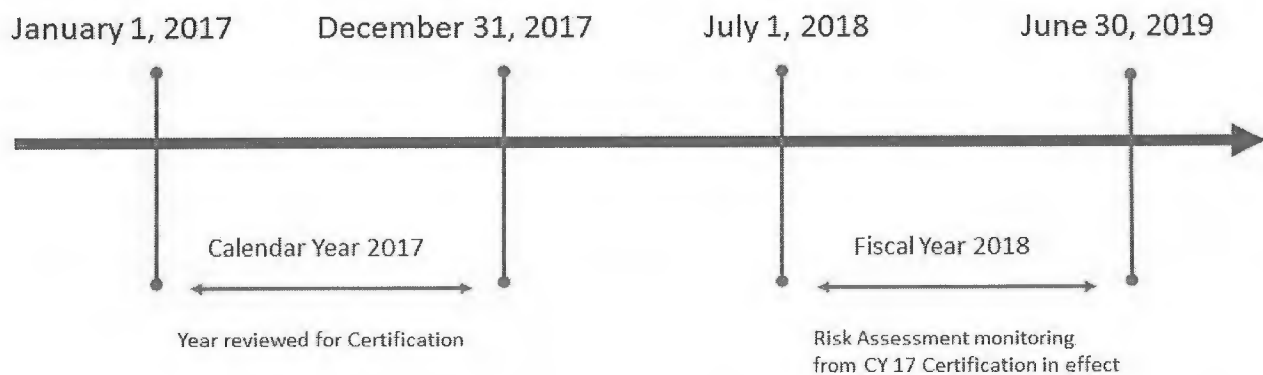
Please use the electronic form fields to fill out the Statements and Assurances document, and then print it. Once all of the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed Certification in Section 12: Attachments.

Risk Assessment Process

Section 5: Finances and Invoicing is intended to satisfy the Risk Assessment requirements described in 2 CFR §200.331. These questions will be quantified using a point scale to assign a level of risk for each MPO, which will be updated annually during the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

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

Risk Assessment: Certification Year vs. Monitoring



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.

[23 C.F.R. 450.314 (a) and (e)]

Please Check: Yes No

Interlocal Agreement - adopted on 7/15/14 and to be reviewed every 5 years
 ICAR Agreement - adopted on 6/21/17 and to be reviewed every 5 years
 MPO Agreement - adopted on 5/12/16 and to be readopted every 2 years
 Public Transportation Participation Agreement - Adopted on 10/26/16 and to be readopted September 30, 2021
 LRTP - adopted October 8th, 2015 and to be readopted in October 2020

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

[23 C.F.R. 450.314(e)]

Please Check: Yes No

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/wp-content/uploads/Combined-2016-CFMPOAPriority-Project-Lists_ADOPTED.pdf

3. Does the MPO planning process provide for consideration of the 10 Planning Factors?

[23 U.S.C. 134(h); 23 C.F.R. 450.306(a)]

Please Check: Yes No

SCTPO discusses their process for the planning factors in the Unified Planning Work Program (UPWP) for fiscal years 2017-2018. <http://spacecoasttpo.com/wp-content/uploads/2018/01/UPWP-2017-18-Amendment-6-10-12-2017v6.pdf>

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

[23 C.F.R. 450.300 (a)]

Please Check: Yes No

SCTPO discusses their 3 C process in the Unified Planning Work Program (UPWP) for fiscal years 2017-2018. <http://spacecoasttpo.com/wp-content/uploads/2018/01/UPWP-2017-18-Amendment-6-10-12-2017v6.pdf>

5. Does the MPO have an up-to-date congestion management process?

[339.175 (6)(c)(1) F.S.]

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.
http://spacecoasttpo.com/wp-content/uploads/2017/12/2016-SOS-Final-Report-2017_12_18-Small.pdf

6. Does the MPO have a documented Public Participation Plan that defines a process in sufficient detail for members of the public to have reasonable opportunity to participate in the planning process?

[23 C.F.R. 450.316 (a)]

Please Check: Yes No

The SCTPO's most recent Public Participation Plan was adopted on December 8, 2016 and it is reviewed at least every three years. The document provides information on all the SCTPO's activities, document development for the planning process and how to get involved and provide comment for each. The PPP is also provided on the TPO website: <http://spacecoasttpo.com/wp-content/uploads/2016/11/Public-Participation-Plan-06-13-16.pdf>

7. Has the MPO recently reviewed its Public Participation Plan? If so, when?

[23 C.F.R. 450.316 (a)(1)(x)]

Please Check: Yes No

The latest plan was adopted by the SCTPO board on December 8, 2016. It is required to be reviewed at least every three years. <http://spacecoasttpo.com/wp-content/uploads/2016/11/Public-Participation-Plan-06-13-16.pdf>

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

[23 C.F.R. 450.316(a)(3)]

Please Check: Yes No

The draft PPP was made available for public review and comment on October 24, 2016 and included a notice of when document would be considered for adoption which was December 8, 2016. This notice is included on last page of adopted PPP.
<http://spacecoasttpo.com/wp-content/uploads/2016/11/Public-Participation-Plan-06-13-16.pdf>

9. Does the MPO utilize one of the methods of procurement identified in 2 C.F.R. 200.320 (a-f)?

[2 C.F.R. 200.320]

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.

10. 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.

[2 C.F.R. 200.318 (i)]

Please Check: Yes No

The SCTPO keeps all records for a minimum of five years, including those use for procurement of services and goods.

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

[2 C.F.R. 200.318 (e)]

Please Check: Yes No

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

12. Does the MPO have methods 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?

[2 C.F.R. 200.318 (b)]

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.

