



Technical Advisory Committee  
Agenda Book

10:00 am  
Wednesday, March 5, 2025

North Florida TPO Board Room  
980 North Jefferson Street  
Jacksonville, FL 32209



**Technical Advisory Committee  
Meeting Agenda  
Wednesday, March 5, 2025  
10 a.m.**

**Call to Order  
Introductions  
Public Comment**

**Agenda**

**A. February 5, 2025 Minutes ACTION ITEM**

These minutes are ready to review and approve.

**B. FDOT Requests Amending the FY 2024/25 – FY 2028/29 Transportation Improvement Program (TIP) ACTION ITEM**

A copy of the request is included in Section B, which includes the following projects:

- **208183-6** – SR 16 (Leonard C Taylor Pkwy) from SR 15 (US 17) to Clark Road Resurfacing/FDOT/Clay County
- **427263-2** – Nassau County JTA 5311 Capital Purchase Vehicles/Equipment JTA/Nassau County
- **435865-1** – 5310 Operating Assistance for St. Johns Council on Aging (COA) Operating for Fixed Route/St. Johns Council on Aging/St. Johns County
- **451150-3** – 5310 Capital Jacksonville UZA – JTA Capital for Fixed Route/JTA/Duval County
- **452488-1** – 5310 Operating – Jacksonville UZA – The Arc of Jacksonville, Inc. Operating for Fixed Route/Arc of Jax/Duval County

**C. Resolution Endorsing the Jacksonville Transportation Authority’s 2024 Northeast Florida Coordinated Mobility Plan ACTION ITEM**

JTA’s 2024 Northeast Florida Coordinated Mobility Plan was presented at the February meeting. The resolution is included in Section C.

<b>D. Approval of the 2025 List of Priority Projects (LOPP)</b>	<b>ACTION ITEM</b>
<p>The LOPP identifies potential projects to be funded in FDOT’s Tentative Work Program for FY 2026/27 – FY 2030/31. A draft was presented at the February meeting.</p>	
<b>E. DRAFT FY 2025/26 Unified Planning Work Program (UPWP) Study Selections</b>	Information Only
<p>The UPWP is the TPO’s two-year planning and operating budget. It describes the TPO’s upcoming studies and administrative tasks and details the funding sources. The list of candidate special studies was presented at the February meeting.</p>	
<b>F. Annual Assessments for FY 2025/26</b>	Information Only
<p>Information is included in Section F.</p>	
<b>G. DRAFT Joint Certification of the Metropolitan Transportation Planning Process</b>	Information Only
<p>The draft annual Self-Certification Report conducted with FDOT is included in Section G.</p>	
<b>H. Annual Mobility Report Presentation</b>	Information Only
<p>Terry Shaw of Kimley-Horn will present the TPO’s Annual Mobility Report, which details performance measures identified in the Congestion Management Process and tracks the progress over recent years.</p>	
<b>I. Storage and Retrieval of Turning Movement Data</b>	Information Only
<p>Dr. Lily Elefteriadou of University of Florida is developing software to provide turning movement data to eliminate redundancy among data collection efforts.</p>	
<b>J. Smart North Florida Update</b>	Information Only
<b>K. Old Business</b>	
<ul style="list-style-type: none"> <li>• February 13, 2025 TPO Meeting Report</li> </ul>	

L. New Business

M. Public Comment

N. Adjournment

**The next meeting will be April 2, 2025.**

**NOTICE**

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Marci Larson at 904-306-7513 at least seven days prior to the meeting.

# **Agenda Item A.**

**Minutes of February 5, 2025 Meeting**

***Action Item***



**TECHNICAL ADVISORY COMMITTEE**  
**MEETING SUMMARY**

Wednesday, February 5, 2025 - 10 a.m.

**MEMBERS PRESENT:**

Jason Sparks, City of St. Augustine Beach, **CHAIRMAN**  
Steve Smith, Town of Orange Park, **VICE CHAIR**  
Doug Conkey, St. Johns River Water Mgmt. District  
Mike Daniels, City of Green Cove Springs Planning Dept.  
David Dunkley, JAA (for Ashley Shorter)  
Michael Grunewald, St. Johns County Public Works Dept.  
Brett James, City of Jacksonville Planning Dept.  
Bill Killingsworth, City of Atlantic Beach  
Victoria Kutney, Florida Department of Transportation  
Chris LeDew, COJ Public Works Dept.  
Sean Lynch, Mayor - Town of Baldwin  
Dave McKee, JEA  
Mark McManus, U.S. Navy  
Colin Moore, City of Neptune Beach  
Scott Moore, Nassau County Ocean Hwy. & Port Authority  
Jeremy Norsworthy, JTA  
Christian Popoli, Jacksonville Beach Planning Dept.  
Justin Ryan, JAXPORT  
Warrick Sams, Clay County Engineering Dept.  
Richard Smith, Clay County Public Works Dept.  
Steve Smith, Town of Orange Park  
Jan Tranthan, St. Johns County Planning Dept. (for Dick D'Souza)

**MEMBERS ABSENT:**

Elizabeth Backe, Nassau County Planning Dept.  
Beth Carson, Clay County Planning Dept.  
Robert Companion, Nassau County Planning Dept.  
Garrett Cox, City of Keystone Heights  
Reuben Franklin, City of St. Augustine  
Elizabeth Payne, Northeast Florida Regional Council  
Sean Rush, CareerSource

**OTHERS PRESENT:**

Rossana Hebron, Nassau County Ocean Hwy. & Port Authority  
Achaia Brown, FDOT  
Karin Tennant, HDR  
Wiley Page, Atkins Realis

Mariana Schwabacher, Gannett Fleming  
Eric Houston, JTA  
Liz Peak, RMG  
Michelle Mecca, Kimley-Horn  
Aminah Adams, JTA  
Laurie Santana, COJ  
April Bacchus, ETM  
Clayton Levins, SNF

**TPO STAFF PRESENT:**

Jeff Sheffield, Executive Director  
Elizabeth De Jesus, Transportation Programs Manager  
Thalia Fuste, Transportation Planner  
Marci Larson, Public Affairs Manager  
Clark Letter, Director Planning and Analytics  
Jennifer Lott, Executive Assistant

**CALL TO ORDER**

Chairman Sparks welcomed everyone and called the Technical Advisory Committee meeting to order at 10:02 a.m. Introductions were made around the room.

**PUBLIC COMMENT**

None at this time.

**A. APPROVE THE DECEMBER 4, 2024 MEETING MINUTES**

Chairman Sparks asked that the December Technical Advisory Committee meeting minutes be approved.

**Steve Smith moved to approve the December 4, 2024 meeting minutes; Michael Grunwald seconded; motion unanimously carried.**

**B. FDOT REQUESTS AMENDING THE FY 2024/25 – FY 2028/29 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Victoria Kutney presented the following amendments to the Transportation Improvement Program (TIP) for FY 2024/25 – FY 2028/29.

- **449842-1** – SR A1A (US 90A) 3<sup>rd</sup> St. at 7<sup>th</sup> Ave. N. and 3<sup>rd</sup> Ave. S. Pedestrian Safety Improvement/FDOT/Duval County
- **456221-1** – 5310 Operating – Jacksonville UZA – Jacksonville Transit Authority Operating/Admin. Assistance/FDOT/Duval County
- **452163-1** – Clay County Flood Sensors - PD&E/EMO Study/FDOT/Clay County

- **452163-2** – St. Johns County Flood Sensors – PD&E/EMO Study/FDOT/ St. Johns County
- **452163-3** – Nassau County Flood Sensors – PD&E/EMO Study/FDOT/Nassau County
- **452164-4** – Duval County Flood Sensors – PD&E/EMO Study/FDOT/Duval County

Ms. Kutney asked for questions.

- Doug Conkey wanted to know the number of flood sensors that will be deployed and their locations.

Mr. Sheffield responded the locations have already been identified in each of the counties. Staff will give a presentation highlighting what that will look like in the near future. Although the locations may not be the most strategic, they were chosen to allow us to evaluate the technology. We have selected four different vendors, and each county will work with one of the vendors.

- Doug Conkey commented this is an opportunity to test and evaluate these products. Having the data from these evaluations is especially important, as this data gets fed to the county’s emergency operations center so they can plan and prepare how to respond within the community.

Mr. Sheffield responded we will ensure the proper agencies have access to the data and promote cross-sharing of information.

- Doug Conkey asked if there is a single point of contact or contacts in each county.

Mr. Sheffield responded we have been working with county staff and FDOT to select the locations.

**Bill Killingsworth moved to approve the FDOT’s request to amend the FY 2024/25 – FY 2028/29 Transportation Improvement Program (TIP); Colin Moore seconded; motion unanimously carried.**

**C. RESOLUTION ADOPTING 2025 BRIDGE AND PAVEMENT TARGETS**

Clark Letter informed the group the Federal Highway Administration (FHWA) performance management rules establish measures to assess the condition of bridges and pavement on the National Highway System (NHS) and the process for the FDOT and Florida’s Metropolitan Planning Organizations (MPO) to establish and report targets. These rules establish measures to assess the condition of pavement and bridges within MPO boundaries. MPOs have the option of supporting the statewide targets or establishing their own targets for the MPO planning area. The TPO must submit updated 2025 targets by March 30, 2025.



Mr. Letter asked for questions.

- Chairman Sparks would like to know if the criteria is based on the Pavement Condition Index for asphalt.

Mr. Letter responded the criteria is based on the Pavement Condition Index with three measures they evaluate.

**Bill Killingsworth moved to approve the adoption of the 2025 Bridge and Pavement Targets; Steve Smith seconded; motion unanimously carried.**

#### **D. RESOLUTION ADOPTING 2025 SYSTEM PERFORMANCE TARGETS**

The Federal Highway Administration (FHWA) performance management rules establish measures to assess the reliability of passenger and truck freight travel on the National Highway System (NHS) and the process for the Florida Department of Transportation (FDOT) and Florida's Metropolitan Planning Organizations (MPO) to establish and report their targets. MPOs have the option of supporting the statewide targets or establishing their own targets for the MPO planning area. The TPO must submit updated 2025 targets by March 30, 2025.

Mr. Letter asked for questions.

- Doug Conkey wanted to know if US 17 is considered an interstate.

Mr. Letter responded it is not considered an interstate, but it is on the Strategic Intermodal System.

- Doug Conkey wanted to know if this data is used as a guide to improve reliability.

Mr. Sheffield responded it is operational. The greatest impact on your daily commute is traffic crashes, intersections not working properly, etc.

Mr. Letter commented it is often referred to as a measure of non-recurring congestion.

**Doug Conkey moved to approve the adoption of the 2025 System Performance Targets; Bill Killingsworth seconded; motion unanimously carried.**

#### **E. REVISION TO THE LIST OF PRIORITY PROJECTS (LOPP) PROCESS**

Jeff Sheffield informed the group this revision will add five additional projects to the LOPP for a total of 25 projects. Clay, Nassau and St. Johns Counties will get an additional project and Duval County will get two additional projects.

The proposed policy will require a minimum of one project from each county that must be within the 2020 Census Designated Urban Areas of the North Florida TPO.

Mr. Sheffield asked for questions. There were no questions at this time.

**Doug Conkey moved to approve the revision to the List of Priority Projects (LOPP) Process; Bill Killingsworth seconded; motion unanimously carried.**

**F. DRAFT 2025 LIST OF PRIORITY PROJECTS (LOPP)**

Clark Letter informed the group the draft 2025 LOPP identifies potential projects to be funded in the FDOT Tentative Work Program for FY 2025/26 – FY 2029/30. Approval will be requested at the March meeting.

Mr. Letter asked for questions.

- Jeff Sheffield informed the group this follows the exact sequence of the priority list you submitted. What matters is that your project is on the list not the order.
- Chairman Jason Sparks wanted to know if the cuts to federal grants and funding would impact the TPO's processes.

Mr. Sheffield responded it could affect MPOs.

- Doug Conkey asked if the "Status" box is blank does that mean there is no funding for the project.

Mr. Letter responded that is correct.

- Doug Conkey asked what "FCE" stands for.

Mr. Sheffield responded it is First Coast Expressway.

- Richard Smith asked that Clay County's #17 project's limits be revised from US 17 to SR 23 interchange.
- Chris LeDew wanted to know if the project description "widen to five lanes" is really a four-lane divided road.

Mr. Letter responded he will refer to Clay County for a response.

- Richard Smith of Clay County responded that the first 3,000 to 4,000 feet of that road are commercial driveways. Jacobs has designed it as a five-lane section that goes into a four-lane section as the access points get reduced. We can look at changing the design if it affects the funding.

- Richard Smith wanted to know if a column should be added indicating right-of-way is planned and it is permit ready.

Mr. Sheffield responded we don't need to get that granular. It does not have any bearing on whether a project gets funded or not.

**G. DRAFT REQUESTED STUDIES FOR FY 2025/26 – FY 2026/27 UNIFIED PLANNING WORK PROGRAM (UPWP)**

Clark Letter informed the group the UPWP is the TPO's two-year planning and operational budget. It describes the TPO's upcoming studies and administrative tasks and details the funding sources. JTA's planning tasks funded by the Federal Transit Administration are also included.

Mr. Letter asked for questions.

- Bill Killingworth asked about an electric bike study for the Beaches area.

Mr. Sheffield responded we need an email with three to five sentences asking for an electric bike study that includes Jacksonville, Neptune and Atlantic Beaches.

- Chairman Jason Sparks asked what is the cut off date for submitting studies for consideration.

Mr. Letter responded as soon as possible would be appreciated. In March, we will select studies based on budget projections. By the time we make the amendment to the UPWP in May, we may have additional funding for one or two more studies.

- Chairman Jason Sparks commented we came up with tactical pavement markings and psychological deterrents as alternatives to traditional traffic calming practices.

**H. JTA NORTHEAST FLORIDA COORDINATED MOBILITY PLAN PRESENTATION**

Eric Houston of JTA gave a brief presentation of the JTA's Northeast Florida Coordinated Mobility Plan.

Mr. Houston asked for questions. There were no questions at this time.

- Brett James wanted to know if there was good participation from the different counties within the region.

Mr. Houston responded we participated in health fairs and community events and received a decent level of feedback and participation with the survey.

- Dave McKee wanted to know if there were any costs borne by individual travelers. Mr. McKee would like to know how much effort it took to determine accessibility or lack of accessibility having to do with the cost of different modes of transportation.

Mr. Houston responded we looked at affordability, but we did not do an economic feasibility study. One goal was to achieve affordability for low-income individuals.

#### **I. JTA TRANSIT DEVELOPMENT PLAN MAJOR UPDATE**

Jeremy Norsworthy of JTA gave a brief presentation on their Transit Development Plan Major Update.

Mr. Norsworthy asked for questions.

- Brett James asked how closely JTA is working with the different counties on these plans.

Mr. Norsworthy responded it is a partnership. We have attended several community events within the different counties.

- Brett James asked if the different county staffs were involved.

Mr. Norsworthy responded some of the key county staff were involved in the stakeholder meetings.

#### **J. SMART NORTH FLORIDA**

Clayton Levins gave the following update.

- SNF will pilot a project with Hohonu and FDOT that will use radar to assess critical infrastructure and resiliency on bridges at Santa Fe and Suwannee Rivers.

#### **K. OLD BUSINESS**

#### **L. NEW BUSINESS**

Jeff Sheffield informed the group we are updating our intergovernmental coordination agreement with the authorities. Staff will be contacting you to help us get it through your process.

#### **M. PUBLIC COMMENT**

**N. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:08 a.m. The next TAC meeting will be March 5, 2025.

# **Agenda Item B.**

**FDOT Requests Amending the FY 2024/25 –  
FY 2028/29 Transportation Improvement  
Program (TIP)**

***Action Item***



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

February 13, 2025

Elizabeth DeJesus  
Transportation Planning Manager  
North Florida TPO  
980 North Jefferson Street  
Jacksonville, FL 32209

**Re: FDOT Amendment request for the North Florida TPO Transportation Improvement Program (TIP) for FY 2024/25 – FY 2028/29**

Dear Elizabeth:

The Florida Department of Transportation (FDOT) requests Board approval for an amendment to the Transportation Improvement Program (TIP) for FY 2024/25 through FY 2028/29. Please add the following TIP Amendment requests for action by the TPO Board at their March meeting.

Please include the amounts listed for the total project in the TIP amendment report.

The following are new individual projects added to the current STIP:

**208183-6 SR16(Leonard C Taylor Pkwy) From SR15(US17) To Clark Rd  
Resurfacing/ /FDOT// Clay County \*NON-SIS\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DIH	PE	\$5,000

**427263-2 Nassau County JTA 5311 Capital  
Purchase Vehicles/Equipment/ /JTA// Nassau County \*NON-SIS\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DU	CAP	\$240,000
LF	CAP	\$60,000

**435865-1      5310 Operating Assistance for St. Johns Council on Aging (COA)  
Operating for Fixed Route/ /St. Johns Council on Aging// St. Johns County      \*NON-SIS\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DU	OPS	\$166,782
LF	OPS	\$166,782

**451150-3      5310-Capital-Jacksonville UZA- JTA  
Capital for Fixed Route/ /JTA// Duval County      \*NON-SIS\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DPTO	CAP	\$74,800
DU	CAP	\$598,400
LF	CAP	\$74,800

**452488-1      5310 Operating- Jacksonville UZA- The Arc of Jacksonville, Inc.  
Operating for Fixed Route//Arc of Jax// Duval County      \*NON-SIS\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2025</u>
DU	OPS	\$207,599
LF	OPS	\$207,599

If you have any questions about this project or this amendment request, please call me at (904) 360.5668.

Sincerely,

*Victoria Kutney*

Victoria Kutney  
North Florida TPO Liaison  
FDOT District Two

cc: Achaia Brown



# **Agenda Item C.**

**Resolution Endorsing the Jacksonville  
Transportation Authority's 2024 Northeast  
Florida Coordinated Mobility Plan**

***Action Item***



## RESOLUTION 2025-3

### **ENDORING THE 2024 NORTHEAST FLORIDA COORDINATED MOBILITY PLAN FOR NORTHEAST FLORIDA, INCLUDING BAKER, CLAY, DUVAL, NASSAU, PUTNAM, AND ST. JOHNS COUNTIES.**

**WHEREAS**, the North Florida Transportation Planning Organization encourages and promotes transportation systems, embracing various modes that maximize the mobility of people and goods within and through the urbanized area; and

**WHEREAS**, the Federal Transit Administration (FTA) requires the development of a Coordinated Public Transit-Human Services Transportation Plan in accordance with federal regulations for programs funded under Sections 5310 of the FTA; and

**WHEREAS**, the 2024 Northeast Florida Coordinated Mobility Plan (the "Plan") has been developed through an inclusive planning process, which involved input from a wide range of stakeholders, including human service agencies, public transit providers, non-profit organizations, healthcare providers, local governments, and members of the public, including individuals with disabilities, seniors, and representatives of low-income communities, in accordance with FTA requirements; and

**WHEREAS**, the Plan identifies transportation gaps and promotes coordination among transportation providers to maximize the efficient use of resources; and

**WHEREAS**, the Plan outlines strategies to address unmet needs and improve access to transportation services for elderly individuals, persons with disabilities, low-income individuals, and other transportation-disadvantaged populations in Baker, Clay, Duval, Nassau, Putnam, and St. Johns Counties; and

**WHEREAS**, the Regional Transit Working Group (RTWG) has reviewed and supports the goals and strategies outlined in the Plan; and

**WHEREAS**, the adoption of the Plan supports regional efforts to improve mobility and enhances the capacity of transportation providers to secure federal and state funding for mobility programs;

**NOW, THEREFORE, BE IT RESOLVED THAT** the North Florida Transportation Planning Organization approves and endorses the 2024 Northeast Florida Coordinated Mobility Plan.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 13th day of March 2025.

