



Citizens Advisory Committee  
Agenda Book

2:00 pm  
Wednesday, April 3, 2024

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



**Citizens Advisory Committee  
Meeting Agenda  
Wednesday, April 3, 2024  
2 p.m.**

**Call to Order  
Pledge of Allegiance  
Introductions  
Public Comment**

**Agenda**

**A. March 6, 2024 Minutes ACTION ITEM**

These minutes are ready to review and approve.

**B. FDOT Requests Amending the FY 2023/24 through FY 2027/28  
Transportation Improvement Program (TIP) ACTION ITEM**

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

- **210265-8** – SR A1A from Begin 4-Lane to SR 312  
Resurfacing/FDOT/St. Johns County

**C. Staff Requests Amending the Unified Planning Work Program (UPWP)  
for FY 2022/23 – FY 2023/24 (Deobligation of FHWA Funds) ACTION ITEM**

A copy of the request is included in Section C.

**D. DRAFT Joint Certification of the Metropolitan Transportation Planning  
Process ACTION  
REQUESTED**

The draft annual Self-Certification Report conducted with FDOT is included in Section D.

**E. DRAFT FY 2024/25 – FY 2025/26 Unified Planning Work Program (UPWP) Information  
Only**

The draft FY 2024/25 – FY 2025/26 UPWP is located on the TPO website. Approval will be requested in May.

- F. DRAFT Project Recommendations for SU Funding for FY 2024/25 through FY 2028/29** Information Only

Jeff Sheffield will discuss the draft project recommendations.

- G. DRAFT Project Recommendations for CMAQ Funding for FY 2024/25 through FY 2028/29** Information Only

Jeff Sheffield will discuss the draft project recommendations.

- H. Long Range Transportation Plan (LRTP) Update** Information Only

Wiley Page of Atkins Realis will give a brief update on the LRTP.

- I. JTA's Creating Safe Spaces Action Plans Presentation** Information Only

Jeremy Norsworthy (JTA)/Fred Jones (Haskell) will present the JTA's Creating Safe Spaces Action Plans.

- J. Smart North Florida Update** Information Only

**K. Old Business**

- March 14, 2024 North Florida TPO Meeting Report
- Federal Certification Update

**L. New Business**

**M. CAC Comment**

**N. Public Comment**

**O. Adjournment**

**The next meeting will be May 1, 2024.**

**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 March 6, 2024 Meeting**

***Action Item***



**CITIZENS ADVISORY COMMITTEE**  
**MEETING SUMMARY**

Wednesday, March 6, 2024 - 2 p.m.  
980 North Jefferson Street  
Jacksonville, FL 32209

**MEMBERS PRESENT:**

Walter Kloss, Clay County – **VICE CHAIRMAN**  
Roy Buncome, Duval County  
Austin Chapman, St. Johns County  
Doug Conkey, Clay County  
Scott Cowitt, Duval County  
Branch Davis, Duval County  
David Duckworth, Duval County  
James Green, Duval County  
Jim Hill, Duval County  
Joanne Kazmierski, Duval County  
Patrick Keogh, Nassau County  
Lisa McGlynn, St. Johns County  
Nichole Mobley, Duval County  
Bernie O'Connor, Duval County  
Charles Pappas, St. Johns County  
Barney Roberts, Duval County  
Oksana Spears, Nassau County  
John Stack, Nassau County  
Joe Trottie, Duval County  
Eugene Yerkes, Duval County

**MEMBERS ABSENT:**

Mario Dipola, St. Johns County - **CHAIRMAN**  
Chip Dobson, Clay County

**OTHERS PRESENT:**

Victoria Kutney, FDOT  
Wiley Page, Atkins  
Eric Houston, JTA  
Clayton Levins, SNF  
Hillary Laskey, FDOT

**TPO STAFF PRESENT:**

Jeff Sheffield, Executive Director  
Clark Letter, Director Planning and Analytics

Marci Larson, Public Affairs Manager  
Jennifer Lott, Executive Assistant

### **CALL TO ORDER**

Vice Chairman Walter Kloss called the meeting to order at 2:01 p.m. and John Stack led the Pledge of Allegiance.

### **PUBLIC COMMENT**

None.

