



FLORIDA MPOAC STAFF DIRECTORS' MEETING

October 29, 2019
Orlando, FL

Lois Bollenback, Presiding



CALL TO ORDER & PLEDGE OF ALLEGIANCE

MPOAC



**APPROVAL OF MINUTES:
JULY 30, 2019 MEETING**



**PUBLIC COMMENTS
(NON-AGENDA ITEMS)**



EXECUTIVE DIRECTOR'S REPORT

A. UPWP Report

B. Legislative Report

UPWP Report

- Accomplishments are in the packet
 - Policy Positions completed and printed
 - Represented Florida at TRB Performance Measures Conference
 - Set MPOAC Weekend Institute Dates
 - March 20 – Orlando
 - April 17 - Tampa
- Budget overall is on track



MPOAC Legislative Report

- Transportation Budget Request – \$9.9 B
 - 88% Construction & Maintenance (\$8.7B)
 - \$1B = 28,000 Jobs
 - Return on Investment of 4.4 : 1
 - 6200 FTE
 - 12,000 Miles of Roadway
 - 7,000 Structures
- Safety, System Preservation, Relieve Congestion and Leverage Technology

MPOAC Legislative Report

- Next Speaker – Sprowls (Pinellas)
 - Continue MCORES
 - Spoke to Bi-Partisan cooperation
 - Increase Cash Reserves
 - Disaster Recovery Fund
 - “Spending Problem”

MPOAC Legislative Report

- Next Senate President – Simpson (Pasco, Hernando and Citrus)
 - Sponsored Texting While Driving Bill
 - No mobile devices while driving
 - Redistricting during his term



AGENCY REPORTS

- A. Florida Department of Transportation**
- B. Federal Highway Administration**

Florida Department of Transportation





Office of Policy Planning
Annual Joint Certification
Risk Assessment Update

Tuesday, October 29, 2019

Presented by: Erika Thompson, Statewide Metropolitan Planning Coordinator



Metropolitan Planning Program

▶ Continuously monitor the program for potential risks by:

- Ensuring compliance with federal rules and regulations governing the Metropolitan Planning Program through the **Annual Joint Certification Risk Assessment**
- Responding to Annual Planning Findings
- Responding to Office of Inspector General Audits
- Maintaining the Metropolitan Planning Program Work Plan

Annual Joint Certification Risk Assessment

▶ Current Risk Assessment

- Last updated in 2017

▶ Draft Risk Assessment

- Three meetings with MPO Liaisons
- OIG and Disbursements reviewed
- Final draft sent to MPO Liaisons

FDOT Joint Certification
Part 1 – FDOT District

325-010-05
POLICY PLANNING
1/1/18

Part 1 Section 1: Risk Assessment

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

Invoice #	Invoice Period	Date forwarded to FDOT for payment	Was invoice submitted more than 90 days after the end of the Invoice Period? (Yes/No)	+1 for each invoice over 90 days
G0B23-7	10/01/2018 – 01/31/2018	02/19/2018	No	0
G0B23-8	11/01/2018 – 02/28/2018	03/19/2018	No	0
G0B23-9	08/01/2017 – 03/31/2018	04/10/2018	No	0
G0B23-10	02/01/2018 – 04/30/2018	05/10/2018	No	0
G0B23-11	08/01/2017 – 05/31/2018	06/13/2018	No	0
G0B23-12	01/01/2018 – 06/30/2018	08/08/2018	No	0
G0W38-1	07/01/2018 – 07/31/2018	09/10/2018	No	0
G0W38-2	08/01/2018 – 08/31/2018	09/24/2018	No	0
G0W38-3	07/01/2018 – 09/30/2018	10/09/2018	No	0
G0W38-4	08/01/2018 – 10/31/2018	11/07/2018	No	0
G0W38-5	09/01/2018 – 11/30/2018	12/06/2018	No	0

Annual Joint Certification Risk Assessment

▶ Current Risk Assessment

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- Three meetings with MPO Liaisons
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FDOT Joint Certification
Part 1 – FDOT District

825-01005
POLICY PLANNING
1010

Part 1 Section 1: Risk Assessment

▶ MPO Invoice Submittal

List all invoices and 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)
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			
Total Number of Invoices Submitted			

MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed in the certification period in Table 3. 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.