**ATTEST:**

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**The Honorable Randy White, Chairman**

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**Jeff Sheffield, Executive Director**

# **Agenda Item D.**

**Approval of the 2025 List of Priority Projects  
(LOPP)**

***Action Item***



## MEMORANDUM

**To:** Board Members, Citizens and Technical Advisory Committee Members  
**From:** Clark Letter, Director of Planning and Analytics  
**Date:** March 13, 2025  
**Subject:** Annual List of Priority Projects

Staff is requesting approval of the North Florida TPO's annual List of Priority Projects (LOPP). This is a candidate list of projects for the new fifth year of the Florida Department of Transportation's Five Year Work Program. The LOPP document includes the following categories of projects:

- **Region-Wide Priority Projects – Transportation Capacity Projects**  
*This list is perhaps the most important. This list of 25 projects represents the larger capacity and high priority projects throughout the TPO area. This list does not change substantially from year to year, as projects are typically only removed from the list when construction funding has been programmed.*
- **Aviation Priority Projects**  
*Jacksonville Aviation Authority and St. Augustine - St. Johns County Airport Authority can each submit a list of its priorities for inclusion in the document. The TPO includes these as a reference, but does not re-prioritize these projects.*
- **Mass Transit Priorities**  
*Jacksonville Transportation Authority and St. Johns/Sunshine Bus can each submit a list of its priorities for inclusion in the document. The TPO includes these as a reference, but does not re-prioritize these projects.*
- **Port Priority Projects**  
*JAXPORT and the Ocean Highway & Port Authority of Nassau County can each submit a list of its priorities for inclusion in the document. The TPO includes these as a reference, but does not re-prioritize these projects.*
- **Transportation Alternatives (TA) Program**  
*TAP projects are funded on a rotational basis by County. Applications must be submitted through the GAP system.*

- **SUN Trail Program – Multi-Use Trails**

*It is especially critical that each county submit one viable project for each of the TAP and SUN Trail Programs. Cost estimates must be provided. It is recommended you revisit the project submitted annually to ensure it is still feasible. Applications must be submitted through the GAP system.*

- **Transportation Regional Incentive Program Priorities**

*Transportation Regional Incentives Program (TRIP) priorities reflect the region-wide priority list.*

# **Agenda Item E.**

**DRAFT FY 2025/26 Unified Planning Work  
Program (UPWP) Study Selections**

*Information Only*

## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
<p><b>*New Kings Road (US1) Corridor Safety Evaluation Study</b></p>	<p>The King/Soutel CRA is proposing several improvements to New Kings Road (US 1) to enhance economic viability of the corridor. This study would include intersection analyses of proposed roundabouts and pedestrian features, coordination with COJ Public Works and FDOT to determine the most viable roadway designs to enhance this corridor while still serving existing truck and vehicular demand.</p>	<p>City of Jacksonville</p>
<p><b>*Assessment of Yield Rates Using Cost-Efficient Safety Materials</b></p>	<p>Smaller scale study that calculates before/after yield rates using highly cost effective in-street "yield to pedestrian" signage in tandem with added stop bars at stop sign locations. Study to identify 15-20 targeted locations within the City of Jacksonville's local high injury networks for bicyclists and pedestrians, as developed for the Vision Zero Action Plan. COJ to provide materials and installation. Brief yield assessments (before/after) will be developed through the study for each location. Study to include an executive summary, summarization of best practices and lessons learned. Deliverables to include checklists/methodology/templates to assist other local jurisdictions in implementing the same safety treatments</p>	<p>City of Jacksonville</p>
<p>City of Jacksonville Quick Build Project Report</p>	<p>Based on the quick build projects (4-5 total) as identified in the City of Jacksonville's Vision Zero Action Plan (2025), the study should define what quick build projects are, provide examples of large and small projects, and describe how they are used to introduce safe roadway and intersection treatments to communities; document public outreach for individual quick build installations; document the materials and associated costs used for each; document the final designs for each and provide reasoning; document the installation of each, including MOT, contracting, and costs. Next the study will develop brief before and after reports comparing the state of a location or area before a temporary, rapidly implemented project was constructed, with its condition after the project was completed, highlighting the visual and functional changes made, including photographs, data on usage/user patterns, near miss (trajectory) analysis, and feedback from community members to assess the project's impact. Study should include an executive summary, a summation of best practices and lessons learned, and a conclusion. Deliverables should include templates/checklists to help other local jurisdictions implement quick build projects.</p>	<p>City of Jacksonville</p>
<p>Duval County Nonmotorized</p>	<p>Study to develop several bike-walk assessments within half-mile walksheds of the school, itemize infrastructure needs for safe first-last nonmotorized travel to schools, map 0.5-mile walksheds with identified recommended infrastructure improvements, develop</p>	<p>City of Jacksonville</p>

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\* Selected Study



## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
School Commuters Study	preliminary opinions of probable construction costs for identified infrastructure needs using per-unit engineering costs (including a column for predicted 5-year inflation rate), and to draft a Safe Routes to School funding application template for each of the schools listed on the LOPP that choose to participate.	
Protected Bicycle Lanes Study	Study should: 1) define the various types of protected bicycle lanes, including materials used, design guidance from AASHTO/NACTO, and provide examples of each; 2) summarize best practices from other state DOTs and local jurisdictions; 3) analyze COJ's on-street bicycle facilities inventory, scheduled CIP projects, scheduled JTA projects, and scheduled resurfacing lists to determine feasible locations for protected bicycle lanes. Each location should include a brief design summary, drainage assessment, recommended materials, resulting connectivity (including project length and added connectivity in miles), level of bicycle traffic stress assessment, high-level estimated construction costs, and aerial maps indicating project begin/end termini. Study should include an executive summary, an appendix detailing feasible protected bike lanes in each Council district, and templates/checklists to assist other local jurisdictions in implementing similar protected bicycle lanes.	City of Jacksonville
Protected Intersections Study	Establish process for the prioritization and implementation protected treatments at COJ/COJ and FDOT/COJ-owned/maintained intersections (broad, process analysis). Study should select 5-10 intersection locations from list of intersections provided by COJ PDD-TPD and TE staff (specific "case study" examples). Each intersection should be evaluated to include a list of recommended designs, a list of constraints (row, number of lanes, etc.) including possible workarounds/solutions, and a list of ballpark/itemized engineering design and construction costs for each. Each intersection must also include recommended short and long-term improvements, including short-term pilot or quick-build improvements to solicit public buy-in before permanent projects are designed/funded. Study should also include preliminary designs / mockups for each intersection. Establish performance targets and a methodology to measure increased safety/comfort related to protected intersections (broad, process).	City of Jacksonville
Orange Park Path to NAS near southern COJ boundary trail alignment study	Study should determine feasibility of most safe/comfortable SUP alignment with little/no survey work, including 5% schematics and OPCCs.	City of Jacksonville
103 St/Timuquana Rd Corridor Safety Evaluation Study for Nonmotorized Users	Analyze and identify potential safety improvements along 103rd St and Timuquana Rd, between POW-MIA Memorial Park Pkwy (west) and Ortega Farms Blvd (east). Crash analysis for this route identifies it as a high bike-ped fatality corridor. Study may partition full	City of Jacksonville

## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
	<p>corridor into smaller segments, where necessary. Segments along 103rd St and Timuquana Rd may include: 1) from POW-MIA Memorial Dr and 103rd (west) to Old Middleburg Rd and 103rd St (east); 2) from Old Middleburg Rd and 103rd St (west) to Highway 295 and 103rd St (east); 3) from Highway 295 and 103rd St (west) to Ortega Farms Blvd (east). Study must identify potential safety improvements, including those identified in FHWA's 28 proven safety countermeasures. These recommendations may include but are not limited to signaling improvements, lane reduction, striping, enhanced crosswalks, lighting, midblock crossings, bicycle facilities, reduced speed treatments, raised crosswalks and intersections, protected intersections, driveway improvements, sidewalk improvements, and others. Barriers to safety treatment implementation, due to row constraints, utilities, or existing conditions, must be addressed and mitigation/workaround recommendations provided.</p>	
<b>*Roadway Capacity Study for CR 209 (Russell Road)</b>	from CR 315B to CR 739 (Henley Road)	Clay County
<b>*Countywide Street Lighting Study</b>	utilizing existing Clay Electric, JEA, and/or FPL infrastructure	Clay County
Cleveland Connector Corridor Study	new route connecting SR 21 to Cheswick Oaks Avenue	Clay County
Safety and Traffic Calming Study for US 17	from Doctors Lake Bridge to Black Creek Bridge	Clay County
<b>*Citrona Corridor Redesign</b>	Study the Citrona Corridor to develop proposed improvements to increase pedestrian and bicycle accessibility. Focus on access to Fernandina Beach Middle and High Schools	Nassau County
Semper Fi Realignment and I-95 Overpass	William Burgess Boulevard is the start of a southern paralleling route to SR 200. Ultimate goal is to connect CR 107 to SR 200 west of I-95 without traversing SR 200.	Nassau County
Innovative Traffic Calming Solutions	The study will look at innovative ways to create traffic calming which is effective but a break from the usual methods of stop signs, red lights or speed bumps. Recognizing in some instances the old way of doing things are the only way, there are innovative methods that are being developed most likely across the country that minimize intrusiveness, reduce liability concerns like speed bumps, enhance safety by slowing traffic and increase safety to	CAC Member

\* Selected Study

## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
	pedestrians/bicyclists/Ebikes etc. Given our TPO territory is growing and more conflict between motorists and people, developing these new technologies will also help costs. The enhanced use of AI should be able to come up with multiple solutions to each unique intersection, traveled lanes, crossings, school areas etc that will give decision makers best practice opportunities to save lives with the least level of pain the but intrusiveness.	
Review of Safety Countermeasures and Impact to Fatal and Serious Injury Crashes	A literature review to find systemwide changes and their potential impact to fatal and serious injury crashes in the TPO area. We have a lot of conversations about why these crashes occur, and whether or not the public would accept the countermeasure, but we rarely are able to have a conversation about the countermeasure and whether the safety is worth the inconvenience. I'd like a simple summary of potential countermeasures; anticipated reduction in fatal and serious injury crashes both in percentages and total (ideally broken out by County, where applicable); cost and who pays; where to deploy (urban area, rural area, interstates, etc.); and any legislation needed to allow for the countermeasure. The goal is to review available literature, apply judgement, and provide the best estimate possible, so we can agree on the facts to determine whether any countermeasures are worthwhile to pursue from the TPO's perspective	CAC Member
<b>*Atlantic Avenue at Fletcher Avenue (A1A) Intersection Study</b>	Investigate the intersection to provide viable design alternatives to improve safety and operational efficiency.	City of Fernandina Beach
Experimental Peer-to-Peer Timing Installation	Race Track Road is an arterial corridor in St. Johns County. The County will have the following features:  9 traffic signal intersections; 5.5 miles approx.; Fully coordinated in 2025; Iteris ATSPM monitored 2025; ATC controllers 2025; Iteris Vector Detection 2026.  The consultant will work with the County Traffic Engineer to create a peer-to-peer (free) operation that performs superior to the coordination pattern at certain times of day and conditions. ATSPM will be the measure of performance for the intersection and corridor. The study will provide lessons learned.	St. Johns County
Interstate Emergency Alternate Routes	I-95 and SR 9B have occurrences of crashes that require the traffic to be diverted onto surface streets in St. Johns County. The law enforcement offices have performed these diversions multiple times.	St. Johns County

\* Selected Study

## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
	The purpose of this study: <ul style="list-style-type: none"> <li>• Gather and confer with support agencies</li> <li>• Codify the existing diversion routes for each crash link</li> <li>• Identify future support projects that would benefit the functionality of each diversion route                             <ul style="list-style-type: none"> <li>○ Support signing</li> <li>○ Traffic signal response programs</li> <li>○ Dynamic message boards</li> <li>○ Intersection geometric improvements</li> </ul> </li> </ul>	
<b>*Trail Inventory and Gap Study</b>	The study will inventory all state, federal, and local trails that are either currently developed or funded for future construction. This study will help identify connectivity gaps within St. Johns County and guide future planning efforts.	St. Johns County
<b>*Smart St. Augustine Performance Measure Evaluation</b>	This study will perform performance measure baselining and tracking to capture the impact of the project on selected performance measures. The methods and techniques will be consistent with the performance measurement guidance for the RAISE discretionary grant program.	City of St Augustine
Regional Transit Study	The Study will provides a package of appropriate information to assist the analysis and decision-making of technical staff and policy makers regarding potential cross-jurisdictional transit projects	TPO Staff
<b>*Safe Routes to Schools Assistance</b>	The North Florida TPO will create a pilot program to aid schools and municipalities in preparing and submitting Safe Routes to Schools applications. The study will include determining edibility and feasibility of the application and carrying out tasks such as documenting background information, identifying problem areas, and identifying infrastructure improvements, providing cost estimates and preparing other materials related to the application process.	TPO Staff
<b>*Annual Mobility Report</b>	Report on performance measures and trends identified in the TPO's Congestion Management Process.	TPO Staff
Vulnerable Users on Race Track Road	Identify the characteristics of vulnerable users on Race Track Road from SR 13 to US 1. What are the origin-destination draws – present and future? What does the data suggest as an appropriate plan for building out this roadway to properly and safely accommodate the vulnerable users into the roadway mix?	St. Johns County
Traffic Calming Program Update	The study will develop a traffic calming program to evaluate and respond to the citizen requests. The deliverable will be a fully	City of St. Augustine Beach

\* Selected Study

## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
	implementable Traffic Calming Program to be adopted by Resolution/Ordinance.	
<b>*First Street Bike/Ped Study</b>	Develop a Bicycle and Pedestrian Safety Study of the First Street corridor in downtown Jacksonville Beach to identify potential improvements that could enhance safety for bicyclists and pedestrians. The corridor study should include a review of crash history, current transportation infrastructure, impact of festivals, and consider context sensitive safety enhancements. All modes of transportation should be considered with improvements to benefit bicyclists and pedestrians being emphasized as a priority.	Jacksonville Beach
<b>*E-Bike Pilot Study</b>	Develop an E-Bike pilot study for Atlantic, Neptune, and Jacksonville Beach to identify the impact of e-bikes on residents and visitors and to explore options for safely allowing e-bikes to operate within the city. The study should identify safety concerns, regulatory options and other measures to keep the community and e-bike riders safe.	Jacksonville Beach
Downtown Parking Study	Develop a downtown area parking study that will provide a roadmap for parking and mobility in the Downtown Jacksonville Beach area. Popularity of the downtown area often results in parking congestion on busy summer weekends, spring break, and during festivals. The study should, at minimum, evaluate the number of public parking spaces, ADA spaces, pay for private spaces, valet spaces, demand for mobility options, and provide an outlook for future parking demand.	Jacksonville Beach
<b>*Shearwater and Silverleaf Traffic Noise Study</b>	This study would evaluate the potential traffic noise impacts resulting from the First Coast Expressway (FCE). While the Florida Department of Transportation has conducted a traffic noise study over ten years ago to assess impacts on noise-sensitive sites, the Shearwater community had no residential density in that area when the study was conducted. Shearwater has since developed the lands along County Road 16A. With homes permitted and constructed along County Road 16A, residents are increasingly concerned about the potential for increased noise from the FCE.	St. Johns County
Drop-in Fuels for North Florida Fleets Feasibility Study	This study will develop a business case for drop-in biofuels such as B20 or renewable diesel for government/agency fleets, including City of Jacksonville (COJ), Jacksonville Transportation Authority (JTA), JEA, JAXPORT, St. Johns County, Nassau County, and cities of St. Augustine, St. Augustine Beach, Fernandina Beach, etc., in the four-county TPO service area. The study will biofuel options,	TPO Staff

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\* Selected Study

## DRAFT 2025 UNIFIED PLANNING WORK PROGRAM STUDY REQUESTS

Study Name	Description	Recommended By
	sources, fleet demand, infrastructure needs, costs and benefits, and implementation policies and processes for operations, including aggregated procurement methods.	

DRAFT

# **Agenda Item F.**

**Annual Assessments for FY 2025/26**

*Information Only*

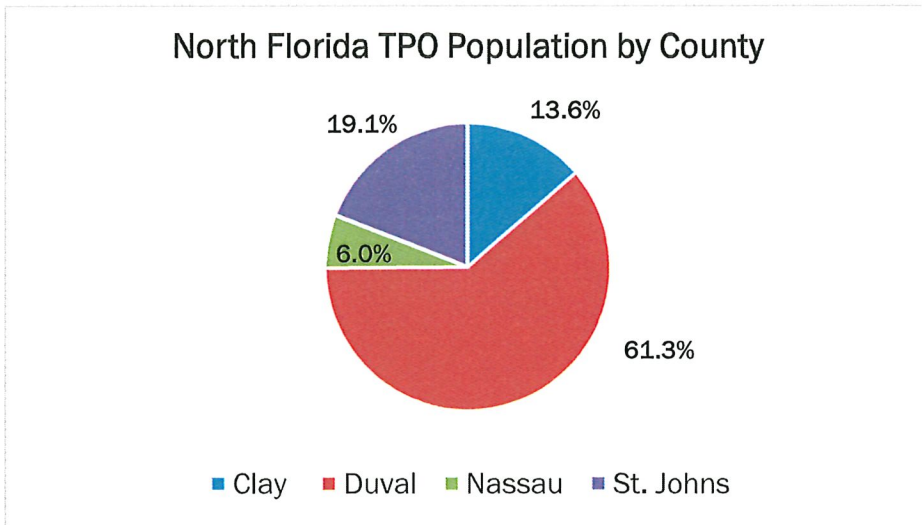


**2025 Annual Assessment**

	BEBR Population Estimate 2024	Annual Assessment = 25¢ per capita	2024 Assessment	\$ Increase
Clay	236,365	\$ 59,091	\$ 57,761	\$ 1,331
Duval	1,062,593	\$ 265,648	\$ 262,820	\$ 2,829
Nassau	103,990	\$ 25,998	\$ 25,191	\$ 807
St. Johns	331,479	\$ 82,870	\$ 78,829	\$ 4,041
<b>TOTAL</b>	<b>1,734,427</b>	<b>\$ 433,607</b>	<b>\$ 424,600</b>	<b>\$ 9,007</b>

**2025 Annual Assessment**

Jacksonville Aviation Authority	\$ 16,603	\$ 16,426	\$ 177
Jacksonville Port Authority	\$ 16,603	\$ 16,426	\$ 177
Jacksonville Transportation Authority	\$ 16,603	\$ 16,426	\$ 177
Nassau County Ocean Highway and Port Authority	\$ 1,625	\$ 1,574	\$ 50
St. Augustine-St. Johns County Airport Authority	\$ 5,179	\$ 4,927	\$ 253
<b>TOTAL</b>	<b>\$ 56,613</b>	<b>\$ 55,780</b>	<b>\$ 833</b>
<b>GRAND TOTAL</b>	<b>\$ 490,220</b>	<b>\$ 480,380</b>	<b>\$ 9,840</b>





# **Agenda Item G.**

**DRAFT Joint Certification of the Metropolitan  
Transportation Planning Process**

*Information Only*



**North Florida TPO**

**Calendar Year of Review Period: January 1, 2024, through December 31, 2024.**

**Click to enter the date the review is finalized.**

**Part 1 is to be completed by the Metropolitan Planning Organization**

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## Purpose

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

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

## Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where an explanation for each answer is to be inserted. The explanation given must be in adequate detail to explain the question.

FDOT’s [MPO Joint Certification Statement](#) document must accompany the completed Certification report. Please use the electronic form fields to fill out the document. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and email it with this completed Certification Document to your District MPO Liaison.

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board.

## **Part 1**

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

## Part 1 Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review (ICAR) agreement, and any other applicable agreements? Please list all agreements and dates that need to be readopted. The ICAR Agreement should be reviewed every five years and updated as necessary. Please note that the ICAR Agreement template was updated in 2020.

**Please Check:** Yes  No

A new ICAR agreement is being presented at the February Board meeting. A new version will be executed as soon as the authorities review individually.

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

**Please Check:** Yes  No

The TPO has not dealt with any projects that cross MPO boundaries to date. In the case this rises in the future a Joint Metropolitan Agreement was executed in September 2024 between the North Florida TPO and River to Sea TPO to ensure proper coordination of the planning process.

3. How does the MPOs planning process consider the 10 Federal Planning Factors ([23 CFR § 450.306](#))?

**Please Check:** Yes  No

The Federal Planning Factors are addressed in the Unified Planning Work Program (see pages 20 - 26) and Long Range Transportation Plan (see page 7).

<https://northfloridatpo.com/uploads/Adopted-UPWP-North-Florida-TPO-FY-25-FY-26.pdf>

<https://atkinsna.maps.arcgis.com/sharing/rest/content/items/44d6a84eff004c19b12d68e13b2d5b5f/data>

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

**Please Check:** Yes  No

The North Florida TPO practices a continuing, comprehensive and cooperative planning process working closely with the Florida Department of Transportation, the local transportation authorities, counties and cities. The TPO goes to great length to ensure public participation with special effort to include the underserved. The three C's are

evident in the development of all our plans including the Long Range Transportation Plan, Unified Planning Work Program, List of Priority Projects and Transportation Improvement Program. An example from the TPO's special studies is the Sunbeam Road Corridor study which was performed by our consultant team. The team engaged with the public through an online survey promoted through local Public Involvement Officers (PIOs) and through members of the TAC, included in the North Florida TPO newsletter, email blasts, Twitter and Facebook pages and directly mailed to residents in the overlapping zip codes.

<https://northfloridatpo.com/uploads/Studies/Sunbeam-Road-Corridor-Study.pdf>

5. When was the MPOs Congestion Management Process last updated?

The CMP was updated in 2024 and is available on the TPO's website here: <https://northfloridatpo.com/uploads/North-Florida-TPO-2024-CMP.pdf>

Annually the TPO produces an interactive mobility report that tracks performance measures identified in the CMP: [https://atibbetts.github.io/amr\\_2024/amr2024.html](https://atibbetts.github.io/amr_2024/amr2024.html)

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPP)? If so, when? For guidance on PPPs, see the Federal Highway Administration (FHWA) checklist in the [Partner Library](#) on the MPO Partner Site.

**Please Check:** Yes  No

The Public Participation Plan was recently updated and adopted in April 2023.

7. Was the Public Participation Plan (PPP) made available for public review at least 45 days before adoption?

**Please Check:** Yes  No

The PPP was presented at the TPO's Technical Advisory Committee, Citizen Advisory Committee and the TPO and posted on the website for at least 45 days allowing for public comment.



## Part 1 Section 2: Finances and Invoicing

1. How does the MPO ensure that Federal-aid funds are expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by FDOT and the Division Administrator of FHWA?

Familiarity with state and federal requirements and responsible practice by an experienced professional insures that expenditures of Federal-aid funds by the North Florida TPO comply with prescribed procedures. There are policies and procedures in place to ensure compliance and consistency with applicable federal and state laws set forth in those agreements.

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

The North Florida TPO invoices monthly.

3. Is the MPO, as a standalone entity, a direct recipient of federal funds and in turn, subject to an annual single audit?

**Please Check:** Yes  No

Although the North Florida TPO is not a direct recipient (its federal funds are passed through the State of Florida Department of Transportation), it is still subject to an annual single audit.

4. How does the MPO ensure their financial management system complies with the requirements set forth in [2 C.F.R. §200.302?](#)

The North Florida TPO undergoes an annual audit performed by a CPA which reviews and verifies compliance with 2 C.F.R. §200.302

5. How does the MPO ensure records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made?

The North Florida TPO keeps all current year expenditures organized in files readily available to the FDOT. The past records are stored based on Schedule GS1-SL under Chapter 119 of the Florida Statute.

6. Is supporting documentation submitted, when required, by the MPO to FDOT in detail sufficient for proper monitoring?

Yes. All required documentation is submitted to FDOT with all monthly invoices. Additional detailed documents are scanned and placed in our files and are readily made available for FDOT invoicing monitoring on either a semi-annual or annual basis. Current fiscal year records are retained in the Chief Financial Officer's offices while prior records are kept according to the State of Florida's General Records Schedule for State and Local Government Agencies.

7. How does the MPO comply with, and require its consultants and contractors to comply with applicable Federal law pertaining to the use of Federal-aid funds and applicable State laws?

Compliance with Federal law is a term of the General Consulting Services contract signed by the Consultant. Consultant invoices are reviewed for compliance upon receipt. The MPO undergoes an annual audit performed by a CPA which reviews and verifies the compliance with Federal law.

8. **Indirect Cost Rates:**

- a. If the MPO uses an indirect cost rate, do they use a federally approved indirect cost rate, state approved indirect cost rate, or the de minimis rate? The de minimis rate recently changed from 10% to 15% of modified total direct costs, which may be used indefinitely by the MPO ([2 C.F.R. 200.414\(f\)](#)). Either de minimis rate is allowable (10% or 15%).

Please check one of the indirect cost rate options below:

MPO has a Federally Approved Indirect Cost Rate

MPO has a State Approved Indirect Cost Rate

MPO uses the De Minimis Rate (either the 10% or 15% indirect cost rate)

N/A (The MPO does not use an Indirect Cost Rate)

*In general, only those MPOs that are hosted by agencies that receive direct Federal funding in some form (not necessarily transportation) will have available a Federally approved indirect cost rate. If the MPO has a staffing services agreement or the host agency requires the MPO to pay a monthly fee, the MPO may be reimbursed for indirect costs.*

- b. If the MPO has an existing federal or state approved indirect cost rate, did the MPO submit a Cost Allocation Plan?

N/A

- c. If the MPO does not use an indirect cost rate, does it charge all eligible costs as direct costs?

**Please Check:** Yes  No

### Part 1 Section 3: Title VI and ADA

1. Has the MPO signed an FDOT Title VI/Nondiscrimination Assurance, identified a person responsible for the Title VI/ADA Program, and posted for public view a nondiscrimination policy and complaint filing procedure?"

**Please Check:** Yes  No

The North Florida TPO Executive Director has signed an FDOT Title VI/Nondiscrimination Assurance. Marci Larson, Public Affairs Manager, is responsible for the Title VI/ADA Program. The Nondiscrimination Policy and procedure is posted electronically in the lobby.

2. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

**Please Check:** Yes  No

All contracts include appropriate language as referenced in Section XVI Subpart 5 of our general services agreements:  
5. Compliance with Nondiscrimination and Other Laws.

The Consultant shall comply with the regulations relative to nondiscrimination in federally assisted programs of the DOT Title 49, CFR, Part 21, as they may be amended from time to time, which are hereby incorporated herein by reference and made a part of this Contract. The Consultant shall also comply with the following civil rights regulations, as may be amended from time to time, which are incorporated herein by reference: 29 U.S.C. § 623, 42 U.S.C. § 2000, 42 U.S.C. § 6102, 42 U.S.C. § 12112, 42 U.S.C. § 12132, 49 U.S.C. § 5332, 29 CFR Part 1630, and 41 CFR Part 60. The Consultant, at its sole cost and expense, shall comply with applicable laws, regulations, ordinances, and rules of governmental agencies (including as applicable, the FHWA, FTA, OSHA, applicable State of Florida agencies, including the FDOT, the St. Johns River Water Management District (SJRWMD), the North Florida TPO, and the City of Jacksonville (CoJ)). Consultant shall secure all required licenses and permits necessary to the performance of the work at its sole cost and expense.

3. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI, and does this procedure comply with FDOT’s procedure?

**Please Check:** Yes  No

Yes  
[http://northfloridatpo.com/uploads/documents/NON DISCRIMINATION PLAN update 2019 FINAL January 2020.pdf](http://northfloridatpo.com/uploads/documents/NON_DISCRIMINATION_PLAN_update_2019_FINAL_January_2020.pdf)

4. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past three years?

**Please Check:** Yes  No

The last in-person workshop that staff attended was the FHWA Title VI training in Tallahassee Feb. 12-13, 2019. With the advent of the pandemic, staff attended a wide range of webinars presented by American Planning Assn., FDOT, AMPO, Metro Quest and others that included portions covering Title VI, equity and environmental justice. In September 2023, staff completed certification in a virtual course in Advanced Title VI training provided by the National Transit Institute.