### **▶ A. APPROVE THE FEBRUARY 7, 2024 MEETING MINUTES**

Vice Chairman Walter Kloss asked for approval of the minutes of the February Citizens Advisory Committee meeting.

- Jim Green asked for the following correction to be made under Agenda Item E – Draft 2024 List of Priority Projects (LOPP).

*“Jim Green asked if this would position the project for the reconnecting communities part of the A-1-A widening in St. Johns County”.*

Replace with the following:

***“Jim Green asked if this would position the project for the Reconnecting Communities part of the federal Infrastructure Act”.***

**Branch Davis moved to approve the February 7, 2024 minutes; Jim Green seconded; motion unanimously carried.**

**Branch Davis moved to approve the February 7, 2024 minutes as amended; Doug Conkey seconded; motion unanimously carried.**

### **▶ B. FDOT REQUESTS AMENDING THE FY 2023/24 THROUGH FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Victoria Kutney presented the following amendment to the Transportation Improvement Program (TIP) for FY 2023/24 through FY 2027/28.

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

- **451150-3** – Capital – Jacksonville UZA – JTA Capital for Fixed Route Duval County

Ms. Kutney asked for questions.

- Jim Green asked what JTA intends to do with the funds.

Ms. Kutney responded the funding is to purchase buses.

**Bernie O'Connor moved to approve the FDOT's request to amend the FY 2023/24 through FY 2027/28 Transportation Improvement Program (TIP); Branch Davis seconded; motion unanimously carried.**

► **C. APPROVAL OF 2024 LIST OF PRIORITY PROJECTS (LOPP)**

Clark Letter presented the 2024 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. A draft was presented at the February meeting.

JAA has yet to submit their list of priorities. If they submit their list before next week's TPO Board meeting, staff is asking for it to be included in today's approval.

There was one change to the LOPP from last month under the Transportation Alternatives Program (TAP).

Clay County added the following project.

*Doctor's Inlet Elementary – Evergreen Lane from CR 220B to Lisa Dawn Drive;  
Evergreen Lane to School*

Mr. Letter asked for questions.

- Branch Davis commented there are no funds under JAA. It is simply a list of their priority projects.

Mr. Letter responded we show the authority's priorities as regional support for their projects, which helps them in their pursuit of grant funding.

- Lisa McGlynn asked if we are approving what is shown on the screen.

Mr. Sheffield responded you are approving the entire document. At last month's meeting, Mr. Letter went through the entire document in detail.

- Jeff Sheffield informed the group this document will be forwarded to FDOT for consideration of all potential funding sources.
- Joanne Kazmierski wanted to know the funding stream for funding of these projects.

Mr. Sheffield responded it is federal funds.

- Joanne Kazmierski asked what division of the federal government the funds come from.

Mr. Sheffield responded the funds come from FHWA and US DOT, with the amount of funding being driven by population. We typically receive \$15 – \$17 million annually.

**Branch Davis moved to approve the 2024 List of Priority Projects (LOPP), as well as JAA’s priority projects if submitted before next week’s TPO Board meeting; Barney Roberts seconded; motion unanimously carried.**

**D. ANNUAL ASSESSMENTS FOR FY 2024/25**

Clark Letter presented the annual assessments for FY 2024/25.

Mr. Letter asked for questions.

- Mr. Sheffield responded MPOs are usually under a regional council or planning department, as they have no cash. They are 100 percent funded with federal grant dollars and need a host to cover their bills. In 2004, we split from the City of Jacksonville without a host. The four counties and the Board determined that it was appropriate for the members to pay a local assessment to create a cash flow for the TPO. The assessment was approved up to \$1 per capita, but has been \$.25 ever since the inception. The studies are the return on investment for the counties.
- Bernie O’Connor commented the local share is met by FDOT and the state. Mr. O’Connor wanted to know how does this impact the amount the state matches from the federal budget.

Mr. Sheffield responded it has no impact at all. In this instance, you are talking about physical projects and this is planning.

**E. DRAFT FY 2024/25 – FY 2025/26 UNIFIED PLANNING WORK PROGRAM (UPWP)**

Clark Letter presented the draft FY 2024/25 – FY 2025/26 Unified Planning Work Program (UPWP). Please submit all comments no later than April 15. Staff’s expectation will be to adopt the UPWP in May.