Section 2: Long-Range Transportation Plan (LRTP)

1. When developing the LRTP, did the MPO provide the required individuals and entities a reasonable opportunity to comment on the proposed plan and program?

[23 C.F.R. 450.316 (a)]

Please Check: Yes No

At the beginning of the update process required individuals and entities were identified and kept up to date via email throughout the entire update process. Updates were given regularly at publicly advertised meetings to the TAC/CAC, and the TPO Board. There were numerous public workshops that were publicly advertised. Electronic newsletters, social media posts, website popups, and newspaper ads were used to advertise public comment opportunities. Workshops were also recorded and broadcast on local government TV and uploaded to YouTube for viewing. In addition to the feedback forms handed out at public meetings, online surveys were used for those that could not attend in person.

2. Is the LRTP published or otherwise readily available for public review?

[23 C.F.R. 450.324 (k), 23 C.F.R 450.326 (b)]

Please Check: Yes No

SCTPO's LRTP can be viewed: <http://spacecoasttpo.com/plan/long-range-transportation-plan/>

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

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to this certification report

Section 3: Transportation Improvement Program (TIP)

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

Please Check: Yes No

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

Section 4: Unified Planning Work Program (UPWP)

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

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to this certification report

Section 5: Finances and Invoicing

1. Are Federal-aid funds 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 the Division Administrator of FHWA?

Please Check: Yes No (+1)

YES, Invoices are reviewed by District Five MPO/TPO Liaison prior to submitting to District Five Finance and Accounting Department. The MPO/TPO Liaison uses C.F.R 200 and the FDOT Office of the Comptroller, Disbursement Handbook, and the FDOT Reference Guide For State Expenditures to review what is reasonable, necessary, and eligible for all invoices from the MPO/TPO.

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

SCTPO submits invoices monthly to the Department along with all back up documentation for review.

3. Timeliness of Invoicing

Has the MPO submitted invoices to the District for reimbursement more than 90 days after the end of the invoicing period?

Please Check: Yes (+1 for each late invoice) No

SCTPO has invoiced on time.

4. Since the last Joint Certification, have any incurred costs by the MPO been deemed unallowable, not necessary or not reasonable by the District based on invoice or supporting documentation review?

Please Check: Yes No

PLEASE EXPLAIN

- 5. If the answer to question 4 was **yes**, how many incurred costs since the last Joint Certification have been deemed unallowable, not necessary or not reasonable?

+1 for each incurred cost deemed unallowable, not necessary or not reasonable

N/A

- 6. Has the MPO/TPO shown mismanagement of the UPWP budget, the PL fund balance, or incurred expenses, resulting in emergency payments outside of the contract, or other situations of financial concern?

Please Check: Yes (+1) No

PLEASE EXPLAIN

- 7. Does the MPO's financial management system comply with the requirements set forth in 2 C.F.R. §200.302?

Please Check: Yes No (+1)

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.

- 8. Are 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?

Please Check: Yes No (+1)

All supporting documents related to all charges are provided to FDOT with each invoice and the SCTPO keeps and maintains all records for a minimum of five years after final payment is made.

9. Is supporting documentation submitted by the MPO to FDOT in detail sufficient for proper pre-audit and post-audit monitoring?

Please Check: Yes No (+1)

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.

10. 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?

Please Check: Yes No (+1)

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

Risk Assessment Point Total: 0

Level of Risk: Low

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

Section 6: Title VI and ADA

1. Does the MPO have a signed Title VI policy statement expressing commitment to non-discrimination?

[23 C.F.R. 200.9 (a)(1)]

Please Check: Yes No

Policy PLC-5, Title VI and Related Nondiscrimination. Non-discrimination is also included in all published documents.

2. Does the MPO take action to correct any deficiencies found by FDOT within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance?

[23 C.F.R. 200.9 (a)(3)]

Please Check: Yes No

To date, no deficiencies have been found.

3. Does the MPO have a staff person assigned to handle Title VI and ADA-related issues?

[23 C.F.R. 200.9 (b)(1); 49 C.F.R. 27.13]

Please Check: Yes No

Policy PLC-5, Title VI and Related Nondiscrimination includes Title VI Coordinator name and contact information, Mrs. Abby Hemenway.

4. 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?

[23 C.F.R. 200.9 (b)(3)]

Please Check: Yes No

Policy PLC-5, Title VI and Related Nondiscrimination includes Section 3.0, Complaint Resolution.

5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the MPO's programs and activities?

[23 C.F.R. 200.9 (b)(4)]

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. This information was specifically collected during its public meeting on Wickham Road and Aurora Road this past year.

6. Does the MPO conduct an annual review of their program areas (for example: public involvement) to determine their level of effectiveness in satisfying the requirements of Title VI?

[23 C.F.R. 200.9 (b)(6)]

Please Check: Yes No

A Summary Table was developed to help measure the effectiveness of public participation methods, tracking and the measurement and goal of each method. Examples will be sent to reflect this information.

7. 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 year?

Please Check: Yes No

Abby Hemenway, attended the District 5 Title VI and ADA SCAT Training on July 11, 2017. She is also scheduled to attend the 2018 Civil Rights Virtual Symposium (no dates released yet, but anticipating a May meeting).

8. Does the MPO have a signed Nondiscrimination Agreement, including Title VI Assurances, with the State?

Please Check: Yes No

These assurances are reviewed annually. The latest certifications were approved on February 27, 2017. New assurances and certifications will be processed prior to February 27, 2018.

9. 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: