



The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox
Chair*

MPOAC Staff Directors' Advisory Committee Meeting

Date: Thursday, October 28, 2021
Time: 12:00 p.m. – 2:30 p.m.
Location: Renaissance Orlando Airport Hotel
5445 Forbes Place, Orlando, FL 32812

GoToMeeting Link: <https://global.gotomeeting.com/join/335366685>
Call in Using your Phone: +18722403212
Access Code: 335-366-685

Don Scott, Presiding

- 1. Call to Order & Pledge of Allegiance**
- 2. Approval of Minutes: July 29, 2021 Meeting**
- 3. Public Comments (non-agenda items)**
- 4. Executive Director's Report**
 - A. UPWP Report (See Item 6B)**
 - B. Legislative Update**
 - C. Honor Steve Diez**
- 5. Agency Reports**
 - A. Florida Department of Transportation**
 - B. Federal Highway Administration**
- 6. Business Items & Presentations**
 - A. MPOAC Executive Director Selection**
 - B. MPOAC Budget Discussion**
 - C. Federal Planning Findings**
 - D. 2020 Census Update**
 - E. Future Meeting Location and Hybrid Meeting Options**
- 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 Jeff Kramer at (850) 974-1397 or by email to kramer@usf.edu.

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 requested.

ATTACHMENT:

None.

Item Number 2

Approval of Minutes: July 29, 2021

DISCUSSION:

Review and comments from members.

REQUESTED ACTION:

Approval of Meeting Minutes from the July 29, 2021 meeting of the MPOAC Staff Directors' Advisory Committee Meeting.

ATTACHMENT:

July 29, 2021 MPOAC Staff Directors' Advisory Committee Meeting Minutes.

**Florida MPO Advisory Council
Meeting of the Staff Directors
July 29, 2021
Orlando, Florida
Draft Meeting Minutes**

Staff Directors in Attendance:

IN-PERSON (STAFF DIRECTORS – A TOTAL OF 21 WITH 9 MAKING AN IN-PERSON QUORUM):

Donald Scott, Chair, Lee County MPO
Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO
Mary Beth Washnock, Bay County TPO
Greg Stuart, Broward MPO
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
Patricia Steed, Heartland Regional TPO
Beth Alden, Hillsborough County TPO
Michael Woods, Lake-Sumter MPO
Ricardo Vasquez, Martin MPO
Gary Huttman, MetroPlan Orlando
Rob Balmes, Ocala/Marion TPO
Dawn Schwartz, Okaloosa-Walton TPO
Nick Uhren, Palm Beach TPA
Carl Mikyska, Pasco County MPO
Chandra Fredrick, Polk TPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

IN-PERSON (OTHERS):

Commissioner William McDaniel, Collier MPO (MPOAC Governing Board member)
Jeff Kramer, MPOAC/Center for Urban Transportation Research, USF
John Waldron, MPOAC
Paul Gougelman, MPOAC General Counsel
Paul Calvaresi, Florida Department of Transportation
Wayne Gaither, Florida Department of Transportation
Gerald Goosby, Florida Department of Transportation
Abra Horne, Florida Department of Transportation

Alison Stettner, Florida Department of Transportation
Scott Phillips, Florida Department of Transportation
Marybeth Soderstrom, Heartland Regional TPO
Nick Lepp, MetroPlan Orlando
Virginia Whittington, MetroPlan Orlando
Andrew Uhlir, Palm Beach MPO
John Kaliski, Cambridge Systematics
Wiley Paige, Atkins North America, Inc
Alison Fluitt, Kimley-Horn and Associates, Inc.
Mark Reichert, Member of the Public

VIRTUAL (STAFF DIRECTORS – A TOTAL OF 3 THAT CANNOT CONTRIBUTE TO A QUORUM):

Jeff Sheffield, North Florida TPO
Scott Koons, Gainesville MTPO
Aileen Bouclé, Miami-Dade TPO

VIRTUAL (OTHERS):

Christen Miller, CUTR

• CALL TO ORDER

Don Scott, Chair, Lee County MPO, called the meeting to order at 11:30 am and a quorum was determined. All were asked to rise for the Pledge of Allegiance. All in attendance introduced themselves. Those attending online were then given an opportunity to introduce themselves.

A motion to allow online members to participate in the meeting due to the extraordinary circumstances of COVID-19 was made by Carl Mikyska, Pasco County MPO, and seconded by Gary Huttman, MetroPlan Orlando. The motion was approved unanimously.

• APPROVAL OF MINUTES: APRIL 29, 2021 MEETING

Gary Huttman, MetroPlan Orlando, moved to approve the minutes of the April 29, 2021, Staff Directors' Advisory Committee meeting. Greg Slay, Capital Region TPA, seconded.

Gary Huttman, MetroPlan Orlando, asked that the minutes be corrected to reflect that he and Jason Loschiavo from MetroPlan Orlando were in attendance in-person at the meeting and that Virginia Whittington attended in-person and not virtually.

The motion carried unanimously.

- PUBLIC COMMENTS

No public comments were made.

- EXECUTIVE DIRECTOR'S REPORT

- A. UPWP REPORT

Mr. Jeff Kramer, Interim MPOAC Executive Director/Center for Urban Transportation Research (CUTR), presented the Unified Planning Work Program (UPWP) Report showing expenditures and budget for the fourth quarter of the state fiscal year 2021 (April-June 2021). Mr. Kramer reported that the MPOAC completed last fiscal year under budget. He attributed this to the reduction in travel resulting from COVID-19 travel restrictions and lower labor costs as a result of the changes to the MPOAC Executive Director position.

Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO, asked about the plans for the continuation of a hybrid meeting model. Mr. Hutchinson inquired if the offset costs from last year's budget could be used to provide improved platforms for persons attending virtually. Mr. Kramer clarified that the funds from last fiscal year are no longer available but stated that he will take the recommendation under advisement and look into costs for potential virtual platforms that may be used in a hybrid setting to meet the needs of the MPOAC. Per FDOT's rules, the MPOAC will be seeking a green lodging facility for the October 2021 meeting and work with the facility on the type of package that will be provided and the options available for hybrid meetings.

Beth Alden, Hillsborough TPO, shared that there are meeting rooms around the state that can potentially provide teleconference capabilities, and added that there are more options for a smaller group. Ms. Alden suggested that the MPOAC consider reducing the quorum and providing more web conferencing opportunities in the future. Don Scott reminded the meeting attendees that the current quorum for the MPOAC Staff Directors' Advisory Committee and the Governing Board are both 9. Mr. Kramer added that the calendar meeting formula approved in October 2020 requires the meetings to be held in Orlando, unless the Governing Board directs otherwise. A change in quorum requirements would require an amendment to the MPOAC by-laws and a change in meeting location would require an affirmative vote by the MPOAC Governing Board.

Members discussed their capacity to accommodate hybrid meetings in their facilities for the MPOAC and meet the in-person quorum requirements. Paul Gougelman, MPOAC General Counsel, clarified that hybrid meetings are currently allowed, but physical quorums are required before others can participate in the meeting. Members who are not in attendance

must demonstrate extraordinary circumstances that extend beyond general inconvenience, as defined by the Attorney General’s Office and in the bylaws.

Dave Hutchinson, Sarasota/Manatee MPO, made a motion recommending an update to the bylaws to provide hybrid meeting opportunities dependent upon an in-person quorum and to eliminate the designation of a specific location for meetings. Beth Alden, Hillsborough TPO, seconded. The motion passed with 22 votes in favor and 2 opposed.

Discussion

Carl Mikyska informed the group that the bylaws don’t specify the location, but it is designated by the MPOAC Governing Board. Mr. Mikyska provided a brief history on the location designation in Orlando, sharing that when the meeting location rotated, there was difficulty ensuring an in-person quorum. The consistency and predictability of a meeting location helped with quorum.

It was clarified that the hybrid option would include the best available technology. It was explained that the bylaws do not designate meeting locations and, therefore, would not need to be addressed in the update.

B. LEGISLATIVE UPDATE

Mr. Kramer presented an update of federal legislative activity. The US House of Representatives has fully approved a reauthorization of the federal transportation law (currently called the Fixing America's Surface Transportation (FAST) Act), which is named the Investing in a New Vision for the Environment and Surface Transportation in America (INVEST in America) Act. The US Senate reauthorization bill is currently named the Surface Transportation Reauthorization Act and had not yet been passed by the full Senate. Mr. Kramer described the bills and presented a comparative table of the bills discussing their differences and similarities. Greg Stuart, Broward MPO, who sits on the Association of Metropolitan Planning Organization (AMPO) Board and the National Association of Regional Councils (NARC) Executive Directors Council shared his knowledge of ongoing discussions relative to both bills. Mr. Kramer reminded the group that any provisions included in the bills could be amended or simply not approved by the full US Congress.

Mr. Kramer presented on the ongoing bipartisan discussions in the US Senate for a water and transportation infrastructure bill. He provided a summary chart of areas being discussed in the bill, noting that the discussions were moving fast and that some of the items presented in the slide had changed just in the past few hours. The bill would provide a total of \$550 billion in new federal funds for water and transportation infrastructure, including \$110 billion for roads, bridges, and major transportation projects. Other transportation-related areas receiving funding in the bill include \$66 billion for passenger and freight rail, \$39 billion for transit infrastructure, \$25 billion for airports, \$17 billion for

ports, \$11 billion for safety projects, \$7.5 billion for electric vehicle infrastructure, \$5 billion for low emission busses, and \$1 billion for redesigning or demolishing transportation that divided communities in the past (as is the case with many Interstates across the country).

• AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Alison Stettner, Director of the Office of Policy Planning, and Ms. Abra Horne, FDOT Metropolitan Planning Administrator, presented the FDOT Agency Report and reviewed recent FDOT activities of note for the MPOs and their partners.

Abra Horne shared that FDOT has set up a New Starts Program presentation on August 12 and August 13. Both days will have the same content. Ms. Horne shared that FDOT is beginning to plan for the Florida Metropolitan Planning Partnership (FMPP) meeting, the proposed dates of which are December 3rd or December 10th of this year. FDOT is seeking action from the MPOAC to identify 1.5 to 2 hours of content and is looking to move to quarterly meetings. There were no member comments or questions on this item.

Ms. Horne updated the meeting attendees on several upcoming and ongoing projects, including:

- Upcoming projects
 - The October MPOAC meeting will include presentations on the Census and revenue estimating methodologies.
 - TransPlex safety meetings will be held during the five Fridays in October
 - The Vital Few safety series is being planned.
 - There will be three more safety series with a peer exchange hosted with FHWA's assistance.
- Ongoing projects
 - In August, MPO liaisons will be trained on the UPWP template and thresholds.
 - On July 28th, an email was sent to MPO liaisons informing them about the extension of the Transportation Research Board (TRB) Communicating with John & Jane Q Public Competition deadline to August 15th. Florida MPOs are encouraged to look at the submission information and consider sending any notable practices.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

There was no Federal Highway Administration (FHWA) presentation for this meeting. Key updates in the last quarter have already been sent via email.

Carl Mikyska, Pasco County MPO, asked FHWA to chart a path forward on the LRTP expectations letter. Mr. Mikyska asked if the group had items that may have caused issues in past LRTPs that they want FHWA to focus on in the letter. He requested that members email their items to him so that he can compile and send a collective email to FHWA.

• BUSINESS ITEMS & PRESENTATIONS

A. MPOAC LEGISLATIVE PRIORITIES AND POLICY POSITIONS

Mr. Jeff Kramer, MPOAC Interim Executive Director, shared that the 2022 Florida Legislative session will begin with committee meetings in the Fall of 2021 and the full legislative session will begin on January 11, 2022.

The MPOAC develops a set of legislative priorities and policy positions every year ahead of the following years legislative session. The legislative policy positions included in the meeting packet are the culmination of staff recommendations and review by the MPOAC Policy and Technical Subcommittee which met on July 7, 2021. The recommendations from that meeting include (a reminder that all positions start with the phrase “The MPOAC supports State Legislation that”):

- Revising current Position 1 as follows:
 - Amending the position to read “Supports an increase in transportation investment through dedicated and sustainable funding, including innovative financing options; encourages partnerships between public and private entities; and facilitates the expedited delivery of projects.”
 - Adding language to the Key Recommendations emphasizing support for an electric vehicle registration fee and opposing reductions in local option transportation revenue sources.
- Deleting language in Position 5 to maintain consistency with the policy positions of the Florida Public Transit Association (FPTA) and to address minor grammatical errors.

Mr. Kramer noted that, once approved, the 2022 MPOAC Legislative Priorities and Policy Positions will be published as a glossy brochure for distribution to MPOs, state legislators, and MPOAC partner organizations. The brochure will also be posted to the MPOAC website.

Meeting attendees asked for clarification on the implementation of the electric vehicle registration fee versus a fuel tax (gas consumption). Mr. Kramer clarified that the discussion on the proposed legislation identified the electric vehicle (EV) registration fee as an equivalent of the state gas tax that an average internal combustion engine (ICE) vehicle would pay.

Greg Stuart, Broward MPO, made a motion to recommend to the MPOAC Governing Board approval of the proposed MPOAC legislative priorities and policy positions. Beth Alden, Hillsborough TPO, seconded. The motion passed unanimously.

B. MPOAC MEETING DATES FOR CALENDAR YEAR 2022

Mr. Kramer reminded the members that the MPOAC Governing Board adopted a methodology for selecting meeting dates at their October 29, 2020 meeting. The adopted methodology states:

“In order of priority:

1. Hold the meetings on the 5th Tuesday, Wednesday, or Thursday in the months of January, April, July, and October.
2. If there was no 5th Tuesday, Wednesday, or Thursday available in the months of January, April, July, or October, then MPOAC meeting would move to the 4th Thursday of January, April, July, and October.”

Additionally, it was decided that the MPOAC would announce the meeting dates for the upcoming year at the July MPOAC quarterly meetings or earlier and that meetings will be held in Orlando unless otherwise directed by the MPOAC Governing Board.

Applying the adopted MPOAC meeting date methodology, the MPOAC will meet in Orlando, FL on the following dates in the calendar year 2022:

- January 27
- April 28
- July 28
- October 27

Mr. Kramer noted that 2022 included no 5th Tuesday, Wednesday or Thursday in the appropriate months and that all meetings in 2022 would be held on the 4th Thursday of January, April, June, and October.

Greg Stuart, Broward MPO, made a motion to recommend to the MPOAC Governing Board approval of proposed MPOAC quarterly meeting dates for the calendar year 2022. Gary Huttman, MetroPlan Orlando, seconded. The motion passed unanimously.

C. CONSOLIDATED PLANNING GRANT RESOLUTION

Mr. Kramer opened by noting that the MPOAC and FDOT had been discussing creating a Consolidated Planning Grant (CPG) program in Florida for several years and that FDOT was in the final steps for kicking off the program ahead of the next Unified Planning Work Program (UPWP) cycle. He indicated that passage of an MPOAC resolution in support of the

CPG program would indicate appropriate statewide support for the program as required by FHWA. He then introduced Ms. Abra Horne, Metropolitan Planning Administrator, FDOT Office of Policy Planning, who presented additional details on the CPG Program and the proposed MPOAC Resolution off support.

Ms. Horne stated that the CPG program will be implemented next year. FDOT staff made a CPG presentation at the MPOAC Policy and Technical Subcommittee meeting on July 7, 2021, as background for the CPG Resolution being considered by the MPOAC. At that meeting, FDOT requested a recommendation for approval of the CPG Resolution, which was provided.

During her presentation, Ms. Horne shared the CPG roadmap and its benefits, CPG documents, the funding process, and CPG and MPO allocations. She also walked the membership through the elements of the proposed resolution.

Members asked if action needs to be taken by individual MPOs to endorse the resolution. Ms. Horne explained that FDOT has an agreement with FHWA to allow adoption by the MPOAC to qualify for all MPOs across the state, eliminating the need for adoption by individual MPOs. Members expressed concerns about the MPOAC Governing Board's ability to adopt on behalf of the 27 MPOs. Ms. Horne explained that time constraints make it difficult to seek approval from each individual MPO but defers to the MPOAC membership and Governing Board to make the final decision on how these approvals are addressed in the future.

The discussion continued on to matching toll development credits as a feature of the CPG. Ms. Horne explained that there is no guarantee that toll development credits will be available as a soft match in perpetuity. Advanced notice will be given if toll development credits will not be available for match, although this is not anticipated to happen. Allison Stettner, FDOT, explained how the toll development credit program is calculated. Members discussed the toll development program, concluding that the issue of soft match could be addressed should the need arise as a result of a future shortfall in the toll development credit program.

Greg Stuart, Broward MPO, made a motion to recommend to the MPOAC Governing Board approval of the MPOAC Resolution 2021-02 relating to the endorsement of a Consolidated Planning Grant (CPG) program. Beth Alden, Hillsborough TPO, seconded. The motion passed unanimously.

D. REVIEW OF THE RECOMMENDATIONS FOR THE MPOAC/FDOT MOU AND EXECUTIVE DIRECTOR JOB DESCRIPTION

Mr. Don Scott, MPOAC Staff Directors' Advisory Committee Chair/Lee County MPO, presented the recommendations for the MPOAC/FDOT memorandum of understanding (MOU) and Executive Director job description.

MPOAC Governing Board, at the April 29, 2021 meeting in Orlando, FL, directed the MPOAC Policy and Technical Subcommittee to provide information for the MPOAC Executive Director job description and for strategies to address the arrangement with FDOT and associated issues. The Subcommittee met on June 4 and July 7, 2021, to discuss the MPOAC Executive Director position and to make a recommendation for the MPOAC Governing Board to consider. The Subcommittee developed a draft framework for a Memorandum of Understanding (MOU) between the MPOAC and the FDOT to provide guidance to the roles of the respective organizations as well as a draft job description for the MPOAC Executive Director position.

Meeting attendees discussed the following:

- The strategic plan update, sharing that it should be done with the support of the new MPOAC Executive Director and that it should be used as a mechanism to identify the appropriate arrangement between the FDOT and MPOAC in the future.
- It was suggested that the travel statement be changed to “extensive travel to Tallahassee and other areas of the state to visit individual MPOs is required...”
- Patricia Steed, Heartland Regional TPO, shared some of the historic impetus for the MPOAC Executive Director position being stationed in Tallahassee.
- Ms. Steed suggested rewording the general statement to add “...currently working contractually through the Center for Urban Transportation Research at the University of South Florida.”
- In the hiring process, the group determined that it was appropriate to specify the Staff Directors' recommendation for MPOAC Governing Board approval. Alison Stettner, FDOT, explained that the MPOAC Executive Director will be an FDOT employee, but hiring and firing are done by the MPOAC Governing Board as outlined in the handbook and bylaws.
- The group discussed the employee benefits provided by FDOT, including vacation time and sick leave.
- Meeting attendees discussed the Executive Director's location. The discussion included the following points:
 - the relationship between the MPOAC, FDOT, and FHWA,
 - statewide coordination,
 - the pros and cons of visiting individual MPOs,
 - travel for conferences,

- attendance at legislative sessions, and
- the cost of travel and lodging.

Greg Stuart, Broward MPO, made a motion to amend the job description to specify that the position is in Tallahassee. Second by Gary Huttman, MetroPlan Orlando. The motion passed with 19 votes in favor and 5 opposed.

Discussion

Meeting attendees discussed the pros and cons of keeping the position in Tallahassee versus providing flexibility in the position location. Points raised included the following:

- The cost of travel and lodging if the position is not stationed in Tallahassee.
- Expanding the pool of applicants.
- Remote work capabilities with existing technology.
- The impact on the relationships with FDOT and FHWA.
- Clarifying the required schedule and time in Tallahassee if the position is flexible
- Clarifying that if the Executive Director lives outside of Tallahassee, the cost of travel and lodging is their responsibility

It was suggested that the motion be modified to reference working remotely or at an FDOT office in the state as currently proposed but leave the language that it is based in Tallahassee. This would clarify ensure, regardless of where the successful candidate chooses to reside and where they do their work, that there is no fiscal impact on the MPOAC for relocation and additional travel and lodging during the legislative session.

Austin Mount, Florida-Alabama TPO, suggested that the position be initially advertised as Tallahassee-based and then revisited to add flexibility if the applicant pool is inadequate. Ms. Stettner explained that it is common practice at FDOT to have flexible locations. When an employee resides outside of Tallahassee, they are typically expected to spend a minimum of 50 percent of their time in Tallahassee. Employees are not compensated for travel between Tallahassee and their residence in another city/county in the state.

The following edits to the job description were proposed:

- Edit the travel statement to include “extensive travel is required...”
- Reword the general statement to add “...currently working contractually through the Center for Urban Transportation Research at the University of South Florida.”
- Edit the position duties and travel statement to read “~~At least 25% up to approximately 50% of the Executive Director’s time~~ The position will require working in Tallahassee and visiting individual MPOs around the State and other transportation meetings and conferences The position is currently based out of Tallahassee, but at the direction of the MPOAC Governing Board, the position may also utilize another FDOT facility as a satellite office less than half the time, travel would not be”

~~reimbursed be flexible re-located to a FDOT facility in other cities either used either as satellite offices or on a more permanent basis.”~~

Greg Stuart, Broward MPO, made a motion to recommend the following to the MPOAC Governing Board:

1. Approval of MPOAC Executive Director’s job description with the suggested edits discussed by the Staff Directors’ Advisory Committee;
2. Approval of the initial framework for agreement between FDOT and the MPOAC;
3. Delegating authority to the MPOAC Executive Committee to prepare a timeline for recruitment of an Executive Director, prepare a shortlist of candidates, conduct interviews, and recommend in order of preference, a list of finalists for MPOAC Governing Board approval; and
4. Directing the Policy & Technical Subcommittee to undertake recommendations to amend the MPOAC Strategic Directions Plan.

Michael Woods, Lake-Sumter MPO, seconded. Motion passed unanimously.

E. STRATEGIC INTERMODAL SYSTEM (SIS) POLICY PLAN UPDATE

Mr. Gerald Goosby, Strategic Intermodal System (SIS) Planning Manager, shared details of the SIS Policy Plan update process, seeking input from the MPOAC membership to inform the update. The Strategic Intermodal System (SIS) is Florida’s high priority network of transportation facilities important to the state’s economy and mobility. The Governor and Legislature established the SIS in 2003 to focus the state’s limited transportation resources on the facilities most significant for interregional, interstate, and international travel. The SIS is the state’s highest priority for transportation capacity investments and a primary focus for implementing the Florida Transportation Plan (FTP). The FTP was updated in 2020 and the FDOT is in the process of updating the SIS Policy Plan.

In his presentation, Mr. Goosby explained how the SIS policy plan is developed, the plan elements, focus areas, and presented a set of policy questions. Among the ideas for improving urban mobility and connectivity was to provide flexibility for the use funds designated for the SIS to make improvements on non-SIS facilities if such an improvement enhances the performance on the SIS network. It was noted that this has been a priority position of the MPOAC for many years and a welcome proposal. Mr. Goosby completed his presentation by presenting the next steps in the SIS policy plan update. FDOT is conducting outreach to MPOs, Regional Planning Councils (RPCs), and modal partners. The draft plan update is anticipated to be available in November 2021 for review by the FTP/SIS Implementation Committee. A 30-day public comment period will be included after the review, with the final plan update completed in January 2022 followed by policy implementation.

Discussion

- Carl Mikyska, Pasco County MPO, expressed appreciation for the evidence of safety influencing the plan update and the inclusion of safety as a part of the SIS projects. Mr. Mikyska emphasized that the MPOAC's policy positions align with the ideas for improving urban mobility and connectivity "provide flexibility for use of SIS funds off-SIS to improve performance of the SIS." Mr. Goosby shared that if flexibility for use of SIS funds off-SIS is achievable, they will create criteria to use for the parallel facilities.
- Peter Buchwald, St. Lucie TPO, asked for clarification on FDOT's methods to determine how much of the total statewide transportation funding should be comprised by the statewide SIS funds. Mr. Goosby explained that there is a statutory requirement for the amount of money that is to be funded through the SIS. It was explained that the statutory language is at least 50% of funding for new discretionary capacity funds. FDOT's policy, which was developed by prior steering committees, is spend up to 75% of new discretionary capacity funds on SIS facilities. The funding amount will not be reevaluated as a part of the current update.
- David Hutchinson, Sarasota/Manatee MPO, discussed the current SIS objectives as they relate to passenger rail helping satisfy those objectives when the state moves to a statewide rail system.
- Greg Stuart, Broward MPO, asked about the definition of a regional trip in the SIS program. Mr. Goosby informed the meeting attendees that, as a part of the policy plan update, FDOT is looking at redefining the term "interregional" for a clearer understanding of trips within and between counties and determine where the interregional trips are going as a unit of measure.
- Gary Huttman, MetroPlan Orlando, asked about the requirements for legislative approval to provide flexibility for use of SIS designated funds off the SIS to improve the performance of the SIS. Mr. Goosby explained that this issue will be addressed during the implementation phase and they are looking into what is permissible under the existing statute to determine if they need to designate the additional facilities as a part of the SIS or if it is just a matter of ensuring flexibility for the funding. They will provide more information at the October meeting.
 - Jeff Kramer, MPOAC Interim Director, clarified that the SIS is a program and not a funding category. He explained how the SIS is funded and how funding intended for SIS-related projects could be spent.
- Beth Alden, Hillsborough TPO, discussed the ideas for improving safety, which places emphasis on safety when selecting capacity projects for the SIS. Ms. Alden shared the experience of the Hillsborough TPO during the needs assessment for their Vision Zero Action Plan. During this process, they determined that a needs assessment for capacity that gives higher priority to segments that have a crash problem is different from a needs assessment to address the highest crash areas. Ms. Alden suggested a Vision Zero Action Plan for the SIS.

- **MEMBER COMMENTS**

Greg Stuart, Broward MPO, shared that the Broward MPO received an AARP community challenge grant for a technical mobility project in the City of Deerfield Beach.

Gary Harrell, Charlotte County - Punta Gorda MPO, shared that the MPO is continuing to look for a new MPO Executive Director.

- **ADJOURNMENT**

The next meeting of the MPOAC Staff Directors' Advisory Committee will be on October 28, 2021. A meeting notice will be sent out at least one month prior to the meeting date.

The Chair adjourned the meeting at 2:23pm

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 4

Executive Director's Report

DISCUSSION:

Mr. Jeff Kramer, Interim MPOAC Executive Director, will be providing an update of federal and state legislative activity of interest to the MPOAC membership. He will also lead a brief remembrance and moment of silence for Steve Diez, former Hernando/Citrus MPO Executive Director. Please note that discussion of the MPOAC budget will be deferred to Item 6B in the meeting agenda.

REQUESTED ACTION:

As may be desired.

ATTACHMENTS:

2022 Session Dates (for Florida Legislature).
Legislation extending federal surface transportation authorization (FAST Act).
Article from the Citrus County Chronicle on Steve Diez.

2022 SESSION DATES

- August 1, 2021 Deadline for filing claim bills (Rule 4.81(2))
- December 3, 2021 5:00 p.m., deadline for submitting requests for drafts of general bills and joint resolutions, including requests for companion bills
- January 7, 2022 5:00 p.m., deadline for approving final drafts of general bills and joint resolutions, including companion bills
- January 11, 2022 Regular Session convenes (Article III, section 3(b), State Constitution)
12:00 noon, deadline for filing bills for introduction (Rule 3.7(1))
- February 26, 2022 Motion to reconsider made and considered the same day (Rule 6.4(4))
All bills are immediately certified (Rule 6.8)
- March 1, 2022 50th day – last day for regularly scheduled committee meetings (Rule 2.9(2))
- March 11, 2022 60th day – last day of Regular Session (Article III, section 3(d), State Constitution)

.....
(Original Signature of Member)

117TH CONGRESS
1ST SESSION

H. R. _____

To provide an extension of Federal-aid highway, highway safety, and transit programs, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

Mr. DEFAZIO introduced the following bill; which was referred to the Committee on _____

A BILL

To provide an extension of Federal-aid highway, highway safety, and transit programs, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Surface Transpor-
5 tation Extension Act of 2021”.

6 **SEC. 2. DEFINITIONS.**

7 In this Act:

8 (1) **COVERED LAW.**—The term “covered law”
9 means any of the following:

1 (A) Titles I, II, III, IV, V, VI, VII, VIII,
2 XI, and XXIV of the FAST Act (Public Law
3 114–94; 129 Stat. 1312).

4 (B) Division A, division B, subtitle A of
5 title I and title II of division C, and division E
6 of MAP–21 (Public Law 112–141; 126 Stat.
7 405).

8 (C) Titles I, II, and III of the SAFETEA–
9 LU Technical Corrections Act of 2008 (Public
10 Law 110–244; 122 Stat. 1572).

11 (D) Titles I, II, III, IV, V, and VI of
12 SAFETEA–LU (Public Law 109–59; 119 Stat.
13 1144).

14 (E) Titles I, II, III, IV, and V of the
15 Transportation Equity Act for the 21st Century
16 (Public Law 105–178; 112 Stat. 107).

17 (F) Titles II, III, and IV of the National
18 Highway System Designation Act of 1995
19 (Public Law 104–59; 109 Stat. 568).

20 (G) Titles I, II, III, IV, V, and VI of the
21 Intermodal Surface Transportation Efficiency
22 Act of 1991 (Public Law 102–240; 105 Stat.
23 1914).

24 (H) Title 23, United States Code.

1 (I) Sections 116, 117, 330, 5128, 5505,
2 and 24905 and chapters 53, 139, 303, 311,
3 313, 701, and 702 of title 49, United States
4 Code.

5 (J) Division B of the Continuing Appro-
6 priations Act, 2021 and Other Extensions Act
7 (Public Law 116–159; 134 Stat. 725).

8 (2) EXTENSION END DATE.—The term “exten-
9 sion end date” means October 31, 2021.

10 (3) EXTENSION FRACTION.—The term “exten-
11 sion fraction” means the quotient, expressed as a
12 fraction, obtained by dividing—

13 (A) the number of days in the extension
14 period; by

15 (B) 365.

16 (4) EXTENSION PERIOD.—The term “extension
17 period” means the period that begins on October 1,
18 2021, and ends on the extension end date.

19 (5) HIGHWAY ACCOUNT.—The term “Highway
20 Account” means the portion of the Highway Trust
21 Fund that is not the Mass Transit Account.

22 (6) MASS TRANSIT ACCOUNT.—The term “Mass
23 Transit Account” means the portion of the Highway
24 Trust Fund established under section 9503(e)(1) of
25 the Internal Revenue Code of 1986.

1 (7) SECRETARY.—The term “Secretary” means
2 the Secretary of Transportation.

3 (8) STATE.—The term “State” means the 50
4 States and the District of Columbia.

5 **TITLE I—SURFACE**
6 **TRANSPORTATION PROGRAMS**

7 **SEC. 101. EXTENSION OF FEDERAL SURFACE TRANSPOR-**
8 **TATION PROGRAMS.**

9 (a) IN GENERAL.—Except as otherwise provided in
10 this Act, the requirements, authorities, conditions, eligi-
11 bilities, limitations, and other provisions authorized under
12 the covered laws, which would otherwise expire on or cease
13 to apply after September 30, 2021, are incorporated by
14 reference and shall continue in effect through the exten-
15 sion end date.

16 (b) AUTHORIZATION OF APPROPRIATIONS.—

17 (1) HIGHWAY TRUST FUND.—

18 (A) HIGHWAY ACCOUNT.—There is author-
19 ized to be appropriated from the Highway Ac-
20 count for fiscal year 2022, for each program
21 with respect to which amounts are authorized
22 to be appropriated from such account for fiscal
23 year 2021, an amount equal to the extension
24 fraction of the amount authorized for appro-
25 priation with respect to the program from such

1 account under the covered laws for fiscal year
2 2021.

3 (B) MASS TRANSIT ACCOUNT.—There is
4 authorized to be appropriated from the Mass
5 Transit Account for fiscal year 2022, for each
6 program with respect to which amounts are au-
7 thorized to be appropriated from such account
8 for fiscal year 2021, an amount equal to the ex-
9 tension fraction of the amount authorized for
10 appropriation with respect to the program from
11 such account under the covered laws for fiscal
12 year 2021.

13 (2) GENERAL FUND.—There is authorized to be
14 appropriated for fiscal year 2022, for each program
15 under the covered laws with respect to which
16 amounts are authorized to be appropriated for fiscal
17 year 2021 from an account other than the Highway
18 Account or the Mass Transit Account, an amount
19 that is not less than the extension fraction of the
20 amount authorized for appropriation with respect to
21 the program under the covered laws for fiscal year
22 2021.

23 (c) USE OF FUNDS.—

24 (1) IN GENERAL.—Except as described in para-
25 graph (2), amounts authorized to be appropriated

1 for fiscal year 2022 with respect to a program under
2 subsection (b) shall be distributed, administered,
3 limited, and made available for obligation in the
4 same manner as amounts authorized to be appro-
5 priated with respect to the program for fiscal year
6 2021 under the covered laws.

7 (2) APPORTIONMENT TO STATES.—

8 (A) IN GENERAL.—Notwithstanding sub-
9 sections (c)(2) or (e)(1) of section 104 of title
10 23, United States Code, the Secretary—

11 (i) shall not apportion on October 1,
12 2021, amounts authorized to be appro-
13 priated for fiscal year 2022 under sub-
14 section (b)(1)(A) with a respect to a pro-
15 gram described in subparagraph (B); and

16 (ii) shall not apportion such amounts
17 before October 15, 2021.

18 (B) PROGRAMS DESCRIBED.—A program
19 referred to in subparagraph (A)(i) is a pro-
20 gram—

21 (i) for which amounts are authorized
22 to be appropriated under subsection
23 (b)(1)(A); and

24 (ii) under which amounts described in
25 clause (i) will be apportioned to States as

1 described in section 104 of title 23, United
2 States Code.

3 (C) NOTICE TO STATES.—Section
4 104(e)(2) of title 23, United States Code, shall
5 not apply for fiscal year 2022.

6 (d) OBLIGATION LIMITATION.—

7 (1) IN GENERAL.—Subject to paragraph (2), a
8 program for which amounts are authorized to be ap-
9 propriated under subsection (b)(1) shall be subject
10 to a limitation on obligations for fiscal year 2022 in
11 an amount equal to the extension fraction of the lim-
12 itation on obligations for the program for fiscal year
13 2021 and in the same manner as the limitation ap-
14 plicable with respect to the program for fiscal year
15 2021.

16 (2) FEDERAL-AID HIGHWAYS.—

17 (A) IN GENERAL.—In distributing a limi-
18 tation on obligations for Federal-aid highways
19 for qualifying programs, the Secretary—

20 (i) shall reserve, for qualifying pro-
21 grams, an amount of the limitation on obli-
22 gations for Federal-aid highways equal to
23 the amount calculated for the extension pe-
24 riod for qualifying programs in effect on
25 the date of enactment of this Act; and

1 (ii) if H.R. 3684 (117th Congress) is
2 enacted, may distribute the amount deter-
3 mined under clause (i) among qualifying
4 programs (including any qualifying pro-
5 grams established pursuant to such H.R.
6 3684) in a manner determined to be ap-
7 propriate by the Secretary.

8 (B) CALCULATION.—Notwithstanding the
9 enactment of H.R. 3684 (117th Congress), the
10 Secretary shall calculate the amount under sub-
11 paragraph (A)(i) in the manner described in
12 section 120(a)(4) of division L of the Consoli-
13 dated Appropriations Act, 2021 (Public Law
14 116–260).

15 (C) DEFINITION OF QUALIFYING PRO-
16 GRAM.—In this paragraph, the term “qualifying
17 program” means a program for Federal-aid
18 highways that is—

19 (i) allocated by the Secretary under—
20 (I) title 23, United States Code;
21 (II) subsection (c)(1); or
22 (III) H.R. 3684 (117th Con-
23 gress), if enacted; or

1 (ii) apportioned by the Secretary
2 under section 202 or 204 of title 23,
3 United States Code.

4 **SEC. 102. NATIONALLY SIGNIFICANT FREIGHT AND HIGH-**
5 **WAY PROJECTS.**

6 During the extension period, until H.R. 3684 (117th
7 Congress) is enacted, the matter preceding clause (i) in
8 section 117(d)(2)(A) of title 23, United States Code, shall
9 be applied—

10 (1) by substituting “\$700,000,000” for
11 “\$600,000,000”; and

12 (2) by substituting “2022” for “2021”.

13 **SEC. 103. HIGHWAY SAFETY RESEARCH AND DEVELOP-**
14 **MENT.**

15 During the extension period, until H.R. 3684 (117th
16 Congress) is enacted, section 403(h)(2) of title 23, United
17 States Code, shall be applied—

18 (1) by substituting “2022” for “2021”; and

19 (2) by substituting “\$31,872,000” for
20 “\$26,560,000”.

21 **SEC. 104. RAIL-RELATED PROVISIONS.**

22 During the extension period, until H.R. 3684 (117th
23 Congress) is enacted, section 502(b)(3) of the Railroad
24 Revitalization and Regulatory Reform Act of 1976 (45

1 U.S.C. 822(b)(3)) shall be applied by substituting the ex-
2 tension end date for “September 30, 2021”.

3 **SEC. 105. PROHIBITION ON USE OF FUNDS.**

4 None of the funds authorized in this Act or any other
5 Act may be used to adjust apportionments for the Mass
6 Transit Account or withhold funds from apportionments
7 for the Mass Transit Account pursuant to section
8 9503(e)(4) of the Internal Revenue Code of 1986 in fiscal
9 year 2022.

10 **SEC. 106. APPALACHIAN REGIONAL COMMISSION.**

11 During the extension period, until H.R. 3684 (117th
12 Congress) is enacted—

13 (1) section 14703 of title 40, United States
14 Code, shall be applied—

15 (A) in subsection (a)(5), by substituting
16 “2022” for “2021”; and

17 (B) in subsection (c), by substituting
18 “2022” for “2021”; and

19 (2) section 14704 of title 40, United States
20 Code, shall be applied by substituting “2022” for
21 “2021”.

22 **SEC. 107. SPORT FISHING.**

23 During the extension period, until H.R. 3684 (117th
24 Congress) is enacted, section 4 of the Dingell-Johnson

1 Sport Fish Restoration Act (16 U.S.C. 777c) shall be ap-
2 plied by substituting—

3 (1) “fiscal year 2022” for “fiscal year 2021” in
4 subsections (a) and (b)(1)(A); and

5 (2) “fiscal years 2016 through 2022” for “fis-
6 cal years 2016 through 2021” in subsection
7 (b)(2)(A).

8 **SEC. 108. FEDERAL EMPLOYEE COMPENSATION FOL-**
9 **LOWING HIGHWAY TRUST FUND EXPIRATION.**

10 (a) **IN GENERAL.**—Each employee of the United
11 States Government furloughed as a result of a covered
12 lapse in Highway Trust Fund expenditure authority shall
13 be paid for the period of the covered lapse, and each ex-
14 cepted employee who is required to perform work during
15 a covered lapse shall be paid for such work, at the employ-
16 ee’s standard rate of pay, at the earliest date possible after
17 the covered lapse ends, regardless of scheduled pay dates,
18 and subject to availability of funds.

19 (b) **COVERED LAPSE.**—In this section, the term “cov-
20 ered lapse in Highway Trust Fund expenditure authority”
21 means any lapse in authority to make expenditures from
22 the Highway Trust Fund that begins on October 1, 2021
23 and ends on or before the date of enactment of this Act.

1 **TITLE II—TRUST FUNDS**

2 **SEC. 201. EXTENSION OF EXPENDITURE AUTHORITY FOR**
3 **HIGHWAY TRUST FUND, SPORT FISH RES-**
4 **TORATION AND BOATING TRUST FUND, AND**
5 **LEAKING UNDERGROUND STORAGE TANK**
6 **TRUST FUND.**

7 (a) **HIGHWAY TRUST FUND.**—Section 9503 of the
8 Internal Revenue Code of 1986 is amended—

9 (1) by striking “October 1, 2021” in sub-
10 sections (b)(6)(B), (c)(1), and (e)(3) and inserting
11 “November 1, 2021”, and

12 (2) by striking “Continuing Appropriations Act,
13 2021 and Other Extensions Act” in subsections
14 (c)(1) and (e)(3) and inserting “Surface Transpor-
15 tation Extension Act of 2021”.

16 (b) **SPORT FISH RESTORATION AND BOATING TRUST**
17 **FUND.**—Section 9504 of such Code is amended—

18 (1) by striking “Continuing Appropriations Act,
19 2021 and Other Extensions Act” each place it ap-
20 pears in subsection (b)(2) and inserting “Surface
21 Transportation Extension Act of 2021”, and

22 (2) by striking “October 1, 2021” in subsection
23 (d)(2) and inserting “November 1, 2021”.

24 (c) **LEAKING UNDERGROUND STORAGE TANK TRUST**
25 **FUND.**—Section 9508(e)(2) of such Code is amended by

1 striking “October 1, 2021” and inserting “November 1,
2 2021”.