Mr. Letter asked for questions.

- Doug Conkey asked what is a mid-block crossing.



Mr. Letter responded a mid-block crossing is a striped crossing in the middle of the road where there is no intersection.

- Doug Conkey commented Cheswick Oaks is highly desired for two counties to attach into the Oak Leaf network. It was envisioned to be paid for by the developer.

Mr. Sheffield responded that is Clay County's number one priority.

- Bernie O'Connor wanted to know the projects limits on the University Blvd. project.

Mr. Letter responded the project limits are between San Jose Blvd. and Merrill Road.

- Joanne Kazmierski wanted to know if there is a cost allocation for the studies, and are they being allocated to your engineers on record.

Mr. Sheffield responded there is a cost allocation for the studies. Typically, a study costs \$75,000 - \$125,000. The funding comes from planning funds that come directly to the TPO, as well as \$500,000 - \$750,000 in Surface Transportation (SU) funding. We have contracts with four general consulting firms who will conduct the studies. They will create a scope to fit the budget.

- Joanne Kazmierski wanted to know how often the TPO goes out with an RFP for the general consulting contracts.

Mr. Sheffield responded it is usually every four or five years.

- John Stack wanted to know if any of the universities are included as a resource for the studies.

Mr. Sheffield responded not a selection as a consultant, but we have started to engage with UNF to give them an opportunity to participate in the study.

## **F. SMART NORTH FLORIDA**

Clayton Levins gave the following update.

- Cylv – Lidar analysis for asset conditions  
A pilot of this technology will take place in the City of Neptune Beach.
- Blue Vigil – Unmanned aerial vehicle tethered to a line connected to a control box. It shines an overhead LED light to assist repairman, first responders, etc. Road Rangers could also benefit from this technology. We are piloting a program

with JEA linemen to use this technology after a storm in areas with poor lighting, etc.

- Relative to Blue Vigil, Doug Conkey wanted to know if the government would get involved with regulations related to how high to allow the aerial vehicle over neighborhoods, ball fields, etc.

Mr. Levins responded we hope we can be an advocate for an appropriate policy that helps to address these potential concerns.

- Doug Conkey wanted to know if Mr. Levins plans on approaching any colleges to help with these new technologies.

Mr. Levins responded we have to be careful when we build relationships with those colleges and universities, as there are IP rules, etc.

SNF is doing an intern program with UNF's Masters of Data Science students that gives them the opportunity to work with public agencies, non-profits, and philanthropies to provide data science services at no cost.

#### **G. OLD BUSINESS**

- Federal Certification Update – Jeff Sheffield informed the group FHWA has indicated the four areas they will focus on for the certification. We are awaiting questions and will provide the answers. The certification is May 2. We may call upon a few of you to share your experience working with the TPO.

#### **H. NEW BUSINESS**

- Bylaws Committee – Joanne Kazmierski, Nichole Mobley and Roy Buncome volunteered to serve on the Bylaws committee.
- Deobligation – We will deobligate excess funds before June 30. We anticipate having additional funds added July 1 to fund some additional studies.
- TIP Software – All the MPOs in Florida have used a particular software for years. The TPO has been piloting software for the TIP by Eko Interactive. This new software will create more consistency in transferring data from FDOT to the database and provide flexibility in the variability reports. Elizabeth De Jesus will give a virtual demonstration of the software Friday, March 15.
- Demographic Information – As part of our federal certification, we are asked to provide the demographic makeup of the CAC. Staff is asking for the CAC members to fill out the form provided and return it to Marci Larson before you leave today.

**I. CAC COMMENT**

- David Duckworth commented he participated in a public comment opportunity with FDOT and received a very thoughtful response to his suggestions related to Racetrack Road and US-1.
- Doug Conkey wanted to know the top two reasons for the deobligation.

Mr. Sheffield responded we are under budget on some projects, accumulation of contingency funds, and a staff member retiring earlier than anticipated.

- Doug Conkey asked what FDOT's budget looks like and the status of the TPO bill.

Mr. Sheffield responded the language in the transportation bill pertaining to MPOs has been removed.

There is a continued need to fund the statewide initiative, which puts a strain on the districts to make that happen. There are many challenges and we don't expect that to change in the near future.

- Walter Kloss commented this past year the FDOT has modified the Work Program for a variety of reasons. As we move forward, is there any indication FDOT can provide information on how they are doing fiscally.

Mr. Sheffield responded that was a function of Central Office. We can have them provide information regarding cost increases, etc. Impacts to projects are harder to provide information on. The big stress points will be to maintain the integrity of the roadways with the cuts to maintain roadways, etc.

**J. PUBLIC COMMENT**

**K. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:07 p.m. The next CAC meeting will be April 3, 2024.

# **Agenda Item B.**

**FDOT Requests Amending the FY 2023/24 –  
FY 2027/28 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

March 14, 2024

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 2023/24 – FY 2027/28**

Dear Elizabeth:

The Florida Department of Transportation (FDOT) requests Board approval for an amendment to the Transportation Improvement Program (TIP) for FY 2023/24 through FY 2027/28. Please add the following TIP Amendment requests for action by the TPO Board at their April 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:

**210265-8 SR A1A From Begin 4-Lane to SR 312  
Resurfacing/ /FDOT// St. Johns County**

**\*NON-SIS\***

**\*Safety: TBD\***

<u>Fund</u>	<u>Phase</u>	<u>FY 2024</u>	<u>FY 2025</u>
DIH	PE	\$50,000	\$53,372
DDR	PE	\$0	\$320,233
ACSA	PE	\$0	\$1,494,422

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

Sincerely,

Victoria Kutney  
North Florida TPO Liaison  
FDOT District Two  
cc: Achaia Brown

# **Agenda Item C.**

**Staff Requests Amending the Unified Planning  
Work Program (UPWP) for FY 2022/23 –  
FY 2023/24 (Deobligation of FHWA Funds)**

***Action Item***



MEMORANDUM

TO: TPO Policy Board and Committees

FROM: Angela Session, Chief Financial Officer

**SUBJECT: Amendment of the Unified Planning Work Program (UPWP) for Fiscal Years 2022/23 through 2023/24 (De-obligating FHWA Funds)**

DATE: April 11, 2024

An early step in the development of the next Unified Planning Work Program (UPWP) is de-obligation. De-obligation is the permission given by the federal agency to remove unexpended, authorized funds from the current Joint Participation Agreement (JPA) so that they may be made available for use beginning July 1<sup>st</sup>. This procedure is only done as the two-year UPWP ends. The proposed FHWA de-obligation is as follows:

- PL- \$298,000
- SU- \$542,814

Staff proposes amending the revised Unified Planning Work Program for Fiscal Years 2022/23 through 2023/24 adopted May 12, 2022.

A handwritten signature in blue ink that reads "Angela Session". The signature is written in a cursive style and is positioned above a horizontal line.

Angela Session

# **Agenda Item D.**

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

***Action Requested***





**North Florida TPO**

**Calendar Year of Review Period: January 1, 2023, through December 31, 2023.**

**4/11/2024**

## Contents

Purpose .....	1
Certification Process .....	2
Part 1 Section 1: MPO Overview .....	4
Part 1 Section 2: Finances and Invoicing .....	7
Part 1 Section 3: Title VI and ADA.....	10
Part 1 Section 4: MPO Procurement and Contract Review and Disadvantaged Business Enterprises .....	13
Part 1 Section 5: Noteworthy Practices & Achievements .....	17
Part 1 Section 6: MPO Comments.....	18

## 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 they 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 5 year extension to the ICAR was executed in February 2022. The agreement will be newly executed after the 2020 Decennial Census data is available.

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

**Please Check:** Yes  No

The North Florida TPO does not share a boundary with another MPO.

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 page 37) and Long Range Transportation Plan (see pages 47 -48) adopted November 2019.

<https://northfloridatpo.com/uploads/documents/Unified-Planning-Work-Program-Year-2-Amendment-ADOPTED-May-13-2021.pdf>

<http://northfloridatpo.com/uploads/2045-LRTP-Summary-Report.pdf>

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 of 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 Regional Bicycle and Pedestrian Master Plan 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) for each county and through members of the TAC and AAG, included in the North Florida TPO newsletter, email blasts, Twitter and Facebook pages, included on the St. Johns County Facebook page and county website, articles were included in Nassau County's The County Insider and County Corner, the JaxToday newsletter, on WJCT radio, through Riverside/Avondale's Historic Preservation and Transportation newsletter, Historic Springfield's newsletter, and was featured on the City of Jacksonville's website for the Transportation Planning Division. Additionally a technical advisory committee and advocates advisory group were created to facilitate communication between the study team, local and regional agencies and local pedestrian and bicycle advocacy groups.  
[https://northfloridatpo.com/uploads/Studies/FINAL\\_BikePedMasterPlan.pdf](https://northfloridatpo.com/uploads/Studies/FINAL_BikePedMasterPlan.pdf)

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

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

The Congestion Management Process (CMP) was updated in 2019 [https://northfloridatpo.com/uploads/Studies/performance/2019\\_NFTP\\_CMP.pdf](https://northfloridatpo.com/uploads/Studies/performance/2019_NFTP_CMP.pdf), concurrent with update of the Long Range Transportation Plan. As part of this effort a real time CMP dashboard was created: <https://cmp.northfloridatpo.com/>  
 The CMP is currently being updated in 2024 and will be a companion document to the 2050 LRTP.

6. Has the MPO recently reviewed and/or updated its Public Participation Plan (PPPs)? 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 made available for public review for 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?

Yes

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 MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

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. Does the MPO have an existing negotiated indirect cost rate from the Federal government or use the de minimis rate (currently set at 10% of modified total direct costs which may be used indefinitely ([2 C.F.R. 200.414\(f\)](#))?)

*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.*

Please Check: Indirect Rate  De Minimis Rate  N/A

a. If the MPO has an existing negotiated indirect cost rate, did the MPO submit a cost allocation plan?

N/A
-----

## 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 Title VIII complaints, 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. Does the MPO collect demographic data to document nondiscrimination and equity 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 councilmembers and commissioners to correlate the hard data with citizens’ real experiences and input. The TPO’s Regional Bicycle and Pedestrian master plan includes outreach through technical and citizen advisory groups as well as online surveying to solicit input on the plans direction to identify gaps to aid and promote the complete streets vision. The TPO has also identified the opportunity to leverage development of the Smart North Florida Integrated Data Exchange to include data collection and analytics for social service organizations that serve these special populations. By providing these data capabilities to social service organizations, the TPO can develop partnerships and gather insights to better serve the community 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>

5. 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 2013, staff completed certification in a virtual course in Advanced Title VI training provided by the National Transit Institute.

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 their 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 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. Are the MPOs 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) to record their professional services contract information starting on July 1, 2022. 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 (Recordings are available on the FDOT Local Programs [webpage](#)).

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 contracts only permit the use of the approved FDOT race-neutral program?

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

14. Do the MPO contracts specify the race neutral or 'aspirational' goal of 10.65%?

**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 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 MPOs noteworthy practices and achievements below.

In 2023 the North Florida TPO continued work to identify technology and resiliency strategies for our County and Municipality partners by completing the Keystone Heights SMART City Master Plan.

The North Florida TPO has begun a program to engage University of North Florida students by partnering with a local engineering consultant. The students work on planning studies funded by the TPO gaining work skills while providing a valuable product to the TPO and partner agencies.

The North Florida TPO and Executive Director Jeff Sheffield were recognized with a Stakeholder Award at the 2023 Clean Cities Stakeholder Summit for engagement and support of the North Florida Clean Fuels Coalition.

The North Florida TPO, in partnership with Smart North Florida, continues to expand its efforts to modernize FDOT D2 processes with new technologies. Specific efforts include the following:

- AI Analysis of Truck Parking Conditions on US 301 at I-10
- Aerial Vision Mapping for D2 SLD Process
- Drone Bridge Inspection Pilot Project

## 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, 2023, through December 31, 2023.**

**4/11/2024**

## Contents

Purpose.....	2
Certification Process.....	3
Risk Assessment Process.....	4
Part 2 Section 1: Risk Assessment.....	9
Part 2 Section 2: Long-Range Transportation Plan (LRTP).....	14
Part 2 Section 3: Transportation Improvement Program (TIP).....	15
Part 2 Section 4: Unified Planning Work Program (UPWP).....	17
Part 2 Section 5: Clean Air Act.....	18
Part 2 Section 6: Technical Memorandum 19-03REV: Documentation of FHWA PL and Non-PL Funding.....	19
Part 2 Section 7: MPO Procurement and Contract Review.....	20
Part 2 Section 8: District Questions.....	22
Part 2 Section 9: Recommendations and Corrective Actions.....	23
Part 2 Section 10: Attachments.....	24

## **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 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 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.