FDOT Office of Policy Planning 9

Risk Assessment Updates

► Major updates include:

- Adding statutory language
- Updating questions related to Invoice Review Checklists
- Adding questions based Technical Memorandums
- Converting to a percentage based scoring system
- Submitting attachments through the MPO Document Portal

Technical
Memorandum 19-02
Office of Policy Planning



FROM: Office of Policy Planning

DATE: April 16, 2019

SUBJECT: Car Allowances & Mileage Reimbursements for MPOs

Overview of Car Allowances and Mileage Reimbursement

A car allowance is what an employer gives employees for the business use of their personal vehicle. A car allowance is a set amount over a given time that's meant to cover the costs, maintenance, and upkeep of an employee vehicle being used for business purposes. A car allowance covers the costs associated with fuel, tires, maintenance, depreciation, and more. It is also referred to as an employee vehicle allowance. The major downside of a car allowance is that it's difficult to gauge accurate spending. Does an employee really need the full amount that has been allotted each month for a car allowance? Employers use car allowances to minimize accounting and administrative costs. Once an employee has been allocated a car allowance, that amount is simply added to the employee's paycheck.

Employers rely on two estimates to determine how much a car allowance should be. The first is the number of business-related miles an employee drives; the second is the cost associated with operating a personal vehicle. The goal is to determine the vehicle's operating costs, starting with the cost of gas. The company then adds expenditures for insurance, taxes, maintenance, repairs and depreciation. The result is converted into a rate per mile and multiplied by a mileage estimate. This is essentially the same procedure used by the Internal Revenue Service (IRS).

One alternative to a car allowance is a mileage reimbursement plan. Employees are reimbursed for the exact mileage they drive, which can be more reflective of actual driving costs and in some cases, be more beneficial financially to both the employer and its employees.

The IRS considers car allowances to be income that is taxable to the employee in the same way that their salary is taxable. This means that companies must pay applicable taxes on the car allowance amount, such as the employer portion of the Social Security tax. In contrast, mileage reimbursement is classified as a business expense. Therefore, the employee pays no income tax or other taxes on the money that is being reimbursed, and the employer does not pay payroll taxes. If, however, an employee receives no compensation for business rate was set at 54.5 cents per mile for the 2018 tax year.

Tech Memo 19-02: Car Allowances & Mileage Reimbursements for MPOs
Florida Department of Transportation, Office of Policy Planning

1 of 3

Risk Assessment Updates – Cont.

- ▶ The Risk Assessment evaluates the requirements described in [2 CFR §200.331 6\(b\)-\(e\)](#)
- ▶ The Invoice Review Checklist and the Supporting Documentation Review Checklist questions were updated from a series of questions to one question for each checklist

Risk Assessment Updates – Cont.

▶ Technical Memorandums questions include:

- Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements
- Technical Memorandum 19-04: Incurred Cost and Invoicing Practices
- Technical Memorandum 19-05Rev: Director's Timesheets and Expenses

Risk Assessment Updates – Cont.

- ▶ Percentage based scoring system to better reflect the MPO’s level of risk
 - Weighted questions
- ▶ Attachments can be submitted through the [MPO Document Portal](#)

Weighting		
	Weight	Total
MPO Invoicing Submittal	20%	20%
MPO Invoice Review Checklist	25%	15%
Supporting Documentation Review Checklist	25%	20%
Car Allowance and Mileage	20%	20%
Incurred Cost and Invoicing Practice	5%	5%
Director Timesheet / Expense	5%	5%
Risk Assessment Percentage		85%

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



Questions and Contacts

▶ Erika Thompson

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- 850-414-4807



Federal Highway Administration





Using Innovative Finance in the Planning Process

Florida MPOAC Quarterly Meeting
Orlando, FL 10/29/2019

CENTER FOR
**INNOVATIVE
FINANCE SUPPORT**





Introduction

Who Am I?

- I am the Project Finance Program Manager for the Center for Innovative Finance Support (CIFS).
- CIFS provides program oversight for tolling, GARVEEs, SIBs, and P3 transportation initiatives.
- CIFS is a part of the Office of Innovative Program Delivery (OIPD), which improves transportation performance by driving innovation into action through partnerships, technology deployment, and capacity building.



What Can We Do for You?

- CIFS can assist you and your infrastructure partners by facilitating relationships with State DOT, FHWA division offices, DOT program offices, and other Federal resources.
 - Identify innovative financing and funding solutions for your projects.
 - Assist with SIB applications.
 - Develop Public Private Partnerships (P3) strategies.
 - Provide in-depth innovative finance training.
 - Real-Time technical assistance.





Why should innovative finance be considered in the planning process?



Benefits

- 1. Increase planning budget**
- 2. Accelerate project delivery**
- 3. Increase stakeholder and public awareness**
- 4. Incorporate financing considerations to project selection criteria**
- 5. Maximize capital options and leverage existing funding**



Innovative Finance vs. Conventional Approaches

Conventional Transportation Funding

- Gas taxes
- Pay-as-you-go
- Issue State-backed bonds

Innovative Finance

- Use of project-based revenues (e.g., tolling, value capture)
- Debt Financing (Public or Private)
- Expanded private sector role in financing and delivering projects
- Value Capture techniques
- Funds leveraging – identifying projects that have dual funds' eligibility across existing federal programs.



Where does Innovative Finance and Planning Intersect?

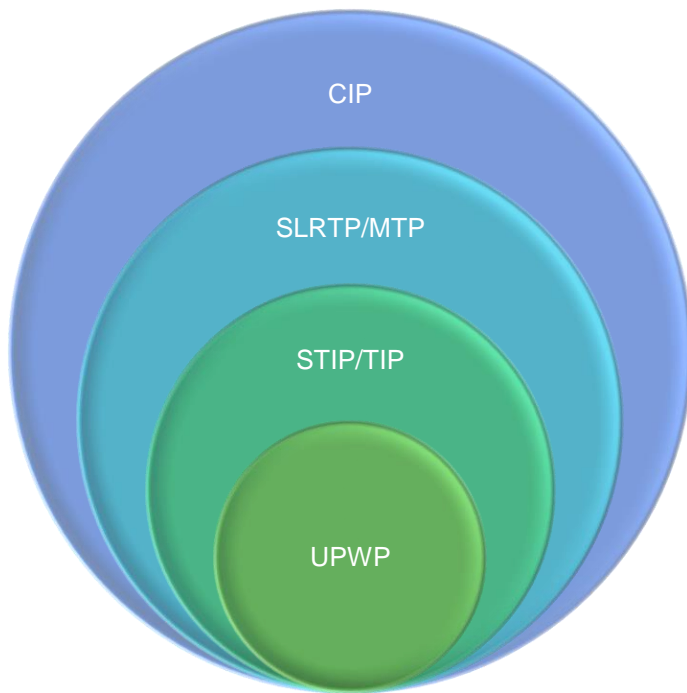
What Planning Activities should be considered?



Key Planning Process Elements

- Statewide Long-Range Transportation Plans (SLRTP)
- Metropolitan Planning Organizations' (MPO) Metropolitan Transportation Plans (MTP)
- Capital Improvement Plans (CIP)
- State Transportation Improvement Program (STIP) - DOT
- Transportation Improvement Program (TIP) – MPOs, RTPOs, and other LPAs
- Tribal Transportation Improvement Program (TTIP) – Tribes & BIA*
- FLTP (Federal Lands Transportation Program) TIP

Financial Planning Documents - MPO



- Capital Improvement Program
 - Programs out years and looks at longer term investments
- Statewide and Metropolitan Transportation Plans
 - Fiscally-constrained list of projects and processes for the next 20 years
- Transportation Improvement Plans
 - Fiscally-constrained list of programmed projects for the next four years
- Annual Work Programs
 - Lays out the annual budget for work and/or studies

Where are you in the Process?

- 3C Process
 - Continuing
 - Comprehensive
 - Cooperative
- Stakeholder involvement
- Public Representation





Innovative Finance Training Objectives

- Introduce innovative finance earlier in the transportation planning process
- Expand your options for program and project delivery
- Learn comparative risks
- Gain a better understanding of policy constraints





You Will Be Able To:

- Identify the benefits of incorporating innovative finance into your planning process
- Identify Opportunities to incorporate innovative financing tools and concepts throughout the transportation planning process
- Understand various innovative funding and financing options
- Identify resources and access training and technical assistance.