5. Does the MPO collect demographic data to document nondiscrimination in its plans, programs, services, and activities?

**Please Check:** Yes  No

Yes. As part of nearly all our plans and studies a demographic and environmental screening takes place to identify disadvantaged communities that are marginalized, underserved, and overburdened. The TPO along with our consultants review census data, Justice 40 criteria and Efficient Transportation Decision Making processes and tools such as FDOT's ETDM screening tool and the Climate and Economic Justice Screening Tool. The use of these tools has led to the TPO including these analyses as part of all our plans and studies in conjunction with public outreach to these identified communities. The TPO engages with local community leaders as well as council members and commissioners to correlate the hard data with citizens' real experiences and input. The TPO's Long Range Transportation Plan includes outreach through technical and citizen advisory groups as well as online surveying to solicit input on the plans direction. The following documents show examples of data collection to identify and support nondiscrimination and equity:

[http://northfloridatpo.com/uploads/documents/NON\\_DISCRIMINATION\\_PLAN\\_update\\_2019\\_FINAL\\_January\\_2020.pdf](http://northfloridatpo.com/uploads/documents/NON_DISCRIMINATION_PLAN_update_2019_FINAL_January_2020.pdf)

[http://northfloridatpo.com/uploads/documents/FINAL\\_2019\\_UPDATE\\_LEP.pdf](http://northfloridatpo.com/uploads/documents/FINAL_2019_UPDATE_LEP.pdf)

<http://northfloridatpo.com/uploads/Studies/Ladders-of-Opportunity-Final-Draft-Report-20-10-29.pdf>

6. Does the MPO keep on file, for five years, all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

**Please Check:** Yes  No

Yes, complaints are filed if received, however, no complaints have been received in the last five years.

## Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises

1. Is the MPO using a qualifications based selection process that is consistent with [2 C.F.R. 200.320 \(a-c\)](#), [Appendix II to Part 200 - Contract Provision](#), and [23 C.F.R. 172](#), and Florida statute as applicable?

**Please Check:** Yes  No

The North Florida TPO utilizes the Jacksonville Transportation Authority's procurement process. This process is consistent with state and federal requirements.

2. Does the MPO maintain sufficient records to detail the history of procurement, management, and administration of the contract? These records will include but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, contract progress reports, and invoices.

Note: this documentation is required by [2 C.F.R. 200.325](#) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

**Please Check:** Yes  No

All procurement documents are available for your review.

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

**Please Check:** Yes  No

The TPO has intergovernmental agreement with the Jacksonville Transportation Authority to procure consultant services.

- 4. What methods or systems does the MPO have in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

**Please Check:** Yes  No

Consultants invoice monthly and provide a progress report. All invoices are received by the Director of planning and analytics. They are reviewed for correctness and approved for payment by the designated project manager/director. Payment is processed by the Chief Financial Officer and checks are signed by the Executive Director or the Director of Planning and Analytics in his absence. Consultants are evaluated every invoicing period for deviations from contract terms and schedules

- 5. Does the MPO's contracts include all required federal and state language from the FDOT/MPO Agreement?

**Please Check:** Yes  No

Yes, contracts include all required federal and state language from the MPO agreement

- 6. Does the MPO follow the FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

**Please Check:** Yes  No

The TPO utilizes the Jacksonville Transportation Authority (JTA) procurement and the JTA DBE Plan. This follows FDOT's DBE plan.

- 7. Is the MPO tracking all commitments and payments for DBE compliance?

**Please Check:** Yes  No

The TPO tracks DBE invoicing and payments every month during the invoice processing. The TPO has no DBE goal as a requirement for consultants. The TPO is committed to tracking contracts through the FDOT EOC and GAP systems for new contracts and DBE compliance audits.

8. The MPO must be prepared to use the Grant Application Process (GAP) for DBE compliance with the EOC System. Has the MPO staff been trained on the GAP system? If yes, please provide the date of training. If no, please provide the date by when training will be complete.

**Please Check:** Yes  No

Training with TPO staff was completed February 28, 2022

9. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

**Please Check:** Yes  No

Yes, The TPO utilizes the Jacksonville Transportation Authority (JTA) procurement, utilizes the JTA DBE Plan and includes appropriate language in all contracts

10. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

**Please Check:** Yes  No  N/A

11. Are the MPO procurement packages (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contracts free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs or any other business program not approved for use by FHWA or FDOT?

**Please Check:** Yes  No  N/A



12. Please identify all locally required preference programs applied to contract awards by local ordinance or rule that will need to be removed from Federal-Aid solicitations and contract.

- a)  Minority business
- b)  Local business
- c)  Disadvantaged business
- d)  Small business
- e)  Location (physical location in proximity to the jurisdiction)
- f)  Materials purchasing (physical location or supplier)
- g)  Locally adopted wage rates
- h)  Other:

13. Do the MPO's contracts only permit the use of the approved FDOT race-neutral program?

**Please Check:** Yes  No  N/A

14. Do the MPO's contracts specify the race neutral or 'aspirational' goal of 10.54%?

**Please Check:** Yes  No  N/A

15. Are the MPO contracts free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

**Please Check:** Yes  No  N/A

16. Do the MPO's contracts contain required civil rights clauses, including:

- a. Nondiscrimination in contracting statement (49 CFR 26.13)
- b. Title VI nondiscrimination clauses Appendices A and E (DBE Nondiscrimination Assurance & 49 CFR 21)
- c. FDOT DBE specifications

**Please Check:** Yes  No  N/A

## Part 1 Section 5: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPO's noteworthy practices and achievements below.

The North Florida TPO offered assistance to the Florida Metropolitan Planning Organization Advisory Council (MPOAC) to revise its Noteworthy Practices process. The existing application process and means to evaluate submittals was complicated and time consuming. It also failed to provide ample opportunity for the selected MPO's to present their noteworthy practice to the MPOAC. The process also inherently favored the larger MPOs, thus discouraging participation by the smaller MPOs in the State.

The North Florida TPO developed an online portal on the MPOAC website for MPOs to submit their practices for consideration. Criteria were expanded to empower smaller MPOs to submit practices that may not necessarily be the most noteworthy, but something they are proud of and would like to share. All submittals are considered "noteworthy" to the extent that someone may find value in each one after hearing it. That said, the North Florida TPO setup a recurring webinar series titled "Noteworthy Practices Showcase". Each Showcase highlights 3 MPOs providing ample time for each to present and engage in questions afterward. All MPOs in Florida are invited to each online Showcase. As a value add, AMPO distributes the invite to all MPOs in the country.

The TPO Planned and Implemented a Clean Fuels Expo that drew about 90 attendees for panel discussions and presentations about alternative fuels in NE Florida. The event also included a display of vehicles using alternative fuels.

During the annual Clean Cities and Communities Peer Exchange that draws participants from the 75 coalitions nationwide and representatives from DOE and DOT, the North Florida Clean Fuels Coalition was recognized with these accomplishments for 2023:

- Greatest Percent Increase in GGEs (Gasoline gallon Equivalent) Reduced – third place
- Greatest Percent Increase in GHSs (greenhouse gas) Reduced – third place
- Greatest Energy Use Impact – Plug-in Electric Vehicles
- Greatest Energy Use Impact – Off-road vehicles
- Most Infrastructure Builds - LNG (liquefied natural gas)

## Part 1 Section 6: MPO Comments

The MPO may use this space to make any additional comments or ask any questions, if they desire. This section is not mandatory, and its use is at the discretion of the MPO.

No additional comments or questions



**North Florida TPO**

**Calendar Year of Review Period: January 1, 2024, through December 31, 2024.**

**Click to enter the date the review is finalized.**

Part 2 is to be completed by the FDOT District

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## **Purpose**

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

The Certification Package and statement must be submitted to the Central Office, Office of Policy Planning (OPP), by June 1.

## **Certification Process**

Please read and answer each question within this document.

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

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

Note: This certification has been designed as an entirely electronic document and includes interactive form fields. Part 2 Section 10: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statement](#) document that must accompany the completed certification report. Once all the appropriate parties sign the MPO Joint Certification Statement, scan it and attach it to the completed certification in Part 2 Section 10: Attachments.

Please note that the District shall report the identification and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or issue to the District's satisfaction, the District shall report the resolution to the MPO Board.

The final Certification Package should include Part 1, Part 2, Risk Assessment Scoring Sheet, and any required attachments and be transmitted to the Central Office no later than June 1 each year.

## Risk Assessment Process

Part 2 Section 1: Risk Assessment evaluates the requirements described in [2 CFR §200.332 \(b\)-\(e\)](#), also expressed below. It is important to note that FDOT is the recipient of federal funds and the MPOs are the subrecipient, meaning that FDOT, as the recipient of Federal-aid funds for the State, is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations.

*(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:*

- (1) The subrecipient's prior experience with the same or similar subawards;*
- (2) The results of previous audits, including whether the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;*
- (3) Whether the subrecipient has new personnel or new or substantially changed systems; and*
- (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*

*(c) Consider imposing specific subaward conditions upon a subrecipient if appropriate, as described in §200.208.*

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



- (1) *Reviewing financial and performance reports required by the pass-through entity.*
  - (2) *Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies about the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.*
  - (3) *Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by [§200.521](#).*
  - (4) *The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (e.g., has been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section [§200.513\(a\)\(3\)\(vii\)](#). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.*
- (e) *Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be helpful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:*
- (1) *Providing subrecipients with training and technical assistance on program-related matters; and*

- (2) Performing on-site reviews of the subrecipient’s program operations;
- (3) Arranging for agreed-upon-procedures engagements as described in [§200.425](#).

If an MPO receives a Management Decision due to the Single Audit, it may be assigned a high-risk level.

After coordination with the Office of Policy Planning, any of the considerations in [2 CFR §200.331](#) (b) may result in an MPO being assigned the high-risk level.

The questions in Part 2 Section 1: Risk Assessment are quantified and scored to assign a level of risk for each MPO, which will be updated annually during the joint certification process. The results of the Risk Assessment determine the minimum frequency by which District MPO Liaisons review the MPO’s supporting documentation for their invoices for the upcoming year. The [Risk Assessment Scoring Sheet](#) is available in the [Liaison Resources Libray](#). This spreadsheet must be used to calculate the Risk Assessment Score. The frequency of review is based on the level of risk in **Table 1**.

**Table 1. Risk Assessment Scoring**

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

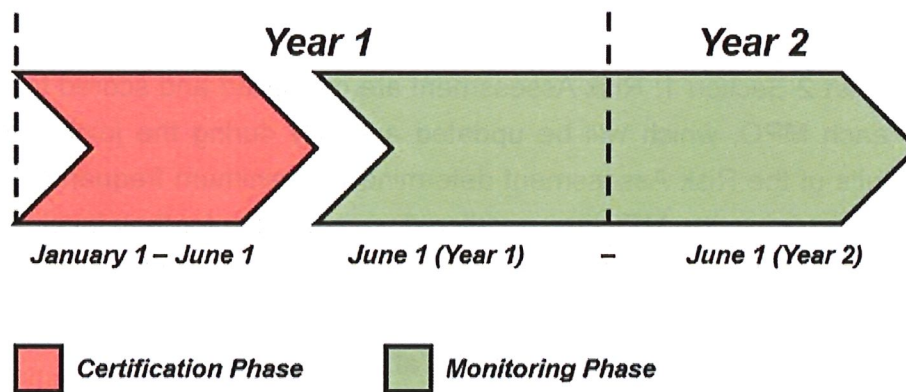
The Risk Assessment part of this joint certification has two main components, the Certification phase and the Monitoring phase, and involves regular reviewing, checking, and surveillance.

1. Certification phase: the first step is to complete this Risk Assessment during the joint certification review, which runs from January 1 to June 1 (*The red arrow in Figure 1*). During these 5 months, a Risk Assessment assesses the previous calendar year (January 1 through December 31).
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for 12 months

starting on June 1 (The green arrow, Year 1 in **Figure 1**) and ending on June 1 of the following year (The green arrow, Year 2 in **Figure 1**).

This process takes 17 months in total. On January 1 of each year, the new Certification phase begins, which overlaps with the previous year's Monitoring phase. **Figure 1** shows the timeline of the Risk Assessment phases.

**Figure 1. Risk Assessment: Certification and Monitoring Phases**



## **Part 2**

The District MPO Liaison must complete part 2 of the Joint Certification.

## Part 2 Section 1: Risk Assessment

### MPO Invoice Submittal

List all invoices and the dates that the invoices were submitted for reimbursement during the certification period in **Table 2** below.

**Table 2. MPO Invoice Submittal Summary**

Invoice #	Invoice Period	Date the Invoice was Forwarded to FDOT for Payment	Was the Invoice Submitted More than 90 days After the End of the Invoice Period? (Yes or No)
19	01/01/2024-01/31/2024	02/21/2024	No
20	02/01/2024-02/29/2024	03/13/2024	No
21	03/01/2024-03/31/2024	04/08/2024	No
22	04/01/2024-04/30/2024	05/16/2024	No
23	05/01/2024-05/31/2024	06/14/2024	No
24	06/01/2024-06/30/2024	07/25/2024	No
1	07/01/2024-07/31/2024	08/22/2024	No
2	08/01/2024-08/31/2024	09/12/2024	No

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3	09/01/2024- 09/30/2024	10/07/2024	No
4	10/01/2024- 10/31/2024	11/08/2024	No
5	11/01/2024- 11/30/2024	01/06/2025	No
6	12/01/2024- 12/31/2024	01/23/2025	No
<b>MPO Invoice Submittal Total</b>			
<b>Total Number of Invoices that were Submitted on Time</b>			12
<b>Total Number of Invoices Submitted</b>			12

## MPO Invoice Review Checklist

List all MPO Invoice Review Checklists that were completed during the certification period in **Table 3** and attach the checklists to this risk assessment. Provide the total number of questions marked with a red asterisk (\*) marked “Yes” on each MPO Invoice Review Checklist. “Yes” indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting unallowable, unreasonable, or unnecessary expenses or corrections that affect the total amounts for paying out.
- Exceeding allocation or task budget.
- Submitting an invoice that is not reflected in the UPWP.
- Submitting an invoice that is out of the project scope.
- Submitting an invoice that is outside of the agreement period.
- Documenting budget status incorrectly.
- Not using a federally approved indirect cost rate.
- Not providing an overhead cost rate when claiming overhead costs.

Corrections not considered materially significant do not warrant elevation of MPO risk. Examples of corrections that are not considered materially significant include:

- Typos.
- Incorrect UPWP revision number.
- Incorrect invoice number.

**Table 3. MPO Invoice Review Checklist Summary**

MPO Invoice Review Checklist	Number of “Yes” Responses on * Questions
19	7
20	7
21	7
22	7
23	7
24	7
1	7
2	7
3	7
4	7
5	7
6	7
<b>MPO Invoice Review Checklist Total</b>	
<b>Total Number of “Yes” Responses on * Questions</b>	84

\*Note: There are 7 \* questions per MPO Invoice Review Checklist for MPOs that do not have Indirect Costs. There are 12 \* questions per MPO Invoice Review Checklist for MPOs with Indirect Costs.



## MPO Supporting Documentation Review Checklist

List all MPO Supporting Documentation Review Checklists that were completed in the certification period in **Table 4** and attach the checklists and supporting documentation to this risk assessment. Provide the total number of questions marked with a red asterisk (\*) marked “Yes” on each MPO Supporting Documentation Review Checklist. This indicates that the question was addressed satisfactorily and is not a Materially Significant Finding. Examples of Materially Significant Findings include:

- Submitting an invoice with charges not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- Not using a federally approved indirect rate
- Failing to submit supporting documentation, such as documentation that shows the invoice was paid.

Submitting travel charges that do not comply with the MPO’s travel policy.

**Table 4. MPO Supporting Documentation Review Checklist Summary**

MPO Supporting Documentation Review Checklist	Number of “Yes” Responses on * Questions
G2890 Invoice #22	21
G2W76 Invoice #3	21
<p><i>*Please note both invoices were not applicable to materially significant questions regarding travel reimbursement and indirect costs. This resulted in the total number of questions to be 21.*</i></p>	
<b>MPO Supporting Documentation Review Checklist Total</b>	
<b>Total Number of “Yes” Responses on * Questions</b>	42

*\*Note: There are 23 \* questions per MPO Supporting Documentation Review Checklist for MPOs that do not have Indirect Costs. There are 25 \* questions per MPO Supporting Documentation Review Checklist for MPOs with Indirect Costs.*

**Technical Memorandum 19-04: Incurred Cost and Invoicing Practices**

Were incurred costs billed appropriately at the end of the contract period?

Please Check: Yes  No  N/A

## Risk Assessment Score

Please use the [Risk Assessment Scoring Sheet](#) to calculate the MPO's risk score. Use **Table 5** as a guide for selecting the MPO's risk level. As previously mentioned, the Risk Assessment Scoring Sheet is available in the [Liaison Resources Libray](#). This spreadsheet must be used to calculate the Risk Assessment Score, which determines the MPO's level of risk. A screenshot of this spreadsheet is provided in **Figure 2**. The values input into the spreadsheet must match those in this Risk Assessment.


**Table 5. Risk Assessment Scoring**

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

**Risk Assessment Score:** 100%

**Level of Risk:** Low

Figure 2: Image of the Risk Assessment Scoring Sheet

Florida Department of Transportation Metropolitan Planning Program Annual Joint Certification Risk Assessment Calculation Sheet							
							
The Risk Assessment evaluates the requirements described in 2 CFR §200.331 (b)-(e). As the recipient of Federal-aid funds for the State, FDOT is responsible for ensuring that Federal-aid funds are expended in accordance with applicable laws and regulations. This worksheet accompanies the Risk Assessment and calculates the MPO's risk score. The risk score determines the minimum frequency by which the MPO's supporting documentation for their invoices is reviewed by the District MPO Liaisons for the upcoming year. Use the directions below to complete this worksheet and calculate the MPO's risk score. Enter information into GREEN cells only. Print and attach this worksheet to the Risk Assessment.							
Table 1. Risk Assessment Score							
Question Category	Question	Example Response	Directions	Number Correct	Subtotal	Weight Percentage	Total Score
MPO Invoice Submittal	Was invoice submitted within 90 days from the end of the invoice period?	All invoices were submitted within 90 days from the end of the invoice period.	Number Correct Column: Enter the number of invoices that were submitted on time. Subtotal Column: Enter the total number of invoices that were submitted.	1		30%	
MPO Invoice Review Checklist	How many materially significant findings questions are correct?	There were 21 opportunities for materially significant findings, 18 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	18		30%	
MPO Supporting Documentation Review Checklist	How many materially significant findings questions are correct?	There were 75 opportunities for materially significant findings, 72 of the materially significant finding questions were answered correctly.	Number Correct Column: Enter the number of correct materially significant questions. Subtotal Column: Enter the total number of materially significant questions.	72		35%	
Technical Memorandum 19-04: Incurred Cost and Invoicing Practices	Were incurred costs billed appropriately at the end of the contract period?	The MPO billed incurred costs appropriately at the end of the invoice period.	Number Correct Column: Enter a 1 if incurred costs were billed appropriately at the end of the contract period, or if this question is not applicable. Enter a 0 if incurred costs were not billed appropriately at the end of the contract period.		1	5%	0%
<b>Risk Assessment Score</b>							<b>0%</b>

## Part 2 Section 2: Long Range Transportation Plan (LRTP)

Did the MPO adopt a new LRTP in the year this certification addresses?