The final Certification Package should include Part 1, Part 2, and any required attachments and be transmitted to Central Office no later than June 1 of 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 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 activities of the subrecipient 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 pertaining to 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 risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful 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 as a result of the Single Audit, the MPO may be assigned the 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 the MPO’s supporting documentation for their invoices is reviewed by FDOT MPO Liaisons for the upcoming year. The Risk Assessment Scoring Sheet is available [here](#) on the MPO Partner Library. The frequency of review is based on the level of risk in **Table 1**.

**Table 1. Risk Assessment Scoring**

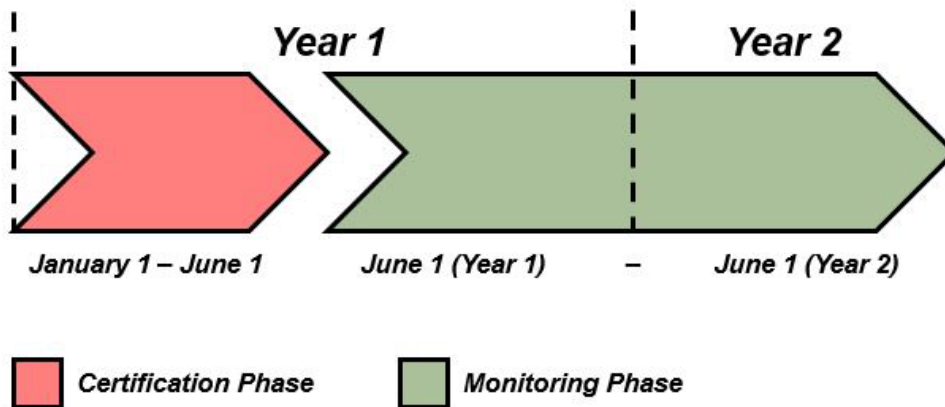
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

The Risk Assessment that is 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 this 6-month period, a Risk Assessment is performed assessing the previous calendar year.
2. Monitoring phase: After the joint certification review has been completed, the Risk Assessment enters the Monitoring phase, where the MPO is monitored for a 12-month period 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 18 months in total. On January 1 of each year, the new Certification phase will begin, which will overlap with the previous year’s Monitoring phase. **Figure 1** shows the timeline of Risk Assessment phases.

Figure 1. Risk Assessment: Certification and Monitoring Phases



## **Part 2**

Part 2 of the Joint Certification is to be completed by the District MPO Liaison.

## 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)
7	01/01/2023 – 01/31/2023	02/13/2023	No
8	02/01/2023 – 02/28/2023	03/08/2023	No
9	03/01/2023 – 03/31/2023	04/10/2023	No
10	04/01/2023 – 04/30/2023	05/15/2023	No
11	05/01/2023 – 05/31/2023	06/12/2023	No
12	06/01/2023 – 06/30/2023	08/01/2023	No
13	07/01/2023 – 07/31/2023	08/23/2023	No
14	08/01/2023 – 08/31/2023	09/13/2023	No

15	09/01/2023 – 09/30/2023	10/23/2023	No
16	10/01/2023 – 10/31/2023	11/15/2023	No
17	11/01/2023 – 11/30/2023	12/14/2023	No
18	12/01/2023 – 12/31/2023	01/22/2024	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 in the certification period in **Table 3** and attach the checklists to this risk assessment. Identify the total number of materially significant finding questions that were correct on each MPO Invoice Review Checklist (i.e. checked yes). The MPO Invoice Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting unallowable, unreasonable or unnecessary expenses or corrections that affect the total amounts for paying out.
- 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.