3 (d) SPECIAL RULE FOR EXECUTION OF AMEND-
4 MENTS.—On the date of enactment of H.R. 3684 (117th
5 Congress)—

6 (1) this section and the amendments made by
7 this section shall cease to be effective;

8 (2) the text of the laws amended by this section
9 shall revert back so as to read as the text read on
10 the day before the date of enactment of this section;
11 and

12 (3) the amendments made by H.R. 3684 (117th
13 Congress) shall be executed as if this section had not
14 been enacted.

15 **TITLE III—REPLACEMENT** 16 **AUTHORIZATION**

17 **SEC. 301. RESCISSION OF DUPLICATIVE CONTRACT AU-** 18 **THORITY.**

19 (a) IN GENERAL.—Upon enactment of H.R. 3684
20 (117th Congress), subject to subsections (c) and (d), for
21 each program described in subsection (b), there is perma-
22 nently rescinded an amount of contract authority equal
23 to the contract authority made available for that program
24 under section 101.

1 (b) PROGRAMS DESCRIBED.—A program referred to
2 in subsection (a) is a program for which contract authority
3 was made available for fiscal year 2022 under both section
4 101 and H.R. 3684 (117th Congress).

5 (c) IMPLEMENTATION.—

6 (1) APPLICATION OF RESCISSION AMONG CER-
7 TAIN PROGRAMS.—The amount of contract authority
8 rescinded under subsection (a) shall be applied
9 among States for apportioned programs in the same
10 amounts that contract authority would be appor-
11 tioned to such States and distributed for such ap-
12 portioned programs under section 101.

13 (2) SUBSTANTIALLY SIMILAR AND SUCCESSOR
14 PROGRAMS.—The Secretary may implement sub-
15 section (a) in a manner that, as determined appro-
16 priate by the Secretary, accommodates a cir-
17 cumstance in which—

18 (A) section 101 makes available contract
19 authority for fiscal year 2022 for a program;
20 and

21 (B) H.R. 3684 (117th Congress) makes
22 available contract authority for fiscal year 2022
23 for a program that is, in the judgment of the
24 Secretary, substantially similar or a successor

1 to the program referred to in subparagraph
2 (A).

3 (d) DEADLINE.—The Secretary shall implement the
4 rescission under subsection (a) not later than September
5 30, 2022.

6 (e) APPORTIONMENT EXCEPTION.—Notwithstanding
7 subsection (c)(2) or (e)(1) of section 104 of title 23,
8 United States Code, or section 101(c)(2), the Secretary
9 shall not be required to apportion any amounts of contract
10 authority that are rescinded pursuant to this section.

11 **SEC. 302. PRIOR ENACTED AUTHORIZATION.**

12 If H.R. 3684 (117th Congress) is enacted before the
13 date of enactment of this Act, this Act shall not take effect
14 and the provisions of this Act shall not be executed.

https://www.chronicleonline.com/news/local/mpo-executive-director-steve-diez-dies/article_ec4b1cfc-0a89-11ec-bbf7-275e91ce811b.html

MPO Executive Director Steve Diez dies

Michael D. Bates Chronicle reporter
Aug 31, 2021



Steve Diez was executive director of the Hernando-Citrus Metropolitan Planning Organization (MPO). Diez was an avid cyclist and would occasionally ride his bicycle to work at the Hernando County Government Center.

MICHAEL D. BATES/Chronicle

Steve Diez, who, as executive director of the Hernando-Citrus Metropolitan Planning Organization (MPO) fought hard for trails and bike paths in both counties, died Tuesday at the age of 66.

Diez was diagnosed with stage 2 colon cancer in July and had been undergoing

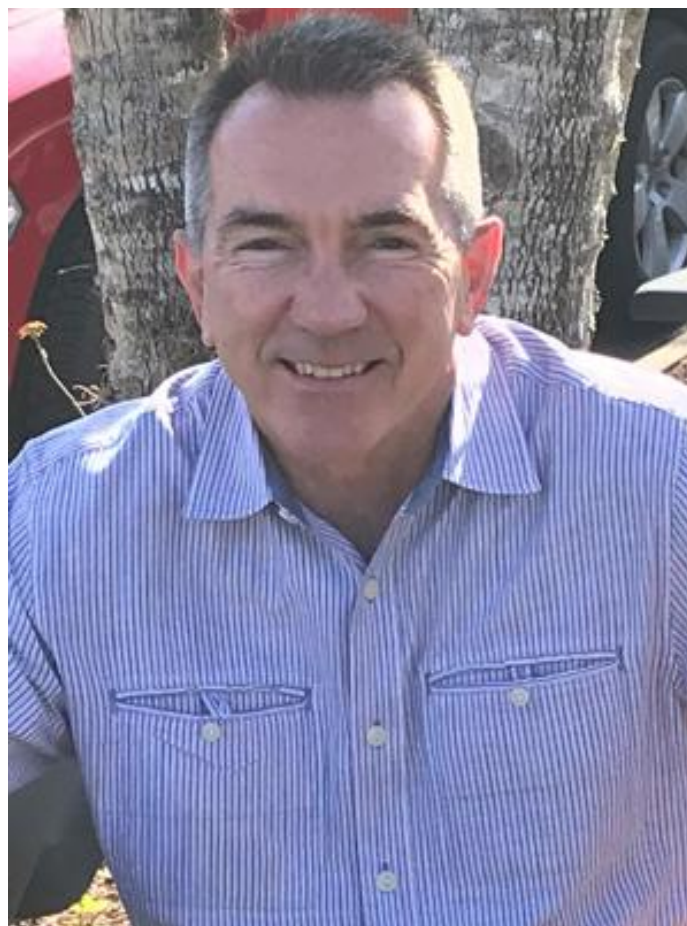
chemotherapy treatment at the time of his death, said MPO transportation planner Carlene Riecsc.

Diez, described as calm and soft-spoken, was set to retire Oct. 31 and had only one more MPO meeting to attend

The MPO board had advertised for a new executive director but decided at their Aug. 19 to re-advertise the position.

"I was shocked and deeply saddened to hear about this," MPO board member and Inverness Councilman Cabot McBride said. "Steve was making a real comeback from some other health issues he had. I think he was optimistic and looking forward to retirement."

McBride said Diez loved the city of Inverness and its many trails.



Steve Diez

Riecsc will give guidance to the MPO until the board can find a replacement, McBride said.

Diez was president of the Friends of the Withlacoochee State Trail. He had been a transportation planner in Hernando County since 1999. He was an avid cyclist and wine connoisseur.

The Friends of the Withlacoochee State Trail issued this statement on its Facebook page:

"(Diez) was well-known and well-liked throughout the state as someone who stood up for bikes and other alternative methods of transportation as he worked for building, improving, and linking trails.

"Steve was instrumental in obtaining funding for repaving sections of the Withlacoochee

State Trail last year and placing flashing beacons to improve safety at intersections.”

Diez had his office inside the Hernando County Government Center in Brooksville. During his long career, he was the MPO’s bicycle-pedestrian coordinator, regional trainer for the Florida Traffic and Bicycle Safety Education Program and an advisory member with the Florida Bicycle Association.

Diez had been riding two-wheelers since he was a high-schooler. He believed that motorists and bicyclists could coexist, which is why he championed multi-use trails and bike trails so the two transportation modes can avoid coming in conflict on busy roads throughout the county.

He was a supporter of the multi-use trail currently being built on U.S. 19 from U.S. 98 north to Green Acres Street in Citrus County.

He once praised Citrus County leadership for making bicycle trails a top priority.

“To Citrus County’s credit, they have done a very good job putting in a network of trails and bike runs on their roads,” Diez said. “They’ve had the Withlacoochee State Trail for years, which is a nationally recognized recreational trail.”

Former Inverness City Manager Frank DiGiovanni said on the Friends of the Withlacoochee State Trail Facebook page that Diez’s “word was good and his ethical standards were high; a very caring person whose passing is (a) great loss for all.”

"He additionally understood the need for a crossing signal at Turner Camp Road. His legacy includes his work on the trail connection from the (Withlacoochee State Trail) to Brooksville known as The Good Neighbor Trail," DiGiovanni wrote.

Contact Chronicle reporter Michael D. Bates at 352-563-3205 or mbates@chronicleonline.com. To see more of his stories, visit tinyurl.com/y6kb23vv.

Michael Bates

Reporter



Item Number 5A

Agency Reports – Florida Department of Transportation

DISCUSSION:

The FDOT Agency Report will review recent FDOT activities of note for the MPOs and their partners. Ms. Alison Stettner, Director of the Policy Planning Office, and Ms. Abra Horne, Metropolitan Planning Administrator, will present this item.

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, Planning Team Leader and Ms. Karen Brunelle, Director of Project Development, will update the members on the activities of the Florida Division Office of FHWA and bring forward information of importance to the membership including:

- General updates
- Planning Finding - attached, please include in the packet
- TPM updates - attached ppt, please include in the packet and the slide deck.

REQUESTED ACTION:

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

ATTACHMENTS:

Sept. 30, 2021 Approval of Fiscal Year (FY) 2021/22-2024/25 STIP.
2021 Florida Federal Planning Finding document.
Transportation Performance Management (TPM) Recent Updates.



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, 2021

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

Subject: Approval of Fiscal Year (FY) 2021/22-2024/25 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 1, 2021 request for approval of Florida's FY 2021/22-2024/25 STIP, and transmittal of the FY 2021/22-2024/25 Transportation Improvement Programs (TIP) for Florida's 27 Metropolitan Planning Organizations (MPO) for our review, which includes the 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 2020, we hereby determine that the FY 2021/22-2024/25 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 450.218 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 13-14, 2021, 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 largely satisfies the above requirements. We recognized 3 noteworthy practices, identified one corrective action, and offered 3 recommendations for FDOT's consideration to improve the program.

In summary, our review of the STIP, TIPs, and supporting documentation concludes that the FY 2021/22-2024/25 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 (Subparts B and C), and 49 CFR Part 613 (Subparts A and B), including the provisions on public involvement and fiscal constraint, subject to FDOT satisfactorily addressing the corrective action stated in the attached report. FDOT is encouraged to provide FHWA and FTA with evidence of satisfactory completion of the corrective action as it occurs and in accordance with the noted deadline. Therefore, on behalf of both agencies (FHWA/FTA), Florida's FY 2021/22-2024/25 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,

Jamie Christian

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

Yvette G. Taylor

Yvette G. Taylor, PhD
Regional Administrator
Federal Transit Administration

Enclosure: Annual Statewide Assessment Report (sent electronically only)

cc:

Mr. Courtney Drummond
Alison Stetner, FDOT
Ms. Abra Horne, FDOT
Ms. Cynthia Lorenzo, FDOT
Ms. Huiwei Shen, FDOT
Mr. Jeff Kramer, MPOAC
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. Jared Perdue, FDOT (District 5)
Ms. Stacie Miller, FDOT (District 6)
Mr. David Gwynn, FDOT (District 7)

Ms. Nicola Liquori, Florida's Turnpike Enterprise
Karen Brunelle (FHWA)
Cathy Kendall (FHWA)
Keith Melton (FTA)
Holly Liles (FTA)
Rob Sachnin (FTA)
John Crocker (FTA)
Brittany Lavender (FTA)



2021
Florida Federal
Planning Finding
(Statewide Annual
Assessment)

Federal Highway Administration

Federal Transit Administration
Region 4

September 2021

Table of Contents

I. Background.....	3
II. Format.....	4
III. Topics of Interest.....	4
A. Findings and Recommendations from the 2020 Statewide Annual Assessment....	4
B. FY 2022 - FY 2025 Statewide Transportation Improvement Program	13
C. Summary of the FY 2021 Annual MPO Certifications by FDOT.....	18
D. Summary of FY 2021 FHWA/FTA Certification Reviews of the TMAs	20
E. Performance Year 2021 Program Accountability Review Results	21
F. Training/Technical Assistance Needs	21
IV. Findings and Recommendations.....	22
Appendix A – Meeting Agenda	28
Appendix B – Summary of Discussions that Supported the 2020 Planning Finding.....	29
Appendix C – List of Meeting Participants	34

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) 2021/22 - 2024/25 STIP.

II. FORMAT

The findings in this report are based in part on the information received during the annual statewide assessment meetings held on July 13-14, 2021, 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 2020 Statewide Annual Assessment

Provided below are the overall findings from the 2020 Annual Assessment Report, and the status of the recommendations. There were no corrective actions in the 2020 Annual Assessment Report.

Corrective Actions

None.

Recommendations

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

Observation: In response to the 2018 and 2019 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. FHWA noted that the new process was still not clear in a number of areas, and FDOT committed to additional process enhancements in the coming months, such as adding additional needed clarifications to the Federal Technical Memorandum to address FDOT's 80/20 spend rule, FDOT's role and timing of any needed STIP changes, STIP documentation needed for initial UPWP approval, Closeout Deobligation Process, the process to reduce roll forward funds from the second year UPWP, and roles and responsibilities for FTA program processes. The MPOs are still unclear in their ability to fully use their authorized funds, so the additional clarifications and process enhancements are very much needed.

Recommendation with Deadline: The Federal Review Team strongly recommends that FDOT puts a priority on clarifying the Technical Memorandum and refining tracking processes to provide these needed enhancements that will provide clarity and transparency for MPOs and the federal partners. If FDOT has not adopted an updated

Technical Memorandum by January 30, 2021, then FHWA/FTA may not be able to approve year 2 of the current UPWPs in a timely manner.

Status: Staff from the Office Policy Planning (OPP) and Office of Work Program and Budget (OWPB) met with the Federal Highway Administration (FHWA) on November 17th to discuss the plan for addressing the concerns expressed in Recommendation 1.

FDOT's OPP and Office of Work Program and Budget upper management and staff met to discuss the possibility of applying the 80/20 rule in advance of federal approval of the Unified Planning Work Programs (UPWP). The 80/20 rule has been an effective tool for the Department to manage MPO's spending down PL funds and eliminating excessive MPO PL balances. The 80/20 rule is applied during the first year of the UPWP cycle as MPO's are closing out the previous UPWP during this timeframe. Since the final close-out balance is not determined prior to the federal approval of the UPWP, FDOT has determined that the most appropriate time to calculate and apply the rule is after all close-outs are completed. Chapter 22 of the Work Program Instructions provides a detailed analysis of how the 80/20 rule is calculated and applied. Additionally, the Work Program Instructions discuss how the rule can be adjusted depending on the circumstances surrounding the use of Surface Transportation Block Grant (STBG) funds. For example, FDOT waives the 80/20 rule if the MPO has a prioritized task related to their long range transportation plan (LRTP).

The Department has made it clear that if an MPO were to fall out of compliance with the rule, opportunities are given to become compliant so STBG funds are then authorized and consumed. FDOT has recommended that MPOs utilize PL funds for tasks earlier on in the cycle and utilize STBG funds for tasks that fall later in the UPWP.

Once FHWA has approved the UPWP, the document becomes an approved plan. FHWA will authorize the use of the PL funds after the initial approval of the UPWP and in turn will authorize the use of any STBG fund once the 80/20 rule is calculated and applied to each MPO. If an MPO is not in compliance with this rule, FHWA will not see an authorization request from the Department until such time the MPO becomes compliant.

Technical Memorandum 19-03Rev has been modified to mitigate the other noted clarity and transparency concerns discussed during the meeting. Specifically, Technical Memorandum 19-03Rev has been updated to document that to help facilitate initial FHWA and FTA review and approval of new UPWPs, FDOT OPP will send FHWA and FTA a table of the planning funds (PL, STBG, 5305, CMAQ, TA, etc.) programmed in the Tentative Work Program by February 1st. The STIP will then be updated in July the first year of the UPWP. This update addresses concerns related to the documentation of programmed funds for FHWA and FTA approval of the initial UPWP and the timing of STIP changes. After coordinating and addressing concerns with FHWA, Technical Memorandum 19-03Rev was finalized and shared with partners on April 29, 2021. The memo was also posted to the MPO Partner Site and internal training was provided.

2. UPWP

a. UPWP Template

Observation: For several years, FHWA has been working with the MPOs to better show how regional tasks are reflected in the UPWPs for both the contributing MPO, and the receiving MPO (or FDOT). There is no consistency between MPOs in how these regional task transfers are reflected, making it difficult to track the funds, identify each MPO's invoice responsibilities, and to easily understand what each MPO is authorized to spend. In the 2020 UPWP approvals, FDOT Central Office and Districts participated in the review and discussions with FHWA and the MPOs on the UPWP regional transfers and also had difficulty with understanding the documentation when transferring funds for regional tasks. Some of the MPO UPWPs had to be conditionally approved until their budget tables could be amended to more clearly reflect these transfers. In working with FHWA on this issue, FDOT concluded that a UPWP template is needed to provide transparency and consistency to ensure that tasks and funds associated with regional tasks can be tracked and accounted for. FDOT committed to working with FHWA/FTA to jointly develop a UPWP template for the FY22 UPWP submittals for the MPOs to use to not only identify the tasks and funds used in the regional task transfers but to also provide consistent information where needed.

Recommendation: The Federal Review Team recommends that FDOT continue to recognize the importance of this issue and work with FHWA/FTA to develop a schedule and mutually agreeable FY22 template as soon as possible for the MPOs to use that will provide clear budget tables so that all funds and tasks can be adequately tracked and UPWP review and approvals can be streamlined.

Status: OPP conducted a peer review of other state departments of transportation with UPWP templates and sent a survey to FHWA, FTA, FDOT, and MPOs to gather initial input to develop a template. OPP met with internal offices and FHWA individually to discuss needs and concerns and has conducted three working group meetings. Internal coordination includes the Comptroller's Office, District MPO Liaisons, and the Office of Work Program and Budget. The working group comprises FDOT, MPOs, and FHWA/FTA. A draft framework for budget tables and an annotated outline are under development. ForwardPinellas and MetroPlan Orlando are alpha testing the budget tables, while several MPOs have offered to beta test the budget tables. The beta testers include regional tasks (Broward MPO and Miami-Dade MPO), and the Working Group continues to meet to refine the draft template.

b. UPWP Amendment Thresholds

Observation: The Federal Review Team notes that there is no threshold in Florida to distinguish whether a revision to the UPWP should be processed as an amendment or modification. As a result, each MPO uses their own determinations, with no consistency among the Florida MPOs, and no assurance between all parties that the procedure being used is reasonable.

Recommendation: The Federal Review Team recommends that FDOT work with the MPOs and the Federal partners to identify a monetary threshold for UPWP amendments and update the UPWP revision form to reflect the agreed upon threshold to ensure a process that is reasonable and consistent across the State for UPWP revisions.

Status: FDOT began discussing this topic at the December 2020 Florida Metropolitan Planning Partnership (FMPP) meeting and met with FHWA/FTA several times since then. FDOT will submit a draft threshold memorandum for further discussion.

3. STIP Documentation

a. Sufficient Descriptive Material

Observation: Similar to previous years, there appear to be inconsistencies with how STIP information is presented statewide, resulting in insufficient descriptive material. Instances exist where capital and operating assistance activities are unclear, such as operating assistance included in a “capital” line item. Other observed inconsistencies include not including the urbanized area(s) for which FTA funds are apportioned to, not including the FTA funding program, as well as inaccurately or insufficiently describing proposed activities. FDOT has recently advised FTA that the work program instructions have been revised to mitigate this challenge by adding this information in the project description, however improvements associated with past recommendations do not appear to be reflected in the FY20/21 – FY23/24 STIP.

Recommendation: To address inconsistencies in the next STIP (FY21/22), the Federal Review Team recommends FDOT confirm that work program instructions include clear direction for describing capital, operating, or other activities (where applicable), as well as the FTA program and corresponding urbanized area(s). Any other details needed to sufficiently describe project activities should also be included. Further, standardized and recurring communication between central office and districts is recommended to ensure district staff understand process and associated requirements. These efforts should ensure adequate coordination between FDOT Central Office and Districts, as well as between Districts, MPOs and transit agencies so that activities are correctly recorded and reflected in the STIP. Additional measures FDOT may explore at their discretion include supplementing the MPO handbook with FTA-specific details, leveraging MPOAC for certain coordination efforts, or others that FDOT deems helpful.

Status: Collectively, FTA and FDOT are working with our MPOAC and FPTA counterparts to remind/educate on how to collect/provide better information to the MPOs for inclusion in the TIPs. FDOT needs to better reflect FTA funding programs, but FDOT also does not want to lose flexibility with too much specificity. At a minimum, FDOT needs enough detail to be informative to FTA.

FDOT modified many projects during the last work program development cycle by updating the comment type from “2-miscellaneous” to “1-extra description” to allow the additional descriptive information on these lines to be included in the next STIP extraction description and TIP download files that are provided to the MPOs. FDOT also

updated the Work Program Instructions to clarify where the descriptive information should be entered so that it shows up in the STIP (type 1, not type 2). FTA should see some improvement and progress in this area of concern. Updated Work Program Instructions:

“On the WP01 screen, the words “Section 5339” and the designated recipient name must be included in the description. In the item segment comments section of this (use type 1, extra description lines, not type 2, miscellaneous) any direct recipients must be listed by name and amount of funds allocated to the direct recipients.”

Programming of FTA Capital and Operating Activities

The field for capital projects cannot be changed in the system. FDOT will need to work with the MPOS to create a “cheat sheet” indicating how each agency typically programs the FTA capital and operating, i.e., whether capital and operating are grouped together or are separate.

Tracking of Large and Small Urban Apportionment Activities

FDOT will update the Work Program Instructions to require the description to include the UZA name.

b. Flexibilities in Fiscal Constraint

Observation: As noted previously, FHWA, FTA and FDOT have been periodically meeting over the past year to collaborate on how best to address the July 2019 FHWA national technical assistance regarding flexibilities in fiscal constraint.

Recommendation: The Federal Review Team recommends that the agencies work together on a mutually agreeable method to document the actual amount of AC conversions in the STIP. The Federal Review Team also recommends that the 2020 FMIS modification review be completed by FHWA to assess the magnitude and frequency of the changes. Based on the results of the review, FHWA, FTA and FDOT should also jointly determine if the current process is sufficient or if enhancements for transparency are needed. The agencies previously agreed that the STIP website will be updated to document the mutually acceptable process for changing the STIP post letting and to also think about ways to potentially enhance the transparency for post letting STIP changes.

Status: Office of Work Program and Budget modified the STIP PAR roll-up document to include projected AC conversions for the upcoming STIP. FDOT also added the STIP PAR roll-up report to the FDOT STIP webpage along with a statement of how much AC was converted in the previous year. In the future, FDOT will provide the updated PAR roll-up and statement of completed AC conversions as part of the information that supports approving the STIP. Within 30 days of STIP approval, FDOT will update the website with the new annual information. Contract price adjustments after advertisement of construction lettings to adjust the programmed amount to the low-bid award amount are included in the Current STIP with year to date changes. FHWA completed the 2020

FMIS modification review and has determined the magnitude and frequency of changes to be insignificant and found that the current process is sufficient.

4. Review Portal

Observation: The review portal continues to be refined to meet the needs of FDOT, the MPOs and the federal agencies. Users continue to experience problems with the portal, however, in uploading information, retaining information that has been uploaded, and notifying those who need to take an action in the portal. Additionally, there is inconsistency in use of the portal. Specifically, many MPOs still forward documents directly to the federal team rather than have the documents uploaded to the portal for tracking and review. FDOT states that a rollout of Portal 2.0 is in the works.

Recommendation: The Federal Review Team recommends that FDOT clarify policy regarding the use of the portal, prioritize portal improvements to address the identified issues, and provide the necessary training to all who use the portal to ensure consistency in implementation. Documents for FTA review are provided by FDOT to FTA outside of the portal.

Status: FDOT plans for MPOs and Districts to continue to use the portal to conduct document reviews to increase transparency and consistency. Training has been provided. OPP met with FHWA/FTA on 11/16/2020 and 12/15/2020 to discuss updates. Since then, FHWA provided federal review processes, including who, what, and when federal actions are required. FDOT is securing a vendor to update the portal to better integrate with federal review processes. Current issues and related updates that have been identified will not lead to major changes for FDOT or MPOs and therefore future training will be focused for federal partners. Training will be updated and redistributed at the time the portal is updated.

5. Transportation Performance (TPM)

a. Public Transportation Agency Safety Plan (PTASP) Final Rule

Observation: on July 19, 2019, FTA published the PTASP Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The final rule also outlined the establishment of transit safety targets by qualifying transit agencies and MPOs, for each performance measure, coordination with State DOTs, and integration of PTASP into the planning process.

Recommendation: The Federal Review Team recommends FDOT coordinate with MPOs and Transit Providers to ensure that by January 20, 2021 (or not later than 180 days after receipt of the Agency Safety Plan from public transit providers), MPOs set their initial transit safety targets. By July 20, 2021, specific written provisions for the transit safety measure should be jointly agreed upon and adopted by the MPO(s), State, and providers of public transportation. Please also note that transit safety measures and targets should be included in all LRTPs and TIPs updated or amended after this date.

Additional information may be found at FTA's PTASP website:
<https://www.transit.dot.gov/PTASP>.

Status: FDOT had concerns about the level of coordination between transit agencies and the MPOs. Subsequently, it contracted with the Center for Urban Transportation Research (CUTR) to assess how well the transit agencies and MPOs worked together on the various planning documents. As a result of that study, FDOT has focused its efforts towards improving the level of coordination, including presentations to the MPOAC and the Florida Public Transportation Association (FPTA) Board and its members. FDOT is coordinating internally with its Public Transit Office and externally with the state's 27 MPOs to ensure they are on track to set their Transit Safety targets within the 180 day time frame after adoption of targets by their respective transit agency(ies). The Federal Transit Administration extended the due date for transit agencies to July 20, 2021. FDOT has stated that to date, most MPOs have adopted Transit Safety targets. FDOT has relayed that the remaining MPOs have a plan to adopt targets "as soon as possible" and that they will continue to work with the MPOs and transit agencies to ensure their transit safety targets are adopted timely.

b. Transit Asset Management (TAM) Final Rule

Observation: On July 26, 2016, FTA published the TAM Final Rule to help achieve and maintain a state of good repair for the nation's public transportation assets. The final rule also included the establishment of TAM targets by qualifying transit agencies and MPOs, for each performance measure, coordination with State DOTs, and integration of TAM into the planning process.

Recommendation: As applicable, FDOT should coordinate with MPOs and Transit Providers for any TAM-related updates to the LRTPs and TIPs, including noted progress towards achieving targets. Although MPOs need not update targets annually, they may do so at their discretion and in coordination with the transit agencies, to the maximum extent practicable. Additional information may be found at FTA's TAM website:
<https://www.transit.dot.gov/TAM>.

Status: Florida's transit agencies (both Tier 1 and Tier 2) who are direct recipients of 5307 funding coordinate directly with their respective MPOs for TAM target reporting. Florida's agencies who are subrecipients of FDOT (5311 agencies) are covered under FDOT's group plan, and FDOT coordinates targets with the MPOs. The roles and responsibilities of the FDOT, the MPOs, and the public transportation providers are outlined in the TPM Consensus Planning Document. FDOT stated that their Office of Policy Planning and the Transit Office will continue to work with the MPOAC and FPTA counterparts to coordinate/remind the transit agencies and MPOs of the TAM requirements.

6. FDOT Stewardship and Oversight

a. Planning Products

Observation: The FDOT MPO Liaisons are very involved with the MPOs in helping to ensure that the financial requirements of 2 CFR 200 are met. This is evident in the FDOT

Risk Assessment for the MPOs. There does not seem to be a similar level of stewardship and oversight for ensuring that the requirements of 23 CFR 450 are met, particularly related to LRTP, TIP and Public Involvement Plan development. From reviewing corrective actions from federal TMA certifications and conducting PAR reviews, the Federal Review Team observes that the MPO planning products required under 23 CFR 450 are repetitively noncompliant with certain requirements. The Federal Team relies on FDOT's stewardship and oversight of the MPO planning products (LRTPs, TIP, PIPs) to ensure that requirements are being met, particularly since we do not conduct certification reviews on non-TMAs and may not be involved in the planning products for TMAs until their federal certification review. The continuing noncompliance findings on the same issues from federal certifications and federal PAR reviews indicate a need for additional FDOT stewardship and oversight of the MPO planning products required by 23 CFR 450.

Recommendation: The Federal Review Team recommends that FDOT expand their Risk Assessment beyond topics related to 2 CFR 200 and ensure their stewardship and oversight responsibilities areas clearly defined as to what is a District responsibility. Additional oversight and training on planning product requirements may also clarify expectations. Assisting MPOs in ensuring that the federally-funded planning products, such as LRTPs, TIPs and Public Involvement Plans meet the 23 CFR 450 federal requirements, may eliminate the same corrective actions that are issued across many TMAs during federal certification reviews, as well as federal PAR findings of noncompliance.

Status: The Risk Assessment is based on federal fiscal guidance. OPP developed other measures to ensure compliance with 23 CFR 450, such as the LRTP review process and checklist, TIP review process and checklist, and UPWP review process and checklist. The MPO Document Portal supports clarifying and documenting the review processes and responsibilities.

b. FDOT Findings in Annual Certifications

Observation: A summary of the 2019 FDOT/MPO Annual Joint Certifications is provided in Section C of this report. The first two corrective actions identified as part of these joint certifications do not seem to provide a clear action to correct a specific problem. These could be written more clearly to ensure understanding in what is needed to meet Federal and State requirements. In addition, one of the recommendations from these annual joint certifications stems from FDOT's opinion that the MPO is prioritizing too many transit projects over highway projects, and further requests the MPO to develop a mutually agreed upon ratio for transit vs. highway project priorities in the annual List of Project Priorities. This recommendation may be counter to Federal requirements to require TMAs to develop project priorities off the NHS through consultative process with the State DOT. State DOT's, on the other hand, are required to set the priorities on the NHS in collaboration with the MPOs. FDOT's recommendation appears to provide judgement on the MPO priorities.

Recommendation: When writing corrective actions, FDOT Districts should be very clear in identifying the problem and the needed solution, and clearly tie to a requirement.

Additionally, FDOT recommendations should be limited to enhancements that fall within the Federal requirements.

Status: OPP developed a list of example corrective actions and recommendations that specifically identify the problem and the action needed to meet Federal and State requirements. OPP provided guidance and discussed these examples with the MPO Liaisons.

7. Partner Communication

Observation: In their written response to the 2018 and 2019 recommendations, FDOT identified a number of strategies they have instituted, many of which have already resulted in improved communication between FDOT, the Federal partners, and the MPOs. FDOT provides notification to the federal agencies, for example, of MPO Handbook changes, and has worked with the federal partners on Fed Tech Bulletins. There are some initiatives underway, however, that had limited federal collaboration such as Consolidated Planning Grants proposals and tracking non-PL funds, including CMAQ, in UPWPs. These initiatives would also benefit from a collaborative consultative process with other program offices within FDOT (i.e., Work Program, Transit Office, and Transit and MPO liaisons, etc.). There are also specific directions that FDOT Office of Policy Planning provides to the FDOT liaisons, but which are not copied to the federal partners for their awareness.

Recommendation: The Federal Review Team recommends that FDOT continue to find ways to further enhance this collaborative communication consultation process for all initiatives that affect the federal planning partners, regardless of which program areas within FDOT are leading the initiative.

Status: OPP continues to work collaboratively with its partners to improve communication and coordination. OPP included questions related to coordination in the FMPP closing survey and shared survey results in the Federal Planning Finding meeting. FDOT will send the survey results. Examples of recent coordination with our partners include: Highway Safety Improvement Program (HSIP), Florida Transportation Plan (FTP), Strategic Highway Safety Plan (SHSP), TransPlex, UPWP Template working group meetings, Quarterly Coordination meetings, and the MPOAC Leadership meetings. In the examples shared, FDOT did not provide an update of collaboration efforts between FDOT program offices.

8. Consultation with MPO Partners

Observation: The Federal Review Team have noted many instances of projects included in the STIP and TIP, but which are not found in the LRTP. Further, several MPOs have expressed concern that they are being asked to include projects in their TIP, even though these projects did not come from a process that first includes these projects in the MPO's LRTP. MPOs have also expressed concern regarding sub-allocated funds and the programming process for TMA TIPs.

Recommendation: The Federal Review Team recommends that FDOT and the MPOs discuss together how the current process is implemented, as well as how it is meeting the needs for a cooperative planning process from a TMA perspective. While the process for project prioritization, selection for funding, and sub-allocation of funds may have worked in the past for FDOT, the TMAs and the non-TMA MPOs, changing needs may require a shared update of the process to ensure that it continues to be a “3-C” process.

FDOT Response: OPP states that they have open lines of communication with all the MPOs. The MPOAC Director is in daily communication with OPP staff. OPP staff meet with the MPOAC leadership committee twice a year. OPP staff attend the MPOAC quarterly meetings, District Partnering meetings, many MPO Board meetings and make themselves available for any other meetings upon request. Project prioritization, selection for funding, and sub-allocation of funds were discussed at FMPP in February 2021. OPP included questions related to coordination in the FMPP closing survey and shared survey results in the Federal Planning Finding meeting. FHWA and FTA are unaware of any process changes to address previously stated MPO concerns. However, we are also unaware as to whether the previously stated concerns are still a problem for the MPOs since nothing was mentioned by the MPOs during the Statewide Assessment Meeting or through other stewardship and oversight activities.

B. FY 2022 - FY 2025 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>

In December 2020, FDOT adopted the new Florida Transportation Plan (FTP). The FTP included a Performance Element that shows how the transportation system performance on key measures of safety, asset condition, and mobility. This Performance Element had been previously coordinated with the FHWA and FTA prior to its adoption. On April 8, 2021, FHWA notified FDOT that they did not meet the Transportation Performance Management (TPM) safety targets for 2019. As such, prior to the August 31, 2021 deadline, FDOT submitted an implementation plan that addresses the use of Highway Safety Improvement Program (HSIP) funds to meet or better the baseline data for the 5 safety targets. FHWA is current reviewing the implementation plan. On July 27, 2021, FHWA provided a positive consistency determination to FDOT on their TAMP Implementation Documentation. In August, FDOT established their PM1 safety targets and also confirmed that they would use the NPRDMS data for assessing performance. The next four-year TPM performance period for PM2 and PM3 will begin in 2022.

In July 2019, FHWA provided national technical assistance regarding the flexibilities currently in place related to fiscal constraint. FHWA, FTA and FDOT met to collaborate on how best to address the technical assistance. FDOT confirmed that Florida was not taking advantage of the additional flexibilities afforded by the technical assistance which stated "Documentation of administrative modifications that adjust the funding amount, sources, or categories that have occurred can be provided after the project(s) are obligated in FMIS." In Florida, the Current STIP is published online and is updated to incorporate administrative modifications before a project is initially authorized in FMIS. As a result, administrative modifications will always be reflected in the Current STIP and this flexibility provided in the technical assistance is not needed.

As noted in the status update of the 2020 Planning Finding recommendations, FDOT updated the STIP website to add language that documents how Advanced Construction (AC) conversions are handled in the STIP. FDOT added the current PAR Rollup Report which documents the planned use of AC and added a statement that discusses what was converted the previous year.

One process change that was made is in regard to the STIP and FMIS modification requests. FHWA identifies FMIS modification requests that are \$2M or greater in change and whether those requests are more than or less than 20% of the project cost. For FMIS project change requests that are greater than \$2M and 20% of the project cost, FHWA will check the STIP at the time of the request to ensure the STIP has enough funds to support the request. For FMIS project change requests that are greater than \$2M and less than 20% of the project cost, at a point post FMIS approval, FHWA has done spot checks to ensure the STIP supports the FMIS modification request. FHWA conducted a review of the 2020 FMIS modifications that were \$2M and less than 20% to assess the magnitude and frequency of the changes, found them to be insignificant and the current process sufficient.

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 54 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 preliminary 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 96% of the projects reviewed which is similar to the findings from the previous year. Identifying/locating an LRTP project or phase associated with a particular STIP project or project phase with similar funding for that phase continues to be a challenge in that only 87% of the projects reviewed were deemed consistent with the LRTP. It is important to note that all the inconsistencies identified were found in four of the seven districts. FHWA has shared 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 2021/22-2024/25 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 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.

FDOT notes the following points regarding these summaries:

1. The FY2022 Statewide Transportation Improvement Program (STIP) is based on the Adopted Work Program as of July 1, 2021.
2. Annual funding amounts are presented net of Obligation Authority Constraints.
3. Funding levels are reasonably expected to continue at the FFY 2021 levels consistent with the FAST Act extension throughout the four years of the STIP (2022-2025).
4. Once a full year extension or new multi-year Transportation Act is in place, allocations will be adjusted to the levels authorized into law. FDOT will adjust the project programming accordingly if the new act has decreased funding levels below the levels authorized in the FAST Act, to ensure fiscal constraint of the STIP is preserved.
5. 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 Limitation subject to lapse at each fiscal year end.

Based on the summaries and other documentation received throughout the year, the FY 2021/22 – FY 2024/2025 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. FDOT has also indicated for FY2020/21, that they converted \$1.437B of AC, which is consistent with the \$1.321B that was planned for AC conversions at the beginning of the FY2020/21. The variation between planned and actual AC conversions is primarily due to the uncertainty of projecting how much additional obligation limitation will be received through the August redistribution process.

2022 STIP P.A.R. Rollups

	Fiscal Years			
	2022	2023	2024	2025
Congestion Mitigation/Air Quality Program				
Balance Forward from Prior Year	13,452,961	5,819,781	2,233,515	1,315,758
Net Annual Allocations Available	21,341,293	14,200,581	14,200,581	14,200,581
Less: Program of Projects	(25,124,016)	(14,786,847)	(13,118,338)	(13,171,913)
Funds Available before AC conversions	9,670,238	5,233,515	3,315,758	2,344,426
Planned AC Conversions	(3,850,457)	(3,000,000)	(2,000,000)	(2,000,000)
Balance Forward to Next Year	5,819,781	2,233,515	1,315,758	344,426
Discretionary and Other Programs				
Balance Forward from Prior Year	568,661,939	780,421,394	518,557,771	518,557,771
Net Annual Allocations Available	514,458,720	5,775,938	5,775,938	5,775,938
Less: Program of Projects	(302,699,265)	(267,639,561)	(5,775,938)	(5,775,938)
Balance Forward to Next Year	780,421,394	518,557,771	518,557,771	518,557,771
National Freight Program				
Balance Forward from Prior Year	165,447,963	118,997,963	80,997,963	41,997,963
Net Annual Allocations Available	117,148,940	65,005,307	64,231,828	64,494,154
Less: Program of Projects	(116,598,940)	(65,005,307)	(64,231,828)	(64,494,154)
Funds Available before AC conversions	165,997,963	118,997,963	80,997,963	41,997,963
Planned AC Conversions	(47,000,000)	(38,000,000)	(39,000,000)	(41,000,000)
Balance Forward to Next Year	118,997,963	80,997,963	41,997,963	997,963
National Highway System Performance Program				
Balance Forward from Prior Year	533,332,749	459,755,266	289,845,871	151,154,729
Net Annual Allocations Available	1,095,128,945	1,097,747,102	1,099,846,312	1,097,382,198
Less: Program of Projects	(68,706,428)	(167,656,497)	(163,537,454)	(143,075,313)
Funds Available before AC conversions	1,559,755,266	1,389,845,871	1,226,154,729	1,105,461,614
Planned AC Conversions	(1,100,000,000)	(1,100,000,000)	(1,075,000,000)	(1,075,000,000)
Balance Forward to Next Year	459,755,266	289,845,871	151,154,729	30,461,614
Planning and Research Programs				
Balance Forward from Prior Year	26,783,431	9,218,074	2,415,781	2,415,781
Net Annual Allocations Available	63,037,097	63,037,097	63,037,096	63,037,096
Less: Program of Projects	(80,602,454)	(69,839,390)	(63,037,096)	(63,037,096)
Balance Forward to Next Year	9,218,074	2,415,781	2,415,781	2,415,781
Safety Programs				
Balance Forward from Prior Year	171,382,024	152,780,316	141,648,854	116,298,368
Net Annual Allocations Available	114,035,330	114,370,332	114,370,330	114,370,330
Less: Program of Projects	(20,637,038)	(10,501,794)	(9,720,816)	(9,720,816)
Funds Available before AC conversions	264,780,316	256,648,854	246,298,368	220,947,882
Planned AC Conversions	(112,000,000)	(115,000,000)	(130,000,000)	(135,000,000)
Balance Forward to Next Year	152,780,316	141,648,854	116,298,368	85,947,882
Surface Transportation Block Grant Program				
Balance Forward from Prior Year	260,775,960	74,531,737	41,637,190	54,609,318
Net Annual Allocations Available	594,994,872	594,994,872	594,994,873	594,994,872
Less: Program of Projects	(726,239,095)	(573,889,419)	(526,022,745)	(528,247,356)
Funds Available before AC conversions	129,531,737	95,637,190	110,609,318	121,356,834
Planned AC Conversions	(55,000,000)	(54,000,000)	(56,000,000)	(57,500,000)
Balance Forward to Next Year	74,531,737	41,637,190	54,609,318	63,856,834
Grand Totals - All Programs				
Balance Forward from Prior Year	1,739,837,027	1,601,524,531	1,077,336,945	886,349,688
Net Annual Allocations Available	2,520,145,197	1,955,131,229	1,956,456,958	1,954,255,169
Less: Program of Projects	(1,431,970,198)	(1,273,817,021)	(965,723,399)	(952,801,770)
Funds Available before AC conversions	2,919,374,988	2,387,336,945	2,188,349,688	2,013,082,271
Less: AC Conversions	(1,317,850,457)	(1,310,000,000)	(1,302,000,000)	(1,310,500,000)
Balance Forward to Next Year	1,601,524,531	1,077,336,945	886,349,688	702,582,271

C. Summary of the FY 2021 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 findings from the 2021 Certifications for the 2020 MPO processes.

MPO Identified Best Practices/Noteworthy Achievement Areas

- The Bicycle Pedestrian Safety Action Plan was updated using risk based assessment of the bicycle and pedestrian crashes in the MPO's area. From this process, countermeasures were identified, and cost estimates developed that would help resolve the safety issues in those areas.
- Conducting new and varied regional and local outreach activities, coordination activities and business operations during the pandemic to adhere to the new requirements and guidelines.
- Public Involvement Plan was amended to accommodate virtual public meetings, public workshops and public hearings.
- Transportation Adviser Network – The TPO's use of the Transportation Adviser Network proved extremely valuable for the update of Momentum 2045. The TPO was able to access a forum of nearly 400 members to receive comments as the Plan was being developed in 2020. Forums were broadcast through web-based forums that allowed for social distancing throughout the COVID Pandemic.
- Completed documentation for the 2045 Long Range Transportation Update. Concurrent with this effort the TPO updated its Congestion Management Process, Safety Plan, and Multi-Use Trails Plan in support of the LRTP. Also, in support of the LRTP, the TPO undertook its first Resiliency Study and developed a Tourism Management Plan.
- While the MPO's approach to social media continues to be recognized nationally as a best practice (MPO staff presented at national peer exchanges on effective and innovative social media engagement), this year this medium served an integral part in MPO Communication & Outreach efforts with the emergence of the COVID-19 worldwide pandemic. Social media posts focused on highlighting items such as COVID-19 messaging (MPO operations due to COVID and active transportation messaging), MPO news and updates (updates on MPO Core Products, Initiatives, and Projects), and news from health and transportation

partnering agencies. As of February 9, 2021, we have 7,139 followers on Facebook, 2,630 followers on Twitter, 1,508 followers on Instagram, and 1,597 followers on LinkedIn. Twitter, Instagram and LinkedIn have seen extensive growth in followers over the past year and the public has been engaged with all platforms.

- Received a Silver Level Bicycle Friendly Business designation from the League of American Bicyclists.
- The MPO has assisted the County in applying for multiple grants in order to provide better transportation for the county. The grants are as follows: Safe Routes to Schools (SRTS), Community Incentive Grant Program (CIGP), and Transportation Incentive Grant Program (TRIP).
- The MPO has created SOPs, Succession and Training Plans for MPO and County Staff, in order to support current and incoming staff.
- Revised Bike Your City to a successful virtual event, registering 558 participants, far exceeding previous Bike Your City events. The concept for the virtual Bike Your City was centered around a bike-friendly scavenger hunt utilizing twenty different cultural, historical and transportation related destinations. Transitioning the in-person group event to a virtual event provided unforeseen opportunities and successfully brought people together while socially distanced.

FDOT Identified Corrective Actions

A total of one corrective action was issued during the 2021 annual joint FDOT/MPO certification process. This corrective action is outlined below.

- MPO should continue to develop procedures for invoicing and continue submitting invoices with complete documentation while working collaboratively with the county and FDOT on submitting accurate, timely invoices.

FDOT Identified Recommendation Topics

- Please continue to keep up the excellent work, communication and coordination. This past year has come with many ups and downs and the TPO stepped up to every challenge and remained flexible and patient throughout.
- The corrective action in the recently completed 2020 Federal Certification of the TPO related to the LRTP was completed prior to the finalization of the Federal Certification.
- The TPA is addressing Audit findings and will submit any outstanding material by the end of July.
- All invoices and supporting documents were submitted within 90 days in 2020. The TPO is a low level of risk. TPO invoices and supporting documentation will be monitored annually through FY 22 (July 1, 2021-June 30, 2022).
- Inconsistent invoicing periods

- FDOT would like to see a singular list for regions priority projects to allow the Department to be most effective in prioritizing and funding projects.
- FDOT appreciates efforts to spend down the first three years of allocations of SU funding, however, at minimum, the first three years should be completely committed every tentative work program cycle.
- FDOT recommends that the TPO continues to refine its project prioritization process for its Annual List of Program Priorities.
- The MPO should evaluate their website for ease of access and operations (i.e., straightforward/correctly named document links, and document links that are easy to find). In addition, the MPO should make sure that all versions of the current UPWP are available on the MPO website.
- MPO staff should make sure to provide project details for all projects on their priority list, including transit projects. For each project on the priority list, the MPO should make certain that the District has the accompanying project application in order to fully advocate for each priority project during the next work program cycle.
- MPO staff should make sure that all supporting documentation for invoices are accurately retained and directly relate to charges that are being billed for reimbursement.
- The MPO should continue conversations to improve their financial stability so that they can better utilize their PL and FTA funds.
- The MPO should find a better meeting location that will accommodate virtual participation.
- The MPO needs to evaluate their website for ADA compliance, ease of access and operations (i.e., missing links/links that go to incorrect document). Also, the MPO needs to save all version of the current UPWP on the website.
- MPO staff needs to advocate for partially funded projects to maintain their position on the priority list until fully funded. While we understand that it is ultimately the MPO's board decision, MPO staff should encourage and educate the board members on the importance of maintaining these priorities.
- The MPO should focus on spending allocated PL funds on originating planning projects along critical corridors around the county in effort to reduce high carry forward balance and to provide valuable data to the decision makers on the board.

D. Summary of the Fiscal Year 2020 FHWA/FTA Certification Reviews of the Transportation Management Areas

During calendar year 2020, FHWA/FTA conducted TMA Certification Reviews for North Florida TPO and Collier TPO. The results of these FHWA/FTA TMA

certifications were summarized at the 2021 Florida Federal Planning Certification (Statewide Annual Assessment) Meeting on July 14, 2021. There were two corrective actions identified during these two 2020 certifications. These corrective actions relate to fiscal constraint – missing 1st 5-year band of projects; and fiscal constraint – identification of federally- funded projects.

In the July 2021 Joint Statewide Planning Finding meeting, FDOT indicated that they will work with FHWA, FTA and the MPOs to clarify needs related to fiscal constraint.

E. Fiscal Year 2021 Program Accountability Review Results

For FY21, the Florida Division Planning staff 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’ fiscal constraint of the Long Range Transportation Plans (LRTPs) to determine their compliance with 23 CFR 450.324. Based on an analysis of the TMA Certification Reviews’ corrective actions and recommendations, this topic was one of the top 3 issues for TMAs and thus selected for this non-TMA review.

FY21 was the first year that the annual PAR reviews were geared exclusively towards the non-TMA MPO fiscal constraint of the LRTPs to ensure that applicable federal requirements are being met. The PAR reviews largely indicate that the three MPOs reviewed meet most of the fiscal constraint requirements. For the requirements in which we found noncompliance, four recommendations were provided. These recommendations relate to the following:

- 1) Identification of federally funded projects in the first ten years and federally state and federally funded projects outside the first ten years.
- 2) Incorporation of the first five years of projects throughout the financial analysis.
- 3) Inclusion of the first five years of projects in the fiscal constraint determination.
- 4) Inclusion of a financial plan that provides a clear comparison of all anticipated revenues to all project costs for fiscal constraint determination.

FDOT is working with the three MPOs to ensure that their LRTPs are promptly amended or modified to address the recommendations. FHWA will reassess these MPOs in FY22 based on their newly adopted LRTPs.

F. Training/Technical Assistance Needs

During the certification review site visits this year, the following technical assistance/training needs were identified:

- TIP
- UPWP
- Website accessibility

- Flexibility of virtual engagement
- Creativity in public involvement and underserved communities
- LRTP Fiscal Constraint project phases

FHWA and FTA will work with the MPO to provide resources in these areas.

IV. 2021 FINDINGS AND RECOMMENDATIONS

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

1. Partnership:

- a. **Process Improvement:** FDOT had been proactively working with FHWA and FTA to address concerns as they may arise. Examples in just the past year of this proactive partnership include updates to the UPWP revision form, updating the MPO portal review process to address variances in federal agency needs, updating STIP amendment procedures to address 23 CFR 667, coordination of AC documentation, and expanding the scope of the annual FDOT/MPO joint certification reviews. This timely coordination prevents issues from lingering.
- b. **Sharing Innovation:** FDOT works with CUTR and others to provide training and peer exchanges to share new approaches on fare free strategies, mobility, etc., which the MPOs and transit agencies may choose to incorporate into their planning programs.

2. **Public Involvement and Outreach:** At the beginning of the COVID-19 pandemic when public gatherings were prohibited or discouraged, FDOT quickly, and in coordination with the Federal partners, developed interim public involvement procedures for virtual public meetings. FDOT has been part of many peer exchanges and is a national leader in the development of a successful hybrid public involvement approach.

3. **Transit:** The Florida Department of Transportation Transit Office has been at the forefront in developing state-of-the-art transit planning software tools. TBEST, or Transit Boardings Estimation and Simulation Tool, represents an effort to develop a multi-faceted GIS-based modeling, planning and analysis tool which integrates socio-economic, land use, and transit network data into a unique platform for scenario-based transit ridership estimation and analysis. FDOT has updated TBEST to include socio-economic, land use, and general transit feed specification (GTFS) data. FDOT also plans to conduct training seminars for transit agencies and TBEST users in Florida.

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

1. Transportation Performance Measures (TPM)

a. Public Transportation Agency Safety Plan (PTASP) Final Rule

Observation: On July 19, 2018, FTA published the PTASP Final Rule, which became effective July 19, 2019. PTASP requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants (i.e., 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The final rule also outlined the establishment of transit safety targets by qualifying transit agencies and MPOs, for each performance measure, coordination with State DOTs, and integration of PTASP into the planning process. As part of the 2020 Statewide Planning Finding, FTA and FHWA recommended that FDOT coordinate with MPOs and Transit Providers to ensure that by January 20, 2021 (or not later than 180 days after receipt of the Agency Safety Plan from public transit providers), MPOs set their initial transit safety targets. As part of this recommendation, Federal Review Team noted that by July 20, 2021, specific written provisions for the transit safety measure should be jointly agreed upon and adopted by the MPO(s), State, and providers of public transportation. The recommendation provided a reminder that transit safety measures and targets should be included in all LRTPs and TIPs updated or amended after this date and noted that additional information may be found at FTA's PTASP website. Although FTA delayed enforcement of transit agency PTASP's, the MPO target adoption date of July 20, 2021 (or not later than 180 days after receipt of transit agency targets) remains unchanged. One Florida MPO has not adopted transit safety targets.

Corrective Action: In addition to FTA 5307 recipients, PTASP requires MPOs, in coordination with Transit Providers and the State, to set their initial transit safety targets, agree upon specific written provisions for transit safety measures with the State and public transportation providers, and include transit safety measures and targets in all LRTPs and TIPs after July 20, 2021. **For the MPOs that have not adopted the required transit safety targets and included the targets and measures in their LRTP and TIP, beginning October 1, 2021, FHWA/FTA will not approve S/TIP or LRTP amendments for those MPO areas if they do not include these transit safety targets and measures. Further, after January 20, 2022, FHWA/FTA will place a "hold" on all new transit authorizations for these MPOs until the transit safety targets and measures are included in the LRTP and TIP.**

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

1. UPWP

a. UPWP Template

Observation: For several years, FHWA has been working with the MPOs to better show how regional tasks are reflected in the UPWPs for both the contributing MPO, and the receiving MPO (or FDOT). Over the past year, FDOT with their partners have been developing a UPWP template to provide transparency and consistency to ensure that tasks and funds associated with regional tasks can be tracked and accounted for. FDOT committed to working with FHWA/FTA to jointly develop a UPWP template for the FY22 UPWP submittals for the MPOs to use to not only identify the tasks and funds used in the regional task transfers but to also provide consistent information where needed.

Recommendation: The Federal Review Team recommends that FDOT continue to recognize the importance of transparency and clarity in funds being approved in the UPWPs and work with FHWA/FTA to complete a template for use in the FY22 UPWPs. The template should provide clear budget tables so that all funds and tasks, including regional transfers) can be adequately tracked and UPWP review and approvals can be streamlined.

b. UPWP Revision Thresholds

Observation: FDOT has established a working group to develop UPWP revision thresholds, as recommended in the 2020 Statewide Planning Finding.

Recommendation: In order to help streamline the planning process and utilize staff and resources efficiently, FDOT should continue efforts to finalize UPWP revision thresholds so that they are in place prior to implementation of the Consolidated Planning Grant (CPG) process.

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

Observation: In response to the 2018 Planning Finding Corrective Action and 2019 and 2020 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, which FDOT coordinated with FHWA and revised in April 2021 for clarifications. As a part of this process, FDOT provides a table of planning funds on a monthly basis.

Recommendation: FDOT should continue to work with the Federal partners to clarify the table of the planning funds (PL, STBG, 5305, CMAQ, TA, etc.), so that any funding discrepancies between the STIP and TIP can be accounted for. Further, FDOT should continue to provide training to the liaisons and the MPOs to ensure a

clear understanding and consistent application of funding the UPWP tasks, including those that may be impacted by FDOT's 80/20 rule.

2. STIP Documentation

a. Sufficient Descriptive Material

Observation: Similar to previous years, there appear to be inconsistencies with how STIP information is presented statewide, resulting in insufficient descriptive material. There are instances where capital and operating assistance activities are unclear, such as operating assistance included in a "capital" line item. Other observed inconsistencies include not including the urbanized area for which FTA funds are apportioned to, not including the FTA funding program, as well as inaccurately or insufficiently describing proposed activities. FDOT has recently advised FTA that the work program instructions have been revised again to mitigate this challenge. While FTA acknowledges and appreciates FDOT's work program efforts, improvements associated with past recommendations do not appear to be reflected in the STIP.

Recommendation: Building off last year's recommendation, the Federal Review Team recommends standardized and recurring communication between Central Office and Districts to ensure District staff understand process and associated requirements. Efforts should also ensure sufficient coordination and information exchange between FDOT, MPOs and transit agencies so that activities are correctly recorded and reflected in the STIP (and TIPs).

b. Timely Submittal of STIP Documentation for the Statewide Planning Finding

Observation: Each year the Federal Review Team coordinates with FDOT on a schedule for the STIP and Statewide Planning Finding Review. For the 2021 Review, in spite of the agreed upon schedule, there were a number of documents that were not provided in a timely manner to the Federal Review Team to fully evaluate the material in order to approve the STIP and make a 2021 Statewide Planning Finding. Many of these documents were provided months after what had been reflected in the agreed upon schedule. The following items were not provided to the Federal Review Team until September 2021:

- All 27 Joint Certifications for the MPOs;
- TIPs and TIP certifications;
- The final TPM narrative for the STIP with revisions to address federal comments;
- The PAR Rollup Report needed to determine fiscal constraint.

Without thirty days to review these documents, it is difficult for the Federal Review Team to assess compliance, coordinate with FDOT on any questions, prepare a report, and coordinate findings with leadership and FDOT before the start of the new federal fiscal year.

Recommendation: The Federal Review Team will continue to work with FDOT to develop a realistic schedule that allows sufficient time for review of supporting documentation for the STIP and Statewide Planning Finding. We ask that FDOT adhere to this schedule to ensure that a STIP approval can be made in a coordinated manner.

3. Partner Communication

Observation: In their written response to the 2018, 2019, and 2020 recommendations, FDOT identified a number of strategies they have instituted, many of which have already resulted in improved communication between FDOT, the Federal partners, and the MPOs. The following areas may benefit from further collaboration and communication:

- Limited federal collaboration in developing TIP TPM template revisions, as well as software challenges with FTA UPWP revisions.
- Initiatives such as FDOT's 80/20 implementation, would also benefit from a collaborative consultative process with other program offices within FDOT (i.e., Work Program, Transit Office, and Transit and MPO liaisons, etc).
- There are specific directions that FDOT Office of Policy Planning provides to the FDOT liaisons, but which are not copied to the federal partners for their awareness (including updated TIP TPM templates).
- Helping to ensure that MPOs include the first five years of projects in their LRTP.
- Timely filling the MPOAC Executive Director position to allow the MPOs a position that focuses on process improvement rather than relying on an interim position that typically would focus on simply keeping things moving.
- There are several meetings among the partners, but there are very few that are among all the partners together.

Recommendation: The Federal Review Team recommends that FDOT continue to find ways to further enhance this collaborative communication consultation process for all initiatives that affect the federal planning partners, regardless of which program areas within FDOT are leading the initiative. We further recommend that FDOT schedule and host quarterly FDOT/Federal/MPO/MPOAC video conference calls to provide information and discuss program changes with all partners to promote consistency in implementation and timeliness of information sharing.

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. 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

Meeting Agenda

Office of Policy Planning

July 13 and 14, 2021

Burns Building 5th floor Executive Conference Room and Virtual



2021 Florida Federal Planning Certification

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

⊕ Agenda - Tuesday July 13, 2021

Time	Topic	Presenter
1:30 p.m. – 2:00 p.m.	Introductions	Alison Stettner
2:00 p.m.- 2:45 p.m.	Status of 2020 Annual Certification Overview with Discussion on Recommendations	FDOT, FHWA, FTA
2:45 p.m. – 3:00 p.m.	Transportation Performance Measures (TPM) and Safety Coordination	Dana Reiding
3:00 p.m. – 3:15 p.m.	FDOT Office of Inspector General Planning Audits	Andrea Sistrunk, Michael Dean
3:15 p.m.- 3:30 p.m.	Break	
3:30 p.m. - 3:45 p.m.	DBE Reporting and Contract Review Plan	Erika Thompson, Alison Stettner
3:45 p.m. – 4:00 p.m.	MPO Risk Assessment Process and Joint Certifications	Erika Thompson
4:00 p.m. - 4:15 p.m.	Florida Transportation Plan Update	Dana Reiding
4:15 p.m. – 4:30 p.m.	Wrap Up for Day 1	Abra Home

Agenda – Wednesday July 14, 2021

8:30 a.m.-9:00 a.m.	Introductions/ Recap of Day 1	Abra Home
9:00 a.m.-9:15 a.m.	MPO Partner Site and MPO Document Portal	Samantha Parks
9:15 a.m.- 9:30 a.m.	MPOAC Update	Jeff Kramer
9:30 a.m. - 9:45 a.m.	Comments from MPOs	MPO Directors
9:45 a.m. – 10:00 a.m.	TMA Certification Trends	FHWA
10:00 a.m.-10:15 a.m.	Break	
10:15 a.m.-10:30 a.m.	LRTP Fiscal Constraint	Abra Home
10:30 a.m.-11:00 a.m.	Noteworthy Practices	Erika Thompson, Scott Philips
11:00 a.m.-11:15 a.m.	Transit Update	Liz Stutts
11:15 a.m.-11:30 a.m.	Preparation for the 2020 US Census Changes	FDOT
11:30 a.m.- Noon	Wrap Up, MPO Training Requests, Next Steps	FHWA,FTA

Appendix B - Summary of Discussions that Supported the 2021 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 2021 Florida Federal Planning Finding review and discuss the status of the 2020 recommendations. As noted below, the group also discussed the Florida Transportation Plan Update, MPO Contract Requirements, Joint Certification Risk Assessment, FDOT OIG General Planning Review, Preparing for the results of the 2020 Census, Transportation Management Area (TMA) Certification Reviews, and other items. The sections below summarize the discussion of each topic.

2021 Federal Planning Finding Meeting

Tuesday, June 13, 2021

1:30-4:00 pm

Wednesday, June 14, 2021

8:30-11:00 am

Meeting Goal: Discuss the Federal Planning Certification that is required for State Transportation Improvement Program (STIP) approval by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The agencies have joint stewardship responsibilities to ensure that both the statewide and metropolitan planning processes satisfy the federal planning requirements.