Please Check: Yes  No

If yes, please ensure any correspondence or comments related to the draft and final LRTP and the LRTP checklist used by the Central Office and the District are in the [Grant Application Process \(GAP\) System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

- Adopted LRTP: February 10, 2025
- Adopted LRTP Version #1
- Long Range Transportation Plan (LRTP) Checklist (MPO Completed)
- Technical Report 1- Planning Context
- Technical Report 2- Goals and Objectives
- Technical Report 3- Financial Resources
- Technical Report 4- 2050 Needs Plan
- Technical Report 5- Cost Feasible Plan Development
- Public Outreach Technical Report
- ETDM Environmental Mitigation Tech Memo
- Environmental Justice Tech Memo
- Affordable Housing Tech Memo

## Part 2 Section 3: Transportation Improvement Program (TIP)

Did the MPO update their TIP for the year this certification is addressed?

Please Check: Yes  No

If yes, please ensure any correspondence or comments related to the draft and final TIP and the TIP checklist used by the Central Office and the District are in the [GAP System](#) or attach them to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

-Adopted TIP Version #1: July 10, 2024

## Part 2 Section 4: Unified Planning Work Program (UPWP)

Did the MPO adopt a new UPWP in the year this certification addresses?

Please Check: Yes  No

If yes, please ensure any correspondence or comments related to the draft and final UPWP and the UPWP checklist used by the Central Office and the District are in the [GAP System](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the [GAP System](#) below.

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

- Adopted UPWP Version #1: May 23, 2024

## Part 2 Section 5: Clean Air Act

The requirements of [Sections 174 \(Planning Procedures\)](#) and [176 \(c\) and \(d\) \(Limitations on Certain Federal Assistance\)](#) of the Clean Air Act as codified in [42 USC 7504](#) and [42 USC 7506](#) can be found [here](#).

The Clean Air Act requirements affecting transportation only apply to areas designated for nonattainment and maintenance of the National Ambient Air Quality Standards (NAAQS). Florida is currently in attainment for all NAAQS. No certification questions are required at this time. If the Environmental Protection Agency issues a revised NAAQS, this section may need revision.

Title(s) of Attachment(s)

N/A



**Part 2 Section 6: Technical Memorandum 19-03REV:  
Documentation of FHWA PL and Non-PL Funding**

Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

Please Check: Yes  No  N/A

## Part 2 Section 7: MPO Procurement and Contract Review

To evaluate existing DBE reporting requirements, choose one professional services procurement package and contract between the MPO and a third party to answer the following questions. If the answer is no, the MPO is not penalized. FDOT uses this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2024, must be compliant with the existing DBE reporting requirements.

1. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates and related documents) and contract free from geographical preferences or bidding restrictions based on the physical location of the bidding firm or where it is domiciled?

**Please Check: Yes  No  N/A**

2. Are the procurement package (Project Advertisements, Notices to Bidders, RFP/RFQs, contract templates, and related documents) and contract free of points or award preferences for using DBEs, MBEs, WBEs, SBEs, VBEs, or any other business program not approved for use by FHWA or FDOT?

**Please Check: Yes  No  N/A**

3. Does the contract only permit using the approved FDOT race-neutral program?

**Please Check: Yes  No  N/A**

4. Does the contract specify the race-neutral or 'aspirational' goal of 10.54%?

**Please Check: Yes  No  N/A**

5. Is the contract free of sanctions or other compliance remedies for failing to achieve the race-neutral DBE goal?

**Please Check: Yes  No  N/A**

6. Does the contract contain required civil rights clauses, including:
  - a. Nondiscrimination in a contracting statement ([49 CFR 26.13](#))
  - b. Title VI nondiscrimination clauses Appendices A and E ([DBE Nondiscrimination Assurance](#) & [49 CFR 21](#))
  - c. FDOT DBE specifications

Please Check: Yes  No  N/A

## Part 2 Section 8: District Questions

The District may ask up to five questions at their discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question(s) and the response(s) in the blanks below. This section is optional and may cover any area the District would like more information on.

1. Question

2. Question

3. Question

4. Question

5. Question

## Part 2 Section 9: Recommendations and Corrective Actions

Please note that the District shall report the identification of and provide status updates of any corrective action or other issues identified during certification directly to the MPO Board. Once the MPO has resolved the corrective action or problem to the satisfaction of the District, the District shall report the resolution of the corrective action or issue to the MPO Board. The District may identify recommendations and corrective actions based on the information in this review, any critical comments, or to ensure compliance with federal regulation. The corrective action should include a date by which the MPO must correct the problem.

### Status of Recommendations and Corrective Actions from Prior Certifications

There were no recommendations and/or corrective actions from the prior 2024 certification.

### Recommendations for this Certification

No recommendations.

### Corrective Actions for this Certification

No corrective actions.

## Part 2 Section 10: Attachments

Please attach any documents required from the sections above or other certification-related documents here or through the [GAP System](#). Please also sign and attach the [MPO Joint Certification Statement](#).

Title(s) and Date(s) of Attachment(s) in the [GAP System](#)

Click or tap here to enter text.
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# **Agenda Item K.**

## **Old Business**

- **February 13, 2025 TPO Meeting Report**

# North Florida TPO Meeting Report



## Meeting Agenda

Thursday, February 13, 2025

10 a.m.

Call to Order  
Pledge of Allegiance  
Introductions  
Public Comment

1. North Florida TPO Minutes of December 12, 2024 *APPROVED*
  
2. CAC Membership Approval Requested *APPROVED*  
**CAC Approved**
  - Approval is requested for Lewan Brunson representing Duval County. His application is included in Section 2.

## TPO Agenda

- A. Finance Report Information Only
  - November Monthly Financial Statement
  - December Monthly Financial Statement
  
- B. Legislative Report – Board Approved ACTION REQUESTED

A draft of the legislative policy positions is included in Section B.
  
- C. Resolution Adopting 2025 Bridge and Pavement Targets – Board Approved ACTION ITEM  
**TAC and CAC Approved**

The targets are included in Section C.
  
- D. Resolution Adopting 2025 System Performance Targets – Board Approved ACTION ITEM  
**TAC and CAC Approved**

The targets are included in Section D.

**E. FDOT Requests Amending the FY 2024/25 – FY 2028/29 Transportation Improvement Program (TIP) – Board Approved**

**ACTION ITEM  
TAC and CAC  
Approved**

A copy of the request is included in Section E, which includes the following projects:

- **449842-1** – SR A1A (US 90A) 3<sup>rd</sup> St. at 7<sup>th</sup> Ave. N. and 3<sup>rd</sup> Ave. S. Pedestrian Safety Improvement/FDOT/Duval County
- **456221-1** – 5310 Operating – Jacksonville UZA – Jacksonville Transit Authority Operating/Admin. Assistance/FDOT/Duval County
- **452163-1** – Clay County Flood Sensors - PD&E/EMO Study/FDOT/Clay County
- **452163-2** – St. Johns County Flood Sensors – PD&E/EMO Study/FDOT/St. Johns County
- **452163-3** – Nassau County Flood Sensors – PD&E/EMO Study/FDOT/Nassau County
- **452164-4** – Duval County Flood Sensors – PD&E/EMO Study/FDOT/Duval County

**F. Revision to the List of Priority Projects (LOPP) Process – Board Approved**

**ACTION ITEM  
TAC and CAC  
Approved**

Material is included in Section F.

**G. DRAFT 2025 List of Priority Projects (LOPP)**

Information  
Only

The draft 2025 LOPP identifies potential projects to be funded in the FDOT Tentative Work Program for FY 2025/26 through FY 2029/30. A draft will be presented at the meeting. Approval will be requested at the March meeting.

**H. DRAFT Requested Studies for FY 2025/26 – FY 2026/27 Unified Planning Work Program (UPWP)**

Information  
Only

The UPWP is the TPO’s two-year planning and operational budget. It describes the TPO’s upcoming studies and administrative tasks and details the funding sources. JTA’s planning tasks funded by the Federal Transit Administration (FTA) are also included.

**I. Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement (ICAR)**

Information  
Only

A memo is included in Section I.



- |  |                     |
|--|---------------------|
| <b>J. JTA Northeast Florida Coordinated Mobility Plan Presentation</b>   | Information<br>Only |
| Eric Houston of JTA will give a brief update on JTA’s Northeast Florida Coordinated Mobility Plan.               |                     |
| <b>K. JTA Transit Development Plan Major Update</b>  | Information<br>Only |
| Jeremy Norsworthy of JTA will give a Transit Development Plan Major update.                                      |                     |
| <b>L. Smart North Florida Update</b>   | Information<br>Only |
| <b>M. Executive Director’s Report</b>  | Information<br>Only |
| <b>N. Secretary of Transportation’s Report</b>   | Information<br>Only |
| <b>O. Authority Reports</b>  | Information<br>Only |
| <b>P. Old Business</b>   |                     |
| <b>Q. New Business</b>   |                     |
| <b>R. Public Comment</b>   |                     |
| <b>S. Adjourn</b>  |                     |
| <b>T. Information</b>  |                     |
| <ul style="list-style-type: none"> <li>• Status Report of FDOT Projects in the North Florida TPO area</li> </ul> |                     |

**The next meeting will be March 13, 2025**

**NOTICE**

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Marci Larson at 904-306-7513 at least seven days prior to the meeting.