Corrections or findings that are not considered materially significant do not warrant elevation of MPO risk. Examples of corrections or findings 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 Correct Materially Significant Finding Questions
7	7
8	7
9	7
10	7
11	7
12	7
13	7
14	7
15	7
16	7
17	7
18	7
<b>MPO Invoice Review Checklist Total</b>	
<b>Total Number of Materially Significant Finding Questions that were Correct</b>	84

*\*Note: There are 7 materially significant questions per MPO Invoice Review Checklist.*



### 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. Identify the total number of materially significant finding questions that were correct on each MPO Supporting Documentation Review Checklist (i.e. checked yes). The MPO Supporting Documentation Review Checklist identifies questions that are considered materially significant with a red asterisk. Examples of materially significant findings include:

- Submitting an invoice with charges that are not on the Itemized Expenditure Detail Report.
- Submitting an invoice with an expense that is not allowable.
- 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 Correct Materially Significant Finding Questions
7	21
13	18
<p>*Please note both invoices were not applicable to materially significant questions regarding Travel Reimbursement and Indirect Costs. This resulted in Invoice 7 having a total of 21 applicable materially significant questions. Invoice 13 had no consultant charges available along with the non applicable travel and indirect costs resulting in that invoice having a total of 18 applicable materially significant questions.*</p>	
<b>MPO Supporting Documentation Review Checklist Total</b>	

<b>Total Number of Materially Significant Finding Questions that were Correct</b>	39
---	----

*\*Note: There are 25 materially significant questions per MPO Supporting Documentation Review Checklist.*

### 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 worksheet to calculate the MPO’s risk score. Use **Table 5** as a guide for the selecting the MPO’s risk level.

**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 Percentage:** 100%

**Level of Risk:** **Low**

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

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

**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 Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

2045 LRTP Adopted November 14, 2019 <a href="https://northfloridatpo.com/uploads/TIP-FY-2023-24-to-2027-28-Adopted-June-8-2023-Revised-9-13-2023.pdf">https://northfloridatpo.com/uploads/TIP-FY-2023-24-to-2027-28-Adopted-June-8-2023-Revised-9-13-2023.pdf</a>
--

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

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

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 Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

TIP FY 2023/2024 – 2027/2028 Adopted June 8, 2023  
<https://fdot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/DispForm.aspx?ID=1226&Source=https%3A%2F%2Ffdot%2Esharepoint%2Ecom%2Fsites%2FFDOT%2DEXT%2DMPO%2FPDR%2FLists%2Fmpodocs%2FActiveTIP%2Easpx%23InplviewHasha561f5ca%2Dc748%2D49d6%2Da6c2%2Dbb724d10f5e1%3DPaged%253DTRUE%2Dp%5FModified%253D20230920%25252019%25253a08%25253a00%2Dp%5FID%253D1299%2DPageFirstRow%253D31&ContentTypeld=0x0100224464DED2F3324AB306A90618FD9115>



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

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

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 Central Office and the District are in the [MPO Document Portal](#) or attach it to Part 2 Section 10: Attachments. List the titles and dates of attachments uploaded to the MPO Document Portal below.

Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

UPWP 2022/2023 – 2023/2024 Adopted May 12, 2022 <a href="https://fdot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/DispForm.aspx?ID=841&amp;Source=https%3A%2F%2Ffdot%2Esharepoint%2Ecom%2Fsites%2FFDOT%2DEXT%2DMPO%2FPDR%2FLists%2Fmpodocs%2FActiveUPWP%2Easpx%23InplviewHash9909051a%2Ded9f%2D4677%2Db492%2D970eb70dc4d1%3DPaged%253DTRUE%2Dp%5FModified%253D20220620%25252013%25253a20%25253a43%2Dp%5FID%253D855%2DFolderCTID%253D0x012001%2DPageFirstRow%253D121&amp;ContentTypeId=0x0100224464DED2F3324AB306A90618FD9115">https://fdot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/DispForm.aspx?ID=841&amp;Source=https%3A%2F%2Ffdot%2Esharepoint%2Ecom%2Fsites%2FFDOT%2DEXT%2DMPO%2FPDR%2FLists%2Fmpodocs%2FActiveUPWP%2Easpx%23InplviewHash9909051a%2Ded9f%2D4677%2Db492%2D970eb70dc4d1%3DPaged%253DTRUE%2Dp%5FModified%253D20220620%25252013%25253a20%25253a43%2Dp%5FID%253D855%2DFolderCTID%253D0x012001%2DPageFirstRow%253D121&amp;ContentTypeId=0x0100224464DED2F3324AB306A90618FD9115</a>
--

## Part 2 Section 5: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require 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 to any of the questions is no, there is no penalty to the MPO. FDOT is using this information to determine technical support and training for the MPOs. Any new procurements after July 1, 2022 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 the use of the approved FDOT race-neutral program?