MEETING NOTES DAY 1:

The meeting began with introductions, then entered a discussion on the status of the 2020 Annual Certification Recommendations (slides were used to summarize the status of items discussed, available [here](#)). Key takeaways included:

- Recommendation 1: Technical Memorandum 19-03Rev was updated April 29, 2021
 - The Florida Department of Transportation (FDOT) will monitor implementation of 80/20 Rule
- Recommendations 2 - 4: Efforts are underway to implement a UPWP Template and revisions to the MPO Document Portal notifications. STIP documentation has been addressed by Office of Work Program and Budget
- Recommendation 5A and 5B:
 - FDOT sent letters to Director Melton (FTA) on the status of compliance with the Public Transit Safety Performance Measures
 - The two remaining Metropolitan Planning Organizations (MPOs) have been asked to comply and the status is summarized below
 - The Hillsborough and Okaloosa-Walton County MPOs are actively pursuing adoption of the targets set by their transit providers
 - The transit providers did not adopt the goals until July of 2021. Hillsborough MPO plans to adopt them prior to September 30, 2021, but Okaloosa-Walton County was impacted by Hurricane Ida and their implementation schedule has been revised but is underway. They will adopt within 180 days of July 20, 2021 when the transit provider adopted targets

- Other performance measures were adopted in a timely manner after FDOT provided MPO guidance and training. Documentation was provided to our federal partners of compliance
- Recommendation 6: The Office of Policy Planning (OPP) developed and provided training on the LRTP, TIP and UPWP review processes and checklists. When the MPO Document Portal is fully functional it will further support clarifying and documenting the review processes and responsibilities. OPP developed a list of example corrective actions and recommendations that specifically identify the problem and action needed to meet the requirements and provided guidance to the liaisons
- Recommendation 7 and 8: FDOT takes advantage of all opportunities to coordinate and gather input. FDOT will share Florida Metropolitan Planning Partnership (FMPP) [survey results](#) with our federal partners

Transportation Performance Measures

There was a presentation on Transportation Performance Measures (TPM) and coordination with MPOs.

Office of Inspector General

Recent Office of Inspector General (OIG) planning audits of the [Ocala Marion TPO](#) and [Pasco County MPO](#) were discussed:

- Findings were related to financial management (invoicing, allocation methods, and record keeping)
- It was recommended the Metropolitan Planning Administrator:
 - Ensure the District Five MPO Liaisons provide proper guidance concerning invoice packages
 - Monitor the Districts and MPOs collaboration of an actionable plan
- District Five is currently providing training to the MPOs

Disadvantaged Business Enterprise Reporting and Contract Review

The plan for Disadvantaged Business Enterprise (DBE) reporting and contract review was presented:

- Add DBE requirements to Joint Certifications and have MPO Liaisons review a sample of MPO procurement documents and other training materials
- Train MPO Liaisons and MPOs on Grant Application Process (GAP) and Equal Opportunity Compliance System (EOC) and contract review
- OPP report to FHWA quarterly
- Utilize both to GAP and EOC starting July 1, 2022

Annual Joint Certification and Risk Assessment

Recent and proposed updates to the Annual Joint Certification and risk assessment process were discussed:

- Recent updates: added statutory language, converted to percentage-based scoring, updated questions related to invoice checklists, and added questions for technical memorandums
- Proposed updates: linked to FHWA public participation plan checklist, added a question about indirect rate, added a question related to GAP, and added additional DBE compliance questions
- Federal partners may suggest additional updates, if desired. Please provide your input because we plan to finalize the new Joint Certification Documents soon

Partner Site and MPO Document Portal

An update on the MPO Document Portal was provided:

- Funding has been allocated for the next fiscal year to implement improvements
- FDOT will be coordinating with federal partners to confirm workflows

Florida Transportation Plan Update

An update on the Florida Transportation (FTP) was shared:

- The Steering Committee has transitioned to the Implementation Committee
- Focus next on equity, land use, and environment
- Targeted work on resiliency, community planning, and equity
- There was an FTP environmental partners group meeting on August 26
- A draft Implementation Element will be available in January 2022

MEETING NOTES DAY 2:

Metropolitan Planning Organization Advisory Council (MPOAC) Update

Jeff Kramer from the Center for Urban Transportation Research (CUTR) is serving as Interim Director and provided an update:

- FDOT supports and attends MPOAC meetings
- MPOAC has been coordinating online meetings with MPOs to discuss rail
- MPOAC participates in Strategic Intermodal System (SIS) updates and safety, automated vehicle (AV), and FTP efforts
- MPOs have been participating in the Unified Planning Work Program (UPWP) template working group

Comments from MPOs

MPOs around the State provided comments:

- Appreciate the work on performance measures and data provided to MPOs
- Appreciate effort on the consolidated planning grant (CPG) and reducing grant agreements
- Appreciate the support implementing the planning processes, increased collaboration, efforts to streamline the program, and work on templates
- Appreciate District and Central Office support to address audit findings
- FDOT partnership is unique; there is a forum for discussion

Transportation Management Area (TMA) Certification and Non-TMA Accountability Review (PAR) Trends

Recent trends from TMA certification and PARs were shared. It was noted that MPOs were surveyed to assess the review process.

- TMA trends that may result in a finding include:
 - Long range transportation plan (LRTP) fiscal constraint
 - Availability of documents on websites
 - Projects in year of expenditure
- Non-TMA trends that may result in a finding include:
 - LRTP fiscal constraint
- It was also noted that Florida MPOs adapted well to the virtual environment and offering unique engagement opportunities via hybrid meetings
- It was stated that MPOs may not be reporting on federal transit funds during certification reviews

Long Range Transportation Plan (LRTP) Fiscal Constraint

FDOT received the FHWA white paper. Key takeaways include:

- It was stated that the TIP is part of the LRTP 20-year planning horizon
- Some MPOs are concerned that an LRTP amendment may be required every time there is a TIP amendment. MPOs requested a review of the process
- FDOT will schedule follow up meetings with FHWA and Broward MPO

Noteworthy Practices

FDOT shared noteworthy practices:

- MPO Liaison trainings: over seven in the past year
- Invoice tracker: Provides a consistent format for documenting and tracking FHWA and FTA invoices
- Topic specific guidance: UPWP revision form, etc.
- UPWP template
- UPWP amendment thresholds
- Consolidated Planning Grant (CPG)
- MPO Handbook
- Desktop procedures for MPO Liaisons
- MPO safety coordination
- Public Involvement: resources and guidance for virtual and hybrid meetings

Transit Update

The Transit Office provided an update:

- Appreciated the coordination of the passenger rail working group to develop a strategy to participate in passenger rail projects
- Looking forward to CPG implementation
- Developing Transit Development Plan (TDP) guidance and criteria that align priorities with the FTP to make TDPs a more valuable tool to transit agencies and the Department
- Developing a notebook of strategies to support the Vital Few: Enhanced Mobility
- Implementing flexible funding strategies to help large urban areas

Preparing for 2020 US Census Changes

An update on preparing for the US 2020 Census was provided:

- FDOT applied potential new definitions/criteria to 2010 Census numbers to understand potential impacts. Urban areas may shrink
- Fall 2021: criteria will be available for analysis
- Summer 2022: list of urban areas released
- Summer 2023: any new MPOs will be determined
- The impact of the pandemic on Census numbers is yet to be determined

- Federal partners are standing by for more information and there may be some training in the future

Next Steps:

FHWA and FTA will draft the STIP report for STIP approval and may touch base with FDOT in the interim. Some training requests from the MPOs include: TPM, LRTP fiscal constraint, stakeholder engagement, and financial management.

ACTION ITEMS:

1. **OPP items:**

- a. Provide [link](#) to Federal Planning Finding Meeting slides
- b. Provide [link](#) to FHWA Technical Memo 19-03Rev
- c. Provide [link](#) to Transit Safety Target tracking sheet to update FTA
- d. Share [link](#) to checklists with partners
- e. Share [link](#) to FMPP survey results
- f. Share OIG audit links (see notes above)
- g. Update OIG with recent progress on open audits
- h. Share [link](#) to updated TPM templates with FHWA
- i. Send updated responses to 2020 Federal Planning Finding Recommendations
- j. Meet with FHWA and Broward MPO regarding LRTP fiscal constraint
- k. Set meeting with FHWA to discuss UPWP amendment thresholds
- l. Coordinate with FHWA to discuss contract reviews for DBE/EOC compliance
- m. Coordinate with FHWA on direction for 2020 Census

APPENDIX C

2021 Florida Federal Planning Certification - Attendees

The table below summarizes meeting attendees and their organization.

Tuesday, July 13, 2021

Attendee Name	Organization
John Kaliski	Cambridge Systematics, Inc
Richard Denbow	Cambridge Systematics, Inc
Jeff Kramer	MPOAC
Carlos Gonzalez	Federal Highway Administration
Cathy Kendall	Federal Highway Administration
Joseph Sullivan	Federal Highway Administration
Jim Martin	Federal Highway Administration
Karen Brunelle	Federal Highway Administration
Stacie Blizzard	Federal Highway Administration
Teresa Parker	Federal Highway Administration
Brittany Lavender	Federal Transit Administration
Holly Liles	Federal Transit Administration
John Crocker	Federal Transit Administration
Keith Melton	Federal Transit Administration
Macy Fricke	Kimley-Horn
Donald Scott	Lee County MPO
Chris Rosenberg	Miami Dade TPO
Salim Zainab	Miami Dade TPO
Huiwei Shen	Office of Chief Planner
Regina Colson	Office of Chief Planner
Alison Stettner	Office of Policy Planning
Abra Horne	Office of Policy Planning

Attendee Name	Organization
Dana Reiding	Office of Policy Planning
Erika Thompson	Office of Policy Planning
Romero Dill	Office of Policy Planning
Rusty Ennemoser	Office of Policy Planning
Samantha Parks	Office of Policy Planning
Scott Philips	Office of Policy Planning
Chris Bratton	Office of Work Program and Budget
Cynthia Lorenzo	Office of Work Program and Budget
Kendra Sheffield	Office of Work Program and Budget
Sean McAuliffe	Office of Work Program and Budget
Lora Hollingsworth	Safety Office
Carl Mikyska	Pasco County MPO
Dave Hutchinson	Sarasota/Manatee MPO
Chris Wiglesworth	Transit Office
Gabe Matthews	Transit Office

Wednesday, July 14, 2021

Attendee Name	Organization
Greg Stuart	Broward County MPO
John Kaliski	Cambridge Systematics, Inc
Greg Slay	Capital Region Transportation Planning Agency
Jeff Kramer	MPOAC
Carlos Gonzalez	Federal Highway Administration
Cathy Kendall	Federal Highway Administration
Jim Martin	Federal Highway Administration
Karen Brunelle	Federal Highway Administration

Attendee Name	Organization
Stacie Blizzard	Federal Highway Administration
Teresa Parker	Federal Highway Administration
Brittany Lavender	Federal Transit Administration
Holly Liles	Federal Transit Administration
John Crocker	Federal Transit Administration
Keith Melton	Federal Transit Administration
Marybeth Soderstrom	Heartland Regional TPO
Donald Scott	Lee County MPO
Chris Rosenberg	Miami Dade TPO
Huiwei Shen	Office of Chief Planner
Regina Colson	Office of Chief Planner
Alison Stettner	Office of Policy Planning
Abra Horne	Office of Policy Planning
April Combs	Office of Policy Planning
Dana Reiding	Office of Policy Planning
Erika Thompson	Office of Policy Planning
Rusty Ennemoser	Office of Policy Planning
Samantha Parks	Office of Policy Planning
Scott Philips	Office of Policy Planning
Cynthia Lorenzo	Office of Work Program and Budget
Chris Bratton	Office of Work Program and Budget
Kendra Sheffield	Office of Work Program and Budget
Sean McAuliffe	Office of Work Program and Budget
Alvimarie Corales	Sarasota/Manatee MPO
Dave Hutchinson	Sarasota/Manatee MPO
Ryan Brown	Sarasota/Manatee MPO

Attendee Name	Organization
Chris Wiglesworth	Transit Office
Jerry Scott	Transportation Data and Analytics Office
Joel Worrell	Transportation Data and Analytics Office
Macy Fricke	Kimley-Horn

Transportation Performance Management (TPM)

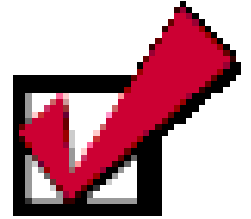
Recent Updates

October 2021



U.S. Department of Transportation
Federal Highway Administration

Recent TPM Activities



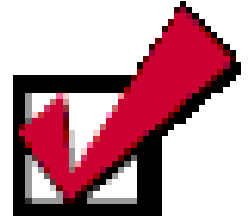
- Thank you!
 - Target Establishment Survey Participation
 - Freight Assessment Survey

- May 27: FHWA published updated TPM Performance Data to the TPM Dashboard

<https://www.fhwa.dot.gov/tpm/reporting/state/>



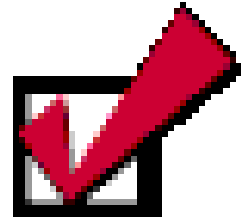
Recent TPM Activities



- July 27: FHWA TAMP Consistency Determination
 - » Determined to be consistent
- Aug 15: FDOT confirmed use of NPMRDS data
- Aug 31: FDOT Set 2021 Safety Targets
 - » All were “0”



Recent TPM Activities

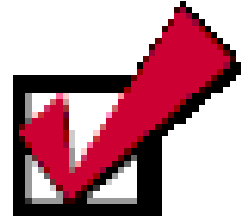


- Sep 14: FHWA determined FL in compliance for National Highway System (NHS) Bridge condition
 - Must be $< 10\%$; FL: 1.4%

- Oct 4: FHWA determined FL in compliance for Interstate System Pavement Condition
 - Must be $< 5\%$; FL 0.6%



Recent FL TPM Training



- Oct 19, 21, and 27: Advancing TPM and Decision Making Seminar - How to Use Data to Tell the TPM Story and Establish Targets
- Oct 26 - 28: South Region Asset Management Peer Exchange



Upcoming FL TPM Training



- Nov 2 and 3: Unmanned Aircraft System (UAS) Interactive Workshop (See Jeff's 10/14/21 email for registration)
- Nov 30-Dec 3 and Jan 25-27: MPO TAMP Training with Representation from FDOT, MPO, and FHWA
- Dec 2021: MPO Target Setting Study Peer Exchanges



Upcoming TPM Activities



- Dec 31: End of PM2 and PM3 data collection period
- Feb 27: MPOs set 2021 Safety Targets



***Whether you are a driver, passenger, or
pedestrian...***

highway safety depends on YOU.

Be observant and be adaptable to be safe.



Item Number 6A

Business Items & Presentations MPOAC Executive Director Selection

DISCUSSION:

The MPOAC Governing Board, at the July 29, 2021 meeting in Orlando, FL, delegated authority to the MPOAC Executive Committee to prepare a timeline for recruitment of an Executive Director, prepare a shortlist of candidates, conduct interviews, and recommend in order of preference, a list of finalists for MPOAC Governing Board approval. An advertisement for the MPOAC Executive Director position was posted to the State of Florida People First employment website, the MPOAC website, the AMPO website, and the NARC website on September 14, 2021 with an October 5, 2021 closing date. The Committee met on October 11, 2021 to review 15 resumes, prepare a shortlist of candidates, and select applicants to be formally interviewed. A total of 2 candidates were interviewed on October 28, 2021. Based on resumes and interviews, the MPOAC Executive Committee identified a finalist for Governing Board approval.

Mr. Don Scott, MPOAC Staff Directors' Advisory Committee Chair, will present this agenda item.

REQUESTED ACTIONS:

Approve the MPOAC Executive Committee recommendation in filling the MPOAC Executive Director position.

ATTACHMENTS:

MPOAC Executive Position as advertised.

Commissioner Nick Maddox
Chair



605 Suwannee Street, MS 28B
Tallahassee, Florida 32399-0450
(850) 414-4037
www.mpoac.org

September 2021

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) is seeking a new Executive Director. The incumbent will have the opportunity to represent and collaborate with the 27 Metropolitan Planning Organizations (MPOs) located in Florida on the upcoming strategic plan and other activities. The position details are described below; however, applicants will need to go to the Florida Department of Transportation (FDOT) **People First** website to apply. The People First advertisement for position [#55014281 "Executive Director-MPOAC"](#) is now open and will close at midnight on 10/05/2021.

The position will be located in Florida. The MPOAC Executive Director will report to the Chairman of the MPOAC and serve the membership. The position will be housed in FDOT offices for administrative, technical support, and benefit provision purposes and the Director will be designated as a Select Exempt Service (SES) employee. The following knowledge, skills, and abilities will be required for the position:

- Knowledge of Federal Planning regulations, Florida Statutes relating to MPOs, transportation planning, and programming.
- Local government comprehensive planning regulations relating to transportation.
- Understanding of MPO's, their organizational structure, and their coordination with FDOT and the Florida Legislature.
- Knowledge of Florida's transportation planning processes and programs.
- Familiarity with the attributes of Florida State budgeting and fiscal policy.
- Skilled in preparing and giving oral presentations.
- Skilled in preparing and editing documents.
- Skilled in public administration including budgeting, personnel policies, and file management.
- Ability to communicate clearly both orally and in writing.
- Ability to be self-motivated and self-directed.

Commissioner Nick Maddox
Chair



- Ability to use computer applications including word processing programs and spreadsheet databases.
- Ability to supervise staff.
- Ability to act as policy advisor on Federal and Statewide transportation planning activities.
- Ability to coordinate implementation of multiple programs and planning activities with a variety of government and private agencies.
- Ability to lift over 40 pounds.
- Ability to serve effectively in group activities such as teams, task forces, and committees.
- Ability to mediate, moderate, and resolve conflicts.
- Ability to understand complex issues and explain them clearly.
- Ability to manage and prioritize multiple and complex tasks within time and budget constraints.
- Ability to work with very minimal supervision and direction and to initiate projects, and activities without direction.
- Ability to work under pressure/stress with an extreme level of accuracy.
- Able to travel frequently with overnight stays.
- This position requires work in Tallahassee, while the remainder of the time may be spent visiting individual MPOs around the State and other transportation meetings and conferences.

The People First advertisement for position [#55014281 "Executive Director-MPOAC"](#) is now open and will close at midnight on 10/05/2021. It includes additional details not listed here.

DUTIES AND RESPONSIBILITIES

<u>% of Time</u>	<u>Duties and Responsibilities</u>
25%	Provides overall staffing and management of and reports directly to the MPO Advisory Council (MPOAC). Organizes meetings, prepares agendas and supporting materials, and coordinates with all Florida Metropolitan Planning Organizations (MPOs) and other affected agencies. Provides technical and administrative support in response to decisions resulting from MPOAC meetings. Frequent overnight travel is required.
20%	Develops effective working relationships with local elected officials that comprise the MPOAC Governing Board, MPO staffs, State legislative staffs and elected officials, and Florida Department of Transportation (FDOT) and other State agency staff. Facilitates the continued evolution of the organization consistent with the vision of the MPOAC Governing Board.

Commissioner Nick Maddox
Chair



10%

Monitors and reviews proposed Federal and State legislation that may affect MPOs and provides recommendations and drafts legislation, as necessary. Attends relevant workshops, meetings, and conferences providing updates to the MPOAC on the latest issues affecting MPOs. Reviews and comments on FDOT policies and procedures. Prepares draft policies and procedures necessary to guide MPOs in their responsibilities to carry out Federal and State laws and rules relating to urban area transportation and planning issues.

10%

Serves as principal policy advisor to the MPOAC on Federal and Statewide transportation planning activities. Develops transportation policy alternatives and recommendations for consideration by the MPOAC. Reviews legislative and policy issues from the perspective of the MPOs. Supervises staff by communicating, motivating, training, evaluating, planning, and directing their work.

10%

Leads staff conducting a wide range of activities including development and implementation of various plans, Statewide and urban transportation planning, review of transportation and land use plans, transportation planning research, bicycle and pedestrian initiatives, development of best practices and transportation system performance reporting.

5%

Monitors the development of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Strategic Plan. Ensures that the FTP and SIS are developed in support of and in coordination with the MPOs' plans and programs.

5%

Monitors implementation of State plans and planning activities including the FTP and Florida's Future Corridors long range transportation planning process. Reviews and monitors a wide range of planning, policy and technical issues to ensure that the State and Federal plans and planning activities are implemented in an effective and measurable manner consistent with the MPOs' plans and programs and with extensive public and stakeholder involvement.

5%

Serves as a contract manager and oversees the administrative and technical details associated with the oversight of contracts. Coordinates with staff and consultants to ensure the delivery of quality products, the timely execution of tasks, and the appropriate commitment of funds.

5%

Coordinates and provides presentations on a wide range of transportation policy and planning issues to MPOAC leadership, citizen and stakeholder groups, elected officials and others.

5%

Perform other duties as required.

Item Number 6B

Business Items & Presentations MPOAC Budget Discussion

DISCUSSION:

Ms. Alison Stettner, Director, FDOT Office of Policy Planning, will present a financial update for the MPOAC including existing contracts and a UPWP and Budget Summary. Membership dues and continuity of operations protocols will be included in the presentation. The MPOAC procurement process will also be discussed.

REQUESTED ACTIONS:

Discuss appropriate courses of action for procurement type, membership dues, the establishment of financial procedures and continuity of operations protocols.

ATTACHMENTS:

MPOAC Financial Update presentation.



MPOAC

FINANCIAL UPDATE

MPOAC Governing Board Meeting and
MPOAC Staff Directors' Advisory Committee Meeting

October 28, 2021



Strategic
development

Agenda



Overview



UPWP and Budget Summary



Financial Status Reports



Procurement Process



Wrap-Up + Questions

OVERVIEW

10/19/2021



Metropolitan Planning Advisory Committee - **Financial Oversight**

- **The MPOAC Governing Board is the decision-making body**
- **The MPOAC Board Members**
 - Each representative considers action items thoughtfully
 - Advice is considered but decisions are individual votes
 - Every item is open to discussion and questions

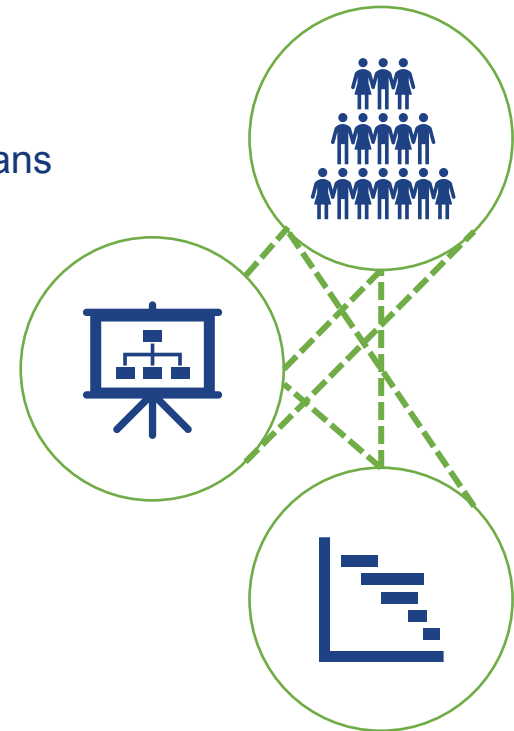
Why Are These Financial Reports Important?

- **Financial responsibilities**

- Responsibility to act in the best interest of the MPOAC
- Carrying out duties with skill, prudence and diligence
- Fiduciary responsibilities apply to virtually all governmental plans

- **Adherence to State Statutes and Federal Regulations**

- **Expectation of transparency**



UPWP/ BUDGET UPDATE

10/19/2021



What is the Unified Planning Work Program (UPWP)?

- **The UPWP is the budget covering two years**
 - Describes the tasks or activities to be accomplished
 - Identifies the anticipated FHWA, FTA, and FDOT funding needs
 - Reflects any other funding sources and uses
- **Review and approval of the UPWP**
 - Approved by the Federal Review Team – FHWA and FTA
 - Requires a Public Hearing
 - Reviewed by the advisory board and the MPOAC Governing Board



UPWP Annual Budget – Using New Template

Task 1 MPOAC UPWP Budget

0

Funding Source	FTA 5305(d)			FHWA		FHWA		FHWA		FHWA		FHWA		FHWA		FY Total
Contract Type	BDV25 - CUTR CS			BE821 - MPOAC Ins.		PR11800334 - CUTR GS		BEB99 - Legal		BEB31 - Int. Director		439339-3-11-01 - MPOAC Exp.		439339-3-12-02 - MPOAC Dues		
Source Level	Federal	State	Total	PL	Total	PL	Total	PL	Total	PL	Total	PL	Total	PL	Total	
Personnel (salary and benefits)			\$ -		\$ -		\$ -		\$ -		\$ -	\$ 269,603	\$ 269,603		\$ -	\$ 269,603
Consultant	\$ 30,000	\$ 7,500	\$ 37,500	\$ 85,000	\$ 85,000	\$ 55,000	\$ 55,000	\$ 17,370	\$ 17,370	\$ 46,916	\$ 46,916		\$ -		\$ -	\$ 241,787
Travel			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Direct Expenses			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 171,879	\$ 171,879	\$ 171,879
Indirect Expenses			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Equipment			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Total	\$ 30,000	\$ 7,500	\$ 37,500	\$ 85,000	\$ 85,000	\$ 55,000	\$ 55,000	\$ 17,370	\$ 17,370	\$ 46,916	\$ 46,916	\$ 269,603	\$ 269,603	\$ 171,879	\$ 171,879	\$ 683,269

In a typical year, \$332,626 is allocated for salaries/benefits, travel, administration, general expenses and contracted legal services.

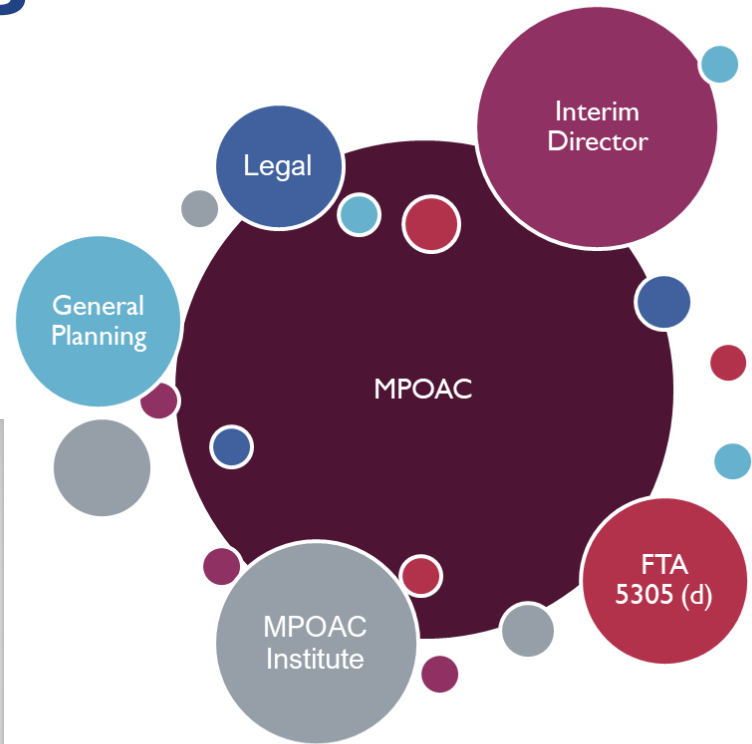
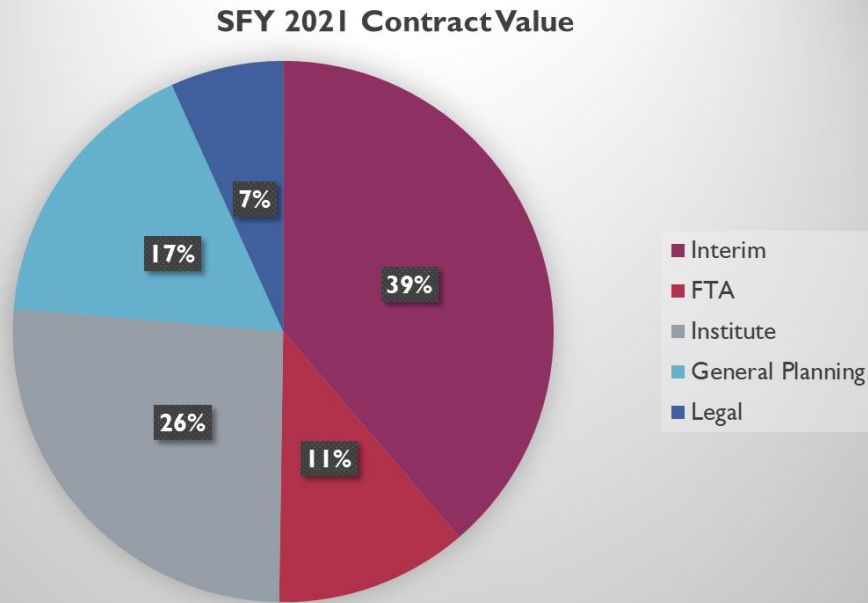
The MPOAC transferred \$63,025 for the CUTR Executive Director contract. This leaves \$269,603.00 for the FY2022 expenditures on this line item.

	FY & TOTAL	
Personnel (salary and benefits)	\$	269,603
Consultant	\$	241,787
Travel	\$	-
Direct Expenses	\$	171,879
Indirect Expenses	\$	-
Equipment	\$	-
Total	\$	683,269

EXISTING CONTRACTS AND PURPOSES

10/19/2021

MPOAC Contracts



Where Did We Start and Where Are We Now?

1. Unpaid (2019 through 2021)

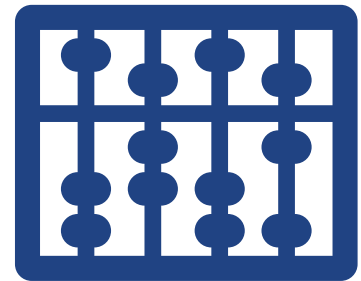
- a) Legal invoices – six (6) invoices, some accrued interest
- b) Planning invoices – five (5) invoices, some accrued interest
- c) Membership dues – varying membership periods

2. Planning and Legal Contracts (FY 2021/22)

- a) Paid up-to-date as of 10/20/2021
- b) Consultants waived interest charges

3. Planning and Legal Contracts (FY 2022/23)

- a) Progress reports are submitted and reviewed first
- b) After progress reports are approved, invoices are reviewed



MEMBERSHIPS



MPOAC Membership Summary

Organization	Membership Amount
Association of Metropolitan Planning Organizations (AMPO) (paid February 14, 2021)	\$88,772.16
Floridians for Better Transportation (FBT) (paid October 2021)	\$1,000.00
Florida Public Transportation Association (FPTA) (invoice due 11/3/2021)	\$500.00
Intelligent Transportation Systems of Florida (ITS-FL) (invoice due January 2022 – no membership last year)	\$420.00
National Association of Regional Councils (NARC) (paid October 2021)	\$80,000.00
Total:	\$170,692.16/ \$171,879.00

Note: Information as of 9/29/2021.

- With memberships listed in the UPWP, the Executive Director does not have to request approval from the Governing Board.

PROCUREMENT

10/19/2021



Procurement Types



Exempt



**Exempt Multiple -
Universities + Regional
Planning Councils**



**Requests
For
Proposals**

Contract Values

State FY 2021-2022 Contract Summary

Contract	End Date	Contract Value	Balance Remaining	Contract History
Interim Director	12/31/2021	\$126,050.00	\$109,941.36	Discussed in 2021
FTA Gen. Plan.	08/31/2022	\$37,500.00	\$37,500.00	2008
Institute (1 year)	06/30/2022	\$85,000.00	\$85,000.00	At least 4/2011
Gen. Planning	06/30/2022	\$55,000.00	\$55,000.00	2007
Legal	06/30/2022	\$22,000.00	\$17,370.18	At least 2011

Note: Contract information as of 10/1/2021. These contracts were procured via an exempt procurement process.

In a typical year, \$332,626 is allocated by FHWA for salaries, benefits, administration, travel, general expenses and legal services. The MPOAC directed FDOT to include \$63,025 for the CUTR Executive Director contract.

Procurement Renewals



Contract	Renewal Anticipated	End Date	Exempt Schedule	RFP Schedule
Interim Director	No	12/31/2021	3 Months	7 Months
FTA Gen. Plan.	Yes	08/31/2022	3 Months	7 Months
Institute (3 years)	Yes	06/30/2022	3 Months	7 Months
Gen. Planning	Yes	06/30/2022	3 Months	7 Months
Legal	Yes	06/30/2022	3 Months	7 Months

*Note: CUTR could help with scope for exempt contracts but not for competitive RFP
Start RFP process in November 2021*

Wrap-Up and Conclusions

1. Determine Procurement Type

- a) Exempt – Single Vendor
- b) Exempt – Multiple Vendors
- c) Request for Professional Services (RFP)

2. Membership Dues

- a) Maintaining Same Memberships?
- b) Setting Up a Payment Schedule

3. Establish Financial Procedures

4. Continuity of Operations



Courses of Action

Questions



Alison Stettner, AICP

Director
Office of Policy Planning
Alison.Stettner@dot.state.fl.us
850.414.4814

Pedestrians account for more than
22% of **traffic fatalities**
in Florida

Nationally, Florida had the
**HIGHEST NUMBER OF
BICYCLIST FATALITIES** in **2018**



Item Number 6C

Business Items & Presentations Federal Planning Findings

DISCUSSION:

Federal Highway Administration/ Federal Transit Administration (FHWA/FTA) approval of the Statewide Transportation Improvement Program (STIP) must include a finding that the process from which the STIP was developed is consistent with the provisions of federal rule related to the statewide transportation planning process. The findings from this annual assessment are contained in a summary report. The summary report accompanied a September 30, 2021 letter approving the Fiscal Year 2021/22-2024/25 STIP. The report recognized three noteworthy practices, one corrective action, and offered three recommendations for FDOT's consideration to improve the program.

Ms. Abra Horne, Metropolitan Planning Administrator, FDOT Policy Planning Office, will present this item.

REQUESTED ACTIONS:

None. For review and discussion.

ATTACHMENTS:

2021 Federal Planning Findings presentation.



Federal Planning Findings

Draft Summary 2021 Statewide Assessment by FHWA and FTA

MPOAC Governing Board Meeting and
MPOAC Staff Directors' Advisory Committee Meeting

October 28, 2021



Strategic
development

Agenda



2021 Findings & Recommendations



Corrective Action – Resolved



Recommendations



Noteworthy Practices



Wrap-Up + Questions



CORRECTIVE ACTION

10/18/2021



Public Transportation Agency Safety Plan (PTASP) – 2020 Statewide Planning Finding



- PTASP Final Rule, **deadline July 20, 2021**
 - Transit safety measures & targets must be included in LRTPs & TIPs updated or amended moving forward

Corrective Action Resolved



RECOMMENDATIONS



Recommendations for FDOT this year

1. UPWP

a) UPWP Template – Regional tasks partnership

✓ On-target to complete this calendar year

b) UPWP Thresholds – Streamline planning

✓ On-target to complete this calendar year

c) Tracking PL and non-PL funds – process

✓ Continue to provide monthly tracking sheet



Recommendations for FDOT this year

2. STIP Documentation



a) Federal Review Team recommends recurring communication between Central Office and Districts to ensure processes and associated requirements are understood

- Monthly messages and on-line training

Recommendations for FDOT this year

2. STIP Documentation

b) Federal Review Team requests earlier submittal of STIP documentation



- ❑ Developing a new mutually agreeable schedule so there is more time for federal review

Recommendations for FDOT this year

3. Partner Communication

Federal Review Team requests continued improvements in FDOT, Federal partners, & MPOs communication

- ❑ Development of new strategies to enhance collaborative communication



SUCCESSSES



Noteworthy Activities by FDOT this year

1. Partnerships

- a) Process improvement – proactively addressing FHWA & FTA concerns
- b) Sharing innovation – work with others to provide training and peer exchanges

2. Public Involvement and Outreach

- a) FDOT proactively coordinated with Federal Partners to develop a successful hybrid meeting approach

3. Transit

- a) Innovation – **TBEST**, or Transit Boardings Estimation and Simulation Tool
- b) FDOT has **updated** TBEST – a GIS-based scenario planning tool
- c) Integrates socio-economic, land use, and transit network data

WRAP UP

10/18/2021



Conclusions

- 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.
- 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.

Balance Sheet

Corrective Action Resolved



3 noteworthy activities

3 recommendations

Questions

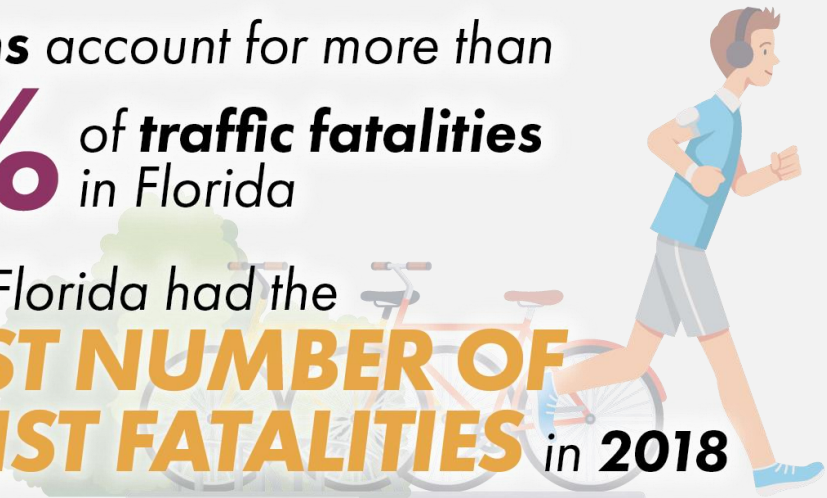
Abra Horne



Metropolitan Programs Administrator
Office of Policy Planning
Abra.Horne@dot.state.fl.us
850.320.3053

Pedestrians account for more than
22% of **traffic fatalities**
in Florida

Nationally, Florida had the
**HIGHEST NUMBER OF
BICYCLIST FATALITIES** in **2018**



Item Number 6D

Business Items & Presentations 2020 Census Update

DISCUSSION:

Mr. Joel Worrell, Transportation Data Inventory Manager, FDOT Transportation Data and Analytics Office, will present information on the Census schedule and resources.

REQUESTED ACTIONS:

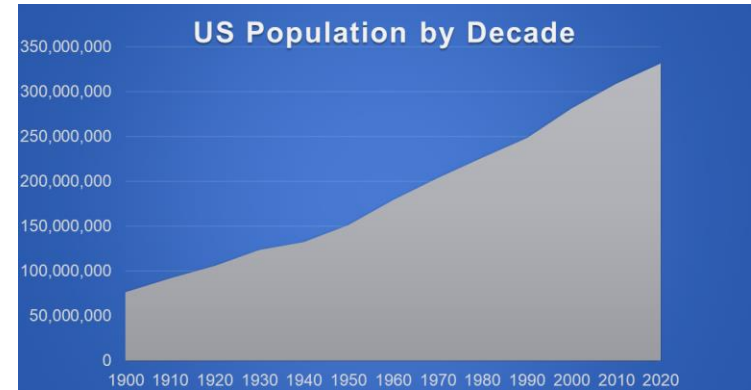
None. For review and discussion.

ATTACHMENT:

2020 US Census Process Update presentation.



2020 US Census Process Update



MPOAC Governing Board Meeting and
MPOAC Staff Directors' Advisory Committee Meeting

October 28, 2021



Strategic
development

Agenda



Overview



Proposed Changes for the 2020 Urban Areas



Census Implementation Timeline



Census Resources



Wrap-Up + Questions

2020 Census and Urban Boundary Update

United States®
**Census
2020**

May 2021

First Release of apportionment results

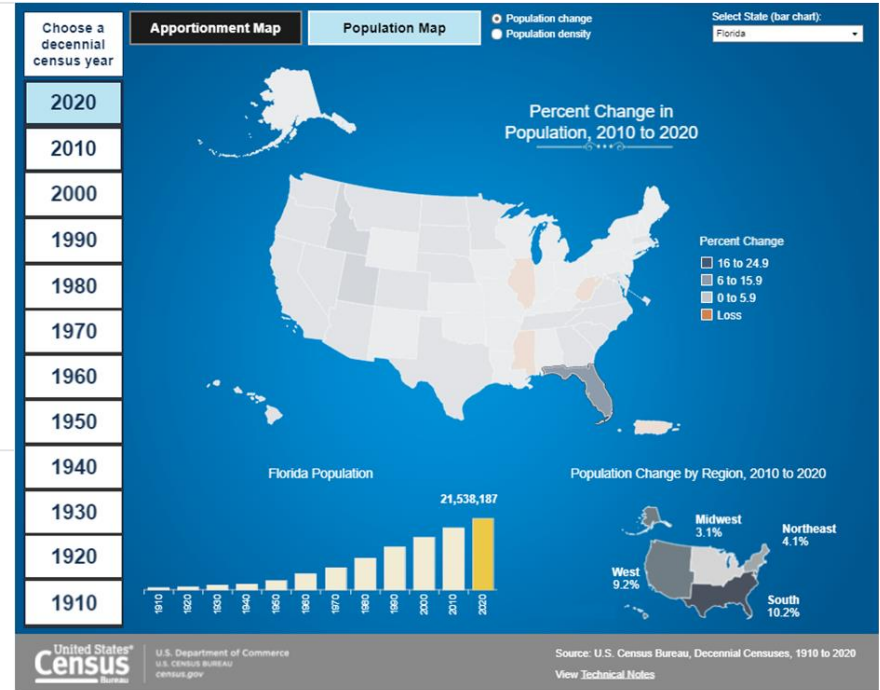
August 2021

Second Release of Census data products.

Urban Areas are revised every 10 years based on population counts from decennial census.

Urban Boundaries are adjusted to be consistent with transportation needs.

Functional classification reviewed and updated in conjunction with adjusted urban boundaries.



[Historical Apportionment Data Map \(Interactive\) \(census.gov\)](https://www.census.gov/historical-data/interactive)

Proposed Changes for the 2020 Urban Areas

Federal Register Highlights

Adoption of housing unit density threshold instead of population density with new minimum thresholds

Increase minimum threshold to qualify as an urban area from 2,500 people to 10,000 people or 4,000 housing units.

Cease distinguishing between different types of urban areas.

Refined urban area delineation for jumps, hops, and low-density areas.

Use worker flow data from the LEHD program to split and adjust boundaries of adjacent urban areas.

Source: Federal Notice of Urban Areas for the 2020 Census Proposed Criteria

Estimated Census Implementation Timeline



February 2021

Census Bureau publishes proposed criteria for urban areas

Fall/Winter 2021

Census Bureau publishes final criteria for urban areas

Spring/Summer 2022

Census Bureau releases list of qualifying urban areas

Spring/Summer 2022

USDOT provides urban area boundaries

Fall 2022

USDOT designates TMAs

Before October 2022

FDOT revisits PL distribution formula

Source: <https://ctpp.transportation.org/wp-content/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf>

Estimated Census Implementation Timeline

Before next MTP update, after October 1, 2022, or within 4 years of new urban area boundary designation

MPOs adjust MPAs to include new urban area boundaries

Spring/Summer 2023

New MPOs must be designated by Governor

Spring 2024

New TMAs must have a Congestion Management Plan (CMP)

Spring 2024



Governor approves adjusted urban area boundaries

Spring/Summer 2026

New MPOs must have adopted MTPs and TIPs

Source: <https://ctpp.transportation.org/wp-content/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf>

Sections Browse Search Reader Aids My FR Search D

 **FEDERAL REGISTER**
The Daily Journal of the United States Government 

Urban Areas for the 2020 Census-Proposed Criteria

A Notice by the Census Bureau on 02/19/2021

PUBLISHED DOCUMENT

AGENCY:
Bureau of the Census, Department of Commerce.

ACTION:
Notice of proposed program and request for comments.

SUMMARY:
This notice provides the Bureau of the Census' (hereafter, Census Bureau's) proposed criteria for defining urban areas based on the results of the 2020 Decennial Census. It also provides a description of the changes from the final criteria used for the 2010 Census. The Census Bureau is requesting public comment on these proposed criteria. The Census Bureau delineates urban areas after each decennial census by applying specified criteria to decennial census and other data. Since the 1950 Census, the Census Bureau has reviewed and revised

DOCUMENT DETAILS

Printed version PDF
Publication Date 02/19/2021
Agencies: Bureau of the Census
Dates: Written comment submitted 2021
Comments Closed 05/20/2021
Document Type Notice
Document Code 86 FR 1023

Highway Administration About Programs Resources Briefing Room Contact Search FHWA

g, Environment, & Realty (HEP)
Environment Real Estate HEP Events Guidance Publications

Issues

FHWA → Planning

Census Issues

Census population data are used in many transportation planning applications including population forecast travel demand modeling and microsimulation, Title VI analysis and land use analysis. The US Census definition of "urbanized areas" is used in the Federal determination of Metropolitan Planning Organizations (MPOs). Planning (PL) and Surface Transportation Program (STP) funds are based upon urbanized area populations. Transportation planning community, through American Association of State Highway and Transportation Officials (AASHTO), contracts for a special tabulation from Census data called the Census Transportation Planning Products (CTPP). The CTPP focuses on the journey-to-work, and other tables helpful for transportation planning (including household size, household income, mode usage, and vehicle availability).

The Census Bureau is in the process of developing new Urban Area Boundaries and other data products as of 2021. FHWA will update this site as these products become available. See [the transportation-related list of release dates](#).

Standard Decennial Census Products

2010 Census

- Accessing 2010 Census Data
- 2010 TIGER/Line

Census 2010 Demographic Profiles

A profile includes four tables that provide various demographic, social, economic, and housing characteristics for minor civil divisions in selected states, places, metropolitan areas, and congressional districts. It includes 101 tables from the decennial censuses. Some of the variables reported include household income, vehicles available in time, Means of transportation to work.

- Census Bureau website for Demographic Profiles

TIGER/Line 2010

- Census Bureau Geography Division TIGER/Line
- Where to get shape file formats of TIGER/Line 2010

Transportation News Services Meetings About

Participant Questions and Answers

U.S. Census Bureau and Federal Highway Administration Questions/Responses

Density Group Quarters Housing Units Impervious Surface LEHD Evaluating and Commenting on Proposed Criteria

Geographic Units Used in Delineation Undevelopable Territory Merging/Splitting Threshold for Qualifying Urban Areas

Frequency of Update Jumps 2020 Census Metropolitan and Micropolitan Statistical Areas Urban Area Delineation-Geographic Units

MPOs FHWA

Q. The 2010 density criteria was 500 persons/square mile, while the proposed 2020 criteria of 385 Housing Units corresponds roughly to 1000 persons per square mile. Am I understanding that correctly, and if so what is the reasoning behind this doubling of the qualifying density?

A. There were two population density thresholds in 2000 and 2010: 1,000 persons per square mile (ppsm) for the initial core and then 500 ppsm for the remainder of the area. The minimum population density threshold was 1,000 ppsm from 1960 through 1990. The lower threshold of 500 ppsm was used in 2000 because the automated delineation process could not recognize blocks in which the population density was lower due to the presence of residential urban land uses (such blocks were interactively combined with adjacent blocks in 1990 and an overall average density computed), impervious surface data to identify non-residential urban land uses has offset the need for a lower density threshold. Likewise, criteria allowing inclusion of lower density blocks surrounded by higher density blocks (such criteria have always been part of the delineation process) also allow for lower density areas that are part of the urban landscape. The overall effect of lowering the minimum density in 2000 and 2010 was to extend the urban area out into lower density, exurban areas. A density of 500 ppsm translates to approximately 1 person per acre.

Q. The proposed 385 housing units per square mile in essence allows housing with over an acre of land to qualify as an urban area? Does this mean a common perception of urban—shouldn't a threshold that requires a density of one housing unit per a less than acre land area better reflect what is an urban area?

A. This is a good point and one that ties into the need for a broader discussion about movement away from an urban-rural dichotomy and toward identification of a variety of categories along an urban to rural continuum that better reflect settlement patterns. The proposed 385 housing units per square mile is consistent with the 1,000 persons per square mile threshold that was used in previous decades, from 1960 through 2010.

Q. The 385 housing units multiplied by the 2.2 average household size yields only 846 persons per square mile. Why wasn't a threshold of 450 persons per square mile, which would much closer approximate 1000 persons per square mile proposed?

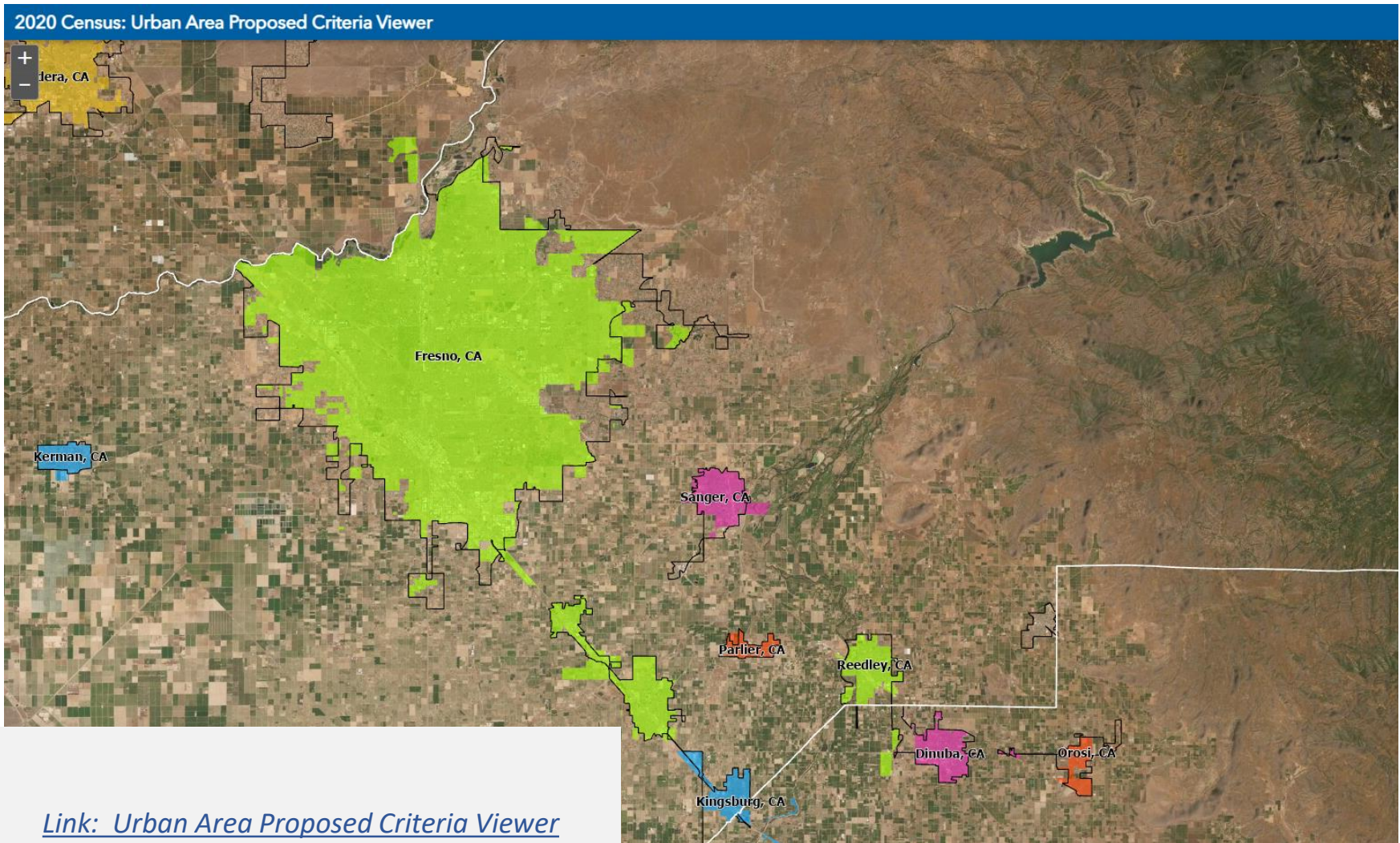
A. As we state in the proposed criteria, the 2019 American Community Survey 1-year data indicated a national average of 2.6 persons per household. The value used in selecting our proposed density. Further, the proposed density of 385 housing units per square mile is consistent with the 1,000 persons per square mile threshold suggested by urban geographer, Brian J.L. Berry, in his report, "Capturing Evolving Realities: Statistical Areas for the American Century," part of the Metropolitan Concepts and Statistics Project, and included in "Metropolitan and Nonmetropolitan Areas: New Approaches to Geographic Definition," Population Division Working Paper 12, US Bureau of the Census, September 1995.

Q. How was it considered that the 385 housing units per square mile threshold for population could encompass population in some urban areas that are more densely populated than 385 housing units per square mile?

US Census/FHWA Resources

- [Federal Notice of Urban Areas for the 2020 Census Proposed Criteria](#)
- [FHWA Census Issues Resource Page](#)
- [AASHTO Urban Areas for 2020 Census Webinar](#)

2020 US Census Urban Area Proposed Criteria Viewer



FDOT Website Resources

Resource Information

Spring 2022 is the estimated start date for State DOTs and MPOs to start smoothing these boundaries and to update functional classifications. FHWA is currently working on updating the 2013 Functional Classification guidebook and providing webinar instructions for the 2020 process. The Census is updating their issues FAQs.

- 2010 Census Maps
- 2013 Functional Classification Guidance
- 2013 FHWA Edition - Highway Functional Classification Concepts, Criteria and Procedures
- Census Frequently Asked Questions
- Metropolitan Planning Program Staff (District MPO Liaisons) – PDF
- Urban Areas for the 2020 Census
- Urban Boundary and Functional Classification Handbook
- Urban Boundary and Functional Classification Procedure



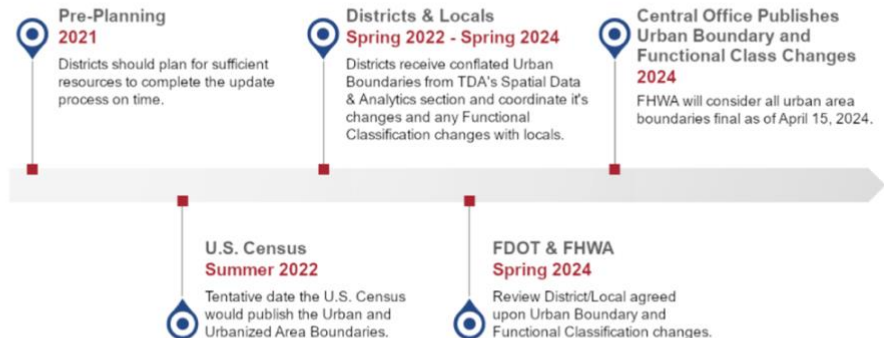
FDOT
Interactive
FunClass Map

Functional
Classification

This application contains
real-time functional
classification designations.

Explore

Timeline



[Link: 2020 Census Roadway Data Update Process \(fdot.gov\)](https://www.fdot.gov/2020-Census-Roadway-Data-Update-Process) 8



The **SAFE** way is the **RIGHT** way

Be seen: Always wear safety vests and ensure vehicles are equipped with high intensity amber or white strobe warning lights that rotate, flash, oscillate.

Be prepared: Make sure vehicles and equipment are inspected before every trip.

Be alert: Pay attention to traffic when doing work in the road.



Questions

Joel Worrell

Transportation Data Inventory Manager
Transportation Data and Analytics
Office
Phone: 850-414-4715
Email: Joel.Worrell@dot.state.fl.us

Lane departures
represent
34% of all
CRASHES
yet result in
42% of all
DEATHS



Item Number 6E

Business Items & Presentations Future Meeting Location and Hybrid Meeting Options

DISCUSSION:

The MPOAC will meet four times during calendar year 2022 (January 27, April 28, July 28, and October 27). The October 2021 meeting of the MPOAC is being held at a new venue (the Renaissance Orlando Airport Hotel) to comply with state requirements to secure “green lodging” accommodations when possible. Additionally, the Staff Directors’ Advisory Committee requested that the October 2021 meeting be conducted as a hybrid meeting to accommodate members that are unable to attend due to COVID 19 precautions and to provide an alternative method for the public to attend the meeting. The MPOAC has not secured a meeting venue for the calendar year 2022 meetings. This agenda item provides members with an opportunity to express their opinions on the Renaissance Orlando Airport Hotel as a meeting venue for calendar year 2022 and to discuss the relative value of continuing a hybrid meeting format given additional costs associated with the format and the potential impact it may have on achieving a quorum.

Mr. Don Scott, MPOAC Staff Directors’ Advisory Committee Chair, will present this agenda item.

REQUESTED ACTIONS:

None. For review and discussion.

ATTACHMENTS:

None.

Item Number 7
Communications

DISCUSSION:

For information only.

REQUESTED ACTION:

As may be desired.

ATTACHMENT:

August 18, 2021 Consolidated Planning Grant (CPG) resolution transmittal.



The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox
Chair*

August 18, 2021

Mrs. Alison Stettner, AICP
Executive Director
Florida Department of Transportation
Office of Policy Planning
605 Suwannee Street – MS 28
Tallahassee FL 32399-0405

Re: Resolution of Support for a Consolidated Planning Grant (CPG) Program in Florida

Dear Ms. Stettner,

On behalf of the 27 Florida Metropolitan Planning Organizations (MPOs), I want to thank you and your staff for your hard work in developing a consolidated planning grant (CPG) program for implementation in the state of Florida. The CPG program will streamline and simplify the federal planning grant program in Florida, providing stable and secure funding for Florida's MPOs in the future.

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) approved a motion on July 29, 2021, to endorse and participate in the CPG program, subject to participating in a process by which the CPG grant documents will be negotiated and adopted.

We look forward to working with you to implement this important program over the next few months.

Jeff Kramer, Agency Clerk

DocuSigned by:

A4B94EC07EED499...

CC: Stacie Blizzard, Transportation Planning Specialist, Federal Highway Administration
Holly Liles, Community Planner, US Department of Transportation, Federal Transit Administration
Don Scott, Policy & Technical Committee, Chair, Metropolitan Planning Organization Advisory Council

JK/jw



The Florida Metropolitan Planning Organization Advisory Council

*Commissioner Nick Maddox
Chair*

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE METROPOLITAN PLANNING ORGANIZATION
ADVISORY COUNCIL RELATING TO ENDORSEMENT OF THE
CONSOLIDATED PLANNING GRANT PROGRAM; MAKING FINDINGS;
SUPPORTING THE CPG PROGRAM; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Florida Metropolitan Planning Organization Advisory Council (“MPOAC”) was created by Section 339.175(11), Florida Statutes, as the duly created body to support the 27 Metropolitan Planning Organizations (“MPOs”) in the State of Florida; and

WHEREAS, the Federal Transit Administration (“FTA”) 49 U.S.C. Section 5305(d) Metropolitan Planning Program funds and Federal Highway Administration (FHWA) Metropolitan Planning (PL) funds are the principal federal fund sources annually provided to MPOs to administer and manage metropolitan transportation planning activities; and

WHEREAS, the FTA Circular C 8100.1D and FHWA Order 4551.1 offers state departments of transportation, such as the Florida Department of Transportation (“FDOT”) the option to participate in the Consolidated Planning Grant (“CPG”) program; and

WHEREAS, state DOTs may merge FTA Section 5305(d) with FHWA PL funds into a single planning grant; and

WHEREAS, the FDOT has elected to participate in the CPG program, as the Designated Recipient of FTA 5305(d) and FHWA PL funds; and

WHEREAS, FDOT selects FHWA to serve as the CPG Grant Administrator; and

WHEREAS, the MPOs are a stakeholder in the implementation of the CPG program in partnership with FDOT, FTA and FHWA; and

WHEREAS, the MPOAC represents the interests of the 27 Florida MPOs regarding a variety of policy and funding topics; and

WHEREAS, the MPOAC has voted to support and to participate in the CPG program, subject to participating in a process by which the CPG grant documents will be negotiated and adopted.

NOW, THEREFORE, BE IT RESOLVED by the Florida Metropolitan Planning Organization Advisory Council as follows:

SECTION 1. Each and all of the foregoing recitals (“WHEREAS” clauses) be and the same are hereby incorporated herein and declared to be true and correct.

SECTION 2. The MPOAC hereby endorses and agrees to participate in the CPG program.

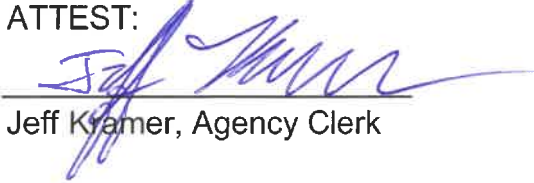
SECTION 3. This Resolution shall take effect upon the date of adoption. The Agency Clerk is directed to furnish copies of this Resolution to the FDOT, FHWA, and FTA.

PASSED AND DULY ADOPTED at a regular meeting of the Florida Metropolitan Planning Organization Advisory Council Governing Board on the 29 day of July, 2021.

METROPOLITAN PLANNING ORGANIZATION
ADVISORY COUNCIL, an agency of the State of Florida
operating pursuant to Section 339.175, Florida Statutes

By: 
Nick Maddox, Chairman

ATTEST:


Jeff Kramer, Agency Clerk

CERTIFICATE

The undersigned hereby certified that a signed original of this document was filed in the official records of the MPOAC on the 02 of August, 2021, and on the 18 day of August, 2021, signed copies were forwarded by official first class U.S. Mail to the FDOT at Alison Stettner, AICP, Director of the Office of Policy Planning, 605 Suwannee St. – MS-28, Tallahassee, FL 32399-0450, to the FHWA at Stacie E. Blizzard, Transportation Planning Specialist, Federal Highway Administration – Florida, 3500 Financial Plaza, Suite 400, Tallahassee, FL 323125902, and to the FTA at Holly Liles, Community Planner, US Department of Transportation, Federal Transit Administration, Region IV, 230 Peachtree Street NW, Suite 1400, Atlanta, GA 30303.

Jeff Kramer, Agency Clerk

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' Advisory Committee will be January 27, 2022. A meeting notice will be sent approximately one month prior to the meeting date.