Put innovative finance to work for you.

- Learn how to introduce innovative finance earlier in the transportation planning process and how different financing tools could alter your funding projections and expand your programming options
- Consider how the transportation planning process could help assemble finance packages for projects
- Learn how to use innovative financing and funds leveraging to expand your options for program and project delivery
- Learn how to compare the comparative risks associated with different finance and leveraging options
- Gain a better understanding of policy constraints and obstacles that may restrict or prohibit innovative finance options at the State and local levels

Start the discussion early. We can help:

www.fhwa.dot.gov/ipd

Peter.Mancauskas@dot.gov





MPOAC STAFF DIRECTORS' BUSINESS ITEMS & PRESENTATIONS



Metropolitan Planning Organization (MPO) and Transit Agency Planning Coordination in Florida

Jeff Kramer, AICP

University of South Florida

Center for Urban Transportation Research

Project Objectives

- Document federal and state requirements for coordination
- Identify notable practices nationally
- Document levels of coordination
- Document notable practices in Florida

Methodology

- Federal and state requirements
 - United States Code
 - Florida Statutes
 - Code of Federal Regulations
 - Florida Administrative Code
 - USDOT and FDOT guidance documents
- Academic research on the current state of the practice
- Survey of Florida MPOs and transit agencies
- Interviews with agencies in 6 metropolitan areas (case studies)

Case Studies

Forward Pinellas and Pinellas Suncoast Transit Authority (PSTA)

Indian River County MPO and GoLine Transit

Palm Beach TPA and Palm Tran

Lee County MPO and LeeTran

Bay County TPO and Bay Town Trolley

North Florida TPO and Jacksonville Transportation Authority

Survey Results

Both MPOs and transit agencies expressed a high degree of satisfaction when it came to the process of coordination of the LRTP.

MPOs were less satisfied than transit agencies with the process of coordination of the TDP.

MPOs were less satisfied than transit agencies with the level of consistency between the vision, goals, and strategies of the LRTP and TDP.

The vast majority of MPOs and transit agencies do not coordinate the timing of LRTP and TDP updates.

A plurality of MPOs and transit agencies identified the difference in horizon years and update frequencies as the biggest planning coordination challenge.

Case Study Observations

Personality is key (i.e., getting along contributes to better coordination).

Regularly scheduled coordination meetings between MPO and transit agency staff improves coordination.

Collaborate on planning studies or transportation projects can lead to improved coordination on the LRTP and TDP updates.

Formalizing coordination through an interlocal agreement can improve planning coordination (MPO allocating a portion of FTA 5305(d) funds to the transit agency; agreement that the LRTP establishes the vision for transit needs in the region) .

MPOs playing a significant role in transit system operations can improve planning coordination (most likely in smaller metropolitan areas).

Suggestions

1. Implement regular meetings between decision-making staff (MPO, transit agency and FDOT).
2. Implement mechanisms to make both MPO and transit agency governing boards aware of the issues and activities of the other agency.
3. Ensure that staff is active in the committee structure of the other agency.
4. Share staff between both agencies to conduct, in part or in full, transit planning activities for the other agency.
5. Enter into a formal agreement to define each agency's role in planning for transit in the region.

Suggestions

6. Adjust the update cycle of the TDP and LRTP to align.
7. Align the vision statements of the TDP and LRTP.
8. Conduct, when feasible, joint public engagement activities.
9. Jointly fund and conduct planning studies, data collection exercises, and software development activities.
10. Provide joint training for MPO and transit agency staff.

<https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/research/reports/fdot-bdv25-977-49-rpt.pdf>

fdot.gov/research/default.shtm

More...

Most Requested

- Project Resources
- Completed Research
- Research Program Manual
- Research Showcase

The most recently completed research project final reports are listed below. Find all active and completed projects using TRID.

News

Materials

BDV25-977-28 Effects of Blast Furnace Slag Characteristics on Durability of Cementitious Systems for Florida Concrete Structures
Summary [205KB], **Final Report** [7.04MB]
Posted: September 27, 2019

Transportation Data and Analytics

BDV31-977-81 Truck Taxonomy and Classification using Video and Weigh-In-Motion (WIM) Technology
Summary [133KB], **Final Report** [6.09MB]
Posted: September 18, 2019

Planning: Policy

BDV25-977-49 Metropolitan Planning Organization (MPO) and Transit Agency Planning Coordination
Summary [222KB], **Final Report** [1.72MB]
Posted: September 12, 2019

Traffic Engineering and Operations

BDV30-977-19 Development of Safety Performance Functions for Restricted Crossing U-Turn (RCUT) Intersections
Summary [82KB], **Final Report** [10.7MB]
Posted: September 10, 2019

Contact Us Employment MyFlorida.com Performance Statement of Agency Web Policies & Notices





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CUTR

 UNIVERSITY OF
SOUTH FLORIDA



Office of Policy Planning
Consolidated Planning Grant

Tuesday, October 29th, 2019

***Presented by: Mark Reichert, Administrator for Metropolitan Planning &
Scott Philips, Statewide MPO Analyst***





Consolidated Planning Grant

▶ Purpose*:

- Reduce multiple agency oversight and requirements;
- Streamlines the delivery of planning funds & provides MPOs greater flexibility to use planning funds
- Simplifies accounting & invoicing process

▶ Funding Sources:

- FHWA PL & FTA 5305(d)

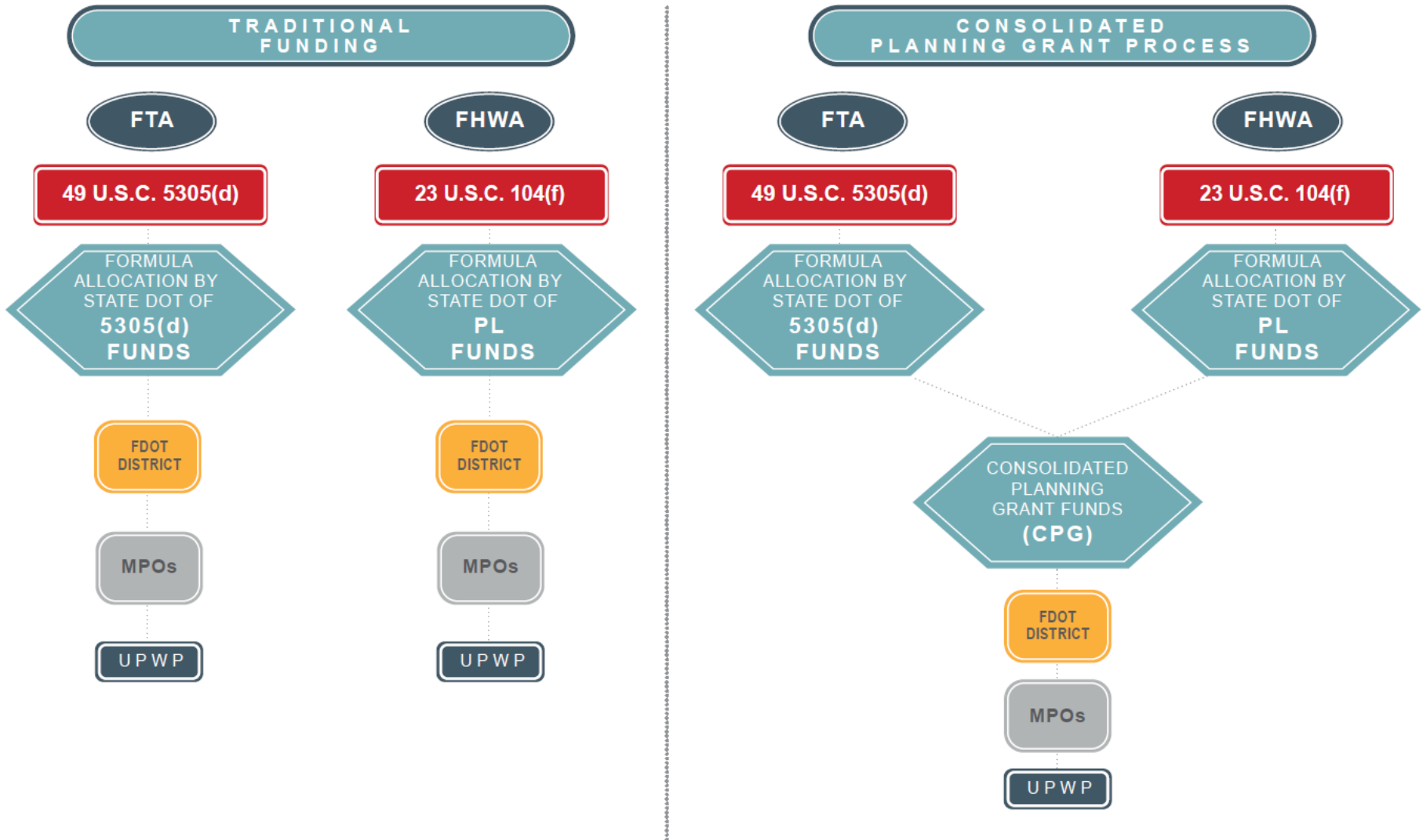
▶ Currently used by **31** states

+ Benefits of the CPG

- ▶ **Simplifies funding administration for the State**
 - Only one oversight agency (FDOT has selected FHWA)
 - Reduces the number of open grants and contracts
 - Simplifies procedures for fund carryover & grant extensions
 - Consolidates Reporting & Tracking
- ▶ **Simplifies administering fund for MPOs**
 - One Contract to manage
 - Streamlines the invoicing process and simplifies budgeting
- ▶ **Expedites fund availability**
 - Only requires the approval by the lead grant agency at the beginning of the 2-year UPWP contract



Funding Process





CPG Development Stakeholders

Internal Stakeholders

District MPO Liaisons

Office of Comptroller

Office of General Counsel

Office of Policy Planning

Office of Work Program and Budget

Public Transit Office

Strategic Development, Financial, and
Administrative Services

External Stakeholders

MPOs & MPOAC

Federal Highway Administration

Federal Transit Administration



CPG Implementation Efforts

2017 & 18	Initiated Consolidated Planning Grant Research Initiate Peer State & Stakeholder Outreach
May 2019	Began Internal Outreach: Executive Leadership Work Program & Budget
June 2019	FDOT Secretary Notified FTA & FHWA of the Department's Intent to Exercise its Option to Implement the Consolidated Grant Program
July 2019	Internal Stakeholder Meetings: Transit Office Chief Technology Officer/Strategic Development – Financial & Administrative Services and Comptroller MPOAC, Legal, and Transit Office
August 2019 to Today	Office of Work Program & Budget Transit Office MPOAC FHWA & FTA



Implementation Plan

- ▶ Initial implementation will occur with the next UPWP;
- ▶ In the UPWP first year the MPO will maintain existing UPWP programming procedures, fund allocation formulas, match ratios and sources;
- ▶ For the UPWP's second year the CPG will change the 5305(d) match ratio to 80/20, eliminating the state and local match requirement
- ▶ FDOT will use toll credits to match the entire CPG
- ▶ **Critical Tasks:**
 - Develop new UPWP with the CPG;
 - Request FTA to transfer 5305(d) funding to FHWA;
 - Coordinate with Office of General Counsel to revise MPO & FDOT agreements; and,
 - Support the OWPB with updates to the Work Program & FHWA requirements.



Recommended CPG Funding Options

▶ PL Funds

- Maintain existing PL allocation formula;
- Continue to match PL funds at 100% with toll credits.

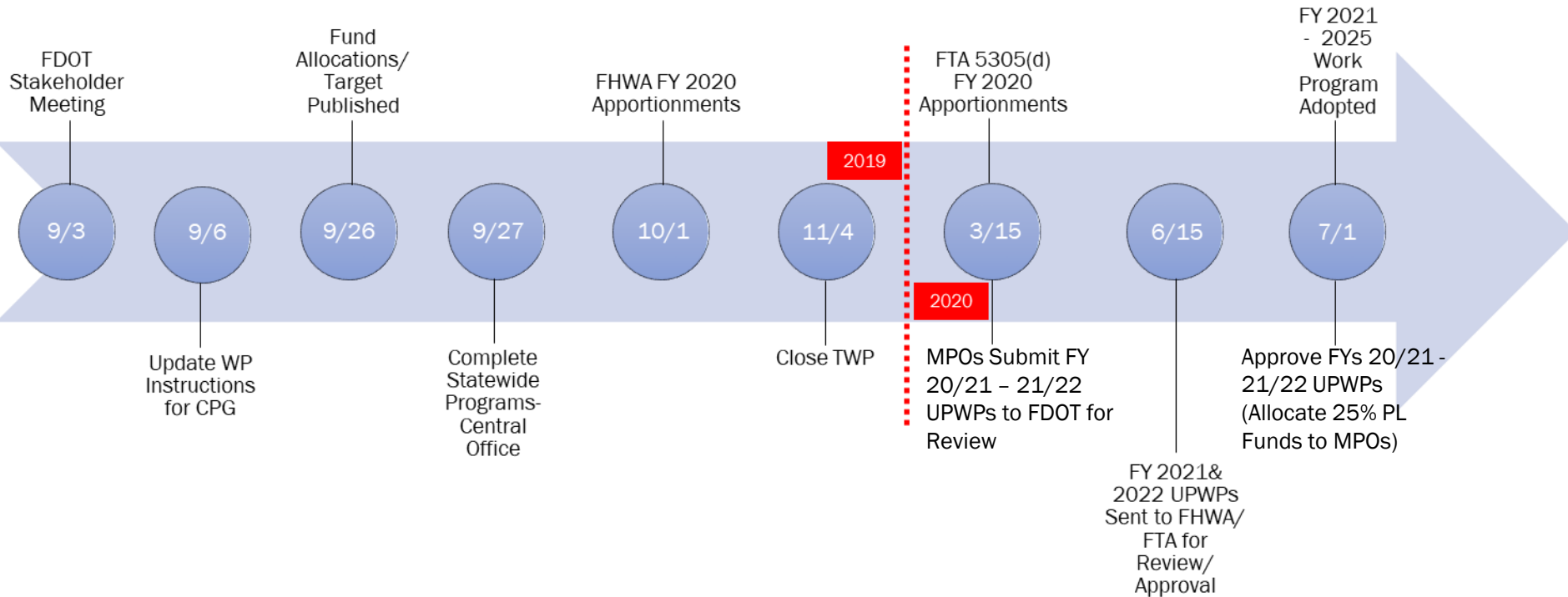
▶ FTA 5305(d) funds

- Maintain existing 5305(d) allocation formula;
- **Initial Implementation:** use existing 5305(d) FDOT OPT allocation formula and match ratio in initial year;
- **Full Implementation:** change the match ratio to 80/20. Match funds with toll credits, continue to use OPT's 5305(d) MPO allocation formula.



CPG Timeline

Consolidated Planning Grant Milestones FY 2019-2021





Schedule

▶ **Discovery Phase: June – October 2019**

- Peer review of other states
- Stakeholder outreach (internal and external to FDOT)

▶ **Process Development: September – November 2019**

▶ **Implementation: December 2019 – January 2020**

- Coordination with stakeholders to complete remaining tasks
- On-going training and assistance
- Monitoring



Questions and Contacts

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▶ Scott Philips

MPO Analyst – Office of Policy Planning

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- 850-414-4801



PL Funds Distribution

- NO ACTION TODAY!!!
- Just review
- Details of history in package

- 2020 Census coming in 6 Months
- Urbanized details - spring of 2022

PL Funds Distribution

- Regulated by 23 CFR 104 (d)
 - Formula set by state, approved by USDOT
 - Can do just about anything
- Factors in the Formula
 - Population
 - Status of planning
 - Air quality attainment status
 - Needs of the metro area
 - And, other factors.....

PL Funds Distribution

- Florida Formula
 - Set by the MPOs through MPOAC
 - Last set in June of 2014
 - Off the top, MPOAC and national memberships to AMPO and NARC
 - \$350K base per MPO
 - Distribute remainder by population

PL Funds Distribution

- Questions to consider
 - Is this the overall distribution formula to use?
 - Is the base amount right-sized?
 - Are there other factors we want to consider in distributing funds?
 - Do we use 2020 census data for 10 years or updated data as we go along?
 - IDEAS – Send them to me

IDEAS – Send them to me





COMMUNICATIONS – IN YOUR PACKAGE





MEMBER COMMENTS





ADJOURNMENT

Next Meeting – January 30, 2020
Marriott Lakeside – Airport
Orlando, FL