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

4. Does the contract specify the race neutral or 'aspirational' goal of 10.65%?

**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 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 own 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 in the blanks below. This section is optional and may cover any topic area of which the District would like more information.

1. Question

PLEASE EXPLAIN
----------------

2. Question

PLEASE EXPLAIN
----------------

3. Question

PLEASE EXPLAIN
----------------

4. Question

PLEASE EXPLAIN
----------------

5. Question

PLEASE EXPLAIN
----------------

## 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 issue 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 problem must be corrected by the MPO.

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

There were no recommendations and/or corrective actions from the prior 2023 certification

### Recommendations

No recommendations suggested

### Corrective Actions

No corrective actions suggested

## Part 2 Section 10: Attachments

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

### Title(s) and Date(s) of Attachment(s) in the MPO Document Portal

L RTP: <https://northfloridatpo.com/uploads/TIP-FY-2023-24-to-2027-28-Adopted-June-8-2023-Revised-9-13-2023.pdf> TIP: <https://fdot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/DispForm.aspx?ID=1226&Source=https%3A%2F%2Ffdot%2Esharepoint%2Ecom%2Fsites%2FFDOT%2DEXT%2DMPO%2FPDR%2FLists%2Fmpodocs%2FActiveTIP%2Easpx%23InplviewHasha561f5ca%2Dc748%2D49d6%2Da6c2%2Dbb724d10f5e1%3DPaged%253DTRUE%2Dp%5FModified%253D20230920%25252019%25253a08%25253a00%2Dp%5FID%253D1299%2DPageFirstRow%253D31&ContentTypeld=0x0100224464DED2F3324AB306A90618FD9115> UPWP: <https://fdot.sharepoint.com/sites/FDOT-EXT-MPO/PDR/Lists/mpodocs/DispForm.aspx?ID=841&Source=https%3A%2F%2Ffdot%2Esharepoint%2Ecom%2Fsites%2FFDOT%2DEXT%2DMPO%2FPDR%2FLists%2Fmpodocs%2FActiveUPWP%2Easpx%23InplviewHash9909051a%2Ded9f%2D4677%2Db492%2D970eb70dc4d1%3DPaged%253DTRUE%2Dp%5FModified%253D20220620%25252013%25253a20%25253a43%2Dp%5FID%253D855%2DFolderCTID%253D0x012001%2DPageFirstRow%253D121&ContentTypeld=0x0100224464DED2F3324AB306A90618FD9115>

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the North Florida TPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on April 11<sup>th</sup>, 2024.

Based on a joint review and evaluation, the Florida Department of Transportation and the North Florida TPO recommend that the Metropolitan Planning Process for the North Florida TPO be Select option.

\_\_\_\_\_  
Name:  
Title: District Secretary (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

# **Agenda Item K.**

**Old Business**

- . March 14, 20204 TPO Meeting Report**

# North Florida TPO Meeting Report



## Meeting Agenda

Thursday, March 14, 2024  
10 a.m.

Call to Order  
Pledge of Allegiance  
Introductions  
Public Comment

### 1. North Florida TPO Minutes of February 8, 2024

**APPROVED**

## TPO Agenda

### A. Finance Committee Report

Information  
Only

- January Monthly Financial Statement

### B. FDOT Requests Amending the FY 2023/24 through FY 2027/28 Transportation Improvement Program (TIP) – Board Approved

**ACTION ITEM**  
**TAC and CAC**  
**Approved**

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

- **451150-3** – Capital – Jacksonville UZA – JTA Capital for Fixed Route  
Duval County

### C. Approval of 2024 List of Priority Projects (LOPP) – Board Approved

**ACTION ITