



The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox
Chair*

MPOAC Staff Directors' Meeting

Date: Tuesday, October 29, 2019
Time: Noon – 2:30 p.m.
Location: Orlando Airport Marriott Lakeside
7499 Augusta National Drive, Orlando, FL 32822

Lois Bollenback, Vice-Chair Presiding

- 1. Call to Order & Pledge of Allegiance**
- 2. Approval of Minutes: July 30, 2019 Meeting**
- 3. Public Comments (non-agenda items)**
- 4. Executive Director's Report**
 - A. UPWP Report**
 - B. Legislative Update**
- 5. Agency Reports**
 - A. Florida Department of Transportation**
 - 1. Risk Assessment**
 - B. Federal Highway Administration**
- 6. Business Items & Presentations**
 - A. MCORES Presentation**
 - B. MPO-Transit Agency Coordination Research Study**
 - C. Hurricane Evacuation Behavior Study and FL Statewide Model**
 - D. Consolidated Planning Grant**
 - E. PL Distribution Formula History and Current Distribution Amounts**
- 7. Communications**
- 8. Member Comments**
- 9. Adjournment**

Any person who desires or decides to appeal any decision made by this Council with respect to any matter considered at this meeting will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which appeal is to be based.

The needs of hearing or visually impaired persons shall be met by contacting the Council sponsoring such meeting at least 48 hours prior to the meeting. Please contact Brigitte Messina at (850) 414-4037 or by email to brigitte.messina@mpoac.org.

Item Number 1

Call to Order & Pledge of Allegiance

DISCUSSION:

The Chair will open the meeting and a quorum will be determined. All are asked to rise for the Pledge of Allegiance.

REQUESTED ACTION:

None

ATTACHMENT:

None

Item Number 2

Approval of Minutes: July 30, 2019

DISCUSSION:

Review and comments from members.

REQUESTED ACTION:

Approval of Meeting Minutes from the July 30, 2019 meeting of the MPOAC Staff Directors' Committee Meeting.

ATTACHMENT:

July 30, 2019 MPOAC Staff Directors' Committee Meeting Minutes.

**Florida MPO Advisory Council
Meeting of the Staff Directors
July 30, 2019
Orlando, Florida
Draft Meeting Minutes**

Staff Directors in Attendance:

Greg Stuart, Chair, Broward MPO
Lois Bollenback, Vice Chair, River to Sea TPO
Mary Beth Washnock, Bay County TPO
Greg Slay, Capital Region TPA
Gary Harrell, Charlotte County - Punta Gorda MPO
Brandy Otero, Collier MPO
Austin Mount, Florida-Alabama TPO
Whit Blanton, Forward Pinellas
Mike Escalante, Gainesville MTPO
Pat Steed, Heartland TPO
Steve Diez, Hernando/Citrus County MPO
Phil Matson, Indian River County MPO
Michael Woods, Lake-Sumter MPO
Donald Scott, Lee County MPO
Beth Beltran, Martin MPO
Gary Huttman, MetroPlan Orlando
Carlos Roa, Miami-Dade TPO
Rob Balmes, Ocala/Marion County TPO
Dawn Schwartz, Okaloosa-Walton TPO
Nick Uhren, Palm Beach TPA
Ronnie Blackshear, Polk TPO
Dave Hutchinson, Sarasota/Manatee MPO
Laura Carter, Space Coast TPO
Peter Buchwald, St. Lucie TPO

OTHERS IN ATTENDANCE:

Carl Mikyska, MPOAC
Brigitte Messina, MPOAC
Paul Gougelman, MPOAC General Counsel
Jeff Kramer, Center for Urban Transportation Research, USF
Christen Miller, Center for Urban Transportation Research, USF
Karen Brunelle, Florida Division, Federal Highway Administration

Cathy Kendall, Florida Division, Federal Highway Administration
Mark Reichert, Florida Department of Transportation
Erika Thompson, Florida Department of Transportation
Kellie Smith, Florida Department of Transportation, District 5
Paul Calvaresi, Broward MPO
Erica Lychak, Broward MPO
Albert Alvarez, Indian River County MPO
Lisa Colmenares, Miami-Dade TPO
Nick Lepp, MetroPlan Orlando
Jess Smith, HDR
Ned Baier, Jacobs Engineering
Franco Saraceno, Kittelson & Associates
Rob Cursey, Tindale Oliver

• CALL TO ORDER

Greg Stuart, Chair, Broward MPO, called the meeting to order at 12:01 pm. All stood for the Pledge of Allegiance.

• APPROVAL OF MINUTES: APRIL 30, 2019 MEETING

Gary Huttman, MetroPlan Orlando, moved to approve the minutes of the April 30, 2019 Staff Director's meeting. Greg Slay, Capital Region TPA, seconded. The motion carried unanimously.

• PUBLIC COMMENTS

No public comments were made.

• EXECUTIVE DIRECTOR'S REPORT AGENCY REPORTS

A. UPWP REPORT

Mr. Carl Mikyska, MPOAC Executive Director, presented the UPWP Report showing expenditures and budget through the end of state fiscal year 2019 as well as a list of activities and accomplishments of the MPOAC from May through July 2019.

- Mr. Mikyska has presented to Florida League of Cities (FLC) twice and has continued coordination with the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organization (AMPO).
- The MPOAC finished the fiscal year under budget.

B. MPOAC WEEKEND INSTITUTE OVERVIEW

This year's two sessions of the MPOAC Weekend Institute for Elected Officials took place in Orlando and Tampa. This year set a record attendance of 40 attendees. The sessions were well received by attendees. The Institute continues to function at a high level and received an overall score of 4.82 on a 5.0 scale for the 2019 sessions.

Lois Bollenback, Vice Chair, River to Sea MPO, praised the Institute and encouraged all MPOs to send members.

• AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Mr. Mark Reichert, Administrator for Metropolitan Planning, Florida Department of Transportation (FDOT), Office of Policy Planning, updated the members on FDOT activities as follows:

Mr. Reichert shared that the District Secretaries attended the FDOT Executive Performance Meeting and the MPOAC Leadership team sat in on this meeting. Over the course of the two days the team had great conversations and the next meeting will be the first week of October. Greg Stuart added that FDOT Secretary Keven Thibault attended the meeting the first two days and that the team met with Federal Highway Administration (FHWA) Florida Division staff at their office in Tallahassee.

Mr. Reichert added the following:

- The May 2019 MPOAC Leadership meeting was a success. Kevin Thibault, FDOT Secretary, was in attendance for the first two days.
- The FDOT MPO Transportation Performance Management (TPM) Consensus Planning Document was formally submitted to FHWA in May 2018. The revised version was approved in March 2019. It is suggested that each MPO adopt it as part of their Transportation Improvement Program (TIP).
- The concept of a Consolidated Federal Planning Grant is moving forward. FHWA and the Federal Transit Administration (FTA) are offering state DOTs and MPOs the option to consolidate individual grants into a one single grant. This change is intended to make the management of the grants more efficient. So far, 31 state states have exercised this option. The Consolidated Planning Grant will be presented formally at the MPOAC meeting in October 2019.

- Revisions have been made to the Joint Certification Risk Assessment based on FDOT liaison and task team feedback.
- A Technical Memorandum was distributed to MPOs related to the review of MPO Executive Directors' timesheets and expenses. The memo explains how and why the MPO Executive Director's timesheets and expense reimbursement invoices must be reviewed by someone other than the Director's direct subordinate.
- Florida Federal Planning Finding Review: FHWA and FTA met with FDOT and made recommendations to address the issue with tracking non-PL funds used for planning purposes.
- MPO Document Portal Update: Auto generated messages from the portal are often ending up in junk email folders of recipients. FDOT is working to fix this problem.
- FDOT MPO Program Management Handbook updates will be issued quarterly. The most current version is on the FDOT website on the Metropolitan Planning Support page. The most current revisions were made to Chapter 9: Transportation Performance Measures. All changes are noted at the front of the document.
- The annual Florida Metropolitan Planning Partnership (FMPP) Meeting is planned to take place during the first or second week of December 2019.
- Mr. Reichert suggested that FDOT consider creating a planner of the year award. The selection of an awardee would be done through a committee which would be created to review nominations.

A discussion took place about the FDOT MPO Consensus Planning Document. Lois Bollenback, Vice Chair, River to Sea TPO, mentioned that the document needs to be finalized before the next UPWP cycle. Ms. Bollenback requested that the Consensus Planning Document be presented for discussion at the October 2019 meeting and voted on during the January 2020 meeting.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Karen Brunelle, Florida Division, Federal Highway Administration, brought forward information on the following topics:

Transportation Performance Measures (TPM) announcements:

- USDOT has a TPM website showing a national performance measure dashboard and the PM2 and PM3 measures are available on the website (<https://www.fhwa.dot.gov/tpm/reporting/state/>).
- FHWA has available a free web-based training course: NHI 138016 - Implementing Performance-Based Planning and Programming. The goal of this web-based course is to provide learners with an introductory overview of the key elements and requirements of TPM and the performance-based planning and programming (PBPP)

framework. The course will give participants the information and resources necessary to begin understanding PBPP to implement it effectively. The website is: <https://www.fhwa.dot.gov/tpm/resources/training.cfm>.

- FHWA Facebook “Wow Wednesday!” factoid: It is the 100-year anniversary of the Transcontinental Convoy of 1919. Ms. Brunelle shared a few details of this historic journey across America.

Cathy Kendall, Florida Division, Federal Highway Administration, brought forward information on the following topics:

- Michael Sherman has been hired as the new Transportation Planning Specialist for Districts 1 and 3.
- Alternative Fuel Corridor Pilot program – nominations are due September 09, 2019.
- The Value Capture Webinar Series features presenters who have successfully used Value Capture techniques, such as transportation impact fees, special assessments, tax increment financing, transportation utility fees, joint development, and value capture from existing assets to fund previously unfunded infrastructure projects. The webinar series is available from June to November 2019.
- Planning and Environmental Linkages: New training links are now available that are specifically for local public planning agencies.
- The Statewide Assessment Meeting was held in early July. If any MPOs want to provide input, it is due August 09, 2019.
- FHWA and FTA training has traditionally had low participation levels. Ms. Kendall is working with Carl Mikyska and FDOT to notify MPOs of these opportunities and pass on information about trainings in hopes of increasing participation.

• BUSINESS ITEMS & PRESENTATIONS

A. STATE LEGISLATIVE POLICY POSITIONS

The 2020 Florida legislative session will start in January of 2020. Legislative committees will begin meeting in early October of 2019. So that MPOAC may have adopted policy positions available for distribution prior to the start of legislative committee meetings, the MPOAC Governing Board will need to formally adopt a platform of positions at this meeting.

The MPOAC Policy and Technical Committee reviewed the 2019 policy positions and considered new policy positions for the 2020 legislative session. Mr. Mikyska presented the policy positions recommended by the MPOAC Policy and Technical Committee.

Editing was done live. The following changes and recommendations were made.

*Note: * indicates a motion was made during the meeting.*

Policy Position #1 and Key Recommendations:

1. MPOAC supports state legislation that will expand transportation revenue sources and stabilize transportation funding levels.

Key Recommendations:

- Expand the Charter County and Regional Transportation System Surtax to allow municipalities over 150,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
- Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
- Identify potential revenue replacement sources for the current motor fuels tax which is no longer able to fully support the current or future needs of the transportation system.
- Charge alternatively fueled vehicles a fee equal to the fuel tax paid by gasoline or diesel fueled vehicles.
- Use the existing MPO and local planning processes to select individual transportation projects rather than legislative appropriations (commonly referred to earmarks). Ensure that all legislative appropriations that do happen come from non-transportation funding sources such as general revenue funds.

The staff recommendation was to remove references to the revenue study which is getting older by this time and to soften the language in previous year's policy positions related to requesting a ban on earmarks.

2. Regulates distracted driving by prohibiting the handheld use of electronic wireless communication devices and other similar distracting devices while operating a motor vehicle on any roadway.

The 2018 Florida legislature enacted the "Wireless Communications While Driving" law that makes texting while driving a primary offense. One of the expressed concerns of opponents of this law is the potential of racial profiling during enforcement. This legislative proposal would increase roadway safety by prohibiting the handheld use of electronic wireless devices for any purpose, making enforcement easier and reducing the potential for racial profiling.

The staff recommendation was to reflect the actions of the legislature to make texting while driving a primary enforcement issue and ask to have a fully hands-free bill. Staff noted that other interest groups will not be pushing to go fully hands-free this coming legislative session and the following legislative session the presumed Senate President has stated his desire to make the state hands-free while driving. This is likely to be resolved in two years. The group decided to leave this policy position alone for now given the likely lack of action in the coming session, but to leave the policy position in the MPOAC brochure.

3. Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP).

The staff recommendation was to keep the policy position as shown in previous years and to add the latest year of funding to the bar graph. Discussion followed regarding the need to expand uses of TRIP funding. A discussion about the importance of having a stable, predictable amount of funding each year followed. The group concluded that using the 2007 level of funding was too far removed in the past and asked to simply state a number \$150M per year. The group unanimously agreed to this direction.

4. Allows Strategic Intermodal System (SIS) funds to be used on roads, transit, and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.

Current state law does not permit SIS funds to be spent on roads, transit, or other transportation facilities that are not part of the SIS, even if proposed improvements would directly benefit users of SIS facilities by enhancing mobility options or supporting freight movement in a SIS corridor. The newly created Federal Transportation Performance Measures (TPM) apply to more than just the Strategic Intermodal System. It is appropriate to direct SIS funding to transit and roadway projects that relieve the SIS and are part of the TPM system.

Staff explained that the federal performance measures are a larger segment of facilities than just the SIS and therefore to improve the state's performance ratings funding should be made available to all facilities included in the federal performance measures network. The group agreed and asked staff to include the proposed language.

5. Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).

Current state law limits the amount of funding that can be made available from the STTF for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and artificially limits the ability of MPOs to implement priority transit projects. This proposal recognizes the critical role transit plays in moving people and goods within and between Florida's metropolitan areas by removing the distinction between transit and highway projects for the purpose of spending funds from the STTF.

The staff recommendation was to leave this policy position unchanged from the previous year, the committee agreed.

6. Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.

The United States Department of Transportation (USDOT) provides funding to metropolitan planning organizations (MPOs) to carry out their federally required duties. Those federal funds are given to states who in turn distribute them to MPOs based upon a formula agreed upon by the Florida Department of Transportation (FDOT) and the Florida MPOs and then approved by the Federal Highway Administration (FHWA). The Florida Department of Financial Services (DFS) has determined that the expenditure of federal funds by MPOs shall be subject to all state requirements, laws and regulations even where such laws conflict with federal laws, regulations and requirements. This limits the ability of the Florida MPOs to use federal funds for their intended purpose and impinges on their ability to carry out their responsibilities as outlined in federal rule. This proposal would clarify that federal monies passed through the State of Florida to MPOs and the Florida MPO Advisory Council (MPOAC) shall not be regarded as state funds for purposes of expenditure.

The staff recommendation was to leave this policy position unchanged from the previous year, the committee agreed.

7. Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.

Transportation technologies have undergone a revolutionary leap forward over the past several years. A variety of transportation technologies are under development including autonomous vehicles and the hyperloop. It is the responsibility of the Florida legislature to ensure that state laws and funding mechanisms support the development and implementation of these technological advances in the way people and freight will

move in and between our metropolitan areas. At the same time, it is incumbent upon the Florida legislature to ensure that the health and welfare of Florida's citizens and visitors are protected from possible harm presented by these new technologies, including the malicious and intentional interference of the proper functioning of transportation vehicles and systems. This proposal supports legislative efforts to implement innovative mobility solutions and polices while protecting the health and welfare of Florida's citizens and visitors.

The staff recommendation was to leave this policy position unchanged from the previous year, the committee agreed.

Greg Slay, Capital Region TPA, moved to make the recommendation to the MPOAC Governing Board to adopt the policy positions as presented and modified in the meeting. The positions were proposed to be re-ordered, moving the TRIP funding (policy position #3) item down in order and moving up the SIS funding (#4) in order of appearance in the policy positions brochure. Dave Hutchinson, Sarasota/Manatee MPO, seconded. The motion carried.

B. FEDERAL POLICY POSITIONS

In 2017, MPOAC adopted a set of federal policy positions in anticipation of a possible infrastructure package. The federal policy positions also served as a set of talking points for a new federal transportation bill to replace the Fixing America's Surface Transportation (FAST) Act which, at the time, was still about three years away. The expiration of the FAST Act is now just over one year away and discussions have begun on the shape of a new transportation bill. The transportation and political landscape have changed some since 2017 and it is appropriate to update our transportation policy positions to reflect these changes. It is also very important that Florida speak with a unified voice about our transportation needs. This document will be made available to the MPOAC membership and all partners to use in guiding discussions with colleagues and decision-makers. An updated federal policy positions document has been developed and reviewed by the MPOAC Policy and Technical Committee. Prior to the meeting, staff had been directed to compare the MPOAC federal policy positions to those of AMPO (staff took the liberty of also comparing the NARC federal policy positions as well). These comparisons were reviewed with the group.

Editing was done live during the meeting and the following changes and recommendations were made.

MPOAC: FEDERAL TRANSPORTATION POLICY POSITIONS | 2019 edits

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the twenty-seven MPOs in the State of Florida. These policy positions are intended to serve as guidance to the United States Congress, the Florida Legislature, the United States Department of Transportation, the Florida Department of Transportation, and the MPOAC's partner organizations.

MPO ADMINISTRATION AND FUNDING

- The MPOAC supports distributing federal ~~planning (PL)~~ funds to states using the most recently available ~~annual~~ census data.
- The MPOAC supports policies that streamline the federal-aid process by directly allocating and increasing Federal Surface Transportation Block Grant (STBG) Program funds to Metropolitan Planning Organizations (MPOs) in Transportation Management Areas (TMAs) for planning, programming and implementation purposes.
- The MPOAC supports policies ~~which recognize that federal metropolitan transportation planning funds are not to be regarded as state funds for purposes of expenditure. whereby the federal government promotes local home rule authority by guarantying membership for local units and transportation providers of government on an MPO Governing Board; and requires that federal planning funds shall be limited to only the restrictions placed upon them by the federal government.~~

ROLES, RESPONSIBILITIES AND PROGRAMS

- The MPOAC supports the continued development of a multi-modal National Freight Network funded, in part, by a dedicated stream of fees and taxes on freight shipments and freight vehicles.
- The MPOAC supports toll projects and public/private partnerships that are consistent with the federally established metropolitan transportation planning process.
- The MPOAC supports policies that reward states for attaining federally mandated performance measures and targets, and do not redistribute funding among the states based on poor performance.
- The MPOAC supports policies that direct revenues generated from new tolls instituted on federal-aid facilities toward transportation improvements within that metropolitan area.
- ~~The MPOAC supports maintaining the federal, state and MPO roles in transportation policy and funding, and allocating funding in an amount that supports these roles.~~
- The MPOAC supports allowing Metropolitan Planning Organizations (MPOs) to express metropolitan transportation plan (MTP) project costs in either current year dollars or year of expenditure dollars.

- The MPOAC supports maintaining the 5-year update cycle for metropolitan transportation plans (MTPs).
- Align the Transportation Performance Management Reporting dates for DOTs and MPOs. (New)

TRANSPORTATION PROJECT FINANCE AND FUNDING

- The MPOAC supports indexing existing and all future federal transportation revenue streams (such as Vehicle Miles Traveled, User Fees, etc.) to the Consumer Price Index (CPI) in order to keep pace with inflation.
- The MPOAC supports addressing future transportation funding needs through new and innovative mechanisms (such as Vehicle Miles Traveled, User Fees, etc.).
- ~~The MPOAC supports the continuation of the federal Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program.~~
- The MPOAC supports the Transit Capital Grant program (e.g., New Starts, Small Starts and Core Capacity) and ask that these programs be expanded for metropolitan areas. (New)
- The MPOAC supports greater funding for non-motorized projects and programs which reduce VMT per capita and improve safety. With expanded funding of the Transportation Alternatives Program and fully sub-allocating these funds to MPOs transportation can better address the non-motorized needs while reducing emissions and safety concerns. (New)
- MPOAC supports performance measures and targets that reduce per capita VMT. (New)
- Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.

Dave Hutchinson, Sarasota/Manatee MPO, moved to recommend to the MPOAC Governing Board approval of the updated federal policy positions. Pat Steed, Heartland TPO, seconded. The motion carried.

C. FLORIDA DOT STATEWIDE SURVEY RESULTS AND COMMUNITY OF PRACTICE

Mr. Frank Collins, Manager of the Systems Forecasting and Trends Office (FTO), Florida Department of Transportation (FDOT), presented the work of his office and team. FTO has been providing to Florida MPOs the data used in Transportation Performance Measures (TPM) as well as additional data that provides a more complete picture of the Florida

transportation system for each MPO. They have been providing the data in tabular and infographic format for each MPO.

Since 2000, FTO has been asking Florida residents and visitors to share their opinions of FDOTs successes and what can be improved to better to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

In 2016 the FDOT Resident Survey received 1,969 responses, which was a 6% response rate; a \$140,915.00 cost overall or \$69.55 per response. In 2018, the FDOT Resident Survey received 3,144 responses at a total cost of \$127,760 or \$40.64 per response. 97% of respondents were full time Florida residents. Members can view all results from the 2018 Satisfaction Survey for Florida Residents at <https://www.fdot.gov/planning/customers>

Discussion took place about identifying difference areas. Phil Matson, Indian River County MPO, asked if results can be broken down further by districts. Mr. Collins replied that they can narrow down results based on certain locations. Other questions about survey methodologies followed.

D. CAV IMPACTS TO TRANSPORTATION REVENUE

Mr. Mark Reichert, State Policy Programming Coordinator, Florida Department of Transportation (FDOT), shared the results of efforts by the department to better understand the impacts to transportation revenue as connected and automated vehicles become a part of the overall vehicle fleet.

Mr. Reichert provided information on how transportation infrastructure is funded in Florida and the fiscal challenges Florida is facing. He shared that the transportation community, and MPOs, should no longer rely on the fuel tax as a primary source of transportation funding for the future and to begin the discussion of replacing it with a more sustainable option.

A discussion took place about the fuel tax. Mr. Reichert stated that in 1980 the average fuel efficiency of new model year passenger vehicles was 24.3 MPG. By 2016, this increased to 37.7 MPG; an increase of 55%. This means less gas tax revenue per mile driven.

E. FORMATION OF A TRAINING COMMITTEE

Mr. Carl Mikyska presented this topic item. In 2016, MPOAC developed and adopted a Strategic Plan. This plan was designed and intended to assist MPOAC in advancing the role and influence of the organization, as well as strengthening partnerships with other

transportation organizations. One of the committees specifically identified to be formed in the Strategic Plan was a Training Committee.

A Training Committee would consider, and potentially develop, products and resources for educating new MPO board members, new employees at an MPO, as well as Florida DOT MPO liaisons. The committee may also identify other needs within the MPO community.

Greg Stuart, Chair, Broward MPO, moved to recommend to the Governing Board the formation of an MPOAC Training Working Group with Dave Hutchinson, Sarasota/Manatee MPO, serving as chair. The motion carried.

• COMMUNICATIONS

Attached.

• MEMBER COMMENTS

Ronnie Blackshear noted that the Polk TPO Director, Tom Deardorff, will be retiring soon.

• ADJOURNMENT

The next meeting of the MPOAC Staff Director's meeting will be held at 12:00 PM on October 29, 2019 at the Orlando Airport Marriott Lakeside Hotel, 7499 Augusta National Drive, Orlando, FL 32822. MPOAC has arranged for a room block at a rate of \$125 per night. A meeting notice will be sent out at least one month prior to the meeting date.

The meeting adjourned at 2:44 pm.

Item Number 3

Public Comments (non-agenda items)

DISCUSSION:

Recommendations or comments by the public.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

None

Item Number 4A

Executive Director's Report UPWP Report

DISCUSSION:

Mr. Carl Mikyska, MPOAC Executive Director, will be presenting the UPWP Report showing expenditures and budget through the end of state fiscal year 2019 as well as a list of activities and accomplishments of the MPOAC from August through October 2019.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

1. UPWP Activities Report – August through October 2019.
2. MPOAC Budget Report – First Quarter of State Fiscal Year 2020.

MPOAC Quarterly UPWP Report

August 2019 to October 2019

Task 1.1 – Administration

- Ongoing task, payment of invoices, requisitions, travel vouchers and expenses of MPOAC – occurring quarterly.
- Quarterly reports are on track.
- Met with the FHWA Planning Team Leader multiple times.
- Coordinating with CUTR, developed October MPOAC meeting content and materials.
- Presented Florida's approach to Transportation Performance Measures at the TRB Conference in Atlanta, GA.
- Prepared meeting minutes of the July MPOAC Governing Board and Staff Director's Committee Meetings.
- Paid the annual dues to both NARC and AMPO.
- CUTR represented MPOAC at the July quarterly meeting of the MPOAC Governing Board and Staff Director's Committee Meetings.
- Participated in the Florida Greenways and Trails Foundation Meetings.
- Worked with FDOT personnel about pursuing a Consolidated Planning Grant program for the Florida MPOs.
- Attended the annual AMPO conference and moderated one session, participated as a panelist in another session.
- Interviewed potential candidates for the MPOAC Administrative Assistant position and hired a replacement for Brigitte.
- Attended the Polk TPO Federal Quadrennial Certification Review.
- Attended, and participated in, the annual meeting of Missouri and Kansas MPOs to learn about their best practices and share Florida best practices.
- Hosted the July 30, 2018 meetings of the MPOAC Staff Director's Committee and the MPOAC Governing Board meetings.
- Produced the agenda packages for the October 29, 2019 MPOAC Freight Committee, Noteworthy Practices Working Group, Staff Director's Committee and Governing Board meetings.
- Maintained and updated as necessary the MPOAC.org website.
- Presented Florida MPO best practices at the Florida Chapter APA annual conference.
- Coordinated with Florida DOT and MPOAC Staff Directors Leadership to set an agenda for the MPOAC Leadership Meeting in November.

Task 2.1 – MPOAC Policy Positions

- Finalized MPOAC Policy Positions based upon direction provided by the MPOAC Governing Board and Staff Directors.
- Printed and mailed out MPOAC Legislative Policy Positions Brochures.
- Presented MPOAC Policy Positions to the CRTPA Governing Board, the Florida Association of Intergovernmental Relations and the Florida League of Cities.

- Published three weekly MPOAC Legislative Newsletters for the 2020 legislative session.
- Tracked legislative proposals and transportation related bills introduced for the MPOAC Membership.

Task 2.2 – MPOAC Institute Training Activities

- Set dates for the 2020 institutes based upon instructor availability.
- Signed contracts with facilities to host the 2020 sessions.
- Redesigned and printed “Save the date postcards”.

Task 3.1 – Assessment of Documents, Regulations, Policies and Legislation

- Attended and participated in a meeting of the AMPO Policy Committee, worked with national partners about the upcoming federal transportation bill.
- Have regularly met with, and coordinated with, the Florida DOT Forecasting and Trends Office regarding MPO customized performance measures.
- Met with staff from Florida League of Cities on multiple occasions.

Task 3.2 – Statewide Plans, Programs, and Performance Measures Implementation

- Attended, and participated in, FTP/SIS Implementation Committee Meeting at Florida DOT.
- Met multiple times with Florida DOT staff and contractors to work on transportation mobility measures and transportation performance measures for Florida’s MPOs.

Task 3.3 – Public Transportation, Environment & Community Planning

- Attended, and participated in, the Florida Greenways and Trails Foundation quarterly meeting and Executive Committee meeting. Met with the Treasurer and Executive Director several times.
- Collectively met with the Florida DOT Secretary, Statewide Planner and the President of the Florida Greenways and Trails Foundation.

Task 3.4 – Safety, Operations and Management

- Coordinated with Florida DOT to plan and shape the upcoming Florida Metropolitan Planning Partnership meeting.
- Attended the Florida Transportation Plan meeting hosted by FDOT in Bonita Springs.
- Coordinated with FDOT staff on the use of transportation performance data for MPOs.

Task 3.5 – MPOAC Strategic Plan and Implementation

- Produced the agenda and meeting materials for the October 29, 2019 meeting of the Noteworthy Practices Committee.
- Launching the Training Working Group.
- Presented to the Florida League of Cities.

**Florida Metropolitan Planning Organization Advisory Council
FY 2019/2020 Budget
July 1, 2019 to June 30, 2020**

| Category | Annual Allocation | 1st Qtr Expenditures 7/1/19-9/30/19 | 2nd Qtr Expenditures 10/1/19-12/31/19 | 3rd Qtr Expenditures 1/1/20-3/31/20 | 4th Quarter Expenditures 4/1/20-6/30/20 | Expenditures to Date | Remaining Balance |
|--------------------------------|--------------------------|--|--|--|--|-----------------------------|--------------------------|
| Salaries/Benefits | \$ 177,000 | \$ 44,850 | | | | \$ 44,850 | \$ 132,150 |
| Expense | \$ 55,661 | | | | | | |
| Travel | \$ 25,000 | \$ 3,240 | | | | \$ 3,240 | \$ 21,760 |
| Meetings | \$ 23,274 | \$ 7,078 | | | | \$ 7,078 | \$ 16,196 |
| Administrative | \$ 5,887 | \$ 346 | | | | \$ 346 | \$ 5,541 |
| Membership Dues * | \$ 1,500 | \$ 1,000 | | | | \$ 1,000 | \$ 500 |
| | | | | | | | \$ - |
| Contracted Services | | | | | | | \$ - |
| General Counsel | \$ 22,000 | \$ 9,760 | | | | \$ 9,760 | \$ 12,240 |
| | | | | | | | \$ - |
| Transportation Planning | | | | | | | \$ - |
| Univ. South FL (CUTR) | \$ 92,500 | \$ 13,750 | | | | \$ 13,750 | \$ 78,750 |
| MPOAC Institute | \$ 85,000 | \$ 8,500 | | | | \$ 8,500 | \$ 76,500 |
| | | | | | | | \$ - |
| Strategic Plan | | | | | | | \$ - |
| Florida State University | \$ 5,000 | 0 | | | | 0 | \$ 5,000 |
| | | | | | | | \$ - |
| Total Federal Funds | \$ 437,161 | \$ 88,524 | | | | \$ 88,524 | \$ 348,637 |
| | | | | | | | \$ - |
| Advocacy Activities | | | | | | | |
| Local Funds | \$ 10,500 | 450 | | | | 450 | \$ 10,050 |
| | | | | | | | \$ - |
| Total Budget | \$ 447,661 | \$ 88,974 | | | | \$ 88,974 | \$ 358,687 |

* FBT, FPTA

Item Number 4B

Executive Director's Report Legislative Update

DISCUSSION:

The 2020 Florida Legislative Session has started with pre-session committee weeks. The Executive Director will provide an overview of transportation related legislation introduced to date and happenings at the Capitol.

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENT:

None – Please see the Legislative Newsletter under Communications.

Item Number 5A

Agency Reports – Florida Department of Transportation

DISCUSSION:

Mr. Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning will update the members on the activities of Florida DOT and bring forward information of importance to the membership about Florida DOT efforts.

He will also provide an overview of the risk assessment tool which was modified to reflect feedback from MPOs in the last round of MPO Annual Joint Certifications by FDOT staff. Updates to the risk assessment tool 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

REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENT:

None.

Item Number 5B

Agency Reports – Florida Division of Federal Highway Administration

DISCUSSION:

Ms. Cathy Kendall, Team Leader of the Planning Team and Ms. Karen Brunelle, Director of Program Development of FHWA will share with the membership the following:

1. General Announcements
2. TPM Updates
3. TPM Safety Target Workshop
4. PPP PAR Summary Report
5. FY2019/20 – 2022/23 STIP Approval and Planning Finding

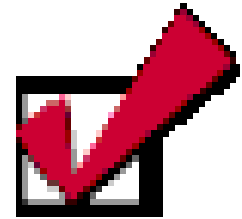
REQUESTED ACTION:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

Transportation Performance Management Updates Announcement.
Florida Safety Performance Targets Workshop Flyer.
Statewide Annual Assessment Document and Cover Letter.
Program Accountability Results report of Public Participation Plans.
Innovative Finance Power Point Presentation.

Recent TPM Activities



- August 2019:
 - FDOT Set 2019 Safety Targets (All were Zero)
 - TAMP Consistency Determination Made by FHWA
 - FTA/FHWA Provided FDOT System Performance Report Template Feedback
- September 2019:
 - New Guidance – Performance Based Planning and Programming Implementation Roadmap
www.fhwa.dot.gov/planning/performance_based_planning/
- October 2019:
 - S/TIP – All TPM requirements
 - Consensus Documents Approved*



Upcoming TPM Activities



- Feb 27: MPO Sets 2019 Safety Targets
- Nov 13-14: TPM Safety Target Setting Workshop
- 23 CFR 667.9 Periodic Evaluation of Facilities Due to Emergency Events:
 - Per FDOT's March 2019 report, only 1 roadway experienced damages two or more times (Monroe Co – US1).
 - No MPOs will need to consider this provision in developing future TIPs until the next report is issued.





Florida MPO Safety Performance Targets Workshop

Sponsored by the Federal Highway Administration

Workshop Details

| | |
|--------------|--|
| When | November 13-14, 2019 from Noon to Noon |
| Where | Hillsborough MPO Office 601 E. Kennedy Blvd., 18th Floor Tampa, FL 33602 |

Hotels

Travel expenses are the responsibility of the MPO. [Tampa's Downtown Partnership Website](#) lists the hotels in the downtown area, many of which are within walking distance of the workshop.

Parking

The Workshop facility does not have designated parking. Parking garages and maps can be found on the [City of Tampa Parking Garage and Lot Map](#).

Transportation

Once settled in, if you do not wish to re-park, there are several transit options available to get around Tampa.

Public Transit. In Hillsborough County, visit [HART](#) for routes and times.

Bicycling. Bicycle racks are provided around Downtown. Ride your own bike or try [Coast Bike Share](#).

Water Taxi. If traveling within the downtown area, check out the [Pirate Water Taxi](#)

Downtowner. [A FREE, on-demand ride service](#) using six-passenger electric vehicles.





Federal Highway Administration
Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2200
www.fhwa.dot.gov/fldiv

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

September 30, 2019

Mr. Kevin J. Thibault, P.E.,
Secretary of Transportation
Florida Department of Transportation
605 Suwannee Street (MS-59)
Tallahassee, FL 32399-0450

Subject: Approval of Fiscal Year (FY) 2019/20-2022/23 Statewide Transportation Improvement Program (STIP) and Statewide Planning Finding

Dear Secretary Thibault:

The following is in response to the Florida Department of Transportation's (FDOT) September 13, 2019, request for approval of Florida's FY 2019/20-2022/23 STIP and transmittal of the FY 2019/20-2022/23 Transportation Improvement Programs (TIPs) for Florida's 27 Metropolitan Planning Organizations (MPO) for our review, as resubmitted on September 17, 2019, which includes the August 30, 2019, letter of approval for the MPO TIPs and the certification of the state planning process. Our various metropolitan and statewide planning process findings and actions are summarized below:

- 1. Metropolitan Transportation Planning Processes and TIPs:** Based upon our review of the annual "self-certification" statements jointly developed between each of the MPOs, the Department, and our joint certification reviews of Transportation Management Areas (TMA) during 2019, we hereby determine that the FY 2019/20-2022/23 TIPs developed and adopted by Florida's 27 MPOs are based on a continuing, cooperative, and comprehensive planning process. We also hereby conclude that the content and elements of each of the TIPs generally satisfy the requirements of 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR Part 450 (Subpart C), and 49 CFR Part 613 (Subpart A).
- 2. Statewide Transportation Planning Process and the STIP:** 23 U.S.C. 135(f)(4) and 23 CFR 450.220 require that the Federal Highway Administration/Federal Transit Administration (FHWA/FTA) approval of the STIP include a finding that the process from which the STIP was developed is consistent with the provisions of 23 U.S.C. 134 and 135 and 49 U.S.C. 5303 – 5305. This "annual assessment" of various aspects of the statewide transportation planning process has been a key source of information in supporting this FHWA/FTA statewide planning finding.

On July 2, 2019, a meeting was conducted with various members of your staff to discuss Florida's statewide transportation planning process. Enclosed for your reference and information is a copy

of the summary report that concludes that the statewide transportation planning process substantially satisfies the above requirements.

In summary, our review of the STIP, TIPs, and supporting documentation concludes that the FY 2019/20-2022/23 STIP substantially meets the process and content requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303 - 5305, 23 CFR Part 450 and 500, and 49 CFR Part 613, including the provisions on public involvement and fiscal constraint, subject to FDOT satisfactorily addressing the Corrective Actions stated in the attached report. FDOT is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the Corrective Actions as it occurs and in accordance with the noted deadlines. Therefore, on behalf of both agencies (FHWA/FTA), Florida's FY 2019/20-2022/23 STIP is hereby approved.

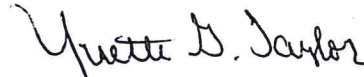
We look forward to continuing our coordination with the Department, the MPOs, the local/regional transit service providers, and Florida's other transportation stakeholders in further implementing the various transportation planning and environmental provisions in federal law.

If you have any questions, please do not hesitate to contact Ms. Karen Brunelle at (850) 553-2218 or Mr. Keith Melton at (404) 865-5614.

Sincerely,



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



Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

Enclosure: Annual Statewide Assessment Report (sent via electronic copy only)

cc: Mr. Tom Byron, FDOT (MS-57)
Ms. Courtney Drummond, FDOT (MS-57)
Ms. Stacy Miller, FDOT (MS-57)
Mr. Mark Reichert, FDOT (MS-28)
Ms. Cynthia Lorenzo, FDOT (MS-21)
Ms. Huiwei Shen, FDOT (MS-28)
Mr. Carl Mikyska, MPOAC (MS-28B)
Mr. L.K. Nandam, FDOT (District 1)
Mr. Greg Evans, FDOT (District 2)
Mr. Phillip Gainer, FDOT (District 3)
Mr. Gerry O'Reilly, FDOT (District 4)
Mr. Mike Shannon, FDOT (District 5)
Mr. Jim Wolfe, FDOT (District 6)
Mr. David Gwynn, FDOT (District 7)
Ms. Nicola Liquori, Florida's Turnpike Enterprise
Ms. Karen Brunelle, FHWA
Ms. Cathy Kendall, FHWA
Mr. Keith Melton, FTA
Mr. Rob Sachnin, FTA



**2019
Florida Federal
Planning Finding
(Statewide Annual
Assessment)**

Federal Highway Administration

**Federal Transit Administration
Region 4**

September 2019

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I. BACKGROUND

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have joint stewardship responsibilities to ensure that both the statewide and metropolitan transportation planning processes satisfy the requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303-5305, 23 CFR Part 450 and 500, and 49 CFR Part 613. From a statewide planning perspective, the State certifies the process through the submittal of the Statewide Transportation Improvement Program (STIP), while Metropolitan Planning Organizations (MPOs) and the State jointly certify the metropolitan transportation planning processes through the submittal of the MPOs' Transportation Improvement Programs (TIPs). Based on our review of the STIP, TIPs, our annual program and risk assessments, and our day-to-day stewardship and oversight activities, FHWA and FTA are responsible for issuing the following types of planning findings and approvals:

- A. *Metropolitan planning findings based on review of MPO TIPs and certification statements.* Pursuant to 23 CFR 450.328(a), the FHWA/FTA must jointly find that each metropolitan TIP is based on a "3-C" (continuing, comprehensive, and cooperative) planning process by the MPO, State Department of Transportation, and transit service provider(s). In Florida, this finding primarily has been based on the annual MPO/Florida Department of Transportation (FDOT) joint certification statements on the respective metropolitan planning processes. Information collected from the quadrennial FHWA/FTA certification reviews of the planning processes in Florida's Transportation Management Areas (TMAs), pursuant to 23 CFR 450.334(b), also has provided substantial input for FHWA/FTA to issue these annual "3-C" planning findings.
- B. *FHWA/FTA review of the statewide planning process and issuance of a related statewide planning finding to support FHWA/FTA approval of the STIP.* As outlined under 23 CFR 450.218, the FHWA/FTA statewide planning finding, made in conjunction with the FHWA/FTA approval of the STIP, ensures, at a minimum, that the process from which the STIP was developed is consistent with the provisions of 23 U.S.C. 134 and 135 and 49 U.S.C. 5303-5305. A joint FHWA/FTA planning finding accompanies the annual FHWA/FTA approval of Florida's STIP. In Florida, this process was formerly known as the "annual assessment" of the statewide planning process. It is now known officially as the "Federal Planning Finding" to better align with the regulatory responsibilities.

The primary objective of this report is to substantiate the issuance of the FHWA/FTA Statewide Planning Finding for supporting FHWA/FTA approval of Florida's Fiscal Year (FY) 2019/20 - 2022/23 STIP.

II. FORMAT

The findings in this report are based in part on the information received during the annual statewide assessment meeting held on July 2, 2019, with the FDOT staff responsible for the topic area activities. The numerous topics discussed are related to FDOT's statewide planning process and are listed in the Meeting Agenda, shown in Appendix A. A summary of the information conveyed during and after the meeting is provided in Appendix B. The list of meeting attendees is provided in Appendix C. Documentation received from FDOT on the topics covered during the Statewide Assessment Review process meeting was used to support the findings and is on file at the FHWA Division Office.

III. TOPICS OF INTEREST

A. Findings and Recommendations from the 2018 Statewide Annual Assessment

Provided below are the overall findings from the 2018 Annual Assessment Report, and the status of the corrective actions and recommendations.

Corrective Actions

1. Tracking of STP and other Non-PL Funding Used for Planning

Observation: The 2017 Planning Finding included a recommendation to develop a tracking system. In the status update, FDOT indicated that they have a system in place. However, the system referenced addresses UPWP Amendments for non-PL funds used for planning. The Federal Review Team is not aware of a system for tracking funds in the initial UPWP and no information on the status of non-PL funds used in planning was shared with the federal partners during the 2018 UPWP approval cycle. Additionally, during the UPWP review and approval process, it was evident that there is a lack of proper accounting regarding the use of non-PL funds for planning. Further, the amount of non-PL funds identified and programmed in the UPWP and subsequently reviewed and recommendation for approval by FDOT could not be relied upon as the accurate source of available non-PL funds for planning to support the federal authorization.

Corrective Action: 23 CFR 420.115(b) requires that appropriate funds be available at the time of authorization. **FDOT needs to develop and implement a tracking system that would administer and account for all non-PL funds being used for planning purposes per 23 CFR 420.119(e). This information must be readily available to the federal approving agencies needs to be developed and implemented prior to June 2019, which aligns with federal approval of year two of the current UPWPs.** Without

suitable accounting and controls, federal authorization for planning activities will need to be restricted to the use of PL funds. The federal agencies have no confidence that the requested non-PL funds programmed in the UPWP, which is the MPOs' discretion to use as allowed by 23 CFR 450.308(a), are actually available to authorize for federal funding.

Status: In response to the 2017 Recommendation on this same issue, FDOT's Federal Aid Management Office (FAMO) produced Federal Aid Technical Bulletin No.18-01 suggesting the use of the STIP Tool for tracking Non-PL planning funds. Upon further investigation, the Tool proved inadequate as some MPOs were not including Non-PL or even their PL planning funds in their TIPs, therefore not making it into the STIP either.

The Office of Policy Planning (OPP) decided it would be best to develop its own Technical Memorandum documenting the proposed tracking process using the previous FAMO technical bulletin as its basis. The purpose of this new Technical Memorandum 19-03, issued in June 18, 2019, is to explain how FHWA Planning Funds (PL and Non-PL) are documented in the UPWP, the TIP and the STIP and why UPWP Amendments will require either a concurrent TIP Modification or TIP Amendment by the MPO, and a STIP Modification or Amendment by FDOT.

OPP staff met with FHWA/FTA and the FAMO in a series of meetings to collaborate on the solution. FDOT will now use the on-line STIP Tool for tracking all FHWA PL and non-PL funds. The onus is placed on the MPO Program Section of OPP to ensure that all MPOs are including all FHWA PL and non-PL funds in their UPWPs and including this information in their respective TIPs. FDOT states that they have corrected the inconsistencies that were identified in the way that planning funds were being entered in the TIP/STIP and have worked with the district MPO liaisons to ensure the proper data will be uploaded. In addition, the MPOAC has notified its member MPOs to update their UPWPs/TIPS to include FHWA PL and non-PL funding sources if they do not already do so.

FDOT plans to revise this Technical Memorandum 19-03 to address two outstanding issues. The first is the tracking of the FTA funds. FDOT has identified that all the MPOs have included FTA planning funds in their TIPs and STIP for the first year. All but four MPOs have included the FTA planning funds in their TIPs and STIP for all four years. FDOT will work towards ensuring that these four MPOs include FTA Planning funds for at least the first two years of their TIPs and the STIP in order to document that these funds have and will be programmed for the entire length of the 2-year UPWP. Once these changes have been made FDOT has committed to revise the memo and to track all federal planning funds.

The second issue is to document a process to provide reasonable assurance that the funds are/will be in the STIP prior to the initial UPWP approval. FDOT is working on this issue as well and plans to have a Draft Revised Technical Memo for FHWA's and FTA's review this fall.

FDOT has committed to tracking all Federal MPO planning funds on a monthly basis for the next year and reassess the frequency of that report with FHWA/FTA at the 2020 Florida Federal Finding Review. The new MPO Document Portal will be utilized for

uploading the various documents for processing any necessary UPWP amendments/TIP modifications.

Recommendation: While substantial progress was made on this topic, this 2018 issue was not completely resolved. Please see Section IV for a follow up recommendation.

Recommendations

1. Partner Communication

Observation: Since the Federal-aid Program is a federally-assisted, state-administered, locally-driven program, FDOT is responsible for determining the processes used to implement its responsibilities. We understand that processes are evaluated and modified by FDOT to reflect new requirements and to take advantage of opportunities to increase program efficiencies and improve their delivery. In the Stewardship and Oversight Agreement, FHWA and FDOT mutually agreed to a collaborative consultation process for manuals and operating agreements to ensure smooth, timely and efficient project delivery. When FDOT changes their processes without coordination or notification to federal or local partners, this results in unclear expectations on needed actions and impacts the delivery of the Federal-aid Program.

Recommendation: The Federal Review Team strongly recommends that FDOT coordinate with its federal and local partners as processes are changed or updated. Clear communication avoids the federal partners operating in a reactive mode which could delay the authorization of critical federal funding to advance needed transportation solutions.

Status: In order to enhance coordination, ensure transparency, encourage effective communication, and build partnerships among all stakeholders in the metropolitan planning process, FDOT has developed the following Task 3 in their MPO Program Work Plan:

- Task 3.1. Conduct a two-day, peer-to-peer Florida Metropolitan Planning Partnership Meeting on an annual basis to bring together all partners in the Metropolitan Planning Program to address relevant and upcoming topics, enhance coordination, build staff capacity, and ensure continued compliance with all applicable state and federal regulations.
- Task 3.2. Hold quarterly coordination calls with staff from FHWA, FTA, and the MPOAC to address timely issues or concerns and encourage an atmosphere of collaboration and ensure continued compliance with all applicable regulations.
- Task 3.3. Communicate with MPOs, MPO Liaisons, and Liaison Administrators as needed to convey timely information, poll or collect information, forward training invitations or other resources, provide clarification or guidance, and ensure continued compliance with all applicable state and federal regulations
- Task 3.4. Conduct monthly MPO Liaison coordination calls to address pertinent or upcoming issues, build inter-District partnerships, and encourage open communication to ensure programmatic level compliance.
- Task 3.5. Support and attend twice a year MPOAC Executive Leadership Meetings to increase transparency, coordination, and build partnerships.

- Task 3.6. Support other MPO workshops such as a joint MPO/transit agency workshop.
- Task 3.7. Work with MPOs to encourage their school districts to incorporate AASHTO's TRAC™ (Transportation and Civil Engineering) and RIDES (Roadways in Developing Elementary Students) into their curriculums.

In addition to these activities, the internal FDOT MPO Program Management Handbook is now updated on a quarterly basis. Prior to any significant update OPP coordinates with the MPOAC and the MPO Liaisons. At the time of the quarterly update, FDOT emails the liaisons who then forward the updated version on to their assigned MPOs. All significant changes are recorded in the Key Chapter Changes section at the beginning of the MPO Program Management Handbook.

Recommendation: While substantial progress was made on this topic, this 2018 issue was not completely resolved. Please see Section IV for a follow up recommendation.

2. TPM Consensus Planning Document

Observation: In January 2018, FDOT shared a copy of a draft consensus document with the federal agencies. The document was intended to satisfy the provisions outlined in 23 CFR 450.314(h) requiring documentation of TPM coordination. Federal comments were shared with FDOT two weeks later. In May 2018, the federal partners received the final document agreed to by the MPOAC and FDOT. Specific federal comments on the document have been provided to FDOT separately. Based on the Florida Statutes referenced in the document, 339.175 indicates the MPOAC can enter into agreements on behalf of the MPOs. However, 339.175(10)(a)(1) specifically outlines that each MPO is responsible for executing individual agreements with FDOT addressing Federal requirements. Additionally, 339.175(11) states that the MPOAC “...*is created to augment, and not supplant, the role of the individual MPOs in the cooperative planning process.*” The statute also specifies that the MPOAC is also a principal forum for collective policy discussion and serves as a clearinghouse for review and comment by the MPOs. Each MPO has a responsibility based on 23 CFR 450.314(h) to develop specific written provisions for cooperatively developing and sharing TPM information. The MPOAC consensus document should be considered a general policy direction to its member MPOs as a basis to support their individual written provisions.

Recommendation: Federal comments on the Consensus Planning Document were transmitted separately to FDOT and the MPOAC. Critical comments need to be addressed to fully implement the requirements. In particular, as the MPOs develop their FY2019/20 – 2022/23 TIP, each MPO needs to take an action either accepting this consensus document or developing their own documentation. These MPO actions will then satisfy the federal requirements regarding the documentation for sharing performance information which is needed in order for us to approve the STIP on October 1, 2019.

Status: In January 2018, FDOT's OPP shared the draft “*Transportation Performance*

Measures Consensus Planning Document" (document) with federal agencies for their review and comment. OPP/MPOAC revised the draft document per comments provided by the federal review to ensure that the document satisfied the requirements of 23 CFR 450.314(h)(2)(ii) and our federal partners. Distribution of the revised document to FDOT District MPO Liaisons and MPO staff was done with the direction that the document, or separate documentation individually developed by the MPO that satisfy the requirements of 23 CFR 450.314(h)(2)(ii), be included in each MPOs FY 2019/20 – 2023/24 TIP.

Currently MPOs are in the process of developing their FY 2019/20 – 2023/24 TIPs, with final adoption to be completed on or prior to June 30, 2019. Based on the coordination and outreach efforts made by the OPP and MPOAC, the OPP is confident that each MPO 2019/20 – 2023/24 TIP includes the document or essential individual MPO documentation to satisfy the requirements of 23 CFR 450.314(h)(2)(ii). Given the OPP's efforts, and assurances provided by our MPO partners, FDOT does not anticipate issues that may delay federal approval of the FDOT STIP on October 1, 2019. **Note: As of September 2, 2019, however, some MPOs have not adopted the revised consensus document or similar description of their coordinated target setting approach.**

Corrective Action: While substantial progress was made on this topic, this 2018 issue was not resolved. Please see Section IV for a follow up Corrective Action on this issue.

3. TPM Target Setting Coordination

Observation: Based on 23 CFR 450.206(c)(2), FDOT is required to coordinate with the MPOs to the maximum extent practicable when establishing TPM targets. In the course of implementing our stewardship responsibilities over the last year, the Federal Review Team observed that the MPOs were not aware of targets set by FDOT. For instance, the 2017 safety targets were the first ones set and processes for setting targets were still in development. The MPOs weren't officially notified of the safety targets until well into their 180-day timeframe to set the MPOs' targets. Although FDOT distributed the PM2 and PM3 targets soon after they were set, the FDOT coordination regarding the setting of PM2 and PM3 targets is unclear. Further, when we asked FDOT and the MPOAC at the July 2018 Statewide Assessment Meeting if any coordination had occurred regarding the setting of the 2018 safety targets, due six weeks after the meeting, there was a negative reply. While using the MPOAC as a consolidating point for communication is efficient, the documentation FDOT and the MPOAC provided did not clearly indicate how the information reached the MPOs. Similarly, there appeared to be minimal coordination within FDOT which resulted in delays in partner notifications and delays in receiving federal project approvals.

Recommendation: We recommend FDOT modify their coordination processes to ensure that the MPOs are directly coordinated with to the maximum extent practicable throughout the processes when establishing the FDOT targets and are timely notified once the targets are set. We also recommend that FDOT document their coordination and outreach with the MPOs.

Status: The FDOT OPP works with the FDOT's Districts, the MPOAC, MPOs, and other relevant partners to ensure that all work products are developed in a collaborative, continuing, and comprehensive manner using the 3-C planning process. The OPP strives to ensure that the FDOT Districts, their Liaisons, and MPO staff are provided multiple opportunities to participate in the development and implementation of statewide Transportation Performance Measures (TPM). OPPs TPM outreach efforts began in January 2015, and continue today to ensure that OPPs partners are included in its efforts to foster a collaborative environment for the development and implementation of statewide TPM targets. The projects programmed in the STIP reflect this collaborative effort, and fulfill the requirements outlined in 23 CFR 450.314 (a) & (h)(2)(ii).

Outreach efforts made by the OPP to ensure that the Districts, MPOs, and other relevant partners have been provided the opportunity to participate in the development and implementation of TPMs include, but are not limited to, developing TIP templates for documenting performance measures and targets, developing LRTP templates for documenting performances measures, targets, and system performance reports, developing the *Florida and MAP-21 Performance Measures: Methodology and Data Sources* report, discussing TPM at MPOAC Leadership meetings, providing TPM development status updates to MPOs, District Directors and staff, and the MPOAC Governing Board, and collaborating with the FTP Steering Committee. A schedule of OPPs TPM outreach efforts was provided separately to FHWA/FTA.

Although no direct outreach to the MPOs (i.e. not through MPOAC) was provided in the FDOT schedule of outreach, FHWA/FTA received no comments or concerns from the MPOs on FDOT's TPM coordination. As a result, the 2018 recommendation is considered adequately resolved.

4. ADA Transition Plan

Observation: While there has been some delays due to contracting issues for the Roadway Characteristics Inventory (RCI) data base update, the FDOT Office of Transportation Data Analytics (TDA) remains committed to include the four ADA Pedestrian Rights of Way (PROW) compliance features (Sidewalks, Detectable Warnings, Curb Ramps and Ped Signals) in the new system.

For the current RCI data base, they are continuing work with the Roadway Design Office to identify and test methods of new collection methods for these 4 ADA elements. FDOT will not be renewing biennial contracts for statewide video logs. TDA will continue to pull the annual statistical samples for the District ADA Coordinators to review until such time as the updated RCI suggests a more integrated process for reviewing PROW data. The current log (collected between 06/2016 and 06/2017) will remain available and viable for random PROW screening for five years (through 2021/2022).

Recommendation: FHWA's approval of the FDOT STIP is predicated upon an annual statistically significant sampling of the state's inventory of pedestrian facilities to verify compliant transition under the ADA. These commitments were outlined in the FHWA - FDOT 2015 ADA Transition Plan White Paper. While this is the responsibility of the Statewide ADA Coordinator and district counterparts, the Office of Policy Planning (OPP)

must ensure that FDOT is meeting its commitment and that any discovered noncompliant facilities are remedied in a timely manner. FHWA will assist, but will not serve as OPP's liaison between FDOT offices. Rather, FDOT must develop a means of ensuring that TDA is proceeding with the addition of PROW to the RCI, and that the Roadway Design Office (ADA Division) is conducting annual checks of the video logs for compliant transition of PROW facilities. As a part of future STIP submittals, FHWA will expect FDOT's report on these matters before approving the STIP.

Status: In a meeting with the FHWA's FL Division Office on February 11, 2019, FDOT's Director of the Office of Design requested official determination of FDOT's status related to the Americans with Disabilities Act "transition plan" requirements (28 CFR 35.150(d)). The Civil Rights Program Coordinator, FHWA FL Division Office communicated FDOT's request through the appropriate chains in the FHWA and the U.S. Department of Justice (DOJ). Subsequently, FDOT's ADA Coordinator sent a follow-up email on April 18, 2019, to reiterate the Department's request. The transition plan is currently under review. Until such time as FDOT is considered "transitioned" by the FHWA and U.S. DOJ, the FDOT will continue to:

1. Review an annual statistically significant sampling of the state's inventory of pedestrian facilities to verify compliant transition under the ADA as outlined in the FHWA -FDOT 2015 ADA Transition Plan White Paper,
2. Ensure that FDOT is meeting its commitment and that any discovered noncompliant facilities are remedied in a timely manner, as the responsibility of the State ADA Coordinator and district counterparts, and as assisted by the OPP, and
3. Ensure that FDOT's Transportation Data Analytics (TDA) office is proceeding with the addition of PROW to the RCI, and that the Roadway Design Office (ADA Division) is conducting annual checks of the video logs for compliant transition of PROW facilities.

Recommendation: While progress was made in this area, this topic is still being addressed. Please see Section IV for a follow up recommendation.

5. Tracking of STP and Other Non-PL Planning Funding

Observation: The procedures for addressing non-PL funds being amended into the UPWP were verbally agreed to in February 2018 and implemented by FDOT at that time. However, the federal partners were not aware of the implementation nor did the agencies receive a copy of the final procedure until July 2018. After reviewing our files, we found that one amendment which increased non-PL funds was processed after the procedure was implemented in February 2018. However, the amendment was not processed through the STIP tool in accordance with the procedure. Additionally, 4 amendments were received which decreased non-PL funds. These situations are not addressed in the Federal-aid Technical Bulletin 18-01 and these funding changes also need to be accounted for when submitting a UPWP amendment.

Recommendation: The Federal Review Team recommends the procedure to use the STIP tool for tracking non-PL fund amendments to the UPWP be implemented immediately for all UPWP amendments with non-PL funds. Without implementing this mechanism, there remains a potential for more MPOs to have UPWP amendments

recommended for approval that are not funded.

Status: See the above response to the Corrective Action.

6. MPO/MPO or MPO/FDOT UPWP Tasks

Observation: Late in the UPWP development process, questions arose regarding how FDOT and the MPOs document transfers of funding for tasks that cross MPO areas or that FDOT carries out on behalf of several MPOs. As a result of our reviews, we observed that the documentation of these transfers is not consistent throughout the state. We identified that changes will need to be made after the July 1, 2018 approval to the UPWPs. These changes affect the tasks and budget tables detailing the MPO's work program when transferring funds to FDOT or another MPO for such tasks. Our UPWP approval letters indicated that FHWA will work with the MPO and FDOT to provide assistance in order to resolve this issue by October 31, 2018. After additional conversations with FDOT, the SPR Work Program as well as the MPOAC UPWP will also be affected by this documentation change.

Recommendation: The Federal Review Team recommends that FDOT and the MPOs continue to work together with the federal partners placing a high priority on resolving this documentation issue in a timely manner.

Status: The language below has been added to the MPO Handbook to address the concerns over MPOs and Districts conducting and funding regionally funded tasks. The numbers correspond to the sections in the Handbook where the language is being inserted. This recommendation was adequately resolved.

- **Section 3.3.1 Metropolitan Planning (PL) Funds-** Any tasks where the MPO will be transferring **PL Funds to FDOT** to complete work, such as LRTP Modeling, FDOT needs to include these funds in the State Planning and Research (SPR) Report. The MPO and FDOT task descriptions and names in their respective plans must match.

MPOs contributing funds to FDOT need to show the funds in their UPWP as being transferred to FDOT. The amount of PL funds transferred need to be shown as a reduction to the MPO's PL budget as it will not be included in the total funds approved and authorized for the MPO. Please contact Central Office to coordinate this effort.

Any tasks where the MPO will be transferring **PL Funds to another MPO** to complete work, need to be shown appropriately in the participating MPOs UPWPs. The lead MPO, or the MPO receiving the funds, must show these funds in their UPWP Budget Tables, in addition to their regular allocations. The MPOs contributing funds to the lead MPO need to show the funds in their UPWP as being transferred to the lead MPO. The participating MPOs task descriptions and names in their respective UPWPs must match. Please contact Central Office to coordinate this effort.

- **Section 3.3.3 Surface Transportation Block Grant Program Funds-** Any tasks where MPOs are transferring **STBG funds to another MPO** to fund regional efforts,

such as a regional Long-Range Transportation Plan need to be shown appropriately in the participating MPOs UPWPs.

Any tasks where the MPO will be transferring **STPG Funds to FDOT** to complete work, FDOT needs to include these funds in the State Planning and Research (SPR) Report. The MPO and FDOT task descriptions and names in their respective plans must match.

The lead MPO, or the MPO receiving the funds, must show these funds in their UPWP Budget Tables, in addition to their regular allocations, as an increase in their STBG budget. Please contact Central Office to coordinate this effort.

The MPOs contributing funds to the lead MPO or to FDOT need to show the funds in their UPWP as being transferred to the lead MPO or FDOT, as a reduction to their STBG budget. The participating MPOs or FDOT's task descriptions and names in their respective plans must match. Please contact Central Office to coordinate this effort.

- Section 3.7.5 Task Sheets- If an MPO is transferring funds to FDOT or another MPO for work to conduct work, please see **Section 3.3.1 Metropolitan Planning (PL) Funds** and **Section 3.3.3 Surface Transportation Block Grant Program Funds** for guidance on the transfer process. Please contact Central Office to coordinate this effort.
- Section 3.7.6 Summary Budget Tables- If an MPO is transferring funds to FDOT or another MPO for work to conduct work, please see **Section 3.1 Metropolitan Planning (PL) Funds** and **Section 3.3.3 Surface Transportation Block Grant Program Funds** for guidance on the transfer process. Please contact Central Office to coordinate this effort.

This 2018 recommendation was adequately addressed.

7. Consistent Documentation and Tracking of Small and Large Urban Area FTA Apportionments for Capital and Operating Expenses

Observation: Small and large urban operating assistance, as programmed in the STIP, appears to vary by FDOT district. In some districts, operating assistance is a separate activity from capital assistance, while in others, it appears this activity is merged with capital efforts. Similar inconsistencies are noted for small and large urbanized areas, where small urban activities are separated from large urbanized areas, while in other instances, they appear to be combined.

Recommendation: To address inconsistencies the next STIP (FFY 19/20) should identify and document the policy or policies, either Statewide or by FDOT district to better clarify funding program sources and details. Situations where capital/operating activities will be grouped and those which will not should be clearly described. The “project description” should also sufficiently describe grouped activities, as well as the applicable urbanized area the group activity addresses (i.e. small, large, both).

Status: FDOT review of the most recent STIP shows that all Districts consistently

program capital and operating as separate line items. The Work Program Instructions detail how Federal non-budgeted funds must be programmed. FDOT will provide a reminder to all District Offices on the correct method for programming capital and operating non-budgeted funds. A reminder will also be sent to the transit system partners to remind them how information needs to be submitted for programming.

Recommendation: The 2018 issue was not completely resolved. Please see Section IV for updated recommendations on this topic.

8. Outer-Year Programming for FTA Annual Apportionments

Observation: Certain large and large urban areas, which typically receive annual FTA apportionments, appear to have \$0 programmed in years 2, 3, and 4 of the STIP.

Recommendation: When applicable, we recommend provide additional information describing the rationale for not programming the annual apportionments that are covered by the STIP years.

Status: The FTA Planning fund apportionments are provided annually. The amount in the out years is currently an estimate. The PL funds are a 2-year apportionment and can be included in the UPWP. Providing the MPOs with the estimate to include in the 2-year UPWP means an amendment may be required annually. Currently, FTA annual apportionments are driven by Congressional action and are rarely available to meet the MPOs approval cycle. However, FDOT is exploring how the conversion to a Consolidated Planning Grant may eliminate this timing issue. While FHWA/FTA believe it is unlikely that use of a Consolidated Planning Grant will address this issue, FTA did not identify instances FTA apportionments in 2019 that were not programmed.

This 2018 recommendation was adequately addressed.

B. FY 2020 - FY 2023 Statewide Transportation Improvement Program

Title 23 U.S.C. requires the State to develop a STIP. The portion of the Program that is urbanized must be developed in cooperation with the MPOs. The State must also have a process for developing priorities with local officials in the rural areas. The STIP is a list of priority projects for the next four fiscal years. The projects are expected to be consistent with the Florida Transportation Plan (FTP), which serves as the statewide plan, and to incorporate the TIPs as adopted from within each metropolitan area. The STIP document has been submitted in Adobe PDF format and is available on the FDOT website at: http://www.dot.state.fl.us/OWPB/Federal/STIP_ProjectDetailListing.shtm. STIP modifications are also captured daily and displayed in the current STIP document as noted online.

Before the STIP was required under Intermodal Surface Transportation Efficiency Act, the state of Florida had developed a process for having a statewide improvement program. This document is the Five-Year Work Program and essentially serves as the STIP. Section 339.135, Florida Statutes, authorizes and sets the guidelines for the FDOT

to develop a State Transportation Five-Year Work Program. It is the State's project-specific list of transportation activities and improvements that meets the goals and objectives of the FTP. Although FDOT's Five-Year Work Program serves as the basis for creating the STIP, it is important to note that FHWA and FTA only recognize the four-year element of the STIP, which is derived from FDOT's Work Program, for the purposes of programming federal funds.

Since the FDOT Work Program serves as the basis for creating the STIP, FHWA, and FTA look to the FDOT's Work Program development process to ensure compliance with Federal law. There are summary documents that are helpful in understanding how the Work Program is developed and financed and more detailed documents and procedures that provide specific instructions for Work Program development. Some of these documents are located on FDOT's website: <https://www.fdot.gov/workprogram/WorkProgramResources.shtm>. Other resources are also available upon request from FDOT's Work Program Office.

Public Participation is also a major component in the development of the STIP. The Work Program is developed by the Districts and Central Office, working with the MPOs and local governments. Input is also included from the Legislature, Governor's office, and public hearings. More detailed information related to the Public Involvement Process, utilized by FDOT to develop the Work Program and the STIP, can be found in the STIP Public Involvement Process pdf found at: <https://www.fdot.gov/workprogram/Federal/stip.shtm>

As part of FHWA's routine oversight activities for the statewide planning process, and in accordance with the Division's Standard Operating Procedure for the STIP, the planning unit conducts both an overall checklist review of the STIP and a spot check review of a few randomly selected projects from each MPO area to assess the consistency in project information between the STIP, TIP, and LRTP planning documents. FHWA randomly reviewed 57 projects in the proposed STIP, at least two from each MPO throughout the State, for general consistency between the TIP, STIP, and LRTP documents. The results of this year's review indicate that emphasis is still needed in this area to ensure that projects are accurately reflected in both the TIP and STIP and that these projects are flowing from and are found to be consistent with the MPO's LRTP. Consistency between the TIP and STIP was noted in 86% of the projects reviewed which was higher than the findings from the previous year. Identifying/locating an LRTP project associated with a particular STIP project continues to be a challenge, and only 72% of the projects reviewed were deemed consistent with the LRTP. FHWA will share the information with the applicable Districts and MPOs.

FTA, responsible for federal review and oversight of transit-related activities, also reviews the STIP to ensure regulatory compliance, in partnership with FHWA. The results of FTA's STIP review are reflected in the appropriate areas of Section IV.

The FY 2019/20-2022/23 STIP needs to be fiscally constrained by year. In an effort to demonstrate how much funding is available for projects, FDOT has developed a process and summary table to show the available funds including balance forward, estimated new funds, and the programmed projects. The 2020 STIP Production Accomplishment Report

(PAR) is developed annually by FDOT to demonstrate financial constraint for the new STIP. Ending balances in each of the major categories are positive in each of the years of the STIP. The summary is located in the following table.

Please note the following points regarding these summaries:

1. The FY2020 STIP is based on the Adopted Work Program as of July 1, 2019.
2. Annual funding amounts are presented net of Obligation Authority Constraints.
3. The underlying funds supporting the rollups include funding levels authorized in the FAST Act through FY2020 (FY2021, FY2022 and FY2023 assume the same levels as FY2020), but do not include Florida's portion (estimated at \$200-300 million) of the \$7.6 billion rescission of Contract Authority authorized in the FAST Act to take place on July 1, 2020. Reasons for excluding this rescission from our projections of federal aid funds are twofold:
 - It cannot reasonable be predicted which categories of funding will be impacted this far in the future, as the rescission will be based on the relative balances of almost all program categories (with some exceptions) on July 1, 2020, and
 - Congress may repeal that provision of the FAST Act prior to its implementation on July 1, 2020, similar to the action Congress took to reverse the rescission of contract authority, which took place on the last day of the MAP-21 legislation.

If this provision is implemented on July 1, 2020, FDOT will adjust its project programming accordingly, deferring selected planned projects to a later date when funding becomes available. This will ensure fiscal constraint of the STIP is preserved.

4. Included is a breakout, by major fund rollup category, of the estimated Advanced Construction (AC) conversions anticipated to be done each year to fully consume the annual Obligation Authority subject to lapse at each fiscal year end.

Based on the summaries and other documentation received throughout the year, the FY 2019/20 – FY 2022/2023 STIP is shown to be fiscally constrained by year given the funding levels that are reasonably expected to be available over the timeframe of the STIP.

2020 STIP P.A.R. Rollups

Congestion Mitigation/Air Quality Program

| | Fiscal Years | | | |
|----------------------------------|--------------|--------------|--------------|--------------|
| | 2020 | 2021 | 2022 | 2023 |
| Balance Forward from Prior Year | 3,283,396 | 3,085,103 | 3,085,103 | 3,085,103 |
| Net Annual Allocations Available | 13,350,785 | 13,542,787 | 13,493,510 | 13,553,075 |
| Less: Program of Projects | (13,549,078) | (13,542,787) | (13,493,510) | (13,553,075) |
| Balance Forward to Next Year | 3,085,103 | 3,085,103 | 3,085,103 | 3,085,103 |

Discretionary and Other Programs

| | | | | |
|----------------------------------|---------------|--------------|--------------|-------------|
| Balance Forward from Prior Year | 243,745,298 | 45,649,060 | 6,191,578 | 251,581 |
| Net Annual Allocations Available | 5,566,994 | 5,566,994 | 5,521,036 | 3,521,036 |
| Less: Program of Projects | (203,663,232) | (45,024,476) | (11,461,033) | (3,566,994) |
| Balance Forward to Next Year | 45,649,060 | 6,191,578 | 251,581 | 205,623 |

National Freight Program

| | | | | |
|---------------------------------------|--------------|--------------|--------------|--------------|
| Balance Forward from Prior Year | 123,248,783 | 76,676,957 | 43,701,195 | 28,701,195 |
| Net Annual Allocations Available | 65,369,961 | 66,310,068 | 66,068,787 | 66,360,443 |
| Less: Program of Projects | (96,941,787) | (84,285,830) | (66,068,787) | (66,360,443) |
| Funds Available before AC conversions | 91,676,957 | 58,701,195 | 43,701,195 | 28,701,195 |
| Planned AC Conversions | (15,000,000) | (15,000,000) | (15,000,000) | (15,000,000) |
| Balance Forward to Next Year | 76,676,957 | 43,701,195 | 28,701,195 | 13,701,195 |

National Highway System Performance Program

| | | | | |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Balance Forward from Prior Year | 285,049,861 | 102,221,909 | 114,239,665 | 132,368,310 |
| Net Annual Allocations Available | 1,106,747,796 | 1,115,845,650 | 1,118,128,645 | 1,115,369,008 |
| Less: Program of Projects | (89,575,748) | (3,827,894) | - | - |
| Funds Available before AC conversions | 1,302,221,909 | 1,214,239,665 | 1,232,368,310 | 1,247,737,318 |
| Planned AC Conversions | (1,200,000,000) | (1,100,000,000) | (1,100,000,000) | (1,100,000,000) |
| Balance Forward to Next Year | 102,221,909 | 114,239,665 | 132,368,310 | 147,737,318 |

Planning and Research Programs

| | | | | |
|----------------------------------|--------------|--------------|--------------|--------------|
| Balance Forward from Prior Year | 30,326,058 | 10,521,733 | 757,921 | 757,921 |
| Net Annual Allocations Available | 66,852,631 | 63,778,075 | 63,778,075 | 63,778,073 |
| Less: Program of Projects | (86,656,956) | (73,541,887) | (63,778,075) | (63,778,073) |
| Balance Forward to Next Year | 10,521,733 | 757,921 | 757,921 | 757,921 |

Safety Programs

| | | | | |
|---------------------------------------|---------------|---------------|---------------|---------------|
| Balance Forward from Prior Year | 168,117,889 | 160,938,284 | 164,107,337 | 160,577,872 |
| Net Annual Allocations Available | 116,565,047 | 125,553,891 | 125,888,891 | 125,888,891 |
| Less: Program of Projects | (23,744,652) | (12,384,838) | (9,418,356) | (125,888,891) |
| Funds Available before AC conversions | 260,938,284 | 274,107,337 | 280,577,872 | 160,577,872 |
| Planned AC Conversions | (100,000,000) | (110,000,000) | (120,000,000) | (130,000,000) |
| Balance Forward to Next Year | 160,938,284 | 164,107,337 | 160,577,872 | 30,577,872 |

Surface Transportation Block Grant Program Program

| | | | | |
|---------------------------------------|---------------|---------------|---------------|---------------|
| Balance Forward from Prior Year | 179,335,302 | 23,463,920 | 1,019,620 | 2,589,102 |
| Net Annual Allocations Available | 559,542,376 | 561,325,730 | 566,678,443 | 569,086,859 |
| Less: Program of Projects | (875,413,758) | (563,770,030) | (545,108,961) | (547,504,296) |
| Funds Available before AC conversions | 63,463,920 | 21,019,620 | 22,589,102 | 24,171,665 |
| Planned AC Conversions | (40,000,000) | (20,000,000) | (20,000,000) | (20,000,000) |
| Balance Forward to Next Year | 23,463,920 | 1,019,620 | 2,589,102 | 4,171,665 |

Grand Totals - All Programs

| | | | | |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Balance Forward from Prior Year | 1,033,106,588 | 422,556,967 | 333,102,420 | 328,331,085 |
| Net Annual Allocations Available | 1,933,995,590 | 1,951,923,195 | 1,959,557,387 | 1,957,557,385 |
| Less: Program of Projects | (1,265,800,559) | (893,992,904) | (819,910,366) | (824,762,881) |
| Funds Available before AC conversions | 1,701,301,619 | 1,480,487,258 | 1,472,749,441 | 1,461,125,589 |
| Less: AC Conversions | (1,355,000,000) | (1,245,000,000) | (1,255,000,000) | (1,265,000,000) |
| Balance Forward to Next Year | 346,301,619 | 235,487,258 | 217,749,441 | 196,125,589 |

C. Summary of the FY 2019 Annual MPO Certifications by FDOT

Each FDOT District and MPO must jointly certify annually that the transportation planning process is addressing the major issues facing the metropolitan area. The purpose of the MPO certification review is to establish that the MPO's planning process is being

conducted in accordance with 23 CFR 450.334. The reviews also provide the opportunity to recognize noteworthy practices, provide recommendations for consideration, and identify corrective actions needing resolution within the timeframe specified in the Certification Report. Many of the joint certification statements listed findings, such as noteworthy achievements and areas for future emphasis. A general compilation of the topic areas from the FDOT/MPO certification reviews conducted this year are noted and do not necessarily apply to every MPO. The following are the FDOT findings from the 2019 Certifications.

Best Practices/Noteworthy Achievements

- Complete Streets Master Plan and Demonstration Projects
- Public Outreach and Engagement
- Pledge to Slow Down Promotional Videos
- Integrated data exchange
- Leadership in Cost Per Passenger Trip and Safety
- National conference presentations to share best practices
- Multimodal Corridor Study and Health Impact Assessment
- Local and regional freight initiatives
- MPOAC Freight Prioritization Plan
- Regional planning for corridors, trails, and transit
- Transportation Vulnerability Assessments and Resiliency Coordination
- Regional Safe Streets Summit

Corrective Actions

A total of one corrective action was issued during the 2019 joint FDOT/MPO certification process. This corrective action is outlined below.

Per Section 9(A) of the MPO Agreement the TPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. The TPO has been working toward timely submittals and are improving. The TPO should also work toward getting off the voluntary Special Conditions and move on with their progress.

Recommendations

- Timely Invoices
- MPO as forum for cooperative
- Update website, removing old documents and links
- Develop Congestion Management Process and reflect in TIP and LRTP
- Use of PL before SU funds
- Include agendas and minutes on website
- Communication and coordination with FDOT
- Maintaining BPAC Quorums
- Duplicate projects in TIP
- Quality Assurance/Quality Control for Invoicing
- Committee Effectiveness, Participation and Time Management
- Vision Zero partnerships with local agencies
- Maximize effectiveness of Transportation Alternatives program

- Spreadsheet format for UPWP task tables and summary budget tables
- Streamline MPO priority lists
- Use PL and FTA funds in a timely manner
- Reduce the number of UPWP revisions
- Timely applications for high priority projects from local agencies

D. Summary of the Fiscal Year 2019 FHWA/FTA Certification Reviews of the Transportation Management Areas

During State FY 2019 (May 2018 – June 2019), FHWA/FTA conducted TMA Certification Reviews for **Lee County MPO** (Cape Coral TMA), **Space Coast Transportation Planning Organization (TPO)** (Melbourne Florida TMA) and the **Florida-Alabama TPO** (Pensacola TMA) planning processes. The results of these FHWA/FTA TMA certifications were summarized at the 2019 Florida Federal Planning Certification (Statewide Annual Assessment) Meeting on July 2, 2019. There were four corrective actions identified during these three FY 2019 certifications, as follows:

L RTP (Financial Plan/Fiscal Constraint) –

- The LRTP did not include the first five years of the Plan and therefore, does not demonstrate full fiscal constraint of the Plan
- Several of the Cost Feasible Plan (CFP) tables show costs exceeding revenues and do not include costs for the full 20-year horizon of the plan. The tables also do not clearly specify which projects are federally-funded.

TIP - The FRT did not find language in the TIP that it is fiscally constrained by year.

Outreach and Public Involvement – Mandatory elements of the Public Participation Plan are not addressed in the MPO's PPP.

There were a handful of recommendations identified during these three federal certifications. The TMA certification recommendations pertained to MPO structure, outreach and public participation, LRTP fiscal constraint, transit provider coordination, visualization in the TIP and Title VI.

E. Performance Year 2019 Program Accountability Review Results

For Performance Year (PY) 2019, the Florida Division and Pennsylvania Division Planning staff partnered to conduct Program Accountability Results (PAR) reviews on the Public Participation Plans (PPP) of all nine non-TMA MPOs in Florida. The purpose of this review was to assess the MPOs' compliance with developing and using a documented participation plan in accordance with 23 CFR 450.316. Based on an analysis of the TMA Certification Reviews' corrective actions and recommendations, this topic was one of the top three issues for TMAs and thus, selected for this non-TMA review.

While all the MPOs that were reviewed consistently make documents electronically available and periodically review their public participation plans for effectiveness, the

PAR reviews largely indicate that more than half the MPOs reviewed are not satisfactorily carrying out all requirements for “interested parties, participation, and consultation” set forth specifically in 23 CFR 450.316. There are a number of strategies that can be implemented to remedy these deficiencies. The FHWA Planning Team will reach out to the MPOs and FDOT District Liaisons to provide technical assistance regarding the review observations. Additionally, as noted in Section IV, we recommend that FDOT provide additional stewardship and oversight to the MPOs, implement additional guidance and/or provide training to all MPOs related to the development of PPPs.

In addition to the PPP PAR review, for Performance Year (PY) 2019, the Florida Division Planning and Civil Rights staff also conducted (3) Program Accountability Results (PAR) reviews on three of the State’s non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs). The purpose of these reviews was to assess the MPOs’ self-certification processes to determine their compliance with 23 CFR 450.334(a). Based on an analysis of the TMA Certification Reviews’ corrective actions and recommendations, this topic was one of the top three issues for TMAs and thus, selected for this non-TMA review. This year’s review effort continues an assessment of all nine non-TMA MPOs in Florida to be conducted over a three-year period. The non-TMA MPOs selected for review this PY were: Charlotte, Heartland, and Gainesville.

The three MPOs reviewed were largely consistent with their submittal and documentation of the self-certification process. However, the documentation of specific outreach strategies to improve outreach and needs assessment for traditional underserved communities varied from being included in the UPWP and/or the Public Involvement Plan (PIP). Additionally, the MPOs were consistent with the execution of their Nondiscrimination Assurance and for Title VI/ Nondiscrimination policies. All of the MPOs reviewed submitted certification statements signed by the MPO Board Chair in their UPWPs in 2018 indicating compliance with all federal requirements.

Related to civil rights, all three of the MPOs have current Nondiscrimination Assurances, Title VI/Nondiscrimination Coordinators with easy access to the MPO Director, and Community Characteristics Inventories that identify typically underserved populations. None of the three MPOs reviewed has 50 or more employees. As such, they all have an ADA Program Access Plan, as appropriate. All of the MPOs conduct self-evaluations of their programs and activities to identify barriers to accessibility, and the MPO contracts reviewed found the appropriate standard non-discrimination and/or required DBE assurance language and were found to be legally sufficient.

The PAR reviews largely indicate that the MPOs reviewed are satisfactorily carrying out the requirements for self-certifications set forth specifically in 23 CFR 450.334(a). The PY20 Planning PARs will continue to focus on the self-certification process (the focus from 2017 and 2018), with the review of the three remaining non-TMA MPOs that have not been reviewed for this focus area.

F. Training/Technical Assistance Needs

During the certification review site visits this year, the following technical

assistance/training needs were identified:

- Financial Management Training
- Connected and automated vehicles
- Corridor delivery methods that include emergency tech and resiliency
- Land use integration and corridor designation/design
- TPM training –to learn what others are doing.
- Hosting NTI course
- Operations and Maintenance
- Grants training – specifically 5305 and 5303 and Title VI.
- Freight Roadshow
- Attend a TMA cert elsewhere
- Help with separated bike lanes and materials information for bike lanes (i.e., paint that resists fading)
- Role of MPOs in FL for development SIS cost feasible plan
- ADA for planning
- Innovative finance and transportation funding
- CMP performance measures
- Reducing costs of public notices
- ADA/transit accessibility in meeting areas that lack transit

IV. 2019 FINDINGS AND RECOMMENDATIONS

FHWA/FTA highlight the following Noteworthy Activity underway by FDOT this year:

1. **TPM-** The Federal Review Team commends FDOT for their assistance in providing data to the MPOs for TPM. FDOT provided not just the raw data to the MPOs to support the TPM measures but also calculated and compiled the data specifically for each MPO and addressed an additional 15 measures (not federally required) that the MPOs had interest in so as to tell a more complete story of system performance. On behalf of the MPOs, the MPOAC Executive Director, as part of the Statewide Planning Finding meeting on July 2, 2019, expressed appreciation to FDOT for this effort.
2. **TPM-** FDOT's development of TIP and LRTP templates is commendable and an excellent example of the State DOT coordinating transportation planning efforts with MPOs and transit agencies. Although optional for MPOs to include, this activity provided helpful guidance and technical expertise to MPOs concerning new federal requirements.
3. **MPO Portal-** We commend FDOT for their efforts to better coordinate, track and streamline the review process for MPO documents and actions through the new MPO Review Portal. While still in transition, the Federal Review team anticipates that the portal will become a very effective tool in streamlining planning review and approvals once the process is refined and all involved are trained in its use.
4. **Transit-** The Federal Review Team commends FDOT for commissioning a study exploring interactions between transit agencies and MPOs, including identification of best practices. Efforts are consistent with planning process coordination as set forth in the Statewide and Metropolitan Planning regulations. The best practices may also prove valuable for use Statewide.
5. **Transit-** FDOT's coordination, review, and certification of MPO TAM target endorsement provided valuable guidance and support with respect to these FTA requirements. These efforts could prove useful as model or template for other States, as well as future FTA performance measures, as applicable.

The following Corrective Actions require action for compliance with the federal planning regulations and must be completed within the timeframes noted:

1. **Documentation of TPM Coordination**

Observation: FDOT developed a Consensus Document to assist the MPOs in satisfying federal requirements regarding the documentation for sharing performance information. During the development, FDOT addressed the federal comments in the revised Consensus Document issued in February 2019. One of the critical federal comments presented in August 2018 was that each MPO needed to take an action either accepting the Consensus Document or developing their own documentation. These MPO actions are needed to satisfy the federal requirements in order for the

federal agencies to approve the STIP on October 1, 2019. At this time, however, not all MPOs have adopted the new Consensus Document or similar documentation of how targets and performance measure information are coordinated.

Corrective Action: 23 CFR 450.314(h) requires the MPO(s), State(s), and the providers of public transportation to jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the NHS in certain circumstances. These provisions shall be documented either: (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation. **For the MPOs that have not adopted the Consensus Document or other coordination documentation, beginning October 1, 2019, FHWA/FTA will not approve S/TIP or LRTP amendments for those MPO areas until they take the appropriate action and provide the documentation to FHWA/FTA.** FHWA/FTA have reached out to the individual MPOs affected to make them aware of this corrective action.

2. **Transfer (flexed) funds to FTA in STIP**

Observation: At times, FHWA SU funds flexed to FTA 5307 have been removed from the STIP prior to FTA obligating the funds. FTA recipients have applied for flex funds, but have been unable to provide documentation of programming in the current FDOT STIP, requiring amendments and resulting in project delays. In discussions with FDOT district staff, it appears there may be confusion about the need for FTA flex funds to be programmed in the current STIP and after the transfer.

Corrective Action: **FDOT and its respective metropolitan planning organizations and transit providers must develop a process and procedure for administering federal transportation funding by March 18, 2020.** This should be conducted in a manner that does not require continual amendments and updates to the STIP, particularly if funding is not carried over from the prior year. FDOT and its planning partners must coordinate to make sure that projects proposed to use federal funding, either from FHWA or FTA, are identified in the STIP and implemented in a timely manner, and identify all local, state, and federal funds, consistent with 23 CFR 450.218(f), the STIP shall contain all regionally significant projects requiring an FHWA/FTA action. Currently, there are long standing issues where projects are dropped from the STIP in subsequent updates, before local agencies may apply for the funds, preventing FTA from issuing a grant in a timely manner.”

The following Recommendations are made to continue implementing improvements to the transportation planning process within the State of Florida:

1. **Outreach and Consultation with Partners and Stakeholders**

Observation: Previous TMA certification reviews indicated that many TMAs did not have PPPs that addressed the need for consultation and outreach with all required partners and stakeholders during the development of the TIP and LRTP as required in 23 CFR 450.316. FHWA identified this as a risk area, and therefore reviewed the PPPs for all non-TMA MPOs. This review, as documented in the August 8, 2019, report provided to FDOT and the MPOAC, showed that many of the non-TMA MPO areas also have PPPs that lack provisions regarding outreach and consultation with all required partners and stakeholders.

Recommendation: The Federal Review Team recommends that FDOT provide training and QA/QC on consultation requirements of PPPs, TIPs and LRTPs to all MPOs. Recent examples of MPOs who have developed new PPPs that exemplify consultation with partners and stakeholders include Heartland and Florida-Alabama. Peer exchanges where these exemplary PPPs can be shared may also be helpful.

2. Partner Communication

Observation: In their written response to the 2018 recommendation, FDOT identified a number of strategies they have instituted to improve coordination, many of which have already resulted in improved communication between FDOT, the Federal partners, and the MPOs.

Recommendation: The Federal Review Team recommends that this collaborative consultation process for communication, as noted in the FHWA/FTA Stewardship and Oversight Agreement, be further enhanced by –

- Including the Federal partners on draft changes to the MPO Program Handbook so that we can similarly coordinate and adjust our procedures, or, if needed, notify FDOT of any concerns regarding the draft changes that could affect an approval process; and
- Provide the final MPO Program Handbook change (or provide notification thereof) to the Federal Review Team so there is a shared understanding of procedural expectations.

3. ADA Transition Plan

Observation: Regarding the 2018 Planning Finding recommendation on the ADA Transition Plan, FDOT's written response includes implementing commitments until such time as FDOT is considered "transitioned" by FHWA and U.S. DOJ.

Recommendation: The Federal Review Team appreciates these monitoring commitments and recommends that OPP continue to work with other FDOT offices to ensure that the Roadway Characteristics Inventory (RCI) data base update is sufficient to provide an annual statistically significant sampling of the state's inventory of pedestrian facilities to verify ADA compliance. We recommend that FDOT provide this verification to FHWA/FTA in a timely manner to allow sufficient review and consideration prior FDOT's requested annual STIP approval.

4. **Tracking of STP and Other Non-PL Planning Funding**

Observation: In response to the 2018 Planning Finding Corrective Action and Recommendation on this issue, FDOT worked with FHWA and FTA to develop a process for tracking PL and non-PL funding using the STIP tool. This process was rolled out through issuance of a Federal Technical Memorandum in June 2019. FDOT also committed to additional process enhancements in the coming months. There has been at least two instances in which a District and the Work Program staff were unaware of, or did not understand the new process of having the STIP modified or amended before the UPWP amendment is submitted to FHWA/FTA for approval.

Recommendation: The Federal Review Team recommends additional clarifications be made to the Federal Technical Memorandum as discussed with FDOT as the Federal Technical Memorandum was being finalized. There is still a need for further refinement, particularly with understanding of next year's 1st year UPWP adoption.

- FDOT has an 80/20 spend rule that has resulted in FDOT denial of MPO requested authorization of some non-PL funded tasks in the approved UPWPs. When UPWPs are presented for federal approval, the Federal Review Team considers funding in the UPWP to be approved and available for tasks identified. FHWA and FTA strongly recommend that FDOT apply any additional State criteria as part of their UPWP approval recommendation, rather than after UPWP approval.
- FHWA and FTA recommend that the Federal Technical Memorandum be updated to specify FDOT's role and timing of any needed STIP changes, with training provided to those involved in UPWP, STIP and FMIS approval requests at both Central Office and the Districts.
- FHWA and FTA recommend after concurrence by the federal agencies, the Federal Technical Memorandum should also state what STIP documentation is needed for the initial UPWP approval (i.e. at the start of each new UPWP).
- FHWA and FTA further recommend clarification between the Closeout Deobligation Process and the process to reduce roll forward funds from the second year UPWP before June 30 (or April, if that is FDOT's deadline for roll forward amendments).
- Finally, the Federal Review Team recommends that the FTA program processes and associated coordination that specify roles and responsibilities be included in the Federal Technical Memorandum.

5. **Programming of FTA Capital and Operating Activities**

Observation: Similar to last year, it appears that capital and operating activities, as programmed in the STIP, appears to vary by FDOT District. In some Districts, operating assistance is a separate project from capital assistance, while in others, it appears operating assistance is combined with capital efforts. This appears especially prevalent when one transit agency provides capital and operating services in multiple urbanized areas. FTA acknowledges and appreciates FDOT's stated efforts to remind District offices and transit system partners how information needs to be submitted so it may be adequately programmed in the STIP, and stands ready to assist as needed.

Recommendation: To address inconsistencies in the next STIP (FY20/21), the Federal Review Team recommends FDOT identify and document a policy or policies, either Statewide or by FDOT District, to better clarify where and when capital and operating funds are merged. Such efforts will provide greater transparency and understanding to federal partners and the public alike of how and where federal funds are utilized.

6. Tracking of Large and Small Urban Apportionment Activities

Observation: It appears that certain FDOT Districts combine both large urban and small urban capital and operating into one project. It is not clear when this occurs, as the project descriptions appear to only include the County of the proposed activity.

Recommendation: The Federal Review Team recommends that FDOT include the relevant urbanized area(s) for each project/FM number.

7. Sufficient Descriptive Material – FTA Programs

Observation: Instances exist where the FTA funding is identified in the STIP, but the relevant funding program and activity is not included, making it unclear as to what is proposed for funding. The Federal Review Team has also observed occasions where project descriptions appear to not sufficiently describe proposed activities. Examples include: 1) operating assistance listed under a capital activity, 2) A 5307 apportionment titled “Preventive Maintenance” that included five other activities not associated with preventive maintenance, and 3) a small starts project to purchase vehicles and equipment, but entailed additional activities.

Recommendation: As the STIP is inclusive of capital and non-capital surface transportation projects (or phases) proposed for funding under title 49 USC Chapter 53, the Federal Review Team recommends the STIP projects fully reflect the FTA funding program associated with an activity or activities.

Conclusions

Based on routine coordination throughout the year with the various statewide planning participants, discussions at the “annual assessment” meeting, the review of statewide summary and planning documents provided by participating and affected offices, and the status of past “annual assessment” recommendations, FDOT continues to demonstrate that they address federal questions/concerns, as such concerns are identified.

Therefore, it is hereby determined that Florida’s statewide and metropolitan transportation planning processes continues to substantially satisfy the requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303-5305, 23 CFR Part 450 and 500, and 49 CFR Part 613, subject to FDOT satisfactorily addressing the Corrective Actions stated in this report. FDOT is encouraged to provide the FHWA and FTA with evidence of satisfactory completion of the Corrective Actions, in accordance with the noted deadlines. FHWA

and FTA will continue working with Florida's various planning partners (e.g., FDOT, the 27 MPOs, local /regional transit service providers, local governments, State/local resource agencies, and the public) to further address and complete the activities and commitments contained in this report.

Appendix A – Meeting Agenda

Office of Policy Planning

Meeting Agenda

Tuesday, July 2, 2019

FDOT Executive Conference Room

2018 Florida Federal Planning Certification Agenda

The Federal Planning Certification is required annually by FHWA and FTA. They have joint stewardship responsibilities to ensure that both the statewide and metropolitan planning processes satisfy the federal planning requirements.

| Time | Topic | Presenter |
|-----------------------|--|--|
| 9:00 a.m.-9:30 a.m. | Introductions | Mark Reichert, FHWA/FTA |
| 9:30 a.m.-10:30 a.m. | Status of 2018 Annual Certification Overview and Discussion on: <ul style="list-style-type: none"> • ADA Transition Plan • TPM implementation and upcoming requirements • FTA specific STIP Recommendations | Mark Reichert, Erika Thompson, FHWA, FTA |
| 10:30 a.m.-10:45 a.m. | Break | |
| 10:45 a.m.-11:00 a.m. | Work Program Integration Initiative Status Update | Chris Peary |
| 11:00 a.m.-11:15 a.m. | MPO Risk Assessment Process | Erika Thompson |
| 11:15 a.m.-11:30 a.m. | Rural Planning Initiative Status Update | Rusty Ennemoser/Erika Thompson |
| 11:30 a.m.-11:45 a.m. | FDOT Office of Inspector General Planning Review | Nancy Shepherd |
| 11:45 a.m.-12:00 p.m. | Quality Assurance Reviews | Mark Reichert |
| 12:00 p.m.-1:30 p.m. | Lunch | |
| 1:30 p.m.-1:45 p.m. | Transit Update | Liz Stutts |
| 1:45 p.m.-2:00 p.m. | MPOAC Update | Carl Mikyska |
| 2:00 p.m.-2:15 p.m. | Comments from MPOs | Greg Stuart |
| 2:15 p.m.-2:30 p.m. | TMA Certification Review Update | FHWA/ FTA |
| 2:30 p.m.-2:45 p.m. | Training Update | FHWA/FTA |
| 2:45 p.m.-3:00 p.m. | Noteworthy Practices | Mark Reichert |
| 3:00 p.m.-3:30 p.m. | Wrap Up, Next Steps | FHWA/FTA |

Appendix B - Summary of Discussions that Supported the 2019 Planning Finding

The meeting began with general introductions from the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Agency (FTA). This group met to conduct the 2019 Florida Federal Planning Finding review and discuss the status of the 2018 Corrective Action and recommendations. As noted below, the group also discussed the Work Program Integration Initiative (WPPI), Joint Certification Risk Assessment, Rural Planning Initiative, FDOT OIG General Planning Review, Quality Assurance Reviews (QARs), Transportation Management Area (TMA) Certification Review, and other items. The sections below summarize the discussion of each topic.

Work Program Integration Initiative (WPPI) Status Update

Chris Peary, FDOT Project Director, presented a status update regarding the WPPI project.

WPPI Project Vision: The Work Program Integration Initiative (WPPI) is a project that is designed to re-engineer and leverage new technologies to improve the ways in which revenue is converted into infrastructure by FDOT. The project will reduce the risk associated with failure of aging technology in FDOT's Financial Management (FM) system.

- WPPI should not affect the State Transportation Improvement Program (STIP).
- Data used in WPPI will be the same, however, the data will be presented differently.
- FDOT is currently working to get Financial Management Information System (FMIS) and WPPI communicating.
- WPPI:
 - The WPPI vendor, CGI, started work in October.
 - The project completion date is anticipated to be 2023.
 - \$55 billion flows through the system every five years.
- FDOT is in the process of ensuring WPPI can integrate two systems.
- FDOT will decide in January if CGI will continue the project based on system integration needs and CGI capabilities to complete the project.

Rural Planning Initiative

Rusty Ennemoser, Statewide Public Involvement/Community Resource Coordinator presented a status update on Rural Planning Initiative. The Rural Planning Initiative evaluates how areas that are not within an MPO boundary submit projects to the FDOT system and the resulting challenges.

- District 2 and District 3 have the largest rural non-MPO areas in Florida.
- During the fall of 2017, there was a review of the rural planning process by FDOT to satisfy the transportation needs by the communities that live in the rural parts of Florida.
- FDOT started with a literature review to see how other states handle rural governments best practices.

- FDOTs rural transportation planning report went out in April 2019. One comment was received from FTA saying the commenter was looking forward to working with the Department.
- A question was asked how this project this will impact federal jobs. FDOT said they are unsure how this project will impact federal jobs.

MPO Risk Assessment Process

Erika Thompson, Statewide Metropolitan Planning Coordinator presented on the MPO Risk Assessment Process. This presentation was used to provide an overview of the MPO Risk Assessment Process and the status of updates to this process.

- FDOT OPP will provide quarterly updates to the handbook, factsheets and perform trainings.
- OPP is updating the Risk Assessment to convert it from a points-based system to a percentage-based system.
- There are currently five MPOs that are at a high risk based on the results collected from the current Risk Assessment.
- Additional:
 - Is there a dispute process if an MPO does not like there score?
 - FDOT expressed that having a high score results in additional technical outreach and training at the MPO level. If an MPO has new staff, new management, or a new system, it is put in the highest monitoring category to ensure the proper review and assistance is being provided.

FDOT Office of Inspector General Planning Review (OIG)

Nancy Shepherd, Deputy Audit Director for Intermodal presented on the FDOT Office of Inspector General Planning Review. The key points from that presentation are found below.

- The MPO Report Summary had positive results, showing that the MPOs needed policy clarification.
- The real potential for proactive training is when OIG can inform on issues and help develop solutions through consultation.
- Follow up discussion:
 - In general, a statewide template and process provides a level of consistency.
 - Clarification on indirect cost and rates was requested from OIG.
- Remaining MPO challenges include:
 - Prorating, direct costs, and indirect costs.
 - Through the Consolidated Planning Grant (CPG) option, FHWA and FTA can blend funding.
- FDOT will invite OIG to more trainings to answer questions and provide support to the MPO Liaisons.
- OIG does not consider the Metropolitan Planning Program high risk anymore because of the actions taken by FDOT OPP, MPO Liaisons, and MPOs.

Quality Assurance Reviews

Mark Reichert presented on the Quality Assurance Reviews. FDOT established a policy on Quality Assurance Reviews (QARs) in the department, however, no formal QAR process has been established for OPP.

- A presentation was provided by Erika Thompson and Nancy Shepherd to inform FHWA about FDOT's quality assurance and quality control approach and processes, as well as the activities OPP conducts to averse the quality planning program.

Transit Update

Chris Wiglesworth, FDOT Transit Planner, presented on the behalf of the FDOT Transit Office. Chris provided an updated on the Miami Corridor Study that is designed for the implementation of rapid transit. In addition, there was discussion on finding an alternative payment option for transit. FDOT Transit Office wants the future for transit payments to be moved to a transit card option with a system that processes financials on the back end, making the process easier. Coordination with the MPOs to develop a system that will be beneficial for each MPO will be required to successfully implement a new payment system.

- The current Corridor Study in Miami, Florida (SR 9/SR 817/NW 27 Avenue Premium Transit PD&E Study), extension from MLK to 27th avenue, is designed for the implementation of Bus Rapid Transit (BRT).
 - FTA and FHWA requested Chris Wiglesworth send a flyer with project information.
- FDOT states interest in more coordination with the Florida Public Transportation Association (FPTA).

MPOAC Update

Carl Mikyska, Executive Director of Metropolitan Planning Organization Advisory Council, presented an update on the MPOAC, saying that it is the commitment of the MPOs and FDOT to be able to tell the complete story about transportation in Florida. Carl mentioned the new FDOT Secretary is in support of building partnerships with other agencies. The MPOAC is exploring the option of bringing in an accountant to assist with the financial management of the smaller MPOs.

- MPOAC launched a noteworthy practice group, as a peer exchange of best practices.
- In the first week of August, there will be a gathering of FDOT and other parties who have an interest in Consolidated Planning Grant (CPG). There will be an email set out regarding the date of this meeting.
- MPOAC conducts a weekend institute for the officials on elected boards.

Comments from MPOs

Greg Stuart, Executive Director of Broward Metropolitan Planning Organization commented for all the MPOs, saying that the MPOs would like greater consistency in application of rules across the state. He acknowledged improvements in the consistency over the last year and would like to see that continue to improve.

TMA Certification Review Update

Transportation Management Area (TMA) Certification Review Updates were presented by both the FTA and the FHWA.

- The risk assessment helped with identifying the MPOs in Florida that needed assistance, based on the joint certification package that includes a summary of noteworthy achievements by the MPOs and a list of any recommendations or corrective actions.
- Lee County MPO is the first MPO to say they are using Unmanned Ariel Vehicles (UAV) with congestion management projects.
- There will be a site visit in September for Polk TPO, however, the TMA Certification for Polk TPO is not due for submission until next year.

Training Update

A training update was presented by both the FTA and the FHWA. FDOT is not sure if training opportunities are getting to the appropriate staff. As a result, FDOT is looking for a new approach to provide training information staff members who need it.

- It was requested to provide training on how to collect distracted driver data, and how to extract National Performance Management Research Data Sets (NPMRDS).
- A training was requested for information pertaining to the bike and pedestrian projects that are occurring throughout Florida.
- The MPO Liaisons stated that a training on how to incorporate Federal and local stakeholders into the planning process would be beneficial.
- It was suggested to have a training provided that will be focused more on the planning aspects of ADA instead of the design and engineering aspect.
- FHWA states that they would provide training for public funding when it is requested.
- It was stated that there may be issues with receiving information from FTA and FHWA regarding their training opportunities. This may be the reason for lower than normal attendance by the FDOT MPO Liaisons.

Noteworthy Practices

Mark Reichert presented on the Noteworthy Practices that are happening with FDOT, which FDOT conducts for the benefit of FTA, FHWA, MPOs, and MPO Liaisons:

- Maintain the FDOT MPO Handbook.
- Develop an MPO Tracking Timeline, a 3-year timeline of every task that FDOT is responsible for handling.
- Created the MPO Document Portal.
- Maintain an MPO Work Plan, which serves as an internal management document to ensure FDOT is completing its program responsibilities.
- Developed Computer Based Trainings (CBT) for the TIP, UPWP and LRTP. OPP is working on additional CBTs for transportation measures and planning consistency.

- Continued enhancements to the quality of coordination and communication between FDOT, MPOs, FTA, and FHWA; with practices such as the quarterly meetings with FHWA and other annual meetings.
- The CUTR study will also be an important component to improving the coordination and communication between the MPOs and transit agencies.

Action Items

The following table lists action items identified during the meeting, those responsible for completion of the action item, and the status of the action item.

| Action Item | Staff Responsible | Status |
|--|----------------------------------|-------------|
| Sharing of Four Technical Memorandums | Erika Thompson and Mark Reichert | Complete |
| Send Mobility Data | Mark Reichert | Complete |
| Distribute of Performance Management Fact Sheets | Mark Reichert | Complete |
| Sending the STIP Over and Posting to Website | Cynthia Lorenzo | In progress |
| Work on the Transit Agencies will be Formally Submitted to FHWA for Recommendation 7 and 8 | Mark Reichert | In progress |
| Distribution of project flyer and map for Miami Transit Project Area | Chris Wiglesworth | In progress |
| Share MPO Transmittal with Karen Brunelle | Erika Thompson and Mark Reichert | In progress |
| Check on two MPOs about TPM Language | Erika Thompson and Mark Reichert | In progress |
| Provide FTA with District Contacts | Erika Thompson and Mark Reichert | Complete |
| Share TPM / PTASP materials | Mark Reichert | Complete |
| Send Risk Assessment Material | Erika Thompson | Complete |
| Provide MPO Document Portal Training to Future FTA | Samantha Parks | Complete |
| FTA Requested an Email on the Recap of the Transit Updates | Chris Wigglesworth | Complete |

APPENDIX C

2019 Florida Federal Planning Certification - Attendees

July 2, 2019, 8:30 A.M. – 2:30 P.M.

The table below summarizes meeting attendees and their organization.

| Attendee Name | Agency |
|-------------------|---|
| Carl Mikyska | MPO Advisory Committee (MPOAC) |
| Erika Thompson | FDOT Office of Policy Planning (OPP) |
| Mark Reichert | FDOT Office of Policy Planning |
| Samantha Parks | FDOT Office of Policy Planning |
| Scott Philips | FDOT Office of Policy Planning |
| Dana Reiding | FDOT Office of Policy Planning |
| Rusty Ennemoser | FDOT Office of Policy Planning |
| Stacie Blizzard | Federal Highway Administration |
| Karen Brunelle | Federal Highway Administration (by phone) |
| Cathy Kendall | Federal Highway Administration |
| Teresa Parker | Federal Highway Administration |
| Jim Martin | Federal Highway Administration |
| John Crocker | Federal Transit Administration (by phone) |
| Robert Sachnin | Federal Transit Administration |
| Cynthia Lorenzo | FDOT Office of Work Program and Budget (OWPB) |
| Lisa Saliba | FDOT Office of Work Program and Budget |
| Linda Tan | FDOT Office of Work Program and Budget |
| Nancy Shepherd | FDOT Office of Inspector General (OIG) |
| Chris Wiglesworth | FDOT Office of Public Transit |
| Chris Peary | FDOT Project Director |
| Brad Bradley | FDOT Office of Roadway Design |
| John Kaliski | Cambridge Systematics |
| Macy Fricke | Kimley-Horn and Associates |
| Ryan Wenger | Kimley-Horn and Associates |

PY19 Program Accountability Results (PAR) Public Participation Plans (PPPs)

PPP PAR Summary

August 2019

For Performance Year (PY) 2019, the Florida Division Planning staff partnered with the Pennsylvania (PA) Division Planning staff to conduct Program Accountability Results (PAR) reviews on each of Florida's nine (9) non-Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs). The purpose of these reviews was to assess the MPOs' Public Participation Plans (PPPs) to ensure that the MPOs are developing and using a documented participation plan in accordance with 23 CFR 450.316. Based on an analysis of the TMA Certification Reviews' corrective actions and recommendations, this topic was one of the top three issues for TMAs and thus selected for this non-TMA review. The nine non-TMA MPOs reviewed were: Bay County Transportation Planning Organization (TPO); Charlotte County-Punta Gorda MPO; Gainesville Metropolitan MPO; Heartland Regional TPO; Hernando/Citrus MPO; Indian River County MPO; Lake-Sumter MPO; Ocala/Marion County TPO; and Okaloosa-Walton TPO.

To initiate the PPP PARs, the Florida (FL) Division reviewed checklists currently used by the Planning and Civil Rights Teams. The FL-Division consolidated and updated the questions resulting in the PAR PPP Checklist, which consists of regulation-based questions that outline the current federal requirements for developing a PPP. The PA-Division then used the checklist to review each non-TMA PPP. All answers and comments were documented and evaluated for trend analysis. This document summarizes the PY19 PPP PAR reviews with respect to the responses provided in the checklists. The completed checklists for each MPO are kept with the PPP PAR data in the Division files (<U:\PER Team\MOP for PER\PY19\PPP PARs\Completed Checklists>).

Not all checklist questions are directly linked to 23 CFR 450.316. Some of the questions are supplemental inquiries that represent the ideals of good practice for PPPs and the intent of the regulations. One example of this type of question asks about the timing and method of responses to the public. In this case, most PPPs did not indicate a specific timeframe for the MPO to respond to public comments (Q10b). While not a compliance issue, it does provide a snapshot as to how PPPs and public engagement processes might be minimally enhanced to be more effective and participatory.

Questions/Responses

The checklist contains thirty-four questions (some with multiple sub-questions) that were developed to address the “interested parties, participation, and consultation” requirements of 23 CFR 450.316. These questions help define the MPOs PPP development and implementation process, and provide a sharper image of how these plans were used. The questions are designed to explore not only if the requirements are met, but how were they were accomplished, and to clarify whether the intent of the regulations is being achieved.

Once the PA-Division planning team completed the checklist for each MPO’ PPP, the FL-Division team tabulated their responses to the checklist questions and analyzed the data using bar graphs (see Appendix A). Trends became noticeable with the review of the responses. For example, all nine MPOs have a PPP (Q1), have summary information about the MPO and the MPO’s role in transportation (Q1a), and provide MPO contact information (Q1c). All nine MPOs also discuss the LRTP/STIP/TIP amendment process (Q3a), make public information available in electronically accessible formats (Q6), and have a documented process to periodically conduct a review of the effectiveness of the procedures and strategies contained in the PPP to ensure a full and open participation process (Q12). All nine also provided FHWA and FTA copies of their plans and they are available on the Internet (Q15). Four of the nine MPOs were fairly consistent with compliance to the regulations. Although none of these four met all the requirements expressed in the federal regulations, these same four MPOs showed good stewardship in the review of the sub-questions that indicate how the MPOs apply the requirements.

The FL-Division observed several areas of concern in which over half of the MPOs were not able to demonstrate a positive response. One area of non-fulfilment relates to 23 CFR 316(a)(1). Only three PPPs had indication that they were developed in consultation with all interested parties (Q2). Another area of non-fulfilment related to 23 CFR 450.316(b). Four PPPs require consultation with agencies responsible for other planning activities within the MPO planning area (Q16), and only two PPPs indicated that the MPOs’ Long-Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) were to be developed with due consideration to the design and delivery of projects in the area receiving other federal assistance under 49 U.S.C. Chapter 53 and 23 U.S.C. 201-204 programs (Q17). Another area of concern relates to 23 CFR 450.316(c) and (d). While only four MPOs have Indian Tribal Lands within their planning area, only one PPP discussed the inclusion of the tribes within the development of the LRTP and TIP (Q18). Although six MPOs have Federal Lands within their MPO boundaries only two PPPs indicated procedures to involve the Federal Lands management agencies in the development of the LRTP and TIP (Q19). Further, only three of the nine MPOs’ PPP outline the roles, responsibilities, and key decision points for consulting with other governments and agencies (Q20).

Over the years, the FL Division has emphasized the need for documenting procedures for “unplanned” or “short-notice” meetings and for a user-friendly, readable document. Nearly 70% of the non-TMA PPPs have documented “short-notice” processes (Q1e) and over 50% of

the PPPs include visual images to improve readability (Q5).

The remaining questions had seven or more affirmative answers (78% of the PPPs), indicating an overall general compliance with the concept and only isolated MPOs not fulfilling the requirements.

PPP Checklist

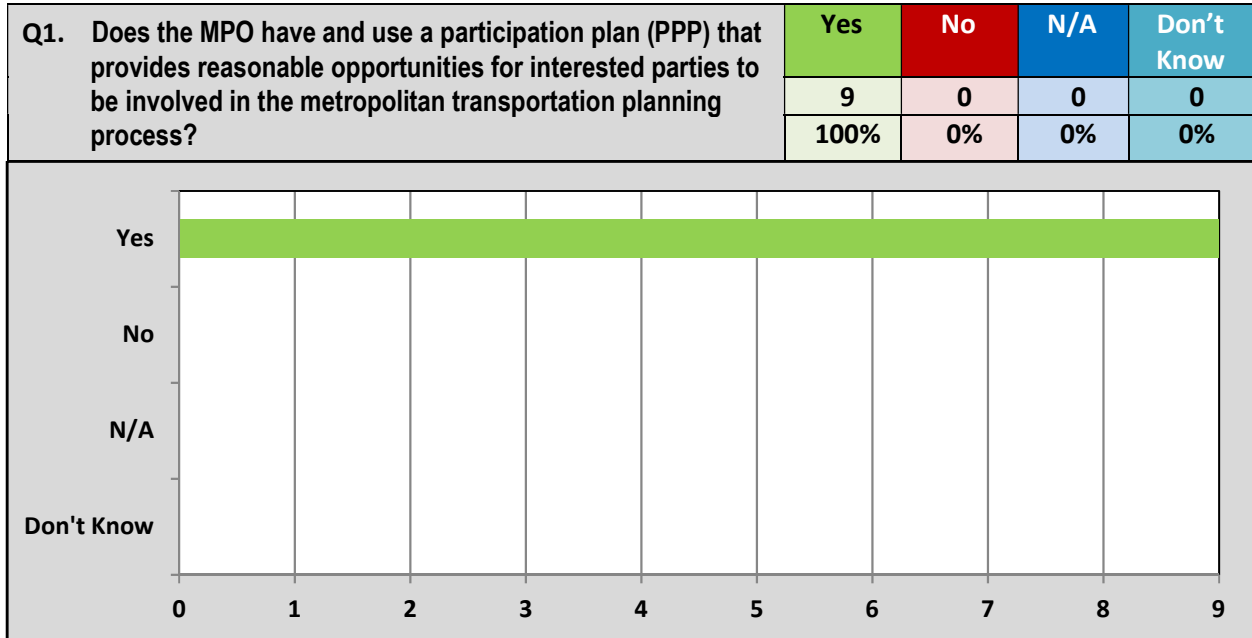
The focus of the targeted review this performance year was on the non-TMA MPO conformity with 23 CFR 450.316, both in structure and intent. Between the questions and sub-questions, there were thirty-four questions used to conduct the reviews. Use of the comment section of the checklist during the review process was emphasized and encouraged to help explain the responses provided to the PAR questions. The quality control/quality assurance step continued to be utilized during this performance period. This effort ensures that the Planning Team Leader reviews the checklists for recording errors, working with the appropriate Planner to revise and/or clarify the recorded entries as needed prior to them being entered into the Division's final PAR database. During the review, some of the questions were revised to replace the term "Plan" with "PPP" to avoid confusion. Some of the quality control analysis indicates a need for the wording of some additional checklist questions, specifically Q10b, Q18 and Q19, to be revised for clarity.

Conclusion

While all the MPOs that were reviewed consistently make documents electronically available and periodically review their public participation plans for effectiveness, the PAR reviews largely indicate that more than half the MPOs reviewed are not satisfactorily carrying out all requirements for "interested parties, participation, and consultation" set forth specifically in 23 CFR 450.316. There are a number of strategies that can be implemented to remedy these deficiencies. The FHWA Planning Team will reach out to the MPOs and FDOT District Liaisons to provide technical assistance regarding the review observations. Additionally, we recommend that FDOT provide additional stewardship and oversight to the MPOs, implement additional guidance and/or provide training to all MPOs related to the development of PPPs.

The PAR process is an effective tool in providing a focused snapshot of federal-aid implementation. We will continue to utilize the instituted quality control efforts and refine the review process as needed. The subject matter and PAR questions will continue to be assessed and discussed with the Planning Team prior to each new review to improve the quality and determine the usefulness of the data collected.

PPP Questions/Response



Examples of Remarks for 'Yes' Response to Question Q1:

- *The PPP documents how the MPO will provide reasonable opportunity for public participation. However, the PPP does not define the public to include interested parties as defined in the regulations 23 CFR 450.316(a). Suggest that the MPO define the public and interested parties and how the MPO will provide opportunities for these stakeholders to participate.*
- *The MPO does an excellent job of explaining how it engages interested parties and provides examples of groups that it regularly works with to share information.*
- *Chapter II of the plan identified interested parties and provides specific examples of how to participate in the planning process.*
- *Yes, the MPO uses a variety of committees and the PPP is informative to the overall transportation planning process and provides MPO contact information including staff names and web address.*
- *The PPP refers to using a database of interested persons or stakeholders, but it does not list the various organizations, agencies, community, business or industry groups.*
- *Yes, MPO uses a variety of committees and the PPP is very informative to the overall transportation planning process and where to go or who to contact for additional information or assistance.*
- *Yes, the MPO has an adopted PPP with the advisory committees to solicit input into their overall planning process. On page 4, these MPO committees are listed as the Citizen Advisory Committee (CAC), Technical Advisory Committee (TAC), and Transportation Disadvantaged Local Coordinating Board (TDLCB).*

Examples of Remarks for ‘No’ Response to Question Q1:

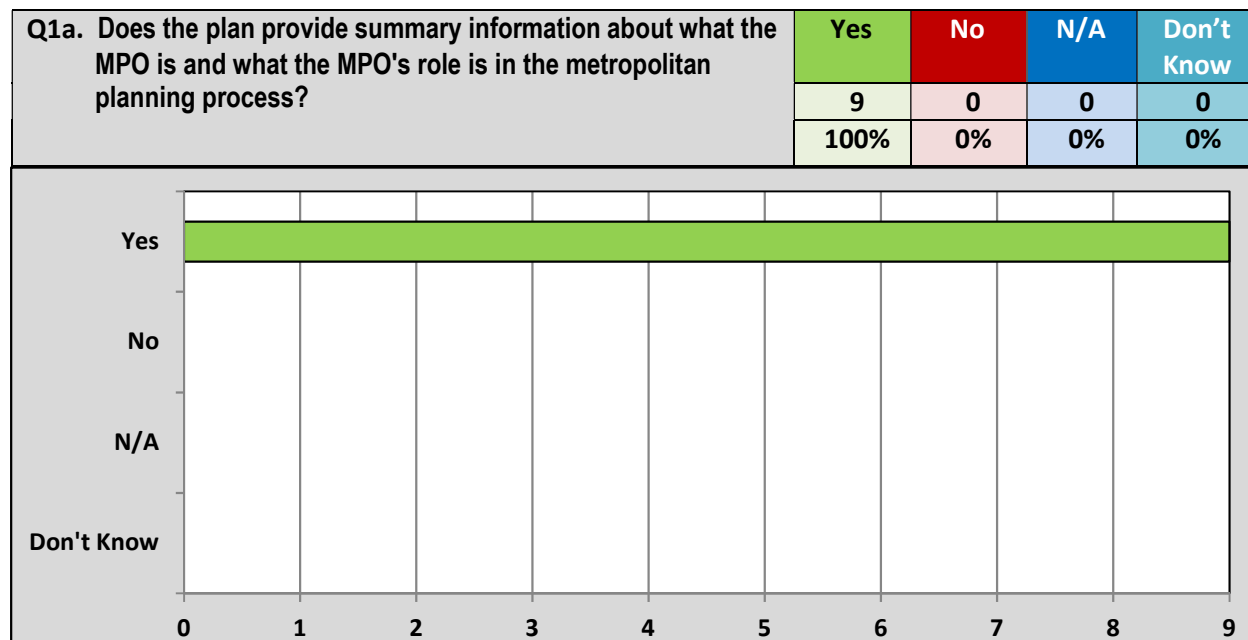
There is not a “No” response for this question.

Examples of Remarks for ‘N/A’ Response to Question PL1:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question PL1:

There is not an “Don’t Know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q1a:

- *The plan provides the history of the MPO on page 3 and an overview of the federal planning requirements for public involvement. The PPP defines the planning documents TIP, LRTP and UPWP and the MPO role in producing these documents.*
- *The plan provides a summary of the planning process and MPO role on page 6.*
- *Yes, but brief.*
- *Yes, but high level. No link to MPO website or other transportation planning information.*
- *Excellent overview.*
- *This is provided on pages 10 and 11 which includes the PPP goal/objectives as well as the MPO’s purpose.*
- *The MPO discusses the purpose it serves and its roles in the overall planning process on page 3.*
- *On page 3, the MPO provides a brief overview describing what the MPO is and what the MPO’s role is in the planning process.*

Examples of Remarks for ‘No’ Response to Question Q1a:

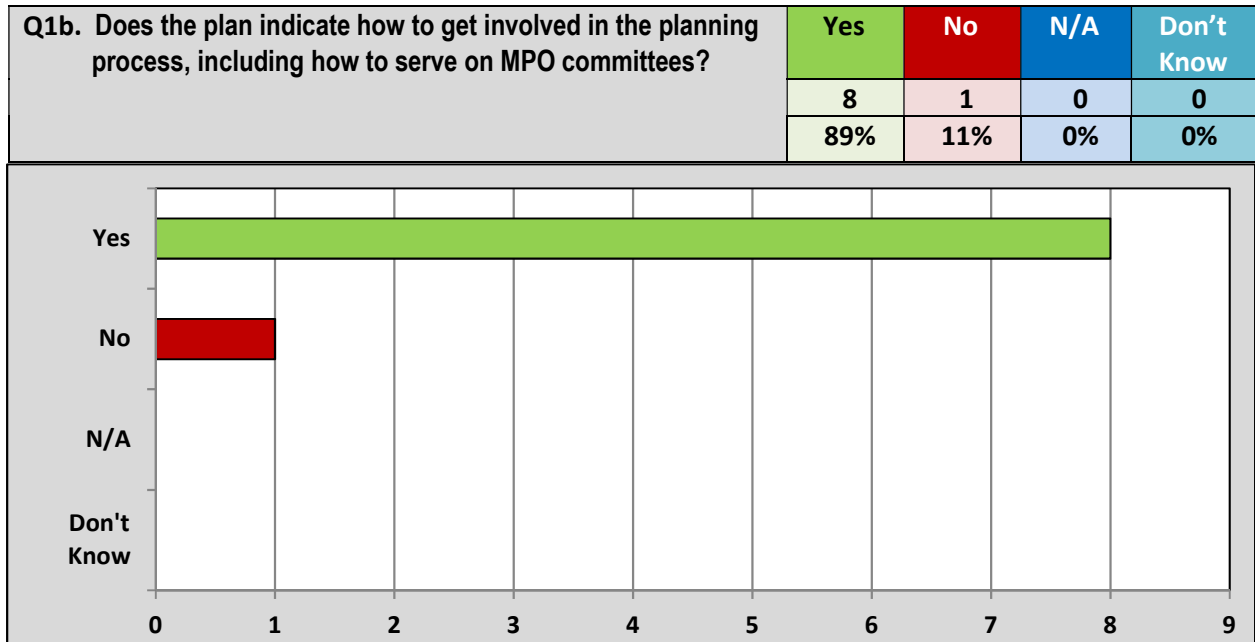
There is not a “No” response for this question.

Examples of Remarks for ‘N/A’ Response to Question Q1a:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q1a:

There is not a “Don’t Know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q1b:

- *The plan lists numerous ways the public can get involved including serving on the CAC. This information could be made clearer by providing specific contact information and steps on how to participate (i.e.: contact X to submit an application, etc.).*
- *Chapter II defines in detail the committees and how to participate.*
- *Yes, the PPP includes information on the various MPO committees (Technical Advisory, Citizens’ Advisory, Bicycle/Pedestrian Advisory, and TDLCB) and where the public can find information to submit an application to join a committee. In addition, the PPP lists a summary of the participation policy table that highlights the requirements for public review periods and notices for the various MPO required programs or plans.*
- *The PPP lists the various MPO committees and states the Citizen Advisory Committees are appointed by the MPO governing board.*
- *The PPP is very straightforward on how to get involved or get additional info/materials or ask questions.*
- *The ‘How to get Involved’ section (pages 7 through 9) includes the committees/advisory groups but should include a description of how to truly get involved with the MPO and provide a short description of the impacts of the publics’ involvement.*

- On page 4, the PPP addresses the opportunities for the public to participate/become a member of the TAC/CAC. The MPO encourages the public to participate on page 5, and discusses the goals, policies, objectives, and measures of the PPP on pages 7 through 9. It also includes a table listing all the opportunities to participate along with the schedule, public comment period, and public notice on page 12.
- Page 3 indicates how to apply to serve on the MPO’s CAC.

Examples of Remarks for ‘No’ Response to Question Q1b:

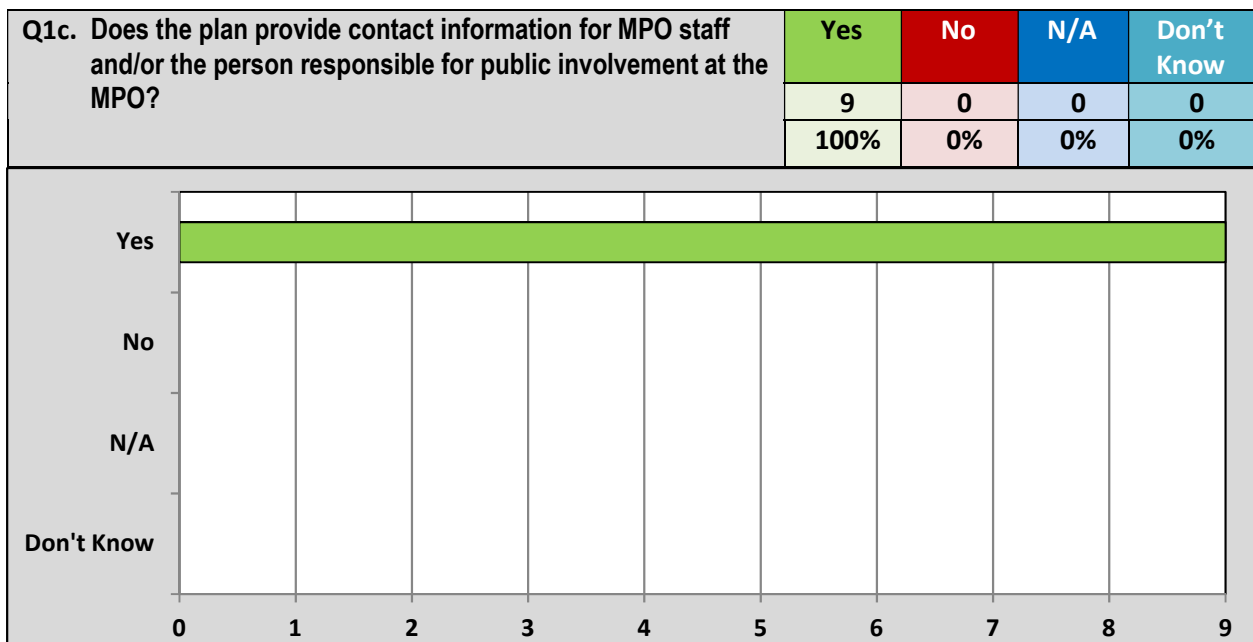
- The PPP includes contact information and encouragement to get involved through social media. The PPP does not detail how to serve on MPO committees. There is brief mention of the Citizens Advisory Committee but there are no details on how access and submit the application. Suggest that this information is provided.

Examples of Remarks for ‘N/A’ Response to Question Q1b:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q1b:

There is not a “Don’t Know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q1c:

- Yes, located on inside cover page.
- Yes, but a specific point of contact is not identified.
- The plan provides general contact information, links for social media, and contacts to request meeting information and accommodations. A specific contact person is not easily identified in the plan. Suggest adding point of contact for questions to the front-end of the document.

- Yes, includes information on the various MPO committees (Technical Advisory, Citizens' Advisory, Bicycle Pedestrian Advisory, and TDLCB) and where the public can find information to submit an application to join a committee.
- This information was located on the title page as part of Title VI, ADA, and language translation services availability.
- On page 5, the plan includes executive director contact information (phone number/email) as well as direct links to their website to submit correspondence.
- On page 22 (Appendix B), the PPP includes a blank template that the public can use to submit comments along with the Title VI Coordinator's contact information.
- Pages 2 and 15 list the Public Involvement Coordinator's contact information. Page 7 lists contact numbers for translation services, hearing impaired, and Title VI complaints.

Examples of Remarks for 'No' Response to Question Q1c:

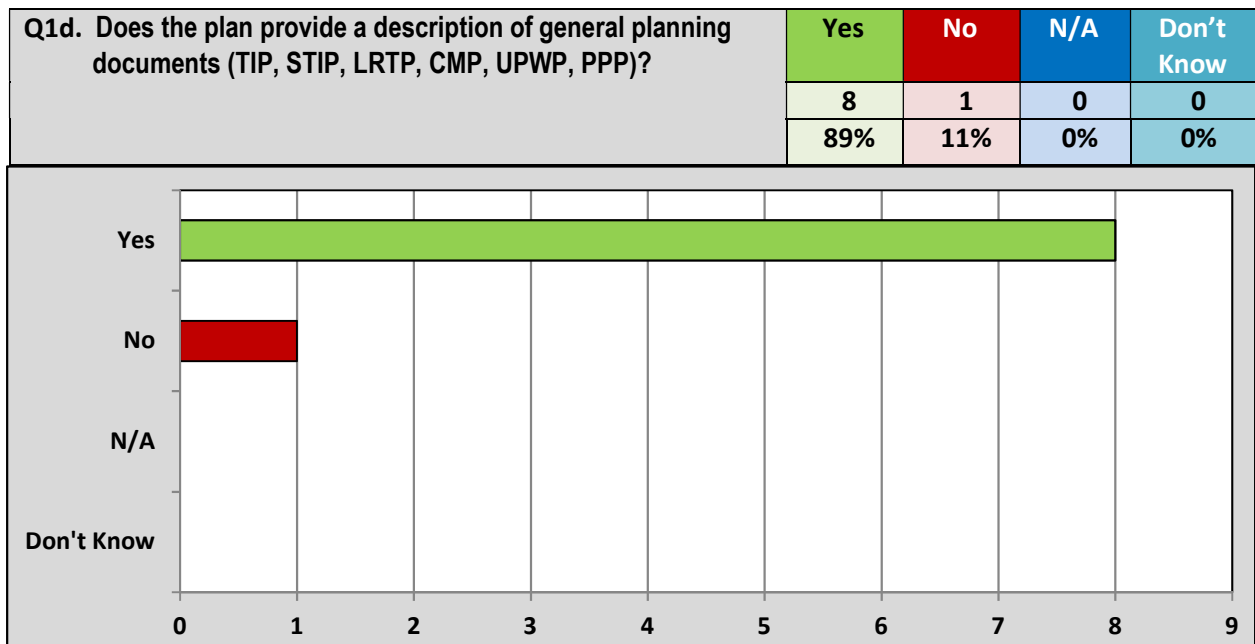
There is not a "No" response for this question.

Examples of Remarks for 'N/A' Response to Question Q1c:

There is not a "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question Q1c:

There is not a "Don't Know" response for this question.



Examples of Remarks for 'Yes' Response to Question Q1d:

- The plan notes the TIP and LRTP, but does not describe the importance of these documents. The plan does not mention the STIP or UPWP. The plan does a good job of explaining the importance and role of the PPP.
- General planning documents are well described on pages 3-4.

- Yes, the PPP lists the requirements MPO programs and plans by name and then includes a list of commonly used transportation terms and acronyms to further describe the various programs and plans.
- Yes, except for Congestion Management Plan(CMP) – which isn't a federal requirement for a MPO of this size (non-TMA MPO).
- The MPO included general descriptions for the LRTP, UPWP, TIP/STIP, and PPP.
- Page 3 describes the purpose of the PPP and its goals, policies, objectives, and measures are located on pages 7-9. Page 10 describes the LRTP, pages 12 and 13 describe the UPWP, while pages. 13 and 14 describe the TIP.
- Page 10 includes a general description of the LRTP. Pages 11 through 13 include a descriptions of project priorities and the TIP. Pages 13 and 14 include a description for the UPWP.

Examples of Remarks for 'No' Response to Question Q1d:

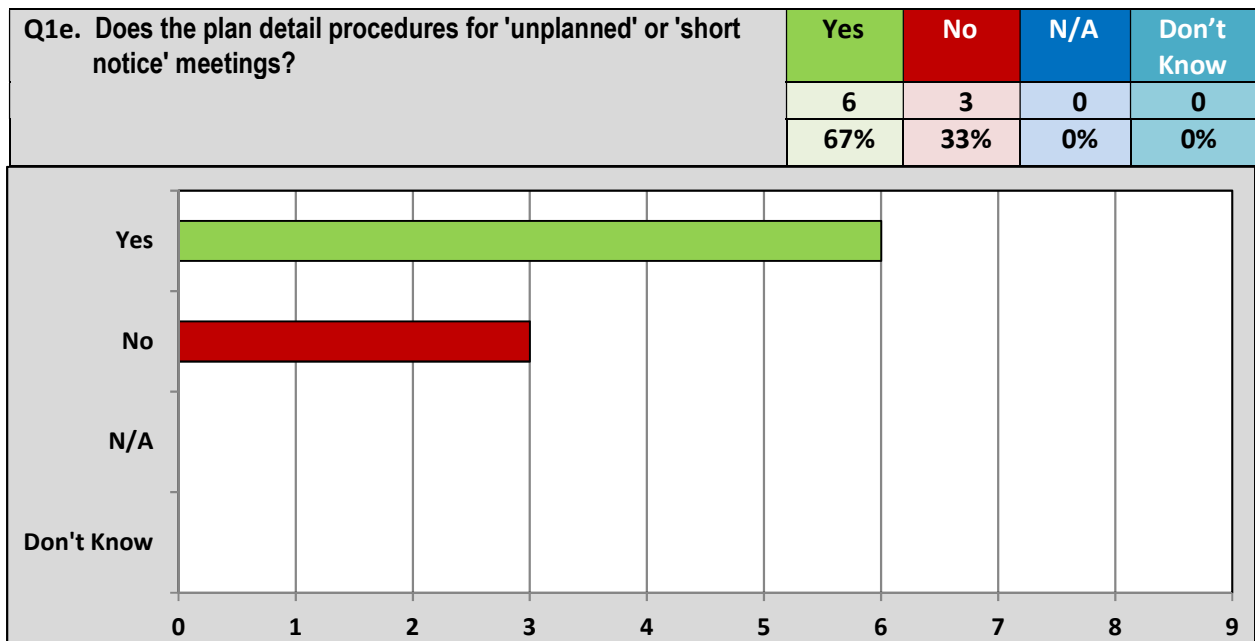
- The plan includes descriptions for the TIP and LRTP, but does not mention the STIP or UPWP.

Examples of Remarks for 'N/A' Response to Question Q1d:

There is not an 'N/A' response for this question.

Examples of Remarks for 'Don't Know' Response to Question Q1d:

There is not a "Don't Know" response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q1e:

- *The public notice matrix in the appendices provides procedures for emergency meetings.*
- *Yes, the plan includes a paragraph about the need for “Short Notice/Special Meetings” on page 13.*
- *Yes, but only states that the MPO will provide a complete meeting agenda package to the media one week prior to the meeting. Although, it doesn’t list which media outlets.*
- *Yes, which is seven days public notice in advance of meetings.*
- *Page 21 includes details for Emergency/Special meetings such as posting an agenda 24-hours prior to the meeting and emails to all committee members. The meeting minutes will also be published on the MPO’s website within 24 hours of the meeting, and a full review of approved items to be discussed at the next regular meeting.*
- *Page 5 addresses the MPO’s ‘special’ meetings and how each member of the MPO and local media will receive a notification of such special meetings take place along with location, date, time and purpose of the meeting.*

Examples of Remarks for ‘No’ Response to Question Q1e:

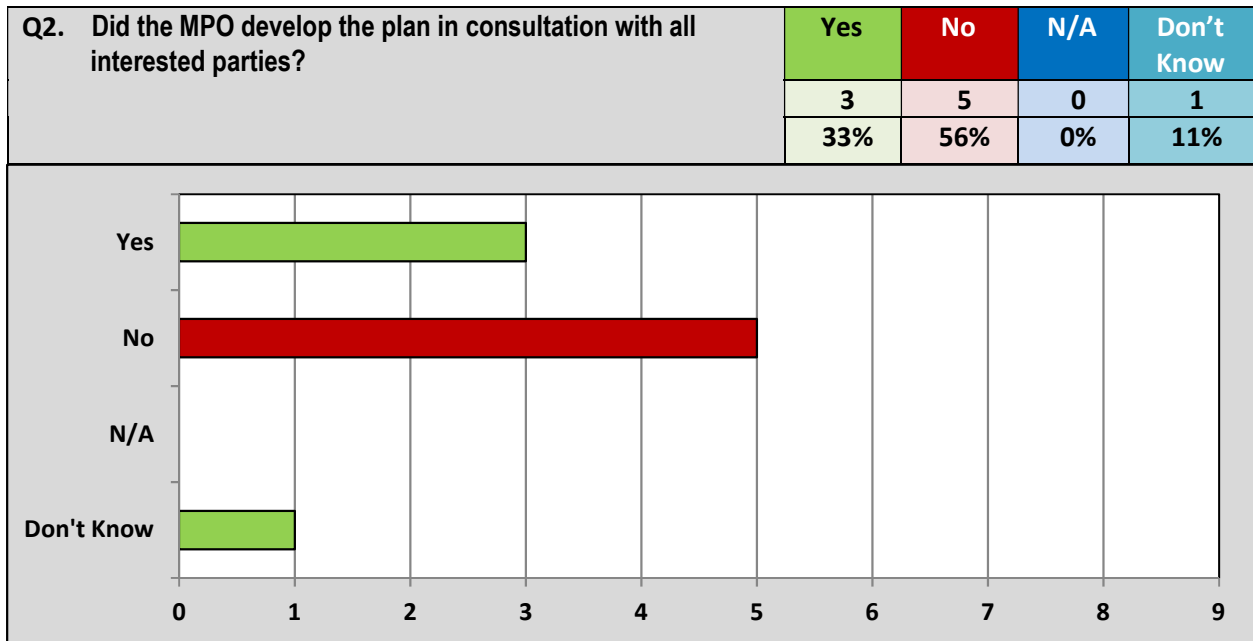
- *There are details about outreach for public meetings and workshops, but no details about procedures for unplanned meetings.*
- *A lot of details are provided about how the MPO will schedule, advertise, and host meetings. There is no information about how unplanned or short-notice meetings will be handled.*
- *The PPP does not include any narrative describing any unplanned, special, or short notice meetings.*

Examples of Remarks for ‘N/A’ Response to Question Q1e:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q1e:

There is not a “Don’t Know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q2:

- *Yes, the Acknowledgements on the last page of the PPP states this well in several other locations in the PPP.*
- *Under federal requirements, it mentions that the MPO develops the PPP in consultation with a variety of interested parties.*
- *The MPO not only has participation of interested parties on their CAC, TAC, TDLCB, and the MPO board (page 4), but it also will make sure the public is informed throughout the planning process.*

Examples of Remarks for ‘No’ Response to Question Q2:

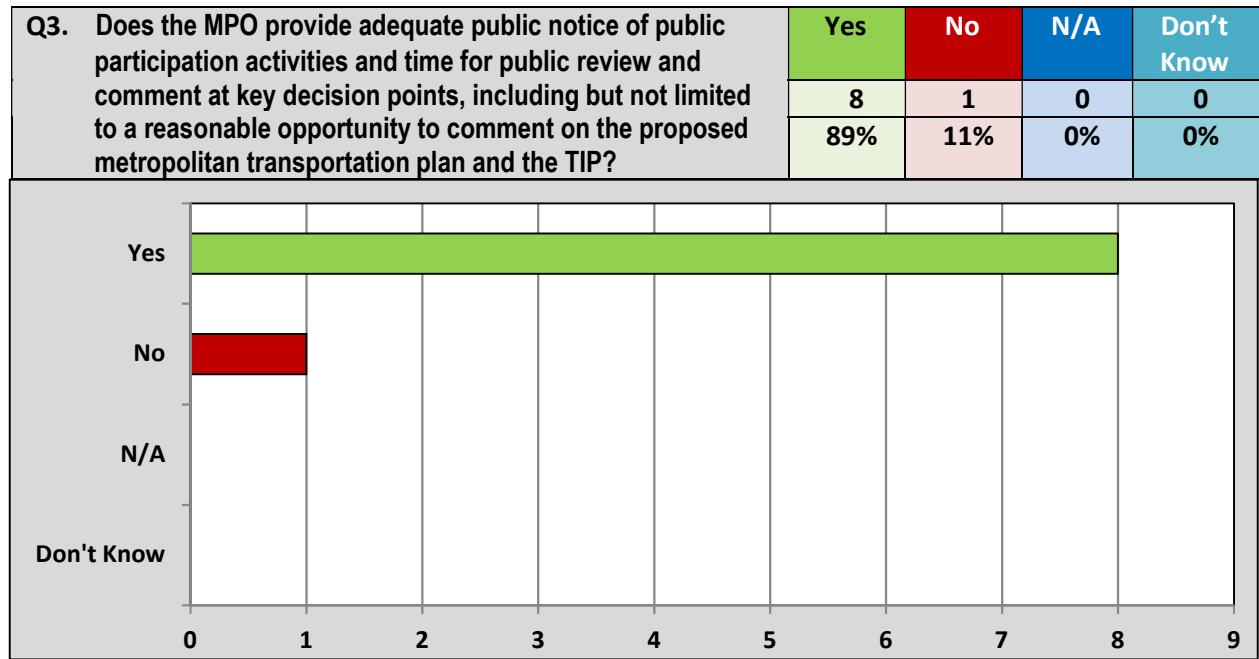
- *The MPO’s commitment to public participation is clear. However, the PPP does not include information on how the plan was developed in consultation with interested parties. The public comment period is noted.*
- *The plan makes references to an open and inclusive public participation process with these interested parties. The plan does not document how/if these parties were involved in the development of the PPP. Suggest that specific information on how these parties were involved be added to the plan.*
- *The plan includes the direct language from the 23 CFR 450.316 in Appendix E, the MPO’s Purpose Section (page 10), and the Response Section (page 29). There is no indication in the plan if any coordination with the transit providers was completed in their efforts of developing the plan. I also would suggest that the MPO include sign-in sheets, feedback, and comments that they may have received from the public and committee groups when they develop the plan, as an appendix.*
- *The PPP does not include any indication that the plan was developed in consultation with any interested agencies or members of the public.*

Examples of Remarks for ‘N/A’ Response to Question Q2:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q2:

- *No documentation to indicate that they did.*



Examples of Remarks for ‘Yes’ Response to Question Q3:

- *The PPP lists public involvement requirements that are consistent with the federal planning regulations. However, the tasks are written in an open-ended format as general strategies that leave room for flexibility, but are also vague and difficult to ensure accountability or define exactly what will be done. The PPP does not spell out the MPO’s commitment to specific requirements for public participation, such as defining a comment period and/or documenting that a public meeting or workshop will be held. Recommend that the PPP detail specific requirements to ensure the public involvement expectations are clear to all parties.*
- *The plan indicates “a 30-day comment period, if feasible” will be provided for the LRTP, TIP and TDP. This is very open-end and could mean that a comment period would not be provided if it was determined not feasible. Suggest this section is re-worded to be clear about exactly what will be done for public comment for TIP and LRTP. In the public meetings section on page 11, the plan indicates that “All MPO public meetings will have a minimum of a 30-day comment period prior to MPO board adoption, with the exception of TIP amendments...” This sentence can be confusing when read in conjunction with the comment period section of the plan. Suggest that the plan clearly identify and reword (if true) that a public comment period of 30 days will be required and that a public meeting will be required prior to board action on the TIP and LRTP.*
- *The MPO provides an excellent matrix which outlines specific procedures for public*

notice for plans and meetings. The MPO has also committed to hosting discussions on topics of public interest after 5 p.m. on the MPO agenda. These are noteworthy practices. Specific comment periods for TIP and LRTP are not defined in the plan.

- Yes, this is identified in the Summary Participation Policy Table on pages 12 and 13. In addition, the MPO allows public comment at every MPO meeting.
- Yes, the public is given an opportunity to speak at every MPO committee meeting.
- The MPO's PPP provides several links to access the website to submit comments on all planning documents. The PPP also includes outreach steps and timeframes for those who would like to provide comments and feedback to the MPO for each document (UPWP, TIP, LRTP, PPP, LOPP, etc.).
- The MPO includes a list of all the planning documents' comment period, public notice timeframes, and electronic access via the MPO webpage (pages 11 and 12).

Examples of Remarks for 'No' Response to Question Q3:

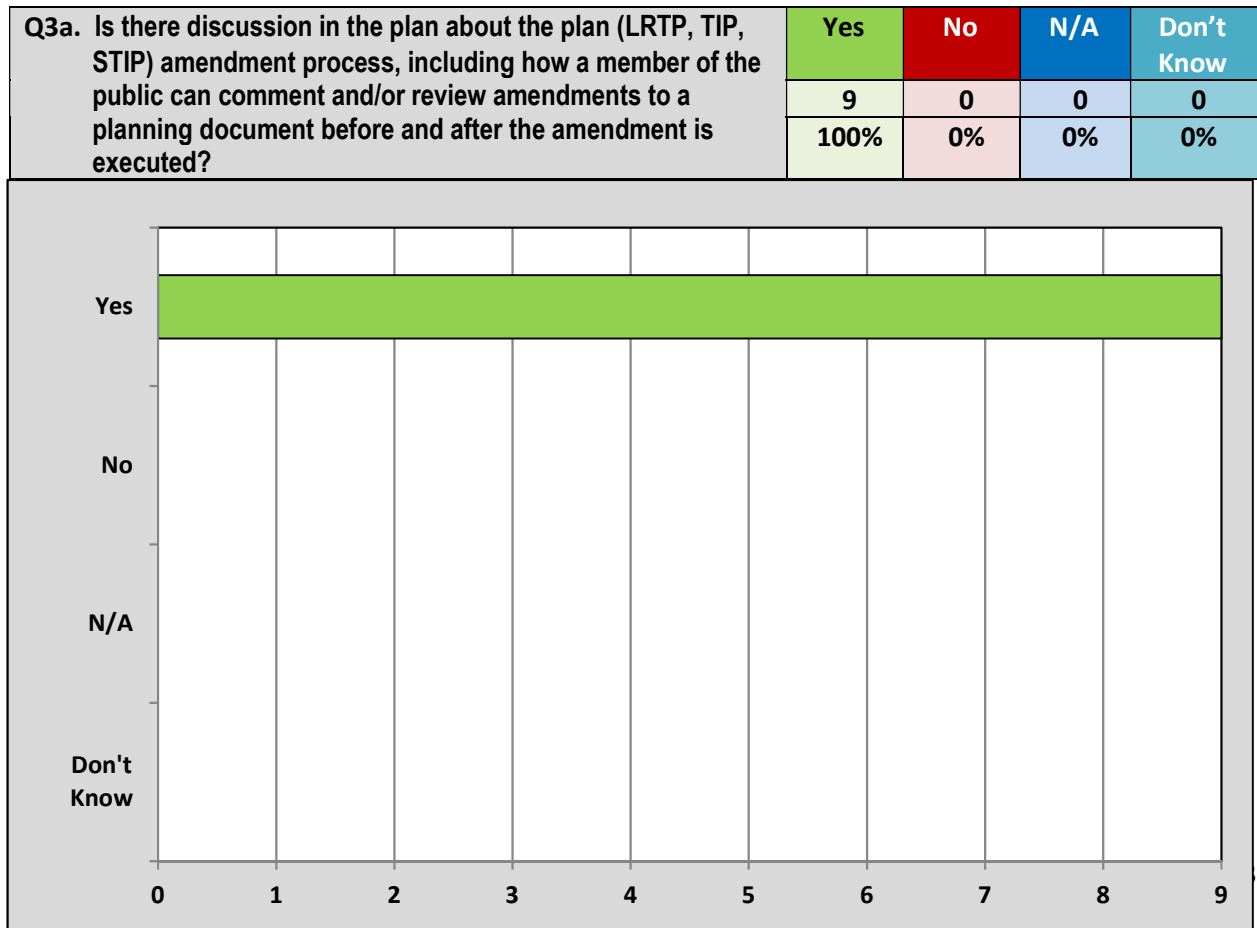
- The MPO's PPP does discuss "adequate notice" but does not include any timeframe in the plan. I also cannot verify if the MPO releases public notices in a timely manner.

Examples of Remarks for 'N/A' Response to Question Q3:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question Q3:

There is not a "Don't Know" response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q3a:

- *There is information in the plan about how the MPO will treat amendments. However, the plan indicates MPO will “strive to meet the 30-day public comment period, if feasible. However, the MPO can envision exceptions to this comment period...” This can be confusing for the public to know when and how the comment period will be applied. Suggest setting clear guidelines and expectations. There is no information provided on how the public can participate in this process.*
- *The plan includes information on how the MPO will engage the public in TIP and LRTP amendments but some of the details can be confusing. For example: “The Transportation Improvement Program may be amended any time within the annual planning period. For Transportation Improvement Program amendments, there are adequate public involvement procedures consistent with Code of Federal Regulations Section 450.316(b)(1) except that these procedures do not apply to Transportation Improvement Program amendments that only involve projects of the type covered in Code of Federal Regulations Section 450.324(l). The Transportation Improvement Program includes an amendment log that tracks changes made to the document.” – page 43. For amendments to the LRTP, the plan commits to public notice and a public hearing (pages 32 and 42).*
- *PPP includes a table that visually displays this information in a very user-friendly format.*
- *The LRTP Amendment process is on page 13. The TIP Amendment process is on pages 15 and 16. The UPWP amendments process is located on page 17. The List of Priority Projects amendments process is on page 18, along with PPP amendments process.*
- *The LRTP Section was found on page 10, and schedule of public notice and comment was on page 12. Like the TIP section, the PPP does not include an overview on how the public can submit comments. I would suggest providing a brief overview for submitting comments whether electronic/in-person/mail to ensure that the public can utilize multiple options. TIP section for public comment was found on page 13 and 14. The MPO outlines the amendment process from both federal and state statutes, but it does not include a step by step process. The PPP includes a comment card in Appendix B, but I suggest the MPO include brief overview of the public comment process.*
- *Page 13 includes narrative pertaining to amendments to the MPO’s LRTP and TIP*

Examples of Remarks for ‘No’ Response to Question Q3a:

There is not a “No” response for this question.

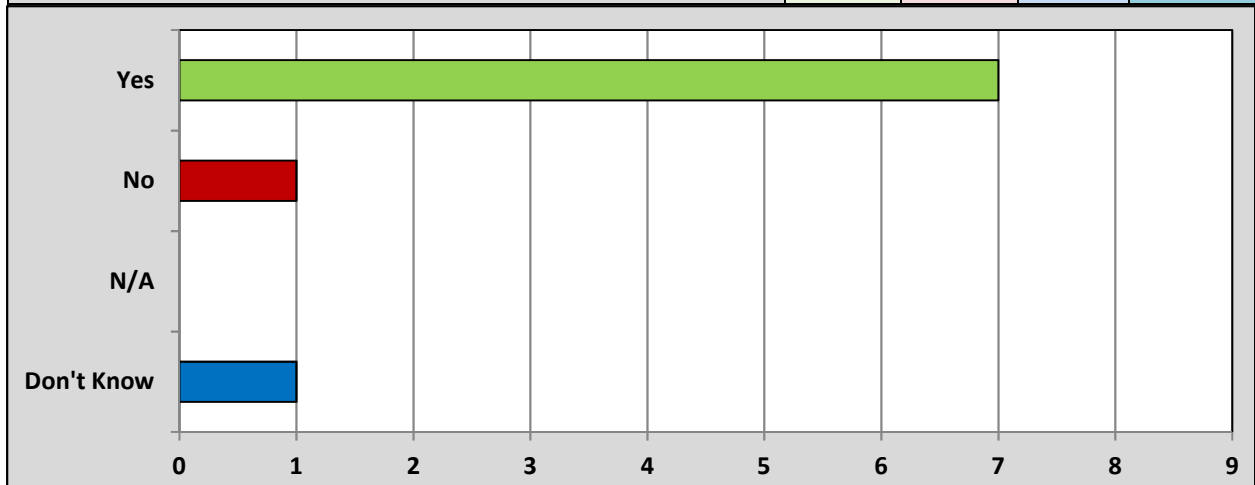
Examples of Remarks for ‘N/A’ Response to Question Q3a:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q3a:

There is not a “Don’t Know” response for this question.

| Q4. Does the MPO provide timely notices and reasonable access to information about transportation issues and processes? | Yes | No | N/A | Don't Know |
|---|-----|-----|-----|------------|
| | 7 | 1 | 0 | 1 |
| | 78% | 11% | 0% | 11% |



Examples of Remarks for 'Yes' Response to Question Q4:

- *The PPP lists strategies the MPO employs to provide timely notice and access to allow the public to participate in TIP and LRTP development. The activities listed could be strengthened by committing in clear terms to exactly what will be done, when, and how. For example, the PPP might state: "The MPO will provide, at a minimum, one public meeting during the public comment period for the LRTP. The public meeting will be held in the evening (after 5 p.m.) at a convenient and accessible location. The public comment period will be at least 30 days. The comment period will be scheduled prior to plan adoption and with sufficient time for MPO staff and board members to consider and respond to public comments." The various activities listed for both the LRTP and TIP are good practices, but tasks should be clarified for what will be done for each plan.*
- *The plan provides clear details on how the MPO will notify the public, including targeted outreach to Limited English Proficiency (LEP) and other underserved populations. The matrix provides a clear framework for how and when notifications are generated. The plan also provides sample public notices and explains the various channels and methods (social media, newspaper, TV, meetings, etc.) the MPO uses to provide public access to information.*
- *Page 20 lists the timelines in which the MPO allots for comment periods and techniques to disseminate information to the public.*
- *Per federal regulations, the MPO provides enough time with a public notice. However, the MPO should also list the locations in the schedule section as well as the Title VI section (page 11), and note that meetings are held at accessible locations for all individuals. In addition, the MPO should also post a link to their webpage to indicate the location, time, and place of their meetings.*

Examples of Remarks for ‘No’ Response to Question Q4:

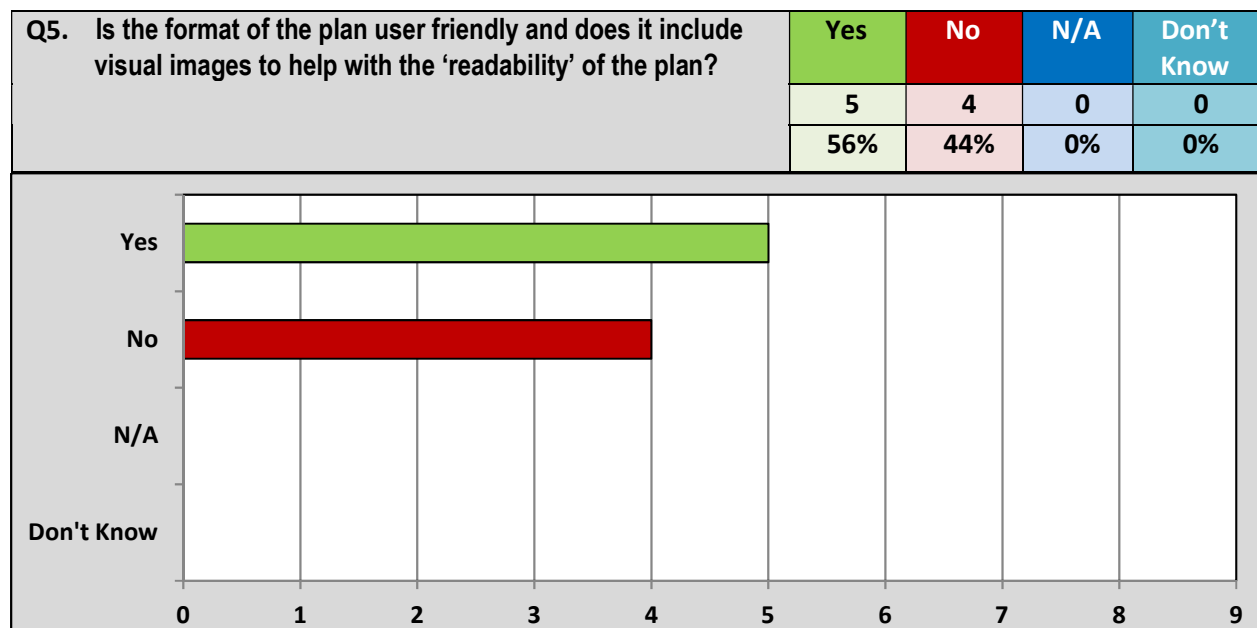
- *The PPP mentions the MPO follows the FDOT Public Involvement Handbook, but did not provide web links to any other documents or relevant resources.*

Examples of Remarks for ‘N/A’ Response to Question Q4:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q4:

- *Based on the narrative in the PPP, I am unable to make the determination as to whether the MPO provides timely notices to transportation issues and processes. However, the MPO does list their webpage to access any of the information as discussed in their PPP.*



Examples of Remarks for ‘Yes’ Response to Question Q5:

- *Yes – the plan includes good visuals and has a ton of detail about the process, and samples of public involvement documents and strategies. There are a lot of references to state and federal requirements, bylaws, and other regulatory information and jargon. Although in some cases, this can become cumbersome and confusing.*
- *The PPP uses mainly text, but includes a few tables to add to the readability of the plan.*
- *The layout and graphics aided to the readability of the document. I suggest adding web links would be an improvement.*
- *Extremely user-friendly and easy to read and understand.*
- *In terms of readability, the MPO should consider shortening the plan to make it easier to read, and utilize more diagrams. The new plan does not utilize many visual images.*

Examples of Remarks for ‘No’ Response to Question Q5:

- *The plan is well formatted, but some sections are written in vague terms which makes it*

hard to determine the exact strategies that will be completed. I suggest instead that the PPP explain exactly how the MPO will solicit public participation and commit to specific public outreach activities. There are no visuals in the plan, but I suggest adding visual-aids would aid in its usefulness.

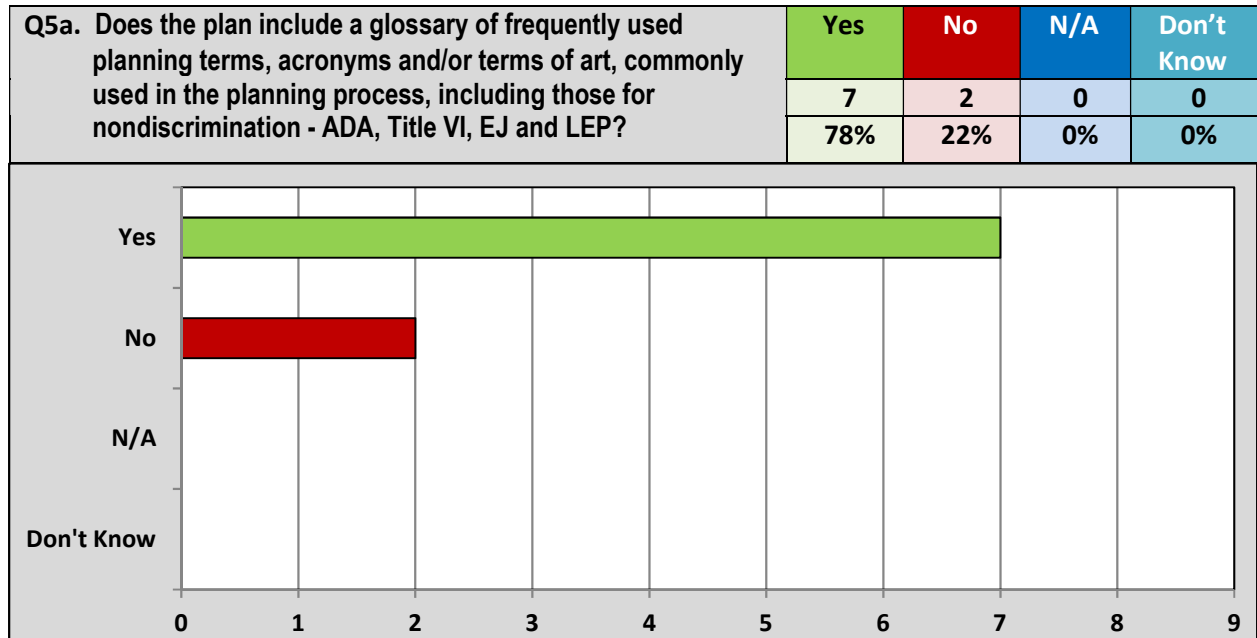
- General comment – the document is marked with highlighted changes. The PPP is also watermarked as “Draft”. It is unclear if the version posted online is final and adopted as final by the board. The marked changes could cause confusion. I recommend that a final, clean version be loaded online. The plan includes a few limited graphics. I suggest graphics and visual tools be added. Some sections of the plan are easy to read. However, overall the plan is difficult to follow to determine exactly what will be done for each federally required document (TIP, LRTP, UPWP, etc.). The document could be streamlined to be clearer.
- The PPP is concise with 24 pages for the entire document. However, the document does not have any images or graphics to assist with reading the document.
- Although the PPP is concise, it does not include any visualization techniques to further increase readability.

Examples of Remarks for ‘N/A’ Response to Question Q5:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q5:

There is not a “Don’t Know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q5a:

- There is no glossary, but there is an acronyms list.
- The PPP includes an acronyms list in the appendices but no glossary of frequently used terms.

- Yes, the PPP includes a list of “Commonly Used Transportation Terms and Acronyms” on pages 13 through 19.
- Yes, in Appendix B.
- The PPP includes a Transportation Acronym Guide in Appendix C (page 36).
- The plan does include a list of acronyms on page 16.

Examples of Remarks for ‘No’ Response to Question Q5a:

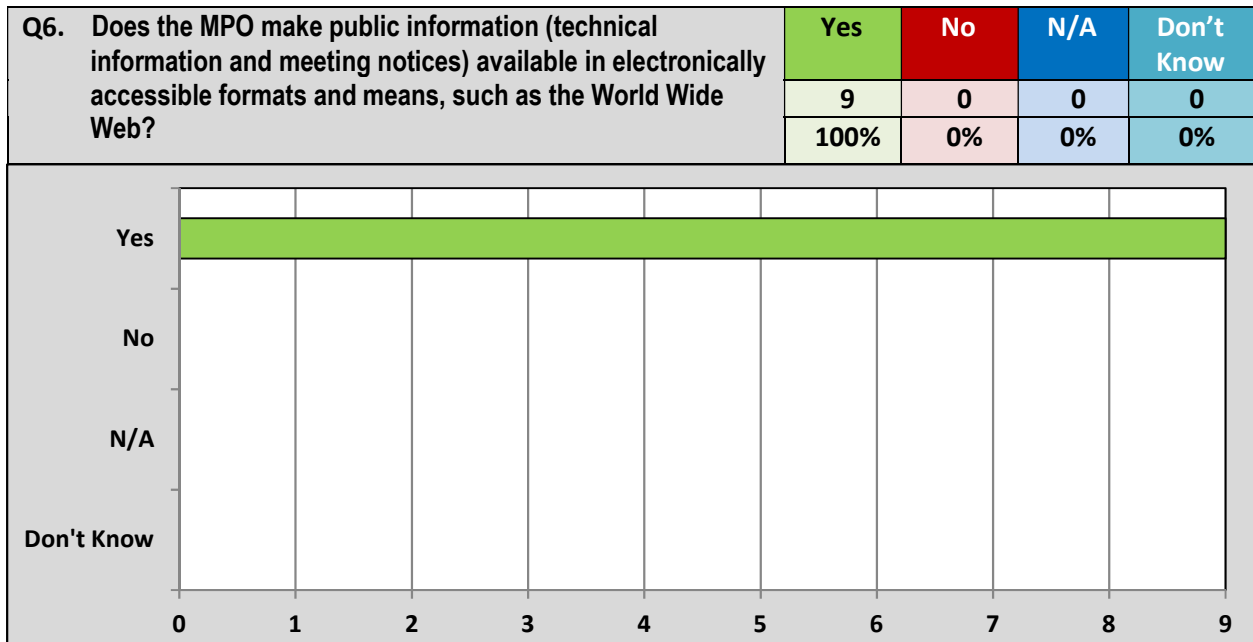
- The document does not have a list of acronyms, glossary, or a list of commonly used terms.

Examples of Remarks for ‘N/A’ Response to Question Q5a:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q5a:

There is not a “Don’t Know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q6:

- Yes, this is stated in several times in the PPP and MPO website address is provided.
- The MPO states that they do, but I did not verify. No web links provided. That would be a recommended enhancement.
- Yes, and website address is provided.
- The MPO publishes all their planning documentation, meeting details, and an appendix (Appendix C) on their webpage as well as an electronic format of the PPP.
- The MPO should insert a weblink on the Opportunities for Public Comment page (page12) and include the location, date, and time for their meetings on the directed link. Also, page 11 does include a discussion of accessing the MPO’s most up to date

information but I think it should be in a better spot to increase readability.

- On page 8 under the 'Public Meetings' section, the MPO lists their webpage to access the MPO's electronic calendar of events, meeting notices, and any other technical information as needed.

Examples of Remarks for 'No' Response to Question Q6:

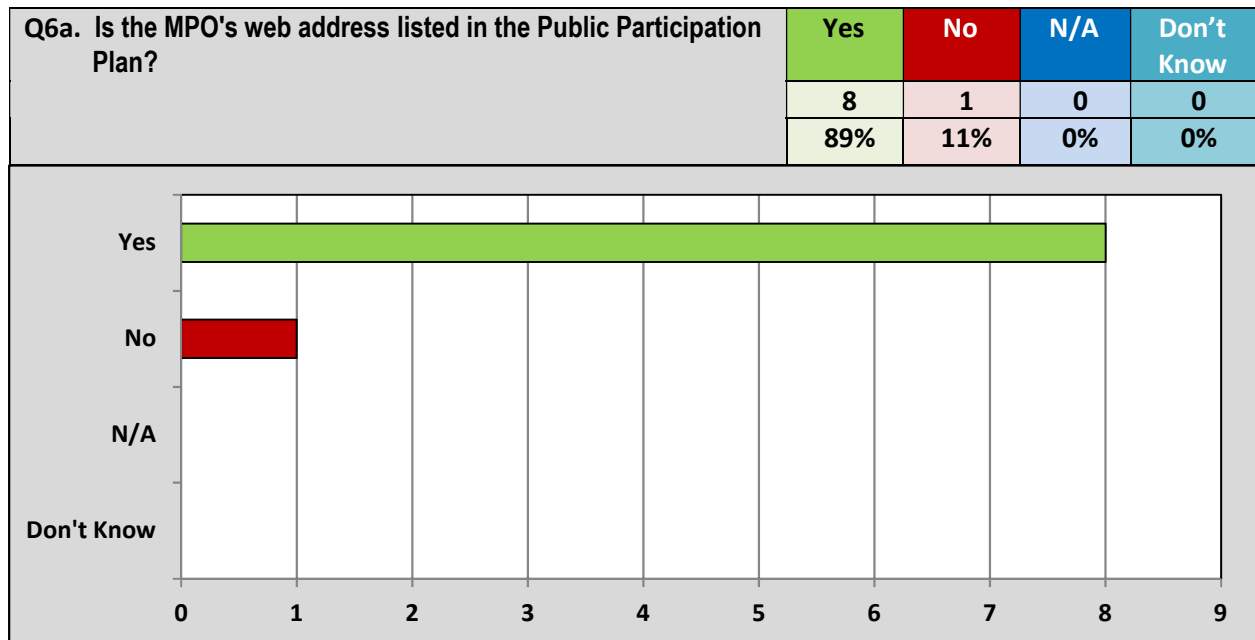
There is not a "No" response for this question.

Examples of Remarks for 'N/A' Response to Question Q6:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question Q6:

There is not a "Don't Know" response for this question.



Examples of Remarks for 'Yes' Response to Question Q6a

- The MPO lists their web address throughout their PPP.
- The MPO lists direct links to their website throughout the document.

Examples of Remarks for 'No' Response to Question Q6a:

- The MPO did not list their web address in the PPP.

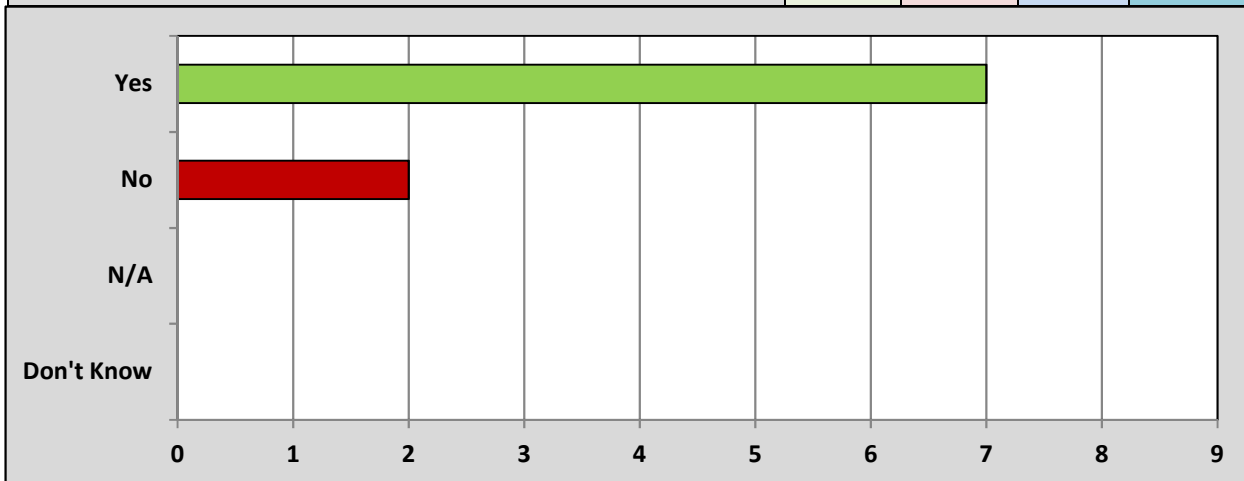
Examples of Remarks for 'N/A' Response to Question Q6a:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question Q6a:

There is not a "Don't Know" response for this question.

| | | | | |
|--|------------|------------|------------|-------------------|
| Q7. Does the plan provide detail about MPO Board, committee, and public meetings/hearing times and locations? Are they convenient and accessible to the public? | Yes | No | N/A | Don't Know |
| | 7 | 2 | 0 | 0 |
| | 78% | 22% | 0% | 0% |



Examples of Remarks for 'Yes' Response to Question Q7:

- *The PPP includes general information about the Board and committees. Meeting times and locations are not listed. The MPO commits to holding meeting in convenient and accessible locations.*
- *The plan includes information about the MPO Board committees and public meetings. The MPO commits to holding meetings in convenient and accessible locations. The specific meeting times are not listed.*
- *The plan provides detailed information about the MPO Board and committees. The MPO commits to holding meetings at locations and times that are accessible and convenient for the public to attend. The MPO has a noteworthy practice of scheduling key topics of public interest at 5:00 p.m. or later.*
- *Yes, the PPP provides information about the various committee meeting and where the public can find details such as agendas and minutes for the various meetings.*
- *It is all listed throughout pages 7 through 9, as well as the link to their calendar of events on the MPO's webpage.*
- *On pages 4 and 5, the PPP includes descriptions of the MPO boards and committees (CAC, TAC and TDLCB) and membership. Page 11 lists the locations where the MPO's meetings can be held and the locations are accessible to all individuals. Page 11 also provides the weblink to access the location of meetings and page 12 lists the comment periods and public notice timeframes as well as an estimated schedule for the planning processes.*

Examples of Remarks for ‘No’ Response to Question Q7:

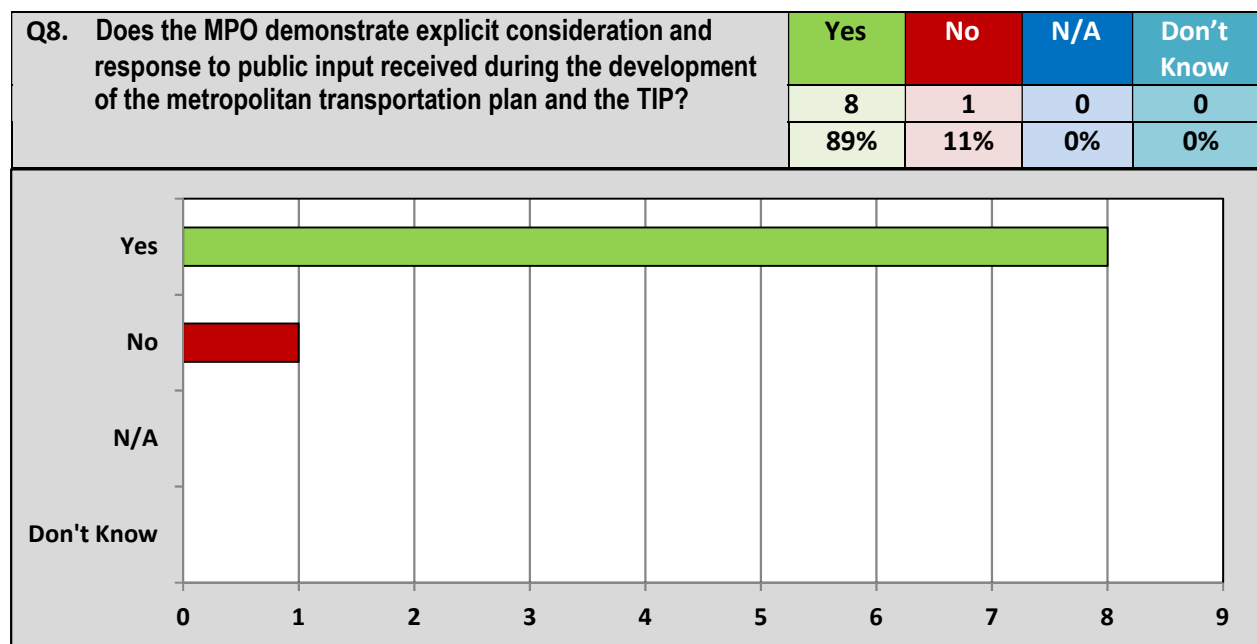
- *The MPO states that they provide the local media with an annual calendar of scheduled MPO and advisory committee meetings. However, they didn’t list which specific local media outlets.*
- *Although the webpage includes discussion about alternating accessible meeting locations, it does not include meeting times and/or physical addresses.*

Examples of Remarks for ‘N/A’ Response to Question Q7:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q7:

There is not a “Don’t know” response for this question.



Examples of Remarks for ‘Yes’ Response to Question Q8:

- *The MPO commits to considering input received during LRTP and TIP development on pages 8 and 9.*
- *Yes, the PPP identifies that the MPO will respond in writing, where applicable, to public input.*
- *The MPO provides a nice write up on “Consideration of Public Comments Received” but it states they only provide a response, if requested. But later in the document it states that “comments will be acknowledged through a polite and simple email or letter, as appropriate.”*
- *The MPO illustrates the outreach steps and timeframe for both the TIP (pages 15 and 16) and LRTP (pages 12 and 14).*
- *The MPO’s PPP indicates the 30-day public comment period for the LRTP (page 10) but does not indicate whether this applies to received comments at public meetings. I would*

suggest the MPO insert the date for their next LRTP updates and any planning documents rather than having to constantly refer to the webpage for information.

Examples of Remarks for ‘No’ Response to Question Q8:

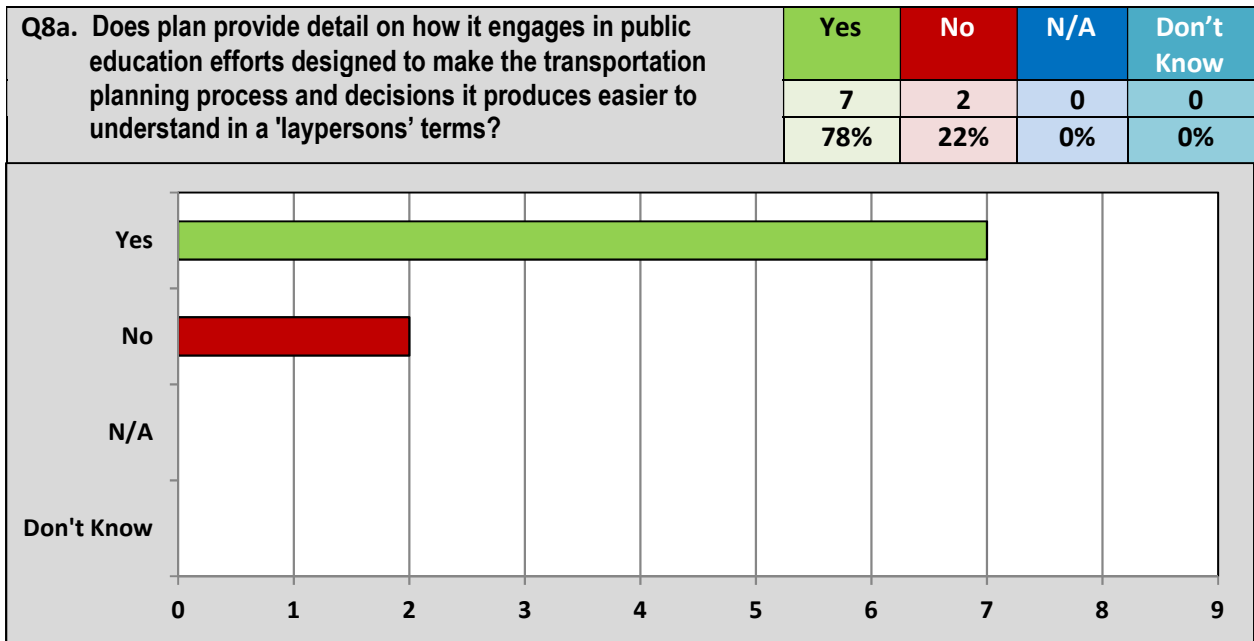
- Goal 2 on page 9 explains that the MPO provides interim responses while the question is being researched; there are similar responses in the LRTP and TIP sections but there is not enough information in the plan to indicate whether the MPO truly considers public input into the development of the LRTP and TIP.

Examples of Remarks for ‘N/A’ Response to Question Q8:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q8:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q8a:

- The PPP includes several general strategies the MPO will employ to make transportation planning easier to understand as part of LRTP and TIP development.
- The PPP provides a few examples that the MPO uses to educate and engage the public through visualization tools, educational seminars, workshops, and online tools.
- The plan notes the MPO’s commitment to educating the public about the planning process and provides the example of the MPO’s Citizens’ Guide to Transportation Planning (page 41).
- Yes, but the PPP itself, doesn’t use the term “laypersons”.
- The language used in the PPP is easy to understand and does not use technical language or jargon.

- The PPP states that it is written with the use of plain language.
- The PPP includes the MPO’s strategies and measuring outreach effectiveness (pages 21 through 26) which are five objectives: advisory committee involvement; information accessibility; feedback in the process; outreach tools and techniques; public input on public transit.

Examples of Remarks for ‘No’ Response to Question Q8a:

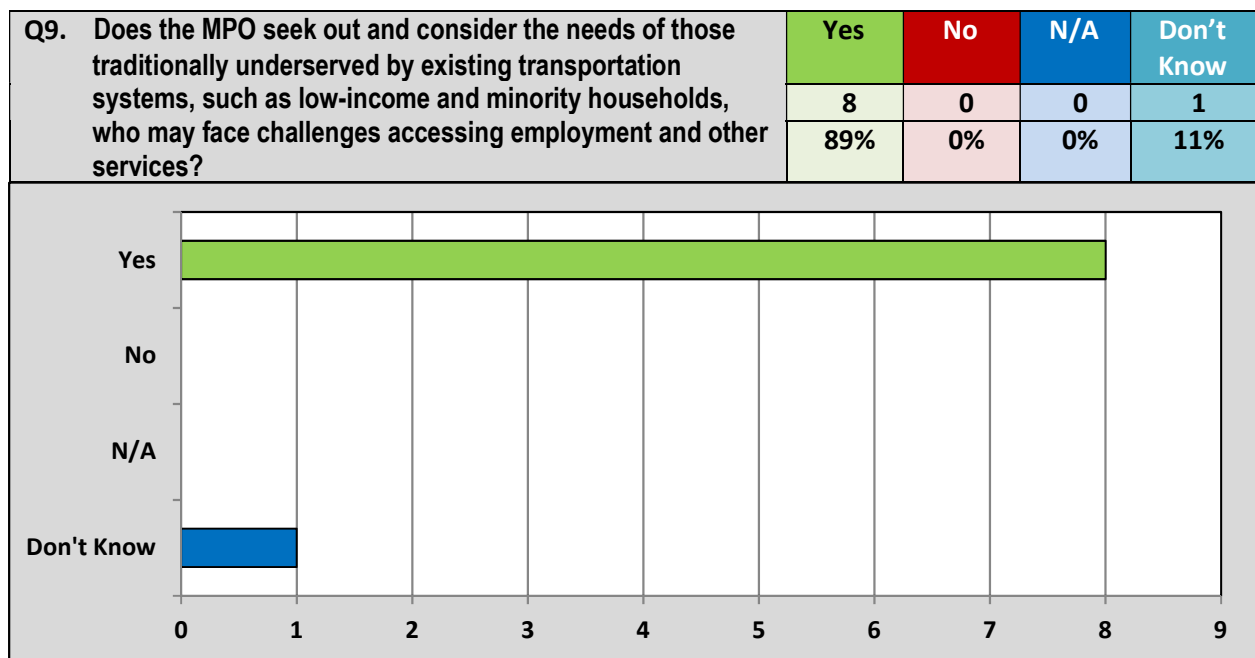
- The plan does not provide details on how the MPO engages in public education efforts designed to make the transportation planning process and decisions it produces easier to understand.

Examples of Remarks for ‘N/A’ Response to Question Q8a:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q8a:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q9:

- Throughout the PPP, the MPO commits to seeking out and considering the needs of traditionally underserved populations and provides general examples of strategies. The MPO also notes the FDOT Efficient Transportation Decision Making (ETDM) process as one way to comply with Environmental Justice requirements. This topic area could be strengthened to explain specifically how the MPO will engage underserved populations.
- The plan demonstrates the MPO’s commitment to engaging traditionally underserved populations and provides some sample strategies. More detail is included in attached LEP/Title VI Plan.

- *The plan notes the MPO’s commitment to educating the public about the planning process and provides the example of the MPO’s Citizens’ Guide to Transportation Planning (page 41).*
- *Yes, they engage these specific individuals both formally through their TDLCB and informally through various outreach efforts in the development of the various MPO programs and plans. These efforts are described in the PPP.*
- *Objective 3.3 specific identifies “At least 30% of the County’s traditionally underserved will recognize the MPO...” An MPO strategy includes distributing of information at locations in proximity to those traditionally underserved in the planning process. This includes an evaluation of quantitative measures for traditionally the communities.*
- *Yes, the traditionally underserved population is emphasized throughout the PPP and the MPO employs additional outreach efforts to that community to garner their needs and engage them in the process.*
- *The PPP includes interpreters (also mentioned in their LEP Plan) and providing access to meetings (page 23) Title VI, LEP, and DBE all addressed (page 29).*
- *Pages 10 and 11 includes details about their Title VI process and refers to Appendix C for the Title VI Policy and Complaint form. The TDLCB is comprised of various representatives to ensure that traditionally underserved communities can participate in the process.*

Examples of Remarks for ‘No’ Response to Question Q9:

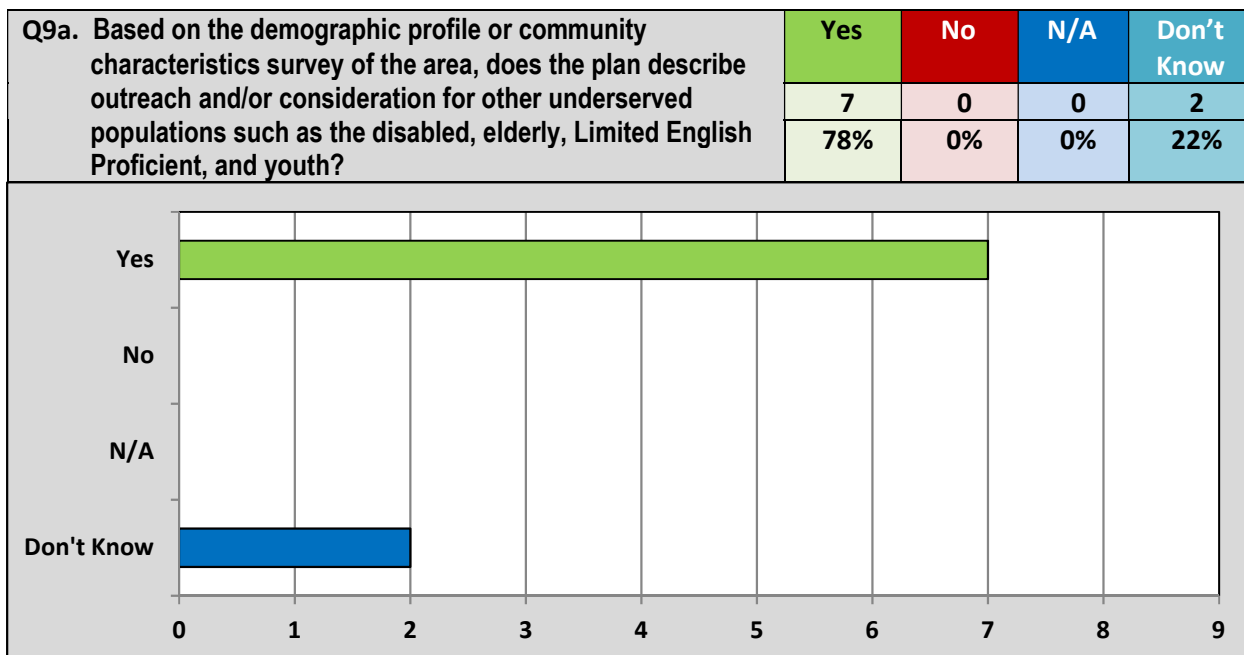
There is not a “No” response for this question.

Examples of Remarks for ‘N/A’ Response to Question Q9:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q9:

- *In Goal 1: Inform the Public on page 9, the plan includes a technique of utilizing educational displays at public events and primarily targeting underserved communities. Goal 3: Include the Public implements a technique to participate in community outreach events and include those traditionally underserved communities. There are similar statements under the LRTP and TIP sections but there is no documentation of the process to indicate whether the MPO’s methods were successful. Therefore, I am unable to determine whether the MPO pursued those underserved communities and took their feedback into further consideration.*



Examples of Remarks for ‘Yes’ Response to Question Q9a:

- *No demographic information is provided or considered. The PPP notes there are LEP populations in the service area and staff is trained in outreach methods. No specific strategies for LEP populations are identified. MPO notes it will make efforts to engage traditional underserved populations. Suggest that this section is strengthened to explore how MPO can improve outreach for traditionally underserved populations.*
- *More detail is included in attached LEP/Title VI Plan.*
- *The PPP includes strategies for outreach to LEP populations and stresses the importance of engagement of representatives from minority, disabled and elderly populations in committees. The plan does not include specific strategies for engagement of youth populations.*
- *Yes.*
- *The following MPO Stakeholders are identified: traditionally underserved populations, LEP, and Indian Tribal Governments. In addition, under traditionally underserved populations, they identify: low-income, minority, elderly or youth, individuals with disabilities, have no vehicle, and/or are low literate or have limited English proficiency.*
- *Yes, page 29 includes LEP and Title VI to address those concerns.*
- *The TDLCB seems it may have representation for traditionally underserved communities. The PPP also has a link to access their LEP plan (page 11).*

Examples of Remarks for ‘No’ Response to Question Q9a:

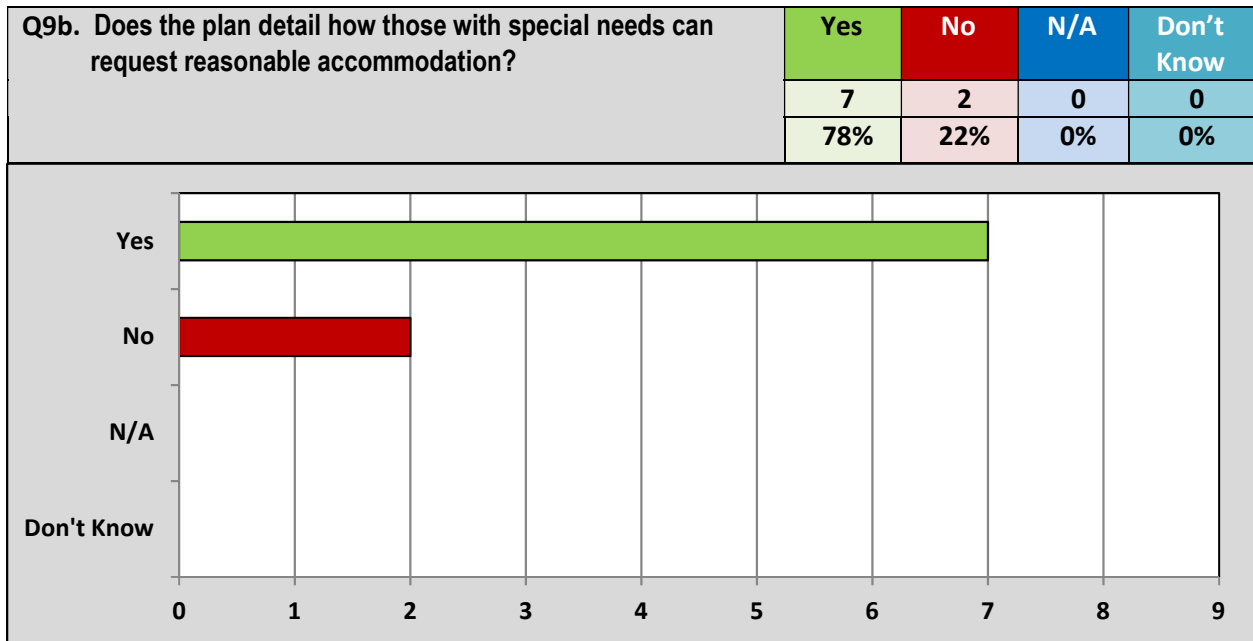
There is not a “No” response for this question.

Examples of Remarks for ‘N/A’ Response to Question Q9a:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q9a:

- *No demographic profile of community characteristics was included in the plan. However, underserved, disabled, and elderly populations were included or identified in Objectives, Measures of Effectiveness, and Strategies, Evaluation procedures. Neither LEP nor youth populations were not listed.*
- *LEP is mentioned on page 6; I do not have access to the demographic profile/community characteristics survey of the area so I am unable to determine whether the MPO followed the process to ensure the traditionally underserved communities were engaged. However, based on the text in the PPP there is no indication that the MPO properly conducted outreach to traditionally underserved communities.*



Examples of Remarks for ‘Yes’ Response to Question Q9b:

- *Very limited information is included in PPP. However, information is included in the attached LEP/Title VI Plan.*
- *This is included on pages 32 and 33, in addition to the sample notice in the appendix.*
- *The plan doesn’t describe this, but it provides the contact person for those details.*
- *The PPP lists that all meetings are held in ADA accessible locations, and that translation or sign language services can be made available.*
- *Page 8 includes accommodations the MPO makes if someone who is hearing impaired requires translation services, or needs to submit a Title VI complaint.*

Examples of Remarks for ‘No’ Response to Question Q9b:

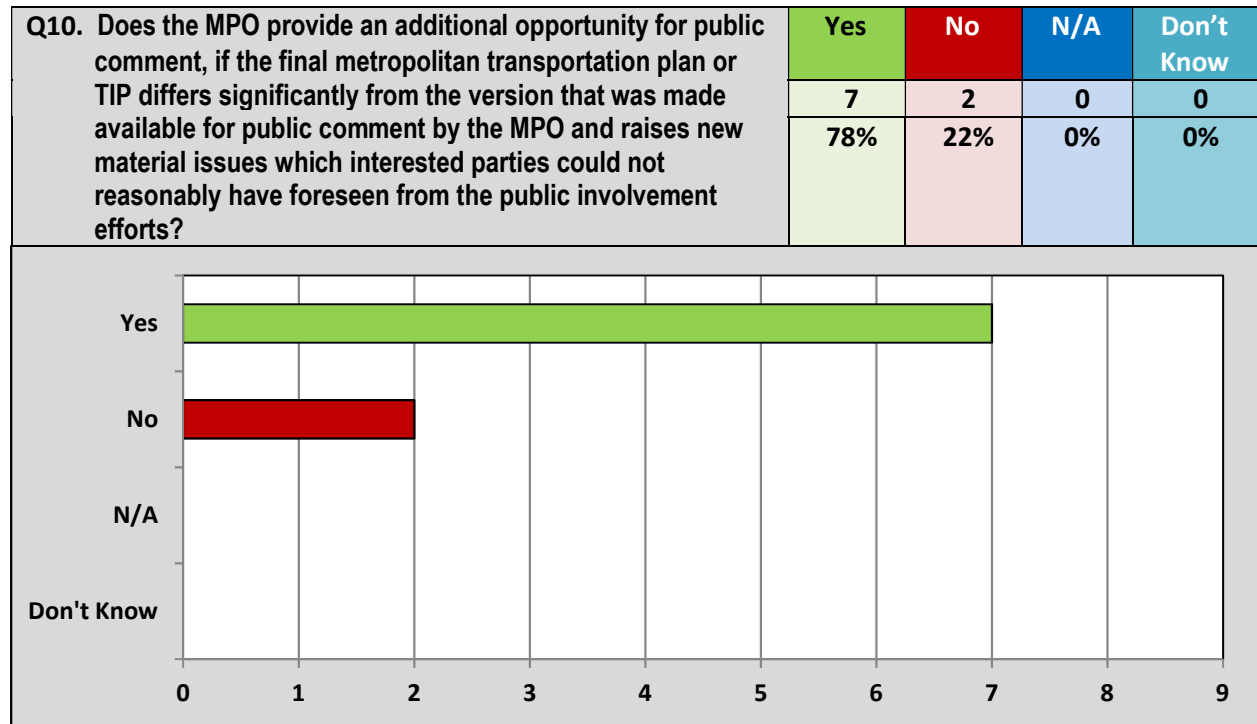
- *Appendix A includes a reference to 28 CFR 36 but the MPO does not include any details to provide reasonable accommodations to those with special needs.*

Examples of Remarks for ‘N/A’ Response to Question Q9b:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q9b:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q10:

- Yes, these are on Page 9 for the LRTP and Page 10 for the TIP.
- Included on page 42 for the LRTP, and page 43 for the TIP
- Yes, this is listed under #3 on page 4 of the PPP.
- The plan states “If significant change to the MPO’s adopted TIP are proposed, an opportunity for public comment will be provided.”
- The MPO’s PPP includes details in the Title VI section (page 11) that any board meeting can be used to provide public comment but it does not specifically outline details on how to provide comments to any planning documents outside of the public comment period.
- On page 11, the LRTP section includes a bullet stating the MPO will provide an additional opportunity if the final LRTP is significantly different from the initial draft made for public comment. This is also the same for project prioritization and TIP on page 12.

Examples of Remarks for ‘No’ Response to Question Q10:

- Not specifically, but they do list what changes can be made to the LRTP without MPO action.
- Although the PPP includes the Code of Federal Regulations and that the additional opportunity is listed under the MPO’s purpose, it does not discuss the steps that the MPO

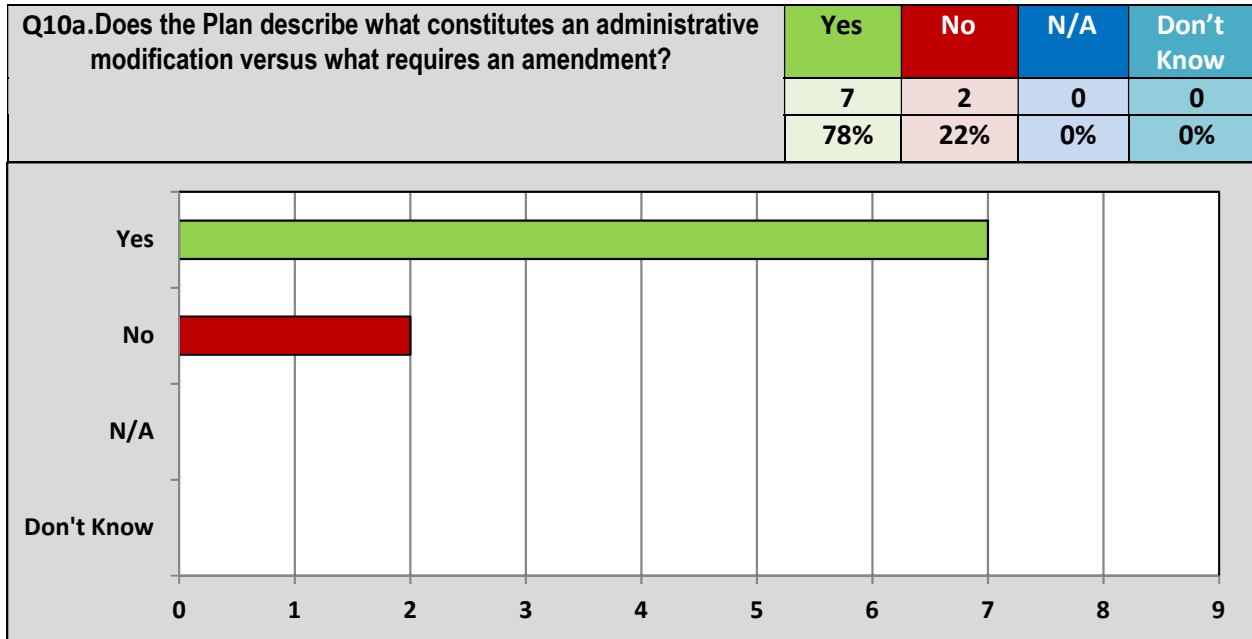
will take in providing additional opportunities for public comments (page 10, 16, and 48).

Examples of Remarks for ‘N/A’ Response to Question Q10:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q10:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q10a:

- MPO does an excellent job of explaining the difference between an administrative. modifications and amendments, and outlines specific requirements for each on page 10.
- Yes, on pages 3 and 4 and listed in the Summary Participation Policy Table on page 12.
- MPO plans may be revised without formal MPO action or public comment period to update information such as contact information, locations, or scribal errors.
- The PPP includes descriptions between an administrative modification and an amendment for LRTPs and TIPs. It also has Appendix C discussing FDOT’s LRTP Amendment thresholds.
- Page 14 outlines the process for administrative modifications and amendments for the TIP. Additionally, the Opportunities for Public Comment page 12 outlines all planning documents and the schedule for program amendments.
- On page 13, the PPP includes descriptions between an administrative modification and an amendment.

Examples of Remarks for ‘No’ Response to Question Q10a:

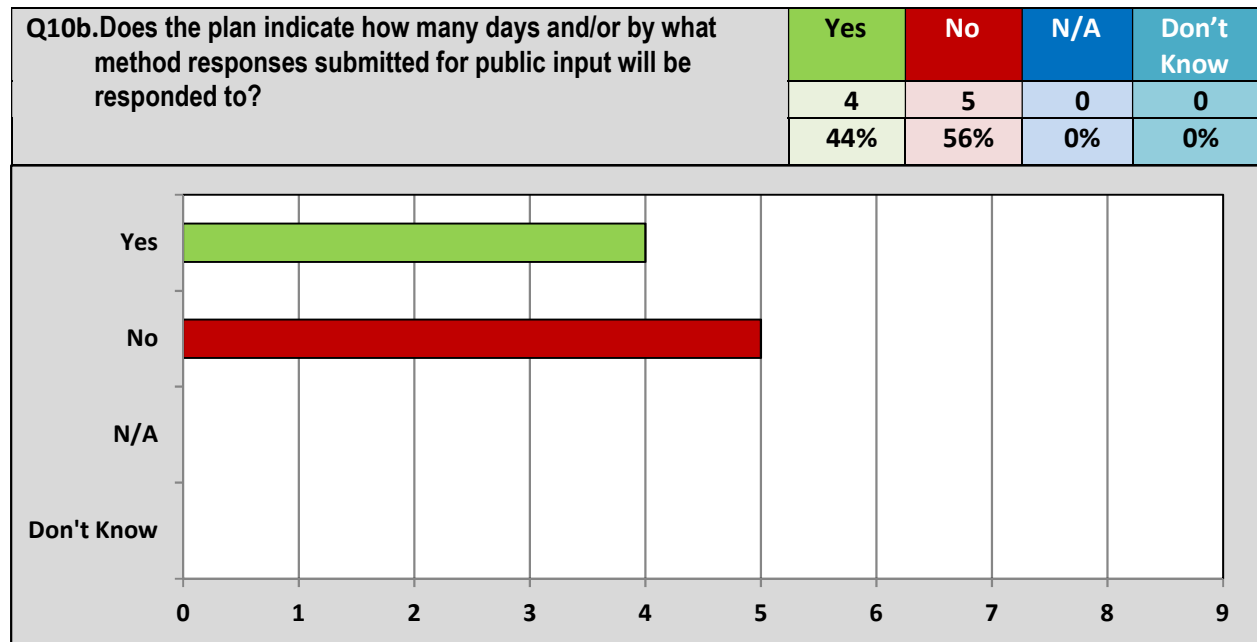
- There is no discussion of administrative modifications versus amendments. There are public participation requirements identified for amendments.

Examples of Remarks for ‘N/A’ Response to Question Q10a:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q10a:

There is not a “Don’t Know” for this question



Examples of Remarks for ‘Yes’ Response to Question Q10b:

- *Yes, this is listed in the Summary Participation Policy Table on page 12.*
- *LRTP – “30 days as specific in the MPO Handbook.”*
- *Each planning document section (LRTP, TIP, UPWP, PPP) has dedicated sections with outreach steps and timeframes to submit comments.*

Examples of Remarks for ‘No’ Response to Question Q10b:

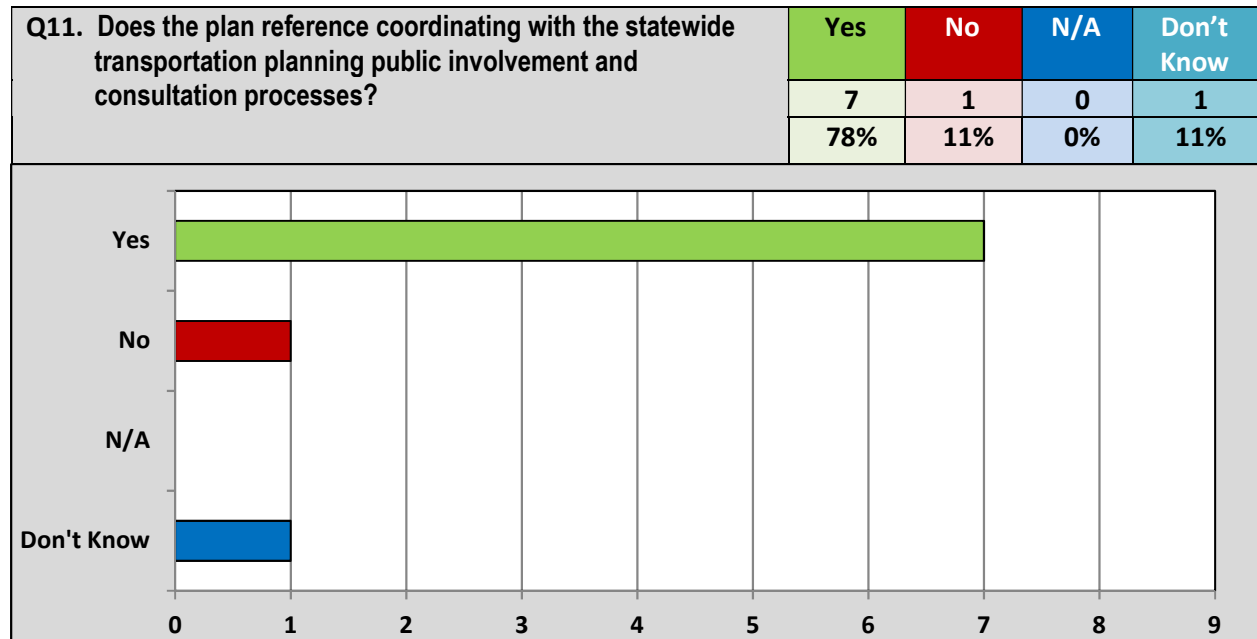
- *The MPO commits to responding to public comments and/or inquiries but does not define the response period or method.*
- *The plan demonstrates the MPO’s commitment to considering and responding to comments, but does not define a response period or method.*
- *The plan indicates that the MPO will respond to comments but does not define a specific response timeframe.*
- *The document does not indicate the timeframe for their response to public comment.*
- *The PPP includes narrative that it will provide interim responses while conducting research to answer questions but no estimated timeframe for response times.*

Examples of Remarks for ‘N/A’ Response to Question Q10b:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q10b:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q11:

- See page 8 for the LRTP and page 10 for the TIP
- Yes, under Policy 5.1 on page 8.
- Plan mentions following the FDOT’s Public Involvement Handbook and FDOT’s Public Information Office guidelines.
- The PPP includes narrative that it will provide interim responses while conducting research to answer questions but there is no estimated timeframe for response times.

Examples of Remarks for ‘No’ Response to Question Q11:

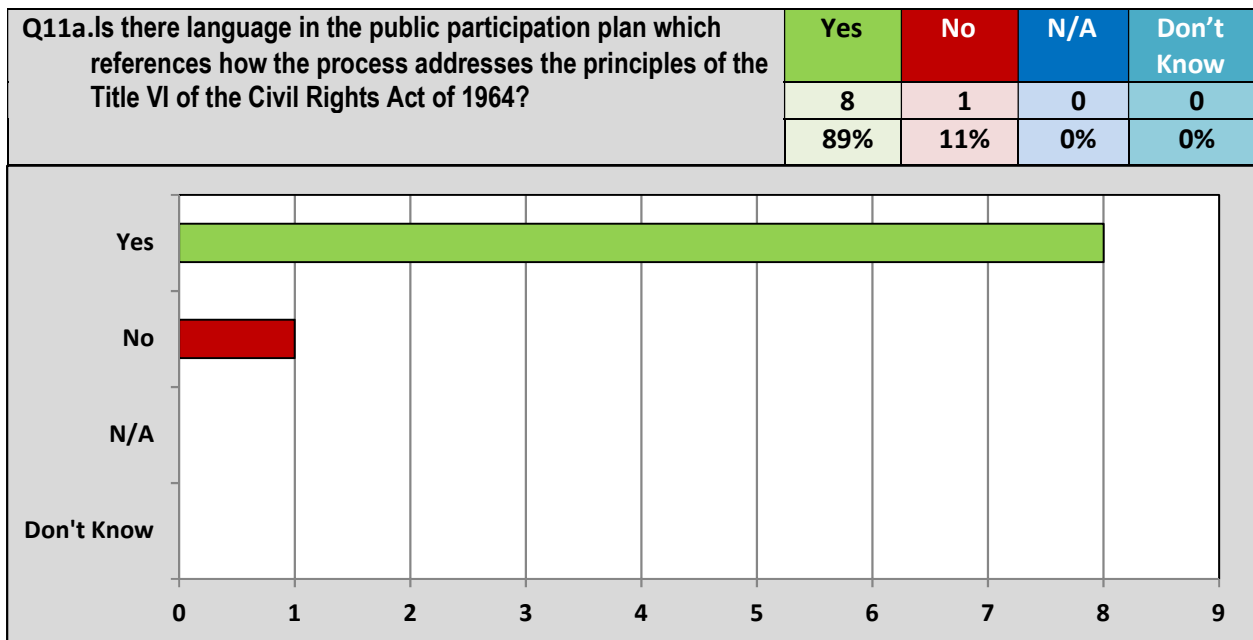
- Although the PPP listed coordinating with FDOT, there was no indication that the MPO took the FDOT’s Public Involvement Handbook into consideration.

Examples of Remarks for ‘N/A’ Response to Question Q11:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q11:

- The PPP does mention both federal and state regulations. I am unable to confirm that it satisfies all Florida Sunshine Laws, regulations, etc.



Examples of Remarks for ‘Yes’ Response to Question Q11a:

- *Limited information is provided in the PPP. However, an LEP/Title VI Plan is attached.*
- *Yes, this is included in the PPP Policy Statement and background section of the PPP.*
- *Title VI is listed upfront under the “Full and Fair Participation” section of the PPP. Also, listed in the “Stakeholders” section of the document.*
- *Page 29 includes a link to their Title VI Plan on their website.*
- *Page 20 references Title VI of the Civil Rights Act of 1964, with a link to the webpage. The Title VI Policy and Complaint procedure is in Appendix C.*
- *Pages 6 and 7 of the PPP include principles to address Title VI.*

Examples of Remarks for ‘No’ Response to Question Q11a:

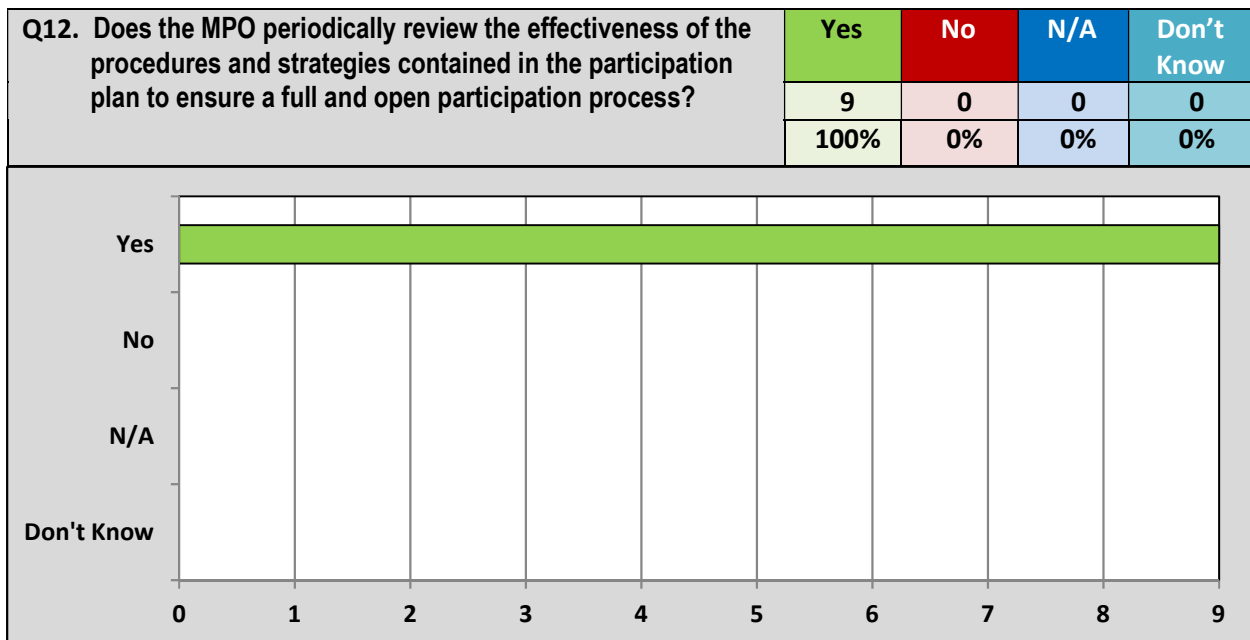
There is not a comment for this response.

Examples of Remarks for ‘N/A’ Response to Question Q11a:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q11a:

There is not a “Don’t Know” for this question



Examples of Remarks for ‘Yes’ Response to Question Q12:

- *The evaluation process is documented including committing to a 5-year evaluation period.*
- *The MPO conducts an annual review and documents findings in the Public Involvement Evaluation Update. The MPO also conducts a self- assessment matrix to measure effectiveness.*
- *The plan documents how the MPO will evaluate the effectiveness of the plan and sets an annual schedule for evaluation and updates.*
- *Yes, under Policy statement 4.2 on page 8.*
- *Each year an evaluation will be performed.*
- *Public participation activities will be evaluated on an annual basis and compiled into a report. The report will be made available to the Board, committees, and the public.*
- *On page 32, the MPO has an “Ongoing Process Improvement” section to determine the effectiveness of the MPO’s PPP.*
- *The MPO utilizes its goals, policies, objectives, and measures located on pages 7 through 9 to review the effectiveness of the PPP.*
- *Under the LRTP and TIP sections, there are bullets that state the MPO will conduct periodic reviews to determine the effectiveness of the plan. However, the MPO does not include narrative in documenting the process. Page 11 includes a narrative of general methods that are proven effective in previous efforts by the MPO.*

Examples of Remarks for ‘No’ Response to Question Q12:

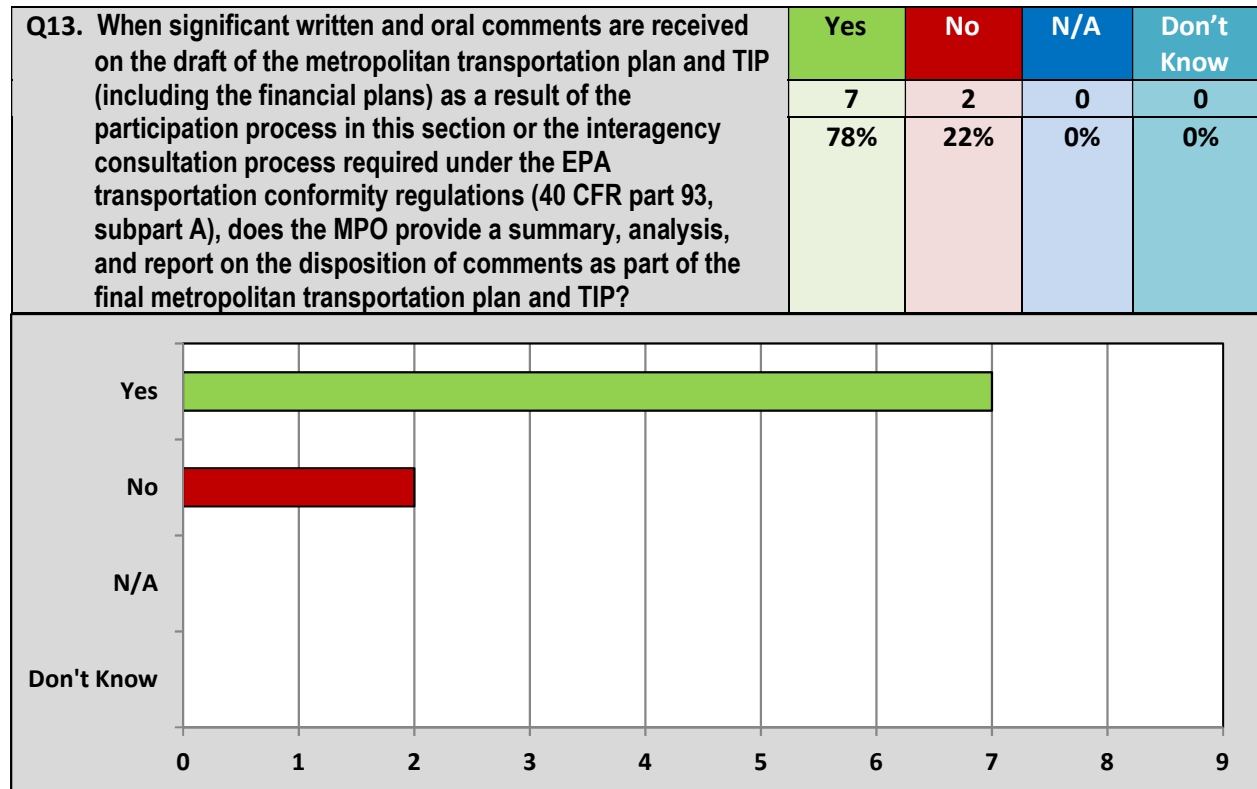
There is not a “No” response for this question.

Examples of Remarks for ‘N/A’ Response to Question Q12:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q12:

There is not a “Don’t Know” for this question



Examples of Remarks for ‘Yes’ Response to Question Q13:

- See page 8 for the LRTP and page 10 for the TIP.
- On pages 14 and 15, the MPO uploads the comments received while the TIP is in draft form as well as comments received outside of that time frame to the community database. The MPO also publishes the draft TIP and the final TIP on their webpage.
- On page 11 and 13, the PPP indicates that all oral/written comments are posted to the webpage along with draft planning documents for the LRTP and TIP. The PPP also indicates it will complete a summary, analysis, and report on the comments in the final LRTP and TIP.

Examples of Remarks for ‘No’ Response to Question Q13:

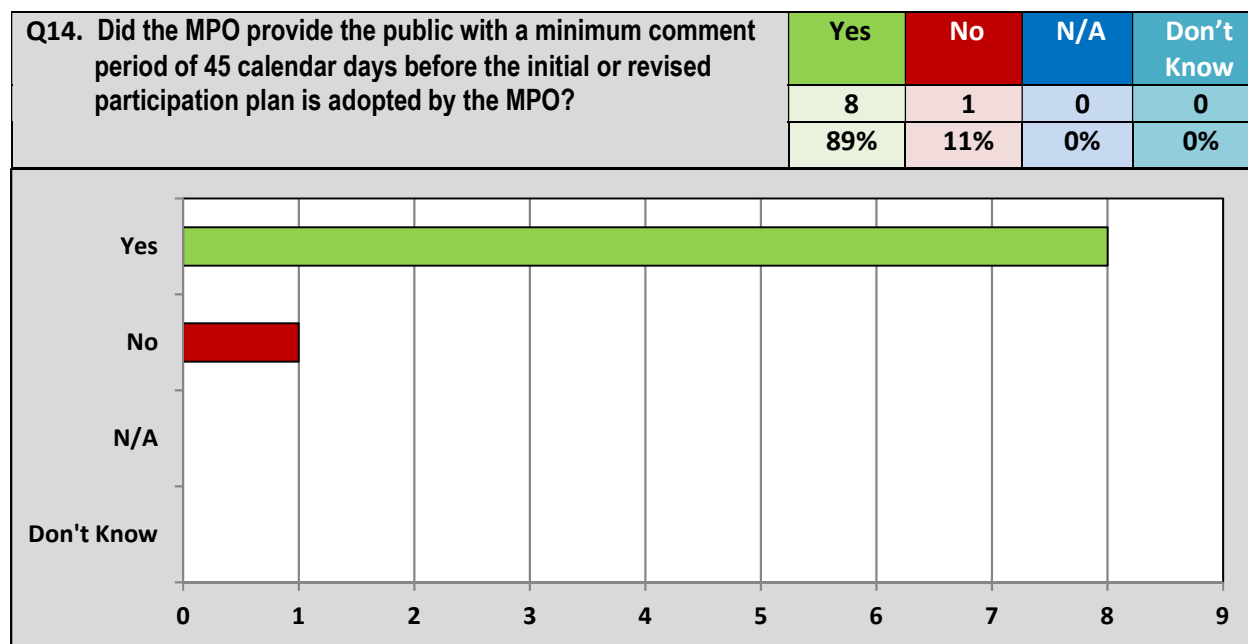
- Based on what is currently in the PPP, I do not get the perception that the MPO will summarize, analyze, and report comments for both the LRTP and TIP.

Examples of Remarks for ‘N/A’ Response to Question Q13:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q13:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q14:

- *PPP documents on page 5 that a 45-day comment period was conducted.*
- *The 45-day comment period is noted in the plan, but it is not documented that this comment period was completed or if comments were received.*
- *The plan outlines MPO’s commitment to a 45-day comment period, but does not confirm that the comment period was completed.*
- *Although the draft PPP date is not included in the plan, the document includes a discussion pertaining to the 45-day comment period per federal requirements.*
- *Although the draft PPP date is not included in the plan, the document lists a 45-day comment period in the Opportunities for Public Comment on page 12.*
- *The PPP indicates that it had a 45-day comment period for the PPP which began April 26, 2017 and ended July 5, 2017 in which the MPO aggregated comments and prepared the document for adoption. (page 6)*

Examples of Remarks for ‘No’ Response to Question Q14:

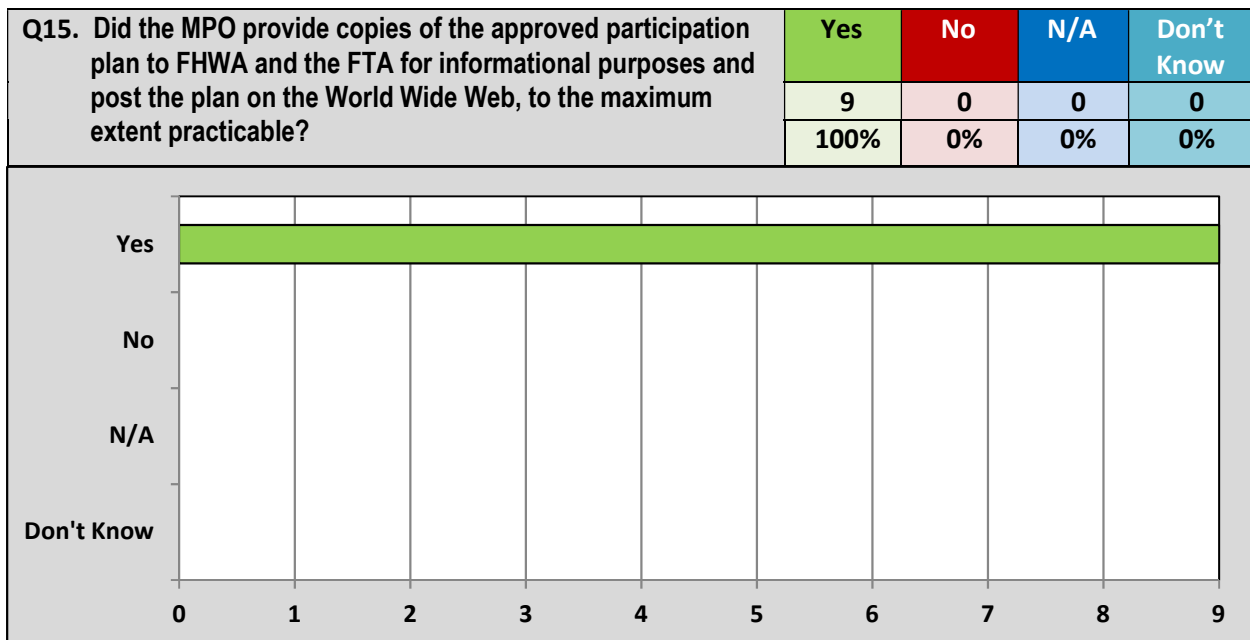
- *No documentation to indicate that they did.*

Examples of Remarks for ‘N/A’ Response to Question Q14:

There is not a “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q14:

There is not a “Don’t Know” for this question.



Examples of Remarks for 'Yes' Response to Question Q15:

There is not a "Yes" response for this question.

Examples of Remarks for 'No' Response to Question Q15:

There is not a "No" response for this question.

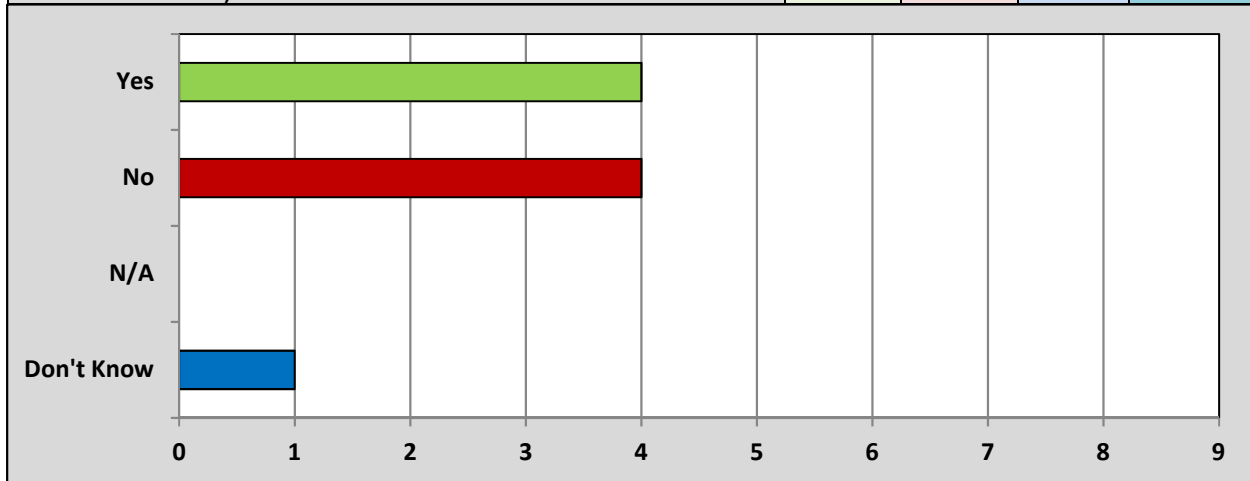
Examples of Remarks for 'N/A' Response to Question Q15:

There is not an "N/A" response for this question.

Examples of Remarks for 'Don't Know' Response to Question Q15:

- *Yes, the PPP is posted to the web and is easy to find. Not sure if copies were provided to FHWA and FTA.*
- *After a Google search because the PPP did not include the MPO's home website. The PPP is listed on the website but not prominently – it's found under "Misc. Studies and Documents".*
- *Yes, the PPP is posted to the web and is easy to find. Not sure if copies were provided to FHWA and FTA.*
- *Did not confirm if the FL Division received the PPP for review while it was in draft form.*
- *FL Division: Did the MPO provide copies of the approved PPP to your division office and FTA when adopting the plan? Currently, the plan is posted on their webpage.*

| Q16. Does the plan require the MPO, in its LRTP and TIP development, to consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements)? | Yes | No | N/A | Don't Know |
|--|-----|-----|-----|------------|
| | 4 | 4 | 0 | 1 |
| | 44% | 44% | 0% | 11% |



Examples of Remarks for ‘Yes’ Response to Question Q16:

- *This is referenced in general terms that are consistent with the regulations, but additional details could be added about how and who the MPO consults with at these agencies.*
- *Yes, these groups are identified in Policy Statement 1.1 on page 6 and Policy Statement 5.2 refers to utilizing the Environmental Screening Tool of the ETDM process – which I would assume also includes coordination with these groups.*
- *The Outreach Approach section (page 15) outlines the various opportunities to participate and comment on the TIP and LRTP. This also includes the TAC, CAC, and BPAC. So if those agencies participate/sit on those committees, I would assume that they have a say in the process.*

Examples of Remarks for ‘No’ Response to Question Q16:

- *The PPP demonstrates the MPO’s commitment to engage interested parties in the TIP and LRTP development but does not include specific details that require the MPO to consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA). References are made throughout the document to coordination with the state on planning and public involvement.*
- *PPP does not identify outreach efforts to agencies or officials responsible (other than Tribal Governments) for other planning activities such as state and local planned growth, economic development, environmental protection, airport operations, or freight movements.*
- *I do not see any requirements within the PPP for the MPO to consult with any governmental, transit, or any other agencies within the MPO’s jurisdiction.*

- *The TAC, CAC, and TDLCB consist of agencies that participate/sit on those committees so I assume that they have a say in the planning process. However, the PPP does not require in its LRTP/TIP development to consult with agencies/officials.*

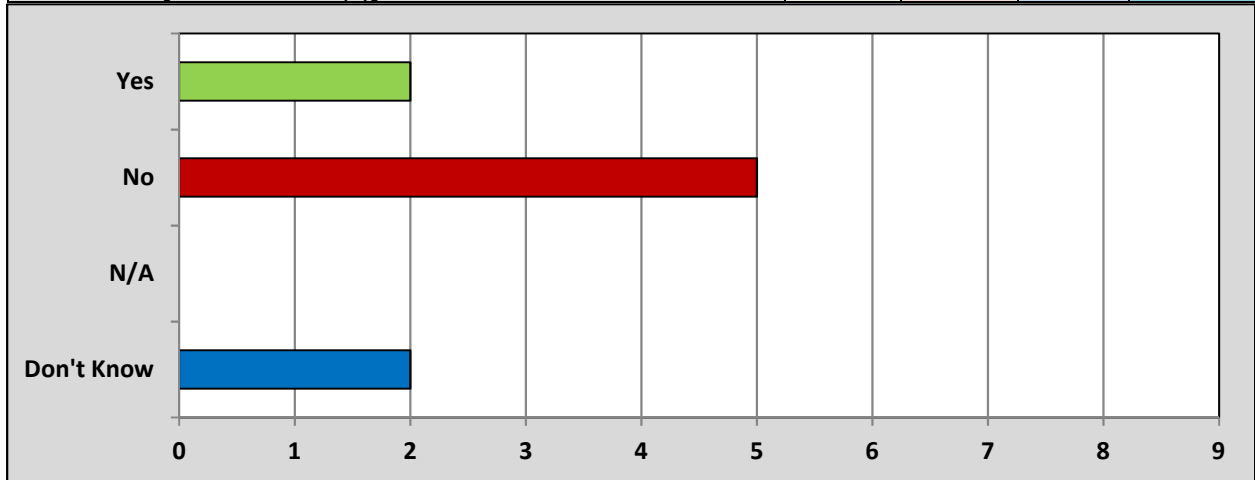
Examples of Remarks for ‘N/A’ Response to Question Q16:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q16:

- *The PPP states that they follow FDOT’s Community Impact Assessment methodology. Are these agencies included in that assessment?*

| Q17. Does the PPP require the MPO to develop the metropolitan transportation plan and TIP with due consideration of other related planning activities within the metropolitan area, and ensure that the process shall provide for the design and delivery of transportation services within the area that are provided by: (1) Recipients of assistance under title 49 U.S.C. Chapter 53; (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and (3) Recipients of assistance under 23 U.S.C. 201-204. [23CFR 450.316(b)] | Yes | No | N/A | Don't Know |
|---|-----|-----|-----|------------|
| | 2 | 5 | 0 | 2 |
| | 22% | 56% | 0% | 22% |



Examples of Remarks for ‘Yes’ Response to Question Q17:

- *This is referenced in general terms that are consistent with the regulations, but additional detail could be added about how and who the MPO consults with at these agencies*

Examples of Remarks for ‘No’ Response to Question Q17:

- *Not specifically or directly, but the various MPO committees and public outreach efforts may include most of those listed in the regulations.*

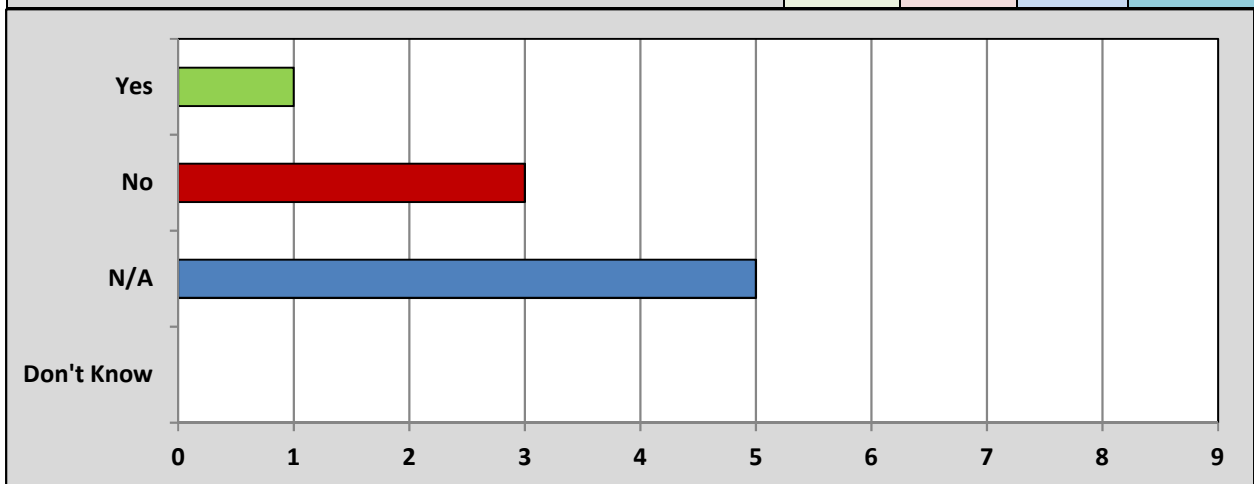
Examples of Remarks for ‘N/A’ Response to Question Q17:

There is not a “N/A” response for this Question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q17:

- *PPP states that they follow FDOT’s Community Impact Assessment methodology. Are these agencies included in that assessment?*
- *Page 15 addresses the TIP amendment process in relation to 49 U.S.C. 53. Assuming members of the TAC/BPAC/CAC sit on MPO’s board then there is participation from governmental agencies that receive federal assistance. However, the only reference to 23 U.S.C. 201-204 is in Appendix E as a federal requirement but not discussed in the PPP.*

| Q18. If the MPA includes Indian Tribal lands, did the MPO appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP? | Yes | No | N/A | Don't Know |
|---|-----|-----|-----|------------|
| | 1 | 3 | 5 | 0 |
| | 11% | 33% | 56% | 0% |



Examples of Remarks for ‘Yes’ Response to Question Q18:

- *The two Tribal Governments are identified and listed in the PPP.*

Examples of Remarks for ‘No’ Response to Question Q18:

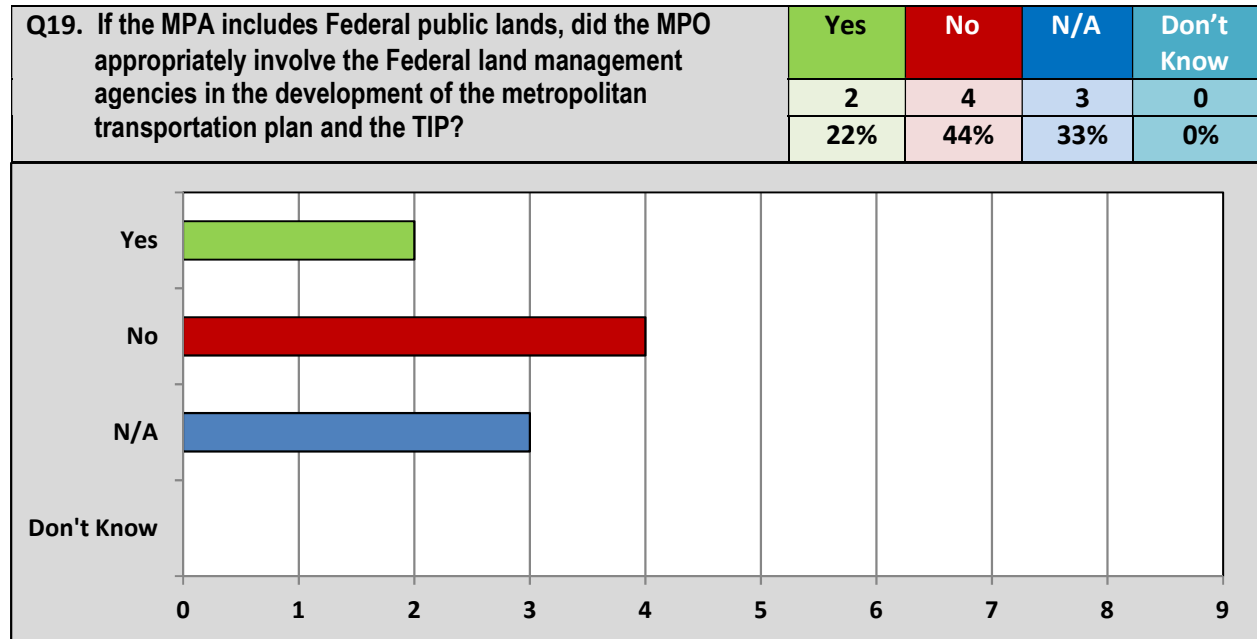
- *No documentation to indicate that they did.*

Examples of Remarks for ‘N/A’ Response to Question Q18:

- *Not mentioned in plan.*
- *This is not documented in the PPP.*
- *No Indian Tribal Lands or Indian Tribal Governments are listed/identified in the PPP.*
- *Based on the map provided, the MPO does not have any Tribal lands located within its jurisdiction.*

Examples of Remarks for ‘Don’t Know’ Response to Question Q18:

There is not a “Don’t Know” for this question.



Examples of Remarks for ‘Yes’ Response to Question Q19:

- *This is noted as a requirement for TIP, but not Metropolitan Transportation Plan (aka L RTP). Recommend that it is noted as requirement for both.*
- *The PPP identified Federal Public Lands within the MPA.*

Examples of Remarks for ‘No’ Response to Question Q19:

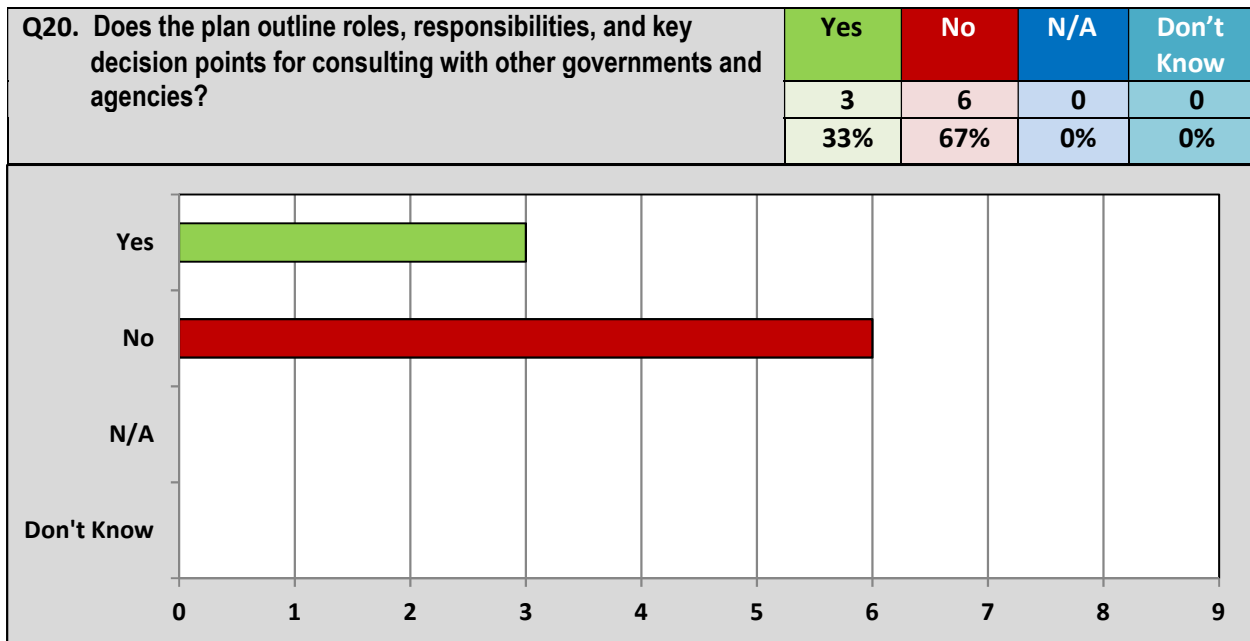
- *No documentation to indicate that they did.*
- *The MPO referenced 23 CFR 450.316 but there was no mention of coordination with Federal Public Lands. Note: The MPO has Federal Public Lands within its jurisdiction.*
- *The MPO has Federal Public Lands within its jurisdiction but no mention of coordination with Federal Public Lands agencies.*
- *The MPO does have Federal Lands in its jurisdiction. However, I did not see any coordination efforts addressed in the PPP.*

Examples of Remarks for ‘N/A’ Response to Question Q19:

- *Not mentioned in plan.*
- *Same as above – this is not documented in the PPP.*
- *No Federal Public Lands are listed/identified in the PPP.*

Examples of Remarks for ‘Don’t Know’ Response to Question Q19:

There is not a “Don’t Know” for this question



Examples of Remarks for ‘Yes’ Response to Question Q20:

- *The plan does outline the MPO’s commitment to working with the State DOT and federal lands on the planning process, but it does not include specific roles, responsibilities and key decision points for consulting with other governments and agencies.*
- *Yes, the PPP lists the various local governments that they coordinate and the PPP refers to the MPO’s designation agreement of 1973 and 1988 on page 1.*
- *Pages 7 through 9 outline each committees’ roles and responsibilities, and how often they meet.*

Examples of Remarks for ‘No’ Response to Question Q20:

- *This is referenced in general terms but no detail is provided to outline roles, responsibilities and/or key decision points for consulting with other agencies.*
- *The PPP provides excellent information about the planning process and key milestones for public involvement, but it does not document roles, responsibilities and key points for consultation with other governmental agencies.*
- *No documentation to indicate that they did.*
- *The metropolitan planning agreement is not referenced, or provided.*
- *Page 10 begins discussion of responsibilities in coordinating with other agencies, governing bodies, and the public. I believe that the opportunities for public participation page can be expanded to include key decision points. Also, the roles of the MPO staff are not outlined.*

Examples of Remarks for ‘N/A’ Response to Question Q20:

There is not an “N/A” response for this question.

Examples of Remarks for ‘Don’t Know’ Response to Question Q20:

There is not a “Don’t Know” for this question.

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?

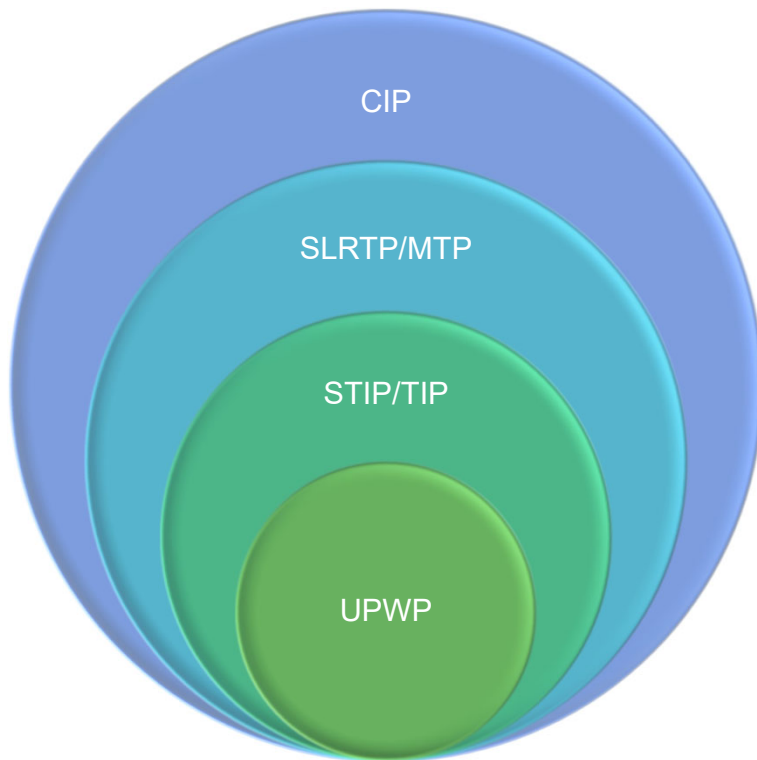
What Planning Activities should be considered?



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

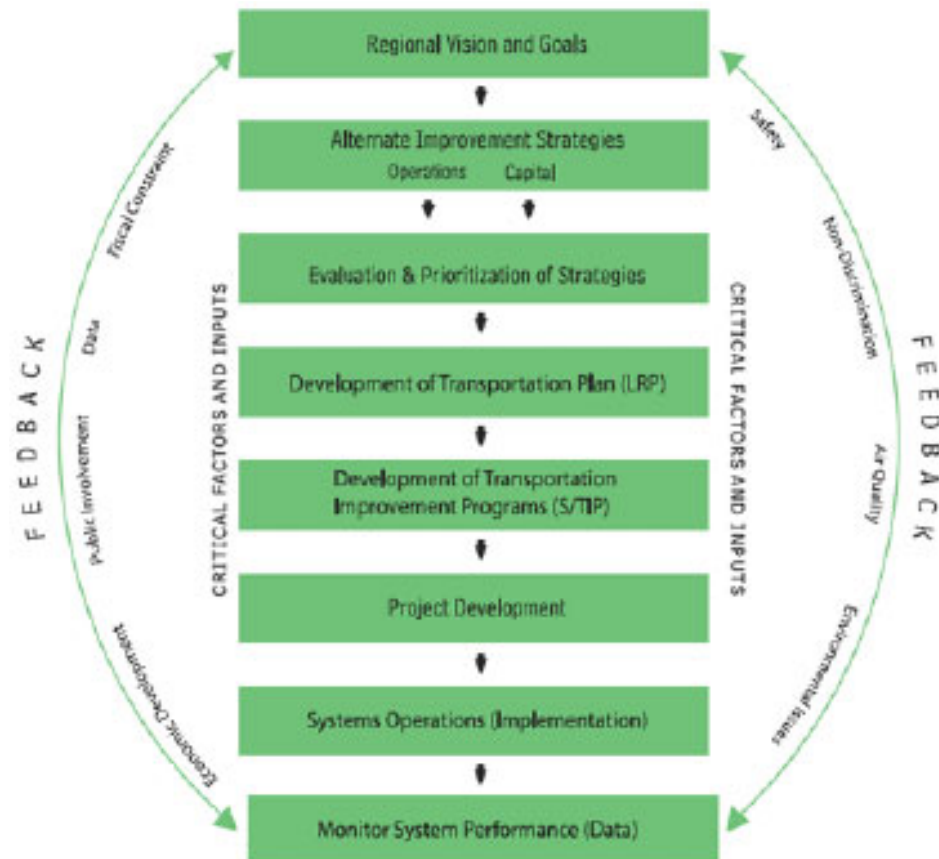
Financial Planning Documents - MPO



- 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



U.S. Department of Transportation
Federal Highway Administration

OFFICE OF INNOVATIVE PROGRAM DELIVERY



Item Number 6A

Business Items & Presentations MCORES Presentation

DISCUSSION:

Governor Ron DeSantis signed [Senate Bill 7068](#) on May 17, 2019, to create the Multi-use Corridors of Regional Economic Significance (M-CORES) Program within the Florida Department of Transportation (FDOT). The purpose of the program is to revitalize rural communities, encourage job creation and provide regional connectivity while leveraging technology, enhancing the quality of life and public safety, and protecting the environment and natural resources. The objective of the program is for three task forces to research three regional corridors that are intended to accommodate multiple modes of transportation and multiple types of infrastructure.

Ms. Huiwei Shen, the newly appointed Chief Planner with Florida DOT will share with the membership efforts of the department and partners related to the MCORES legislation.

REQUESTED ACTIONS:

None requested. For discussion and action as may be desired.

ATTACHMENT:

None.

Item Number 6B

Business Items & Presentations MPO-Transit Agency Coordination Research Study

DISCUSSION:

Mr. Jeff Kramer with the University of South Florida, Center for Urban Transportation Research will present an overview of the MPO-Transit Agency Coordination Research Study and it's findings.

REQUESTED ACTIONS:

None requested. For discussion and action as may be desired.

ATTACHMENT:

MPO-Transit Agency Coordination Power Point Presentation.



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

Jeff Kramer, AICP
University of South Florida
Center for Urban Transportation Research

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)



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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



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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.

CUTR

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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).

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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.



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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.



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

The screenshot shows a web browser window with the URL <https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/research/reports/fdot-bdv25-977-49-rpt.pdf>. The page content includes a sidebar on the left with the heading "Most Requested" and links for "Project Resources", "Completed Research", "Research Program Manual", and "Research Showcase". The main content area features a "News" section with several entries. A red dashed box highlights the following entry: "Planning: Policy", "BDV25-977-49 Metropolitan Planning Organization (MPO) and Transit Agency Planning Coordination", "Summary [222KB], Final Report [1.72MB]", and "Posted: September 12, 2019". Other entries include "Materials" (BDV25-977-28) and "Transportation Data and Analytics" (BDV31-977-81 and BDV30-977-19). The footer of the page contains navigation links: "Contact Us", "Employment", "MyFlorida.com", "Performance", "Statement of Agency", and "Web Policies & Notices". The CUTR and University of South Florida logos are visible in the bottom left corner.



kramer@cutr.usf.edu

The slide features a white background with a decorative green border on the left side. In the bottom left corner, there is a logo for CUTR (University of South Florida) and the text "UNIVERSITY OF SOUTH FLORIDA". The central content area contains the bull sculpture image and the email address kramer@cutr.usf.edu.

Item Number 6C

Business Items & Presentations

Hurricane Evacuation Behavior Study and Florida Statewide Model

DISCUSSION:

Mr. Thomas Hill, Traffic Systems Models Manager with Florida DOT will present to the members a summary of a recent study related to travel behaviors related to hurricane evacuations. He will also share with the members an overview of the statewide travel model used by the department.

REQUESTED ACTIONS:

None requested. For discussion and action as may be desired.

ATTACHMENT:

None.

Item Number 6D

Business Items & Presentations Consolidated Planning Grant

DISCUSSION:

The CPG is an option offered by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to State DOTs to consolidate FHWA PL and 5305(d) transit planning funds into a single coordinated grant. Combining the federal planning funds into a single grant through the CPG streamlines contracting, fund tracking, invoicing, and provides the MPO greater flexibility to use their planning funds. The CPG offers State DOTs the option to select either FHWA or FTA to serve as the CPG's "Lead Grant Agency." Under the CPG both funding sources will be immediately available to the MPO at the start of the Federal Fiscal Year. Mr. Mark Reichert, State Policy Programming Coordinator with the Florida Department of Transportation will present the FDOT proposal for implementing the program.

Direction has been given to MPOAC Staff to hold a forum that will allow staff of the member MPOs to engage in a deeper discussion of how a Consolidated Planning Grant would be implemented by the financial staff of the twenty-seven Florida MPOs.

REQUESTED ACTIONS:


None requested. For discussion and action as may be desired.

ATTACHMENT:

Power Point presentation slides.
Consolidated Planning Grant Primer.




Office of Policy Planning
Consolidated Planning Grant
Tuesday, October 29th, 2019
Presented by: Mark Reichert, Administrator for Metropolitan Planning &
Scott Phillips, 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**



*FTA C 8100.1D. Federal Transit Administration. September 10, 2018

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+ 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 administrating fund for MPOs

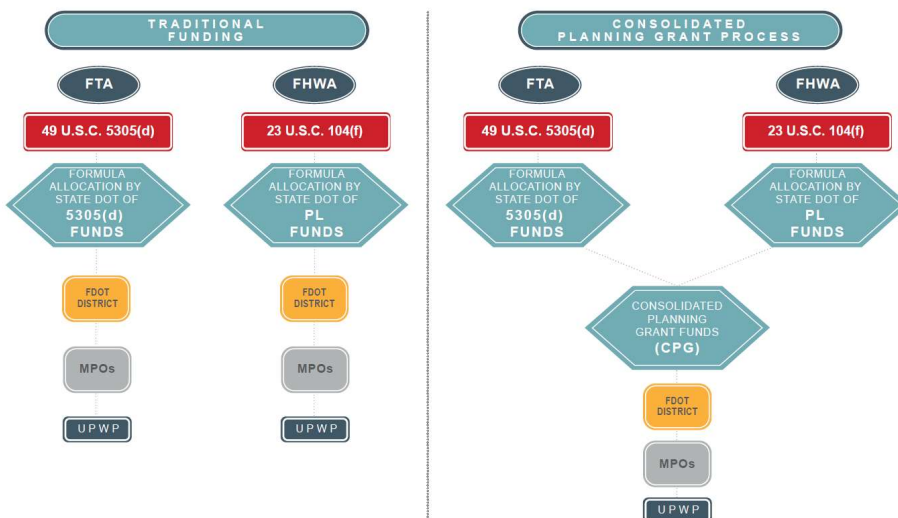
- One Contract to manage
- Streamlines the invoicing process and simplifies budgeting

► 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



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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 |



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»» 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.



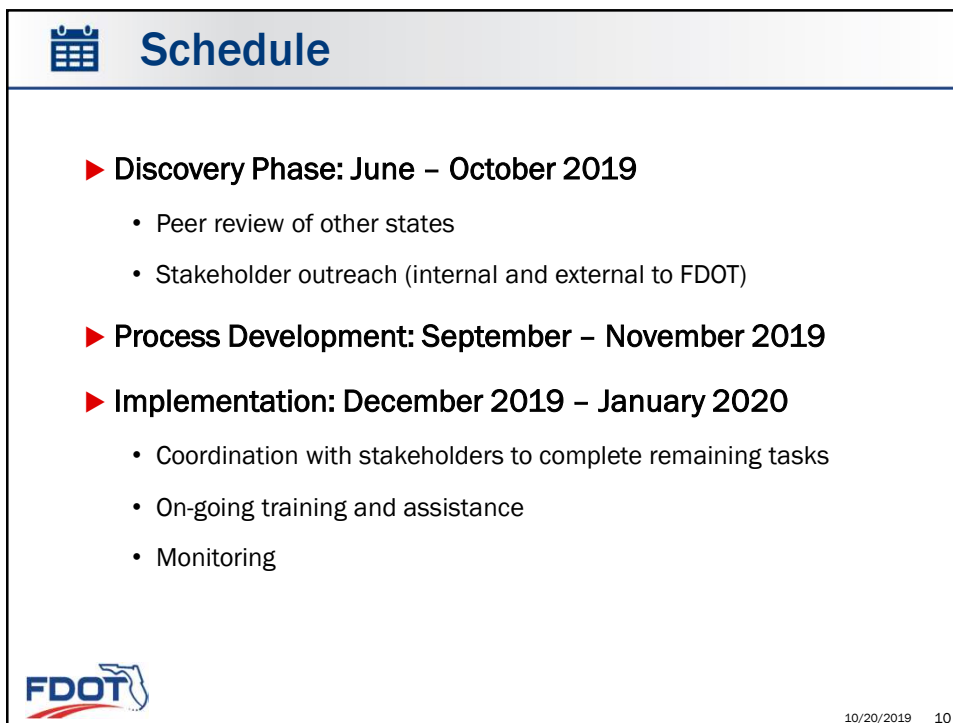
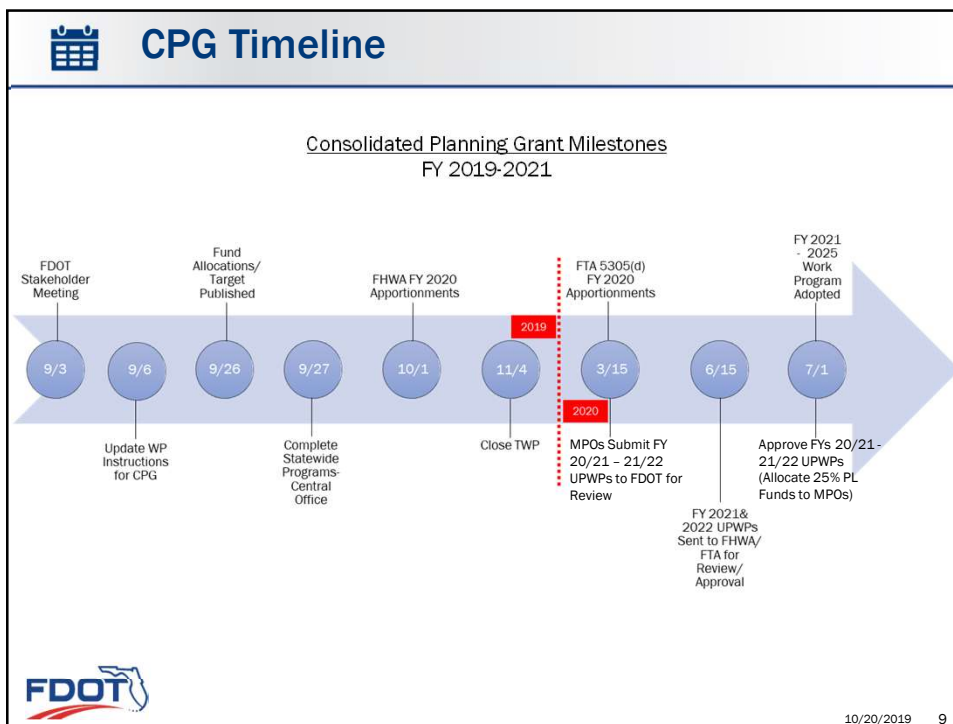
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🔍 Recommended CPG Funding Options

- ▶ **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.



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Questions and Contacts

▶ **Mark Reichert:**

MPO Administrator – Office of Policy Planning

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- 850-414-4901

▶ **Scott Philips**

MPO Analyst – Office of Policy Planning

- Scott.Philips@dot.state.fl.us
- 850-414-4801



CONSOLIDATED PLANING GRANT (CPG) PRIMER

METROPOLITAN PLANNING ORGANIZATIONS

A. Overview

There are 27 metropolitan planning organizations (MPOs) in the state of Florida. To support the MPOs missions, federal funding is annually apportioned to FDOT by the Federal Highway Administration (FHWA) in the form of Section 112 Metropolitan planning funds (PL), and from the Federal Transit Administration (FTA) via the Section 5305(d) grant program. Funding apportionments are provided to FDOT based on a formula that has been approved by Congress and are allocated to the MPOs using formulas that have been developed in coordination between FDOT and the MPOs, and approved by FODT's federal partners.

The federal metropolitan planning funds allocated to the MPO are programmed in their 2-year Unified Planning Work Program (UPWP) and their Transportation Improvement Program (TIP). Fund sources are described in Section 3.

1. Unified Planning Work Program (UPWP)

Federal regulations require each MPO to develop a UPWP to identify and budget the planning activities to be carried out by the MPO. In Florida, the UPWP is a two-year document that describes the MPO's work plan tasks and identifies the funding source(s) budgeted for each work task for the two-year UPWP cycle. The UPWP shall include all federal funds allocated to the MPO for planning purposes, regardless of fund type (i.e. PL, STBG, 5305(d), etc.). In addition to programming federal funds in the UPWP, the UPWP must also show state and local funds for informational purposes.

2. Work Program

Prior to the start of each 2-year UPWP cycle (July 1), the District Work Program Office establishes item segment numbers for each MPO's UPWP. This item number should be identical to the previous UPWP, but should be a subsequent segment. All federal funds in the two-year UPWP are to be programmed on this individual work program item segment. UPWPs must be closed out by September 30 of the second year of the two-year UPWP cycle. For example, for the UPWP covering fiscal years 20/21 and 21/22, the close out must be done by September 30, 2022. For

more detailed information on the UPWP, see the MPO Program Management Handbook, Chapter 3.

3. UPWP Fund Sources

i. FHWA Metropolitan Planning Section 112 (PL) Funds

FHWA annually apportions a lump sum amount of PL funds to FDOT. FDOT serves as the administrator for the PL funds, and allocates these funds to the Districts and MPOs to program and budget UPWP work activities. FDOT's MPO PL fund allocation formula was developed in consultation with the MPOs, and is approved by the FHWA division administrator. The PL allocation formula is described in Section 7, below.

Authorizations to increase an MPO's annual PL funding allocation requires a UPWP amendment. To initiate the request for additional PL funding, the district must submit a "request for federal authorization" to the central office federal aid coordinator(s) no later than June 15th of each year to have the additional fund authorization processed with an effective date of July 1. More detailed instructions regarding requests to increase an MPO's PL allocation are available in the [MPO Program Management Handbook, Chapter 3](#).

ii. FTA Section 5305(d) Funds

FTA 5305(d) grant funds are dedicated for MPO transit planning activities. These funds are annually apportioned to the FDOT Public Transit Office in a lump sum amount for administration and programming. The Public Transit Office allocates these funds to the MPOs for programming in their UPWP and TIP for transit planning and support activities using a formula developed by the FDOT in consultation with the MPOs and transit agencies, and approved by the FTA regional administrator.

The annual 5305(d) fund apportionment is typically received by the Department from FTA approximately 6-months after the start of the Federal Fiscal Year (October 1). When the MPOs are notified that the actual apportionment is available the MPOs will amend their UPWP to adjust the annually programmed 5305(d) estimated allocation to the actual apportioned amount.

B. Consolidated Planning Grant (CPG)

The CPG is an option offered by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to State DOTs to consolidate FHWA PL and 5305(d) transit planning funds into a single coordinated grant. Combining the federal planning funds into a single grant through the CPG streamlines contracting, fund tracking, invoicing, and provides the MPO greater flexibility to use their planning funds. The CPG offers State DOTs the option to select either FHWA or FTA to serve as the CPG's "Lead Grant Agency." Under the CPG both funding sources will be immediately available to the MPO at the start of the Federal Fiscal Year.

FDOT has elected to exercise the CPG option beginning with the FY's 2020/21 – 2021/2022 UPWP cycle; and has selected FHWA to serve as the Lead Grant Agency. As the lead grant agency FHWA assumes all grant management responsibilities. While the transfer of the FTA Section 5305(d) funds to FHWA changes the color of the funds from FTA 5305(d) to FHWA PL funds, removing the state's transit matching requirement (F.S. 341.052), the transfer does not reduce the MPO's transit planning responsibilities. FTA shall remain engaged in the review and approval of MPO documents, planning tasks, and project deliverables; and will remain engaged with both FDOT and the MPO to support transit planning activities. FDOT will maintain existing MPO allocation formulas for each fund source to ensure MPO funding remains consistent with current funding allocations. Funding estimates provided by FDOT to the MPOs for UPWP budgeting purposes will require an adjustment via a UPWP amendment to revise the budgeted estimate to the actual MPO allocation amount.

1. CPG Implementation

CPG implementation will take place in the 20/21 – 21/22 UPWP cycle.

To initiate the Consolidated Planning Grant, FDOT will annually transmit a request to the FTA Region 4 Administrator to transfer Florida's Section 5305(d) apportionment to FHWA to be combined with FHWA's annual apportionment of Section 112 PL funds as a Consolidated Planning Grant. The Department will issue this request upon receiving FTA's notice of the Section 5305(d) fund apportionment. This request will indicate the Section 5305(d) apportionment amount to be transferred, and will be sent to FHWA to provide notice that the apportionment will be transferred for their administration as Section 112 PL funds. Upon the transfer of Section 5305(d) funds, the FHWA will allocate the funds to the

Department through FHWA's Fiscal Management Information System (FMIS) as PL funds.

2. CPG Grant Agreement

All MPOs are required to enter into a MPO Agreement with the Department as part of the UPWP approval process. Once the MPO grant agreement and UPWP are approved by the Department and its Federal partners, the Department's Office of Work Program will provide each MPO, a 3-month allocation (one fiscal quarter) of the MPOs annual estimated planning fund apportionment. This step is necessary to ensure that funding is in place to support MPO planning activities during the 3-month period between the start of the new State Fiscal Year (July 1) and the start of the new Federal Fiscal Year (October 1).

MPOs will be notified to amend their Grant Agreement and UPWP to reflect the actual annual federal apportionment for the current federal fiscal year once the official Federal apportionments are received by the Department. It is anticipated that since FTA apportionments are typically issued by the federal government approximately 6-months after the FHWA apportionments are issued that the contract and UPWP. It is anticipated that the MPO will be required to amend their UPWP to adjust the contract and UPWP budget table(s) to reflect actual apportionments.

The implementation of the CPG two-year grant agreement with the Department will incorporate the Section 5305(d) funds with the Section 112 PL funds. The CPG will eliminate MPO requirements to annually approve a new Public Transportation Grant Agreement (PTGA), submit FDOT 5305(d) application, and the FTA SF-454 "Certifications and Assurances" form.

3. CPG Allocation Formulas

To maintain current MPO funding levels the Department will continue to use the approved PL allocation formula to distribute funds to MPOs. This process is accordance with the existing work program PL allocation process described below. The formula is periodically evaluated and revised as needed.

Effective July 1, 2017, the state of Florida's PL allocation formula, for fiscal year 2018/2019 forward, is as follows:

i. Section 112 PL Fund Allocation:

- The MPOAC will annually receive an off-the-top allocation of \$642,952 from each annual apportionment, which includes the following:
- A base amount of \$332,626 (not to exceed the approved operating budget).
- \$85,000 for the MPOAC Institute.
- \$55,000 for consultant fees.
- \$170,326 for Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) dues (for all MPOs and MPOAC).
- Each MPO will receive a base annual apportionment amount of \$350,000 from the initial annual PL fund apportionment.
- Additional PL funds are apportioned annually to each MPO proportionate to the population of its urbanized area relative to the state's total urbanized area population from the balance of remaining PL funds.
- MPOs that merge retain base allocation.
- \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas.

On or before July 1st of each year, FHWA shall annually authorize and obligate to FDOT at least three months equivalence of each MPO's approved annual metropolitan planning (PL) fund allocation to support the MPO's planned work activities described in the UPWP. The remainder of the PL authorization will be provided after October 1st when FDOT receives FHWA's Official Notice of Apportionment. It is important to note that FDOT's annual PL allocations may fluctuate depending on the approved annual level of apportionment.

ii. Section 5305(d) Fund Allocation

The FDOT Public Transit Office shall continue to annually allocate Section 5305(d) funds to MPOs using the existing 5305(d) allocation formula. This formula provides each MPO a base amount of \$30,000, and additional Section 5305(d) funds calculated using a formula based on the MPO's UZA population, passenger trips (ridership), and revenue miles.

The Section 5305(d) fund MPO allocation formula is managed by FDOT's Public Transit Office. The data used to calculate the formula is updated annually. This formula has been approved by the Florida legislature and FTA, and is in accord with the requirements established in 23 U.S.C. 104(f)(4) and 49 U.S.C. 5305(d)(2).

iii. Match Requirements

FHWA Section 112 PL Grant:

FDOT's match ratio for metropolitan planning (PL) funds is 80 percent federal and 20 percent state. The state's match is provided by the Department with toll credits. Toll credits are considered a "soft match" and are used in lieu of state cash. The soft match provision permits a state to use toll credits to eliminate the required non-federal matching share of all programs authorized by [Title 23 U.S.C. \(Section 120\)](#). Districts and MPOs are not required to program (show) the match for PL funds in the TIP.

Section [339.135\(6\)\(a\), F.S.](#), requires a statement from the comptroller of the department that budget is available before the commitment of state funds. The joint participation agreements for the pass-through of PL funds require that the commitment of PL funds be effective on July 1. The department's comptroller will conditionally approve encumbrance forms for the commitment of PL funds by July 1, subject to budget approval and the appropriation of funds. The districts must submit encumbrance forms to the Office of the Comptroller no later than June 15.

iv. FTA Section 5305(d) Grant:

The FTA 5305(d) funds match ratio is 80 percent federal and 20 percent state/local. FL Statute 342.052 requires that state participation in capital transit projects be limited to 50 percent of the non-federal share. This means that the current state match for 5305(d) funds is 10 percent. The remaining 10 percent is a local match provided to the MPO by the local transit or other agencies.

In the first year of the FY 2021 – 2022 UPWP, the MPO will continue to use the existing 80/10/10 match ratio for Section 5305(d) funds as required by FL Statute 342.052(3)(a). This will require the MPO to program their UPWP

in the same fashion as previous UPWPs. The state's match budgeted for the Section 5305(d) program are found in Schedule B of the Work Plan Instructions. The state and local match will be programmed in the same fashion as previous UPWP's. The local match is identified in the STIP, however FDOT does not track or budget these funds.

In the 20/21 – 21/22 UPWP second year, and ensuing UPWPs, the existing Section 5305(d) MPO allocation formula will not change, however FDOT will transition the Section 5305(d) match to an 80/20 match ratio and provide the entire CPG match with toll credits. Although this match strategy eliminates a cash based resource to the MPO, the MPO's spending capacity will not be diminished. Even though the MPOs will not be required to provide a local match beginning in the second year of the CPG, they may request local participation should they desire to do so.

v. Excess/Carryover Funds

MPOs with excess PL funds programmed in the UPWP's first year should leave the encumbrance in the first fiscal year. Any expenditures applicable to the first fiscal year should invoice against that fiscal year. There is no need to de-obligate or close out funds or tasks in the UPWP first year.

However, prior to the end of the UPWP's second year the MPO should process and submit a UPWP amendment and de-obligation request to the District. The request to de-obligate and amend the UPWP is necessary at the end of the second year of the UPWP due to the expiration of the MPO's 2-year contract with the department. The de-obligation preserves the funds for the MPO to use in the new 2-year UPWP. The request to de-obligated funds in the UPWP's second year must be approved by the MPO Board, and submitted to the District no later than May 1.

The district must submit the UPWP amendment, de-obligation request, and the FHWA approval letter to the Statewide Programs Section in the Work Program and Budget Office by May 15. District federal aid coordinators should then de-obligate PL funds and copy the Work Program and Budget Office when it is transmitted to the Federal Aid Management Office for processing. Finally, two-year UPWPs for the next fiscal years shall be submitted to FHWA for approval by June 1.

FTA Section 5305(d) carryover funding and open contracts will not be flexed to FHWA under the CPG. These projects will be closed out at the end of the grant contract.

4. Reporting

The CPG program allows FDOT to report metropolitan planning expenditures (to comply with the Uniform Guidance, 2 CFR part 200, subpart F) for both FTA and FHWA using FHWA's Catalog of Federal Domestic Assistance (CFDA) number.

FDOT will begin reporting all metropolitan planning organization expenditures using FHWA's CFDA number and procedures with the onset of the CPG program.

5. Work Program Programming Guidelines

All federal funds in the two-year UPWP for each MPO are to be programmed on the UPWP work program item segment. These funds shall be programmed under phase 14 – Planning Grant. Each MPO's Metropolitan Planning (PL) and 5305(d) allocations are to be programmed on sequence 01 of this item segment.

- Transportation System: Use system 13 - Non-System Specific.
- Work Mix: Use 0040 – Transportation Planning.
- Contract Class: Use 2 – Externally Managed (Not LAP).
- Managing District: Indicate district in which the MPO is located.
- County: Use the largest county (based on population) within the MPO area.
- Description: MPO UPWP for FY XX/XX & XX/XX
- Phase: Use phase 14 – Planning Grant.
- Fund Code: Use PL.
- Federal Appropriation Category: use the appropriation category as assigned by Central Office Statewide Programs
- Example: To program \$1,000,000 of PL funds for Hillsborough MPO on the Hillsborough MPO's FY 20/21 – 21/22 UPWP item, use transportation system 13, work mix 0040, managing district 7, Hillsborough County, description: Hillsborough MPO UPWP for FY 20/21 – 21/22, phase 14, program number 00, fund code PL.

- PHASE SEQUENCE PROGRAM NO. FUND AMOUNT ALLOC TYPE FISCAL YEAR
- 14 01 00 PL \$1,000,000 1 20XX
- MPO PL fund allocations and balances are monitored by the Work Program and Budget Office. Schedule A provides the total allocation of PL funds to all MPOs. Estimate amounts for each individual MPO within each district will be provided by the PL administrator in the Work Program and Budget Office.

DRAFT

Item Number 6E

Business Items & Presentations

PL Distribution Formula History and Current Distribution Amounts

DISCUSSION:

In 2020 the United States will conduct a decennial census count and this information is used, among other things, to determine how the Federal Planning funds attributed to MPOs is distributed within Florida. It is common practice in transportation to review the funding distribution formulas for each state around the time of the release of new urbanized area population figures that resulted from the decennial census count. Based upon previous decennial census counts and the release of urbanized area designations and population counts, we can reasonably expect to have the urbanized area counts around the Spring of 2022.

The purpose of this presentation is to share with the membership the current federal requirements, the current distribution formula in Florida, a review of previous distribution formulas and to show the figures to be distributed to each MPO for the coming State Fiscal Year.

At a future meeting, MPOAC membership will need to review the distribution formula.

REQUESTED ACTIONS:

None requested. For discussion and action as may be desired.

ATTACHMENTS:

Federal requirements for distribution of PL funds.

Approval letter from FHWA showing the current distribution methodology and previous distribution methodologies.

2018 population estimates for Florida's Urbanized Areas.

Spreadsheet showing State Fiscal Year 2021 PL funding by MPO.

Distribution of Federal PL funds

Federal Requirements

Overall Note: All federal funding in the transportation bill is distributed to states based upon the portion received each state received in 2009 (the last year of SAFETEA-LU). The distribution of funding for those programs that rely upon population is based upon 2000 decennial census figures which were the most recent decennial census figures in 2009. The federal planning funds are distributed based upon population. This is written into the federal transportation bill by Congress and USDOT (our partners FHWA and FTA) do not have discretion in how funds are distributed.

Within 23 CFR 104 is found:

(1) USE OF AMOUNTS. -

(A) Use. -

(i) In general. - Except as provided in clause (ii), the amounts apportioned to a State under paragraphs (5)(D) and (6) of subsection (b) shall be made available by the State to the metropolitan planning organizations responsible for carrying out section 134 in the State.

(ii) States receiving minimum apportionment. - A State that received the minimum apportionment for use in carrying out section 134 for fiscal year 2009 may, subject to the approval of the Secretary, use the funds apportioned under paragraphs (5)(D) and (6) of subsection (b) to fund transportation planning outside of urbanized areas.

(B) Unused funds. - Any funds that are not used to carry out section 134 may be made available by a metropolitan planning organization to the State to fund activities under section 135.

(2) DISTRIBUTION OF AMOUNTS WITHIN STATES. -

(A) In general. - The distribution within any State of the planning funds made available to organizations under paragraph (1) shall be in accordance with a formula that—

- (i)** is developed by each State and approved by the Secretary; and
- (ii)** takes into consideration, at a minimum, population, status of planning, attainment of air quality standards, metropolitan area transportation needs, and other factors necessary to provide for an appropriate distribution of funds to carry out section 134 and other applicable requirements of Federal law.

(B) Reimbursement - Not later than 15 business days after the date of receipt by a State of a request for reimbursement of expenditures made by a metropolitan planning organization for carrying out section 134, the State shall reimburse, from amounts distributed under this paragraph to the metropolitan planning organization by the State, the metropolitan planning organization for those expenditures.

Florida Distribution Formula

The PL distribution formula has been updated periodically as needs changed and events occurred, the most recent update was in 2014. The MPOAC Policy Committee met on April 04, 2014 and produced a formula that was presented at the April 24, 2014 Joint Meeting of the MPOAC Governing Board and Staff Directors. The new formula passed unanimously. On June 13, 2014 FHWA, Florida Division, approved the new formula.

The formula is:

- \$350,00 base for each MPO
- \$332,626 base for MPOAC
- \$134,826 for AMPO and NARC annual dues
- \$55,000 for MPOAC consultant fees

- \$85,000 for MPOAC Institute
- Distribute remaining funds proportionately among MPOs based on urbanized area population
- MPOs that merge, retain base allocation
- \$350, 000 one-time allocation for MPOs extending boundaries to include new urbanized areas.

Please see the attached table which shows the current distribution formula and the two previous formulas going back to 2003.

Amounts for State Fiscal Year 2021

Please see the attached Spreadsheet

Next Steps – 2020 Census

The staff recommendation is to begin looking at the distribution formula for the post 2020 census figures which will be available by Urbanized Area around the Spring of 2022.



U.S. Department
of Transportation
**Federal Highway
Administration**

Florida Division

June 13, 2014

545 John Knox Road, Suite 200
Tallahassee, Florida 32303
Phone: (850) 553-2200
Fax: (850) 942-9691 / 942-8308
www.fhwa.dot.gov/fldiv

In Reply Refer To:
HDA-FL

Mr. Ananth Prasad
Secretary
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

Dear Secretary Prasad:

We are in receipt of the Department's June 4, 2014 request to approve Florida's revised formula for distributing metropolitan planning funds. We acknowledge the Department's efforts to consult with the Metropolitan Planning Organization Advisory Council (MPOAC) about the needed changes to the formula to ensure the funds are distributed in the most efficient and effective manner to carry out the requirements of 23 U.S.C. 134 and other applicable requirements of Federal Law. The formula revision is being requested to reflect the following items, as recommended by the MPOAC Policy and Technical Committee on April 4, 2014 and approved by the MPOAC on April 24, 2014.

We hereby approve the revised PL formula to provide the following:

- The MPOAC with a base amount of \$332,626 (with no inflation adjustment), but not to exceed the approved operating budget; an additional \$55,000 for consultant fees; \$85,000 for the MPOAC Institute; and \$134,826 to pay the annual dues to the Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) for each of the Metropolitan Planning Organizations (MPOs) and the MPOAC. The dues for AMPO and NARC would be used to support non-lobbying transportation activities (remains unchanged);
- The base amount of \$350,000 for each of the MPOs remains unchanged;
- The remaining funds to be distributed among the MPOs on a proportionate basis of the population of the urbanized area relative to the total urbanized area population in the state remains unchanged; and
- MPOs that merge retain base allocation; \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas; provisions related to excess PL funds remains unchanged.

The \$600,000 minimum allocation of the total statewide base amount that was to be used for regional planning has been deleted from the formula. All other provisions remain the same.

If you have questions or need more information, please contact Ms. Lee Ann Jacobs at (850) 553-2219.

Sincerely,

A handwritten signature in cursive script that reads "Lee Ann Jacobs".

FOR: James Christian, P.E.
Division Administrator

cc: Mr. Robert Romig, FDOT (MS-57)
Mr. Jim Wood, FDOT (MS-28)
Ms. Lisa Saliba, FDOT (MS-21)
Mr. Howard Glassman, FDOT (MS-28B)
Ms. Yvonne Arens FDOT (MS-28)



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

June 4, 2014

Mr. James Christian
Division Administrator
Federal Highway Administration
545 John Knox Road, Suite 200
Tallahassee, FL 32303

RE: Revision of Metropolitan Planning Organization Advisory Council (MPOAC) Planning Funds

Dear Mr. Christian:

The Federal Highway Administration approved Florida's formula for distributing Metropolitan Planning (PL) funds on December 18, 2013. This approval was for "off the top" portion of funds for expenditures directly attributed to the MPOAC. The MPOAC also requested the non-MPOAC portion of the formula be revisited in 2014.

The MPOAC were presented with several options at the April 4, 2014, MPOAC Policy and Technical Committee meeting and made their recommendation. The MPOAC Policy and Technical Committee recommended the following with respect to the Metropolitan Planning Organization (MPO) PL funds as follows:

- Retain the \$350,000 base for each MPO.
- Distributed proportionately among MPOs based on urbanized area population.
- MPOs that merge, retain base allocation.
- \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas.
- Provision related to excess PL funds.

The MPOAC Policy and Technical Committee recommended the following provision be removed from the formula:

- Of amounts allocated to MPOs, at a minimum, \$600,000 statewide is to be used for regional planning.

Mr. James Christian
June 4, 2014
Page 2 of 2

The MPOAC voted to approve the change to the regional allocation at the Joint Meeting of the Governing Board and Staff Directors Advisory Committee dated April 24, 2014 and affirmed all other provisions will remain the same.

If you have any questions on this matter, please contact Ms. Yvonne Arens at (850) 414-4816, or by email at the following address: Yvonne.aren@dot.state.fl.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ananth Prasad', written over the word 'Sincerely,'.

Ananth Prasad, P.E.
Secretary

Attachment

Cc: Karen Brunelle, Florida Federal Highway Administration
Lee Ann Jacobs, Florida Federal Highway Administration
Bob Romig, Florida Department of Transportation
Jim Wood, Florida Department of Transportation
Howard Glassman, Metropolitan Planning Organization Advisory Council
Yvonne Arens, Florida Department of Transportation

Florida PL Formula

| Year 2003 | Year 2006 | Year 2013 |
|-----------|-----------|-----------|
|-----------|-----------|-----------|

Off-the-top Allocations

- \$200,000 base to MPOAC adjusted annually for inflation, not to exceed approved operating budget
- \$50,000 for consultant services
- \$300,000 divided equally between air quality maintenance areas
- \$61,332 AMPO annual dues for MPOAC and the MPOs
- \$275,000 base for each MPO

Remaining Funds

- Distributed proportionately among MPOs based on urbanized area population
- MPOs that merge, retain base allocation
- \$275,000 one-time allocation for MPOs extending boundaries to include new urbanized areas
- Provisions related to excess PL funds

Other

- MPOs that merge, retain base allocation
- \$275,000 one-time allocation for MPOs extending boundaries to include new urbanized areas
- Provisions related to excess PL funds

Off-the-top Allocations

- \$270,455 base to MPOAC adjusted annually for inflation, not to exceed approved operating budget
- \$65,000 for consultant fees
- \$75,000 for MPOAC Institute
- \$100,000 AMPO and NARC annual dues for MPOAC and MPOs
- \$350,000 base for each MPO

Remaining Funds

- Distributed proportionately among MPOs based on urbanized area population
- MPOs that merge, retain base allocation
- \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas
- Provisions related to excess PL funds

Other

- MPOs that merge, retain base allocation
- \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas
- Provisions related to excess PL funds

Off-the-top Allocations

- \$332,626 base to MPOAC, not to exceed approved operating budget
- \$55,000 for consultant fees
- \$85,000 for MPOAC Institute
- \$134,826 AMPO and NARC annual dues for MPOAC and MPOs
- \$350,000 base for each MPO

Remaining Funds

- Distributed proportionately among MPOs based on urbanized area population
- MPOs that merge, retain base allocation
- \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas
- Provisions related to excess PL funds

Other

- MPOs that merge, retain base allocation
- \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas
- Provisions related to excess PL funds

Note: Of amounts allocated to MPOs, at a minimum, \$600,000 statewide is to be used for regional planning.

Note: Of amounts allocated to MPOs, at a minimum, \$600,000 statewide is to be used for regional planning.

Urbanized Area Population Estimates

April 1, 2018



| U.S. Census Bureau ¹ 2010 Urbanized Areas | 2010 | Population Change | | 2018 |
|---|-------------------------|--------------------------|--------------|-------------------------|
| | Urbanized Population | 2010 - 2018 Numerical | Percent | Urbanized Population |
| Bonita Springs | 310,298 | 44,760 | 14.4% | 355,058 |
| Collier County (Part) | 259,499 | 36,949 | 14.2% | 296,448 |
| Lee County (Part) | 50,799 | 7,811 | 15.4% | 58,610 |
| Cape Coral | 530,290 | 81,535 | 15.4% | 611,825 |
| Charlotte County (Part) | 172 | 19 | 11.0% | 191 |
| Lee County (part) | 530,118 | 81,516 | 15.4% | 611,634 |
| Deltona | 182,169 | 13,446 | 7.4% | 195,615 |
| Volusia County (part) | 182,169 | 13,446 | 7.4% | 195,615 |
| Fort Walton Beach--Navarre--Wright | 191,917 | 23,031 | 12.0% | 214,948 |
| Okaloosa County (Part) | 126,512 | 12,159 | 9.6% | 138,671 |
| Santa Rosa County (Part) | 55,939 | 8,695 | 15.5% | 64,634 |
| Walton County (Part) | 9,466 | 2,177 | 23.0% | 11,643 |
| Gainesville | 187,781 | 12,120 | 6.5% | 199,901 |
| Alachua County (Part) | 187,781 | 12,120 | 6.5% | 199,901 |
| Homosassa Springs--Beverly Hills--Citrus Springs | 80,962 | 2,621 | 3.2% | 83,583 |
| Citrus County (Part) | 79,279 | 2,506 | 3.2% | 81,785 |
| Marion County (Part) | 1,683 | 115 | 6.8% | 1,798 |
| Jacksonville | 1,065,219 | 121,132 | 11.4% | 1,186,351 |
| Clay County (Part) | 157,054 | 17,391 | 11.1% | 174,445 |
| Duval County (Part) | 839,100 | 86,056 | 10.3% | 925,156 |
| St. Johns County (Part) | 69,065 | 17,685 | 25.6% | 86,750 |
| Kissimmee | 314,071 | 83,784 | 26.7% | 397,855 |
| Orange County (Part) | 105,700 | 18,784 | 17.8% | 124,484 |
| Osceola County (Part) | 208,371 | 65,000 | 31.2% | 273,371 |
| Lady Lake--The Villages | 112,991 | 23,182 | 20.5% | 136,173 |
| Lake County (Part) | 16,649 | 2,570 | 15.4% | 19,219 |
| Marion County (Part) | 44,104 | 3,009 | 6.8% | 47,113 |
| Sumter County (Part) | 52,238 | 17,603 | 33.7% | 69,841 |
| Lakeland | 262,596 | 30,937 | 11.8% | 293,533 |
| Hillsborough County (Part) | 436 | 64 | 14.7% | 500 |
| Polk County (Part) | 262,160 | 30,873 | 11.8% | 293,033 |
| Leesburg--Eustis--Tavares | 131,337 | 20,573 | 15.7% | 151,910 |
| Lake County (Part) | 129,684 | 20,016 | 15.4% | 149,700 |
| Sumter County (Part) | 1,653 | 557 | 33.7% | 2,210 |
| Miami | 5,502,379 | 540,336 | 9.8% | 6,042,715 |
| Broward County (Part) | 1,747,770 | 149,909 | 8.6% | 1,897,679 |
| Martin County (Part) | 4,909 | 311 | 6.3% | 5,220 |
| Miami-Dade County (Part) | 2,486,340 | 281,721 | 11.3% | 2,768,061 |
| Palm Beach County (Part) | 1,263,360 | 108,395 | 8.6% | 1,371,755 |
| North Port--Port Charlotte | 169,541 | 18,231 | 10.8% | 187,772 |
| Charlotte County (Part) | 108,948 | 12,273 | 11.3% | 121,221 |
| DeSoto County (Part) | 1,251 | 23 | 1.8% | 1,274 |
| Sarasota County (Part) | 59,342 | 5,935 | 10.0% | 65,277 |
| Ocala | 156,909 | 10,705 | 6.8% | 167,614 |
| Marion County (Part) | 156,909 | 10,705 | 6.8% | 167,614 |
| Orlando | 1,510,516 | 234,404 | 15.5% | 1,744,920 |
| Lake County (Part) | 82,411 | 12,720 | 15.4% | 95,131 |
| Orange County (Part) | 1,010,858 | 179,636 | 17.8% | 1,190,494 |
| Osceola County (Part) | 7,877 | 2,457 | 31.2% | 10,334 |
| Seminole County (Part) | 409,370 | 39,591 | 9.7% | 448,961 |
| Palm Bay--Melbourne | 452,791 | 33,518 | 7.4% | 486,309 |
| Brevard County (Part) | 452,791 | 33,518 | 7.4% | 486,309 |

Urbanized Area Population Estimates

April 1, 2018



| U.S. Census Bureau ¹ 2010 Urbanized Areas | 2010 | Population Change | | 2018 |
|---|-------------------------|--------------------------|--------------|-------------------------|
| | Urbanized Population | 2010 - 2018 Numerical | Percent | Urbanized Population |
| Palm Coast--Daytona Beach--Port Orange | 349,064 | 30,017 | 8.6% | 379,081 |
| Flagler County (Part) | 85,819 | 10,586 | 12.3% | 96,405 |
| Volusia County (Part) | 263,245 | 19,431 | 7.4% | 282,676 |
| Panama City | 143,280 | 10,558 | 7.4% | 153,838 |
| Bay County (Part) | 142,773 | 10,441 | 7.3% | 153,214 |
| Walton County (Part) | 507 | 117 | 23.1% | 624 |
| Pensacola | 340,067 | 30,099 | 8.9% | 370,166 |
| Escambia County (Part) | 270,140 | 19,044 | 7.0% | 289,184 |
| Santa Rosa County (Part) | 63,661 | 9,895 | 15.5% | 73,556 |
| Baldwin County, AL (Part) ² | 6,266 | 1,160 | 18.5% | 7,426 |
| Port St. Lucie | 376,047 | 30,234 | 8.0% | 406,281 |
| Martin County (Part) | 122,503 | 7,771 | 6.3% | 130,274 |
| St. Lucie County (Part) | 253,544 | 22,463 | 8.9% | 276,007 |
| St. Augustine | 69,173 | 17,712 | 25.6% | 86,885 |
| St. Johns County (Part) | 69,173 | 17,712 | 25.6% | 86,885 |
| Sarasota--Bradenton | 643,260 | 86,150 | 13.4% | 729,410 |
| Charlotte County (Part) | 35,408 | 3,989 | 11.3% | 39,397 |
| Manatee County (Part) | 304,140 | 51,784 | 17.0% | 355,924 |
| Sarasota County (Part) | 303,712 | 30,377 | 10.0% | 334,089 |
| Sebastian--Vero Beach South--Florida Ridge | 149,422 | 14,521 | 9.7% | 163,943 |
| Brevard County (Part) | 8,626 | 639 | 7.4% | 9,265 |
| Indian River County (Part) | 125,877 | 12,560 | 10.0% | 138,437 |
| St. Lucie County (Part) | 14,919 | 1,322 | 8.9% | 16,241 |
| Sebring--Avon Park | 61,625 | 2,317 | 3.8% | 63,942 |
| Highlands County (Part) | 61,625 | 2,317 | 3.8% | 63,942 |
| Spring Hill | 148,220 | 11,406 | 7.7% | 159,626 |
| Hernando County (Part) | 136,347 | 10,118 | 7.4% | 146,465 |
| Pasco County (Part) | 11,873 | 1,288 | 10.8% | 13,161 |
| Tallahassee | 240,223 | 14,642 | 6.1% | 254,865 |
| Gadsden County (Part) | 622 | 19 | 3.1% | 641 |
| Leon County (Part) | 239,601 | 14,623 | 6.1% | 254,224 |
| Tampa--St. Petersburg | 2,441,770 | 264,223 | 10.8% | 2,705,993 |
| Hillsborough County (Part) | 1,185,609 | 173,299 | 14.6% | 1,358,908 |
| Pasco County (Part) | 342,209 | 37,117 | 10.8% | 379,326 |
| Pinellas County (Part) | 913,939 | 53,805 | 5.9% | 967,744 |
| Polk County (Part) | 13 | 2 | 15.4% | 15 |
| Titusville | 54,386 | 4,026 | 7.4% | 58,412 |
| Brevard County (Part) | 54,386 | 4,026 | 7.4% | 58,412 |
| Winter Haven | 201,289 | 23,705 | 11.8% | 224,994 |
| Polk County (Part) | 201,289 | 23,705 | 11.8% | 224,994 |
| Zephyrhills | 66,609 | 7,225 | 10.8% | 73,834 |
| Pasco County (Part) | 66,609 | 7,225 | 10.8% | 73,834 |
| Total Urbanized Area Population | 16,439,936 | 1,839,990 | 11.2% | 18,279,926 |
| Total State Population | 18,801,332 | 2,039,068 | 10.8% | 20,840,400 |
| Percent Population in Urbanized Areas | | 87.4% | | 87.7% |

NOTES:

1 Urbanized Areas are as defined by the U.S. Census Bureau based on Year 2010 US Census.

2 The population for Baldwin County, AL used for this estimation is 216,000. This is based on trend analysis using the Census population estimates from 2010 to 2017. The final Total Urbanized Area population of 18,279,920 does not include the population of Baldwin County.

SOURCES:

The U.S. Census Bureau
 University of Florida, Bureau of Economic and Business Research
 Florida Department of Transportation, Forecasting and Trends Office

Initial Allocations PL funds per 2018 population 10.07.2019ct

| FAP No. | TMA Urban Area | Population | Ratio | A | B | = A + B | Prior YR Alloc. | Difference |
|---------|--|-------------------|----------------|----------------------------------|-------------------|-------------------|-------------------|------------------|
| | | | | Equal Share | Appor by Pop. | Allocation | | |
| 0262 | POLK TPO | 518,042 | 2.83% | 350,000 | 346,853 | 696,853 | 696,882 | (29) |
| 0261 | LEE COUNTY MPO | 670,244 | 3.67% | 350,000 | 448,759 | 798,759 | 793,657 | 5,102 |
| 0313 | COLLIER MPO | 296,448 | 1.62% | 350,000 | 198,485 | 548,485 | 546,564 | 1,921 |
| 0408 | CHARLOTTE-PUNTA GORDA MPO | 160,809 | 0.88% | 350,000 | 107,669 | 457,669 | 458,357 | (688) |
| 0264 | SARASOTA/MANATEE MPO | 755,290 | 4.13% | 350,000 | 505,701 | 855,701 | 849,105 | 6,596 |
| 0710 | HEARTLAND REGIONAL TPO | 65,216 | 0.36% | 350,000 | 43,665 | 393,665 | 395,019 | (1,354) |
| 0241 | GAINESVILLE MTPO | 199,901 | 1.09% | 350,000 | 133,843 | 483,843 | 487,633 | (3,790) |
| 0050 | NORTH FLORIDA TPO | 1,273,236 | 6.97% | 350,000 | 852,489 | 1,202,489 | 1,201,451 | 1,038 |
| 0125 | OKALOOSA-WALTON TPO | 150,938 | 0.83% | 350,000 | 101,060 | 451,060 | 454,315 | (3,255) |
| 0315 | BAY COUNTY TPO | 153,214 | 0.84% | 350,000 | 102,584 | 452,584 | 454,432 | (1,848) |
| 0312 | FLORIDA-ALABAMA TPO | 427,374 | 2.34% | 350,000 | 286,146 | 636,146 | 645,640 | (9,494) |
| 0220 | CAPITAL REGION TPA | 254,865 | 1.39% | 350,000 | 170,644 | 520,644 | 527,381 | (6,737) |
| 0058 | BROWARD MPO | 1,897,679 | 10.38% | 350,000 | 1,270,582 | 1,620,582 | 1,654,200 | (33,618) |
| 0311 | ST. LUCIE TPO | 292,248 | 1.60% | 350,000 | 195,673 | 545,673 | 547,631 | (1,958) |
| 0097 | PALM BEACH TPA | 1,371,755 | 7.50% | 350,000 | 918,452 | 1,268,452 | 1,291,276 | (22,824) |
| 0413 | MARTIN MPO | 135,494 | 0.74% | 350,000 | 90,719 | 440,719 | 443,571 | (2,852) |
| 0418 | INDIAN RIVER MPO | 138,437 | 0.76% | 350,000 | 92,690 | 442,690 | 442,983 | (293) |
| 0263 | SPACE COAST TPO | 553,986 | 3.03% | 350,000 | 370,919 | 720,919 | 729,177 | (8,258) |
| 0314 | OCALA-MARION COUNTY TPO | 216,525 | 1.18% | 350,000 | 144,973 | 494,973 | 499,316 | (4,343) |
| 0087 | METROPLAN (Orlando) | 2,047,644 | 11.20% | 350,000 | 1,370,990 | 1,720,990 | 1,693,329 | 27,661 |
| 0260 | RIVER TO SEA TPO | 574,696 | 3.14% | 350,000 | 384,785 | 734,785 | 742,409 | (7,624) |
| 0457 | LAKE-SUMTER MPO | 336,101 | 1.84% | 350,000 | 225,035 | 575,035 | 568,795 | 6,240 |
| 0021 | MIAMI-DADE TPO | 2,768,061 | 15.14% | 350,000 | 1,853,342 | 2,203,342 | 2,232,354 | (29,012) |
| 0059 | HILLSBOROUGH MPO | 1,359,408 | 7.44% | 350,000 | 910,185 | 1,260,185 | 1,258,357 | 1,828 |
| 1157 | PASCO COUNTY MPO | 466,321 | 2.55% | 350,000 | 312,223 | 662,223 | 663,766 | (1,543) |
| 0057 | FORWARD PINELLAS | 967,744 | 5.29% | 350,000 | 647,948 | 997,948 | 1,022,963 | (25,015) |
| 0412 | HERNANDO-CITRUS MPO | 228,250 | 1.25% | 350,000 | 152,824 | 502,824 | 507,012 | (4,188) |
| | | 18,279,926 | 100.00% | 9,450,000 | 12,239,238 | 21,689,238 | 21,807,574 | (118,336) |
| | FY2021/2022 Apportionment | 22,332,190 | | | | | | |
| | OFF THE TOP | | | MPOAC SubTotal | 642,952 | | | |
| | MPOAC Consultant (CUTR) | 55,000 | | Total MPO Allocation | 21,689,238 | | | |
| | MPOAC Administration (In-House) | 332,626 | | FY2021/2022 Apportionment | 22,332,190 | | | |
| | MPOAC Institute | 85,000 | | Check | TRUE | 0 | | |
| | AMPO & NARC Dues | 170,326 | | | | | | |
| | \$350k Base for each TMA | 9,450,000 | | | | | | |
| | TOTAL | 10,092,952 | | | | | | |
| | To be allocated by Population | 12,239,238 | | | | | | |

**Broward +1 for rounding since they took the hardest hit from prior allocations

Item Number 7
Communications

DISCUSSION:

For information only.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

MPOAC Legislative Newsletters for 09-20-2019 and 10-19-2019.
2020 MPOAC Federal Transportation Policy Positions.

*Commissioner Nick Maddox
Chair*

MPOAC Legislative Newsletter – Kick Off **09/20/2019**

Overview

Greetings and welcome to the first MPOAC legislative update of the 2020 Florida legislative session. It is great to be back with you and I hope you look forward to your Saturday mornings a little more now that you will be seeing your MPOAC Legislature Newsletter each week the legislature meets. You are receiving this update a bit early rather than the usual Saturday morning edition. This is due to a vacation that starts on Saturday and MPOAC can't go on vacation without first delivering your newsletter, that would not be the MPOAC way.

While the session officially begins January 14, 2020, the capitol was busy this week with pre-session committee meetings. The first week of committee meetings prior to the official 60-day legislative session are usually pretty relaxed. During last year's pre-session the first week was spent explaining the role of the committees, their purview and areas of the budget controlled for appropriations subcommittees. This year we began the first week of pre-session with budget request presentations from state agencies. Of course, we are interested in what the Florida Department of Transportation has for a budget request and here is an overview of that presentation for you. Assistant Secretary for Finance and Administration Stacie Miller presented to the Transportation and Tourism Appropriations Subcommittee and her presentation was well received. She did an excellent job and for those of you who know Ms. Miller you knew that was going to be the outcome before she even showed up at the Capitol. The overall FDOT budget request for next fiscal year is \$9.9 Billion which is down from about \$10.8 Billion this year. The budget is about 88% construction and maintenance which works out to about \$8.7B and for every \$1 B spent on construction/maintenance 28,000 jobs are created or preserved. The department has a Return on Investment ratio (ROI) of 4.4 to 1, or in other words for every dollar spent on transportation projects there is a \$4.40 benefit to Florida. A few other details about the Department of Transportation were shared with the committee. Here are some of those factoids for you. The department is planning for 6200 full time employees in the coming year. The department is responsible for about 12,000 miles of highway and 7,000 structures (read bridges). Ms. Miller also covered the overall mission of the department and it's goals: Safety, preservation of the system, relieve congestion and leverage technology. Again, the presentation and information shared with the committee were well received and generally the legislature has seemed pleased with the department over the past several sessions that I have watched.

Also this week we heard from Representative Sprowls (District 65 – Pinellas) who outlined his vision for the next two sessions of the legislature. Representative Sprowls is presumed to be the next Speaker of the House. He was designated this week by his fellow Republicans to lead next year. Representative Sprowls impressed all by indicating his desire to work with everyone in the House, both Republicans and Democrats when he said "I'm not here today to tell you what our agenda will be. That is something we'll figure out together. But I am here today to say this: What we do together needs to matter." After he was formally elected Representative Sprowls spoke to the need to increase cash reserves and to create a new fund for disaster recovery. He stated that the legislature has a spending problem which points to the idea that he will be very conservative with the

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budget. He may have reason to be concerned though, nationally there are uncertainties about the economy related to tariffs and the unknown that they create looking forward. This was gleaned from a presentation given to the Senate Appropriations Committee this week by Amy Baker, coordinator of the Legislature's Office of Economic and Demographic Research. She presented the Long Range Financial Outlook for Florida and of course you cannot look at Florida's economy without looking at the national picture. Here in Florida we have positive news. Florida has recovered from the great depression and 2016 was marked as the point of full recovery. Interestingly, our recovery has been carried by big growth in tourism while residential construction has lagged. Ms. Baker does not forecast a recession for Florida in the next three years, just a normal ebb and flow to the economy which may create some small fluctuations in state revenues. She did note that nationally economists are split about 50/50 on what the economy will do over the next three years and if a national recession is coming.

As of writing, there are no transportation bills filed and only four bills to name transportation facilities for persons. A few transportation safety bills have been filed and there is a Micro Business bill that references transportation but is focused on advancing small businesses. We can expect to see some issues outside of transportation which will get a lot of attention. How much momentum those issues carry into the middle and end of session is tough to say. Keep in mind that determining today what are going to be the hot issues the last week of session is a bit like looking into a crystal ball at this point. The legislature is a dynamic environment and issues that can't, or won't, get traction quickly move aside for new issues.

We do need to compliment a few of our legislators who consistently have brought forward transportation safety bills. You will note a pattern over the past three years or so, Senator Keith Perry (Gainesville) and Representative Emily Slosberg (Boca Raton) have regularly introduced bills benefiting our system safety. This year is no different and we thank them for their efforts to bring safety to our mobility in Florida. Please take a minute to look at SB 158 and HB 179 in the last section of this newsletter.

The schedule of pre-session committee weeks is shown below along with key dates for the 2020 Florida Legislative Session. After this initial newsletter, all updates to bills shown below will be shown in **RED** so you can quickly distinguish between updates and old news. A few bills have been filed, many more will be filed over the coming months. Your MPOAC Legislative Update will keep you apprised of newly filed bills and changes to existing bills. It's new legislative session, here we go!!

Grab a cup of coffee and enjoy this edition of the MPOAC Legislative Update.

Important Dates for the 2020 Legislative Session

- August 01, 2019 – Deadline for filing claim bills.
- November 22, 2019 - Deadline for submitting requests for drafts of general bills and joint resolutions, including requests for companion bills.
- January 10, 2020 - Deadline for approving final drafts of general bills and joint resolutions, including companion bills.
- January 14, 2020 - Regular Session convenes, deadline for filing bills for introduction.
- February 29, 2020 - All bills are immediately certified, motion to reconsider made and considered the same day.
- March 03, 2020 – 50th day of Session. Last day for regularly scheduled committee meetings.
- March 13, 2020 – 60th day - Last day of Regular Session.

**Committee Meeting schedule prior to the official
Legislative Session beginning on January 14th**

September 2019 - Week of the 9th – Legislative Budget Committee Meets
September 2019 - Week of the 16^h
October 2019 - Week of the 14th
October 2019 - Week of the 21st
November 2019 - Week of the 4th
November 2019 – Week of the 12th
December 2019 - Week of the 9th

Legislation of interest to the membership

This is a summary of transportation related bills filed and published on the legislature’s website as of September 19, 2019. More bills will be filed during the 2020 session and as they are made available the newly filed transportation bills will be added to this list. The bills are listed in numerical order for your convenience. As the session progresses and the number of bills tracked in this newsletter grows, this ordering of bills will make it easier to follow the status of any particular bill you are tracking.

HB 37: School Bus Safety – (Zika; Co-Introducers: DiDeglie; Grieco) – Identical Bill SB 290 by Hooper. Revises civil penalties for certain violations relating to stopping for a school bus. Filed in the House.

SB 76: Transportation Disadvantaged – (Book) – Requiring community transportation coordinators, in cooperation with the coordinating board, to plan for and use any available and cost-effective regional fare payment systems that enhance cross-county mobility for specified purposes for the transportation disadvantaged; requiring each coordinating board to evaluate multicounty or regional transportation opportunities to include any available regional fare payment systems that enhance cross-county mobility for specified purposes for the transportation disadvantaged, etc. Referred to Infrastructure and Security; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations.

HB 133: Towing and Immobilizing Vehicles and Vessels – (McClain) – Authorizes local governments to enact rates to tow vessels on private property & remove & store vessels; prohibits counties or municipalities from enacting ordinances that impose costs or penalties on owners, persons in control, or lienholders of vehicles or vessels or that require wrecker operators or towing businesses to accept specified form of payment; authorizes persons to place liens on vehicles or vessels to recover fees or charges; removes requirement regarding notices & signs concerning towing or removal of vehicles & vessels & liability for attorney fees; authorizes court to award damages, attorney fees, & court costs in certain cases. Filed in the House.

SB 158: Child Restraint Requirements – (Perry) – Identical to HB 6011 by Rommel. Increasing the age of children for whom operators of motor vehicles must provide protection by using a crash-tested, federally approved child restraint device; increasing the age of children for whom a separate carrier, an integrated child seat, or a child booster seat may be used, etc. Referred to Children, Families, and Elder Affairs; Infrastructure and Security; Rules.

SB 178: Public Financing of Construction Projects – (Rodriguez) - Prohibiting state-financed constructors from commencing construction of certain structures in coastal areas without first conducting a sea level impact projection study; requiring the Department of Environmental Protection to develop by rule a standard for such studies; requiring the department to enforce certain requirements and to adopt rules, etc. Referred to Environment and Natural Resources; Infrastructure and Security; Appropriations Subcommittee on Agriculture, Environment, and General Government; Appropriations.

HB 179: Safety Belt Usage – (Slosberg) – Requires each passenger in a motor vehicle or autocycle to be restrained by a safety belt or child restraint device. Filed in the House.

SB 216: Assistance for Micro Businesses – (Rodriguez) – Authorizing certain local governments to set aside up to a specified percentage of funds for procuring personal property and services for the purpose of entering into contracts with micro businesses; providing eligibility for micro businesses under the Microfinance Loan Program; providing eligibility for micro businesses under the Department of Transportation’s highway project business development program, etc. Referred to Innovation, Industry, and Technology; Infrastructure and Security; Appropriations.

SB 290: School Bus Safety – (Zika; Co-Introducers: DiDeglie; Grieco) – Identical Bill HB 37 by Zika. Revises civil penalties for certain violations relating to stopping for a school bus. Filed in the Senate.

SB 308: Traffic Offenses – (Baxley) – Citing this act as the "Vulnerable Road User Act"; providing criminal penalties for a person who commits a moving violation that causes serious bodily injury to, or causes the death of, a vulnerable road user; requiring that the person who commits the moving violation pay a specified fine, serve a minimum period of house arrest, and attend a driver improvement course; requiring that the court revoke the person’s driver license for a minimum specified period, etc. Filed in the Senate.

Commissioner Nick Maddox
Chair

MPOAC Legislative Newsletter

10/19/2019

Overview

Greetings and good morning readers! For those of you in the northern part of the state, I wish you well as Tropical Storm Nestor makes a path across the panhandle today. At the Capitol, this has been a quiet couple of weeks for transportation, other issues have occupied the headlines and it is not always a bad thing to let others be the center of attention. We do have a couple of announcements to make that will be of interest to the readership though. Please keep reading.

Senate Bill 126 was introduced by Senator Gruters and while this bill was filed back in August, your MPOAC Legislative Newsletter did not cover this bill in the first edition of the 2020 legislative session newsletter. The bill relates to sales tax for online purchases. Why would a transportation newsletter cover this you ask? This bill, if passed, will generate additional income which will allow the state and local units of government to fund infrastructure needs (including transportation) with that limited resource we call money. While monies generated from this bill could go directly to transportation needs in Florida, it would also take financial pressure off of local governments to meet local needs that are not transportation related. Either way, if additional monies are generated then our needs in Florida, including transportation, are easier to meet. Given that this is a bill which will be of great importance to our elected officials in Florida's Cities and Counties, your newsletter will begin tracking this bill. Of special note, Section 4 of the bill makes retailers collect and remit local option surtaxes. Thank you Senator Gruters for including our local units of government in your bill.

On Wednesday of this week, Representative Andrade (South Escambia and Santa Rosa Counties) joined us at our weekly luncheon. Representative Andrade had been a Gubernatorial Fellow during his college career and spent time as a Fellow at the Florida DOT. He is very much in tune with the transportation needs of Florida and nationally. I had the opportunity to ask him about transportation funding for local units of government, after all why wouldn't I, right? He demonstrated his mastery of transportation issues by first pointing out that the gas tax is not sustainable long-term and then asked if anyone had driven in other states. Yes, our transportation in Florida is in much better shape than other states he and took us right to that point. He pointed to a bill in the last session that would have created a study to look at long-term transportation funding viability (unfortunately it did not pass) and we discussed how transportation is important to Florida overall and is a quality of life issue for citizens. This sounds exactly like what I say when I visit one of our MPOs here in Florida and I was pleased to hear that our leaders in Florida and MPOAC are on the same page. Last year Representative Andrade sponsored the overall transportation bill in the House and has done so again this year (see HB 395 later in this newsletter). Readers must remember that the long-standing champion of transportation in our legislature, Senator Brandes, is term-limited and this is his last session. We need a champion for transportation, and frankly while it would be great to have 160 transportation champions in the legislature but that is not realistic. Having several would be good and we need to look to Representative Andrade because he gets transportation. I met with him in his office last session and walked away impressed, I was once again impressed by him at our

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Wednesday luncheon. We are fortunate to have Representative Andrade pushing to advance transportation in our legislature.

The last bit I want to share with you before you look at the updates to transportation related bills in the later section of this newsletter is the election of Senator Wilton Simpson as the next Senate President. Current Senate President Galvano still has the gavel for the 2020 legislative session but starting in 2021 it will be an egg farmer and environmental remediation business owner who will lead the Florida Senate, provided that Republicans retain control after the 2020 elections. I will remind you that it was Senator Simpson who sponsored the texting while driving bill in the Senate last session and during one of the bill's committee stops he stated that really wanted a hands-free bill. Look for a bill during his time as Senate President to alter the current texting while driving bill into a hands off the phone while driving bill. He will also be busy during his time as Senate President with redistricting due to a new decennial census. That is not an easy task, but he is certainly up to it.

The schedule of pre-session committee weeks is shown below along with key dates for the 2020 Florida Legislative Session. All new bills and any updates to bills shown below will be shown in **RED** so you can quickly distinguish between updates and old news. A few bills have been filed, many more will be filed over the coming months. Your MPOAC Legislative Update will keep you apprised of newly filed bills and changes to existing bills.

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Legislation of interest to the membership

This is a summary of transportation related bills filed and published on the legislature's website as of October 18, 2019. More bills will be filed during the 2020 session and as they are made available the newly filed transportation bills will be added to this list. The bills are listed in numerical order for your convenience. As the session progresses and the number of bills tracked in this newsletter grows, this ordering of bills will make it easier to follow the status of any particular bill you are tracking. All new bills and any updates to bills shown below will be shown in **RED** so you can quickly distinguish between updates and old news.

HB 37: School Bus Safety – (Zika; Co-Introducers: DiDeglie; Grieco) – Identical Bill SB 290 by Hooper. Revises civil penalties for certain violations relating to stopping for a school bus. Filed in the House. **Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; State Affairs Committee.**

SB 76: Transportation Disadvantaged – (Book) – Requiring community transportation coordinators, in cooperation with the coordinating board, to plan for and use any available and cost-effective regional fare payment systems that enhance cross-county mobility for specified purposes for the transportation disadvantaged; requiring each coordinating board to evaluate multicounty or regional transportation opportunities to include any available regional fare payment systems that enhance cross-county mobility for specified purposes for the transportation disadvantaged, etc. Referred to Infrastructure and Security; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations.

SB 126: Sales and Use Tax – (Gruters; Co-Introducers: Hooper; Gainer; Baxley; Perry; Harrell; Albriton) – Similar to HB159 by Clemons. Revising the definition of the term “retail sale”; renaming the term “mail order sale” to “remote sale” and revising the definition; revising conditions under which certain dealers are subject to sales tax levies and collection; providing that certain marketplace providers are subject to registration, collection, and remittance requirements for sales taxes, etc. This bill will require a sales tax to be collected on online purchases that are delivered to a Florida address and the bill requires that both a state sales tax and the local option surtaxes to be collected by online retailers. Referred to Commerce and Tourism; Finance and Tax; Appropriations. Favorable by Commerce and Tourism; YEAS 5 NAYS 0. Now in Finance and Tax.

HB 133: Towing and Immobilizing Vehicles and Vessels – (McClain) – Authorizes local governments to enact rates to tow vessels on private property & remove & store vessels; prohibits counties or municipalities from enacting ordinances that impose costs or penalties on owners, persons in control, or lienholders of vehicles or vessels or that require wrecker operators or towing businesses to accept specified form of payment; authorizes persons to place liens on vehicles or vessels to recover fees or charges; removes requirement regarding notices & signs concerning towing or removal of vehicles & vessels & liability for attorney fees; authorizes court to award damages, attorney fees, & court costs in certain cases. Filed in the House. **On Committee agenda-- Local, Federal and Veterans Affairs Subcommittee, 10/23/19, 9:00 am, 12 HOB.**

SB 158: Child Restraint Requirements – (Perry) – Increasing the age of children for whom operators of motor vehicles must provide protection by using a crash-tested, federally approved child restraint device; increasing the age of children for whom a separate carrier, an integrated child seat, or a child booster seat may be used, etc. Referred to Children, Families, and Elder Affairs; Infrastructure and Security; Rules. **Favorable by Children, Families, and Elder Affairs; YEAS 6, NAYS 0. Now in Infrastructure and Security.**

HB 159: Sales and Use Tax – (Clemons) – Revises conditions under which certain dealers are subject to sales tax; deletes exemption for certain dealers from collecting local option surtaxes; provides that certain marketplace providers are subject to registration, collection, & remittance requirements for sales taxes; requires marketplace providers to provide certification to marketplace sellers; specifies requirements for marketplace sellers; requires marketplace providers to allow DOR to audit books & records; provides that marketplace seller is liable for sales tax collection & remittance; authorizes marketplace providers & marketplace sellers to enter into agreements to recover certain taxes, interest, & penalties; grants DOR settlement & compromise authority for marketplace sales; deletes authority of DOR to negotiate collection allowance with certain dealers. Referred to Ways and Means Committee; Commerce Committee; Appropriations Committee.

SB 178: Public Financing of Construction Projects – (Rodriguez) - Prohibiting state-financed constructors from commencing construction of certain structures in coastal areas without first conducting a sea level impact projection study; requiring the Department of Environmental Protection to develop by rule a standard for such studies; requiring the department to enforce certain requirements and to adopt rules, etc. Referred to Environment and Natural Resources; Infrastructure and Security; Appropriations Subcommittee on Agriculture, Environment, and General Government; Appropriations.

HB 179: Safety Belt Usage – (Slosberg) – Requires each passenger in a motor vehicle or autocycle to be restrained by a safety belt or child restraint device. Filed in the House. **Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; State Affairs Committee.**

SB 216: Assistance for Micro Businesses – (Rodriguez) – Authorizing certain local governments to set aside up to a specified percentage of funds for procuring personal property and services for the purpose of entering into contracts with micro businesses; providing eligibility for micro businesses under the Microfinance Loan Program; providing eligibility for micro businesses under the Department of Transportation’s highway project business development program, etc. Referred to Innovation, Industry, and Technology; Infrastructure and Security; Appropriations.

HB 249: Use of Wireless Communications Devices While Driving – (Slosberg) - Revises short title & legislative intent; prohibits operation of motor vehicle while holding or touching wireless communications device; provides exceptions; revises circumstances under which certain information may be admissible as evidence in proceeding to determine whether violation has been committed; revises procedures for collection & reporting by DHSMV of information recorded on citation; conforms provisions relating to use of wireless communications devices in school & work zones. Referred to Transportation and Infrastructure Subcommittee; Transportation and Tourism Appropriations Subcommittee; State Affairs Committee.

HB 279: Local Government Public Construction Works – (Smith, D.; Co-Introducers: Sabatini) - Similar to SB 504 by Perry. Requires local governing board to consider estimated costs of certain projects when making specified determination; requires local government that performs project using its own services, employees, & equipment to disclose costs of project after completion to Auditor General; requires Auditor General to review such disclosures as part of routine audits of local governments. Referred to Oversight, Transparency and Public Management Subcommittee; Business and Professions Subcommittee; State Affairs Committee.

SB 290: School Bus Safety – (Zika; Co-Introducers: DiDeglie; Grieco) – Identical Bill HB 37 by Zika. Revises civil penalties for certain violations relating to stopping for a school bus. Filed in the Senate. Referred to Infrastructure and Security; Judiciary; Rules.

SB 308: Traffic Offenses – (Baxley) – Citing this act as the "Vulnerable Road User Act"; providing criminal penalties for a person who commits a moving violation that causes serious bodily injury to, or causes the death of, a vulnerable road user; requiring that the person who commits the moving violation pay a specified fine, serve a minimum period of house arrest, and attend a driver improvement course; requiring that the court revoke the person's driver license for a minimum specified period, etc. Filed in the Senate. Referred to Infrastructure and Security; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations.

SB 368: Tampa Bay Area Regional Transit Authority – (Rouson) - Authorizing certain mayors who are members of the governing board of the Tampa Bay Area Regional Transit Authority to appoint a designee to attend a board meeting to act in his or her place with full voting rights on all issues; requiring the designee to be an elected official of the governing body of the mayor's municipality, etc. Referred to Infrastructure and Security; Community Affairs; Rules.

SB 378: Motor Vehicle Insurance – (Lee) - Repealing provisions which comprise the Florida Motor Vehicle No-Fault Law; revising the motor vehicle insurance coverages that an applicant must show to register certain vehicles with the Department of Highway Safety and Motor Vehicles; revising garage liability insurance requirements for motor vehicle dealer applicants; revising minimum liability coverage requirements for motor vehicle owners or operators, etc. APPROPRIATION: \$83,651. Referred to Infrastructure and Security; Banking and Insurance; Appropriations.

HB 395: Transportation – (Andrade) - Revises requirements for determining salaries of secretary of DOT & assistant secretaries; revises time period during which sealed bids, proposals, or replies received by DOT are exempt from public records requirements; authorizes certain vehicles to show or display certain lights; requires certain contractors to be certified by DOT as qualified; revises financial statements required to accompany an application for certification; specifies conditions under which limitation on liability of DOT for personal injury, property damage, or death applies; authorizes Governor to suspend payment of tolls when necessary to assist emergency evacuation & override automatic reinstatement of tolls. Filed in the House.

SB 452: Electric Vehicle Charging Stations – (Rodriguez) - Requiring the Department of Transportation, in coordination with the Office of Energy within the Department of Agriculture and Consumer Services and the Florida Clean Cities Coalitions, or other appropriate entities, to develop and adopt by a specified date a master plan for electric vehicle charging stations on the state highway system, etc. Referred to Infrastructure and Security; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations'

SB 504: Local Government Public Construction Works – (Perry) – Similar to HB 279 by Smith. Requiring the governing board of a local government to consider estimated costs of certain projects using generally accepted cost-accounting principles that account for specified costs when the board is making a specified determination; prohibiting a local government from performing a project using its own services, employees, and equipment if the project requires an increase in the number of government employees or an increase in certain capital expenditures, etc. Filed in the Senate.



2020



Miami-Dade TPO

MPOAC FEDERAL TRANSPORTATION POLICY POSITIONS

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the twenty-seven MPOs in the State of Florida. These policy positions are intended to serve as guidance to the United States Congress, the United States Department of Transportation, and the MPOAC's partner organizations.

MPO ADMINISTRATION AND FUNDING

- The MPOAC supports distributing federal funds to states using the most recently available census data.
- The MPOAC supports policies that streamline the federal-aid process by directly allocating and increasing Federal Surface Transportation Block Grant (STBG) Program funds to Metropolitan Planning Organizations (MPOs) in Transportation Management Areas (TMAs) for planning, programming and implementation purposes.
- The MPOAC supports policies whereby the federal government promotes local home rule authority by guarantying membership for local units and transportation providers of government on an MPO Governing Board; and requires that federal planning funds shall be limited to only the restrictions placed upon them by the federal government.

ROLES, RESPONSIBILITIES AND PROGRAMS

- The MPOAC supports the continued development of a multi-modal National Freight Network funded, in part, by a dedicated stream of fees and taxes on freight shipments and freight vehicles.
- The MPOAC supports toll projects and public/private partnerships that are consistent with the federally established metropolitan transportation planning process.
- The MPOAC supports policies that reward states for attaining federally mandated performance measures and targets, and do not redistribute funding among the states based on poor performance.
-
- The MPOAC supports policies that direct revenues generated from new tolls instituted on federal-aid facilities toward transportation improvements within that metropolitan area.
- The MPOAC supports allowing Metropolitan Planning Organizations (MPOs) to express metropolitan transportation plan (MTP) project costs in either current year dollars or year of expenditure dollars.
- Align the Transportation Performance Management Reporting dates for DOTs and MPOs.

TRANSPORTATION PROJECT FINANCE AND FUNDING

- The MPOAC supports indexing existing and all future federal transportation revenue streams (such as Vehicle Miles Traveled, User Fees, etc.) to the Consumer Price Index (CPI) in order to keep pace with inflation.
- The MPOAC supports addressing future transportation funding needs through new and innovative mechanisms (such as Vehicle Miles Traveled, User Fees, etc.).
- The MPOAC supports the Transit Capital Grant program (e.g., New Starts, Small Starts and Core Capacity) and ask that these programs be expanded for metropolitan areas.
- The MPOAC supports greater funding for non-motorized projects and programs which reduce VMT per capita and improve safety. With expanded funding of the Transportation Alternatives Program and fully sub-allocating these funds to MPOs transportation can better address the non-motorized needs while reducing emissions and safety concerns.
- MPOAC supports performance measures and targets that reduce per capita VMT.
- Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.

Carl Mikyska, Executive Director

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Item Number 8
Member Comments

DISCUSSION:

Comments or recommendations by MPOAC members.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

None.

Item Number 9

Adjournment

The next meeting of the MPOAC Staff Directors' Committee will be held at Noon on January 30, 2020 at the Orlando Airport Marriott Lakeside Hotel, 7499 Augusta National Drive, Orlando, FL 32822. MPOAC has arranged for a room block at a rate of \$185 per night. A meeting notice will be sent out at least one month prior to the meeting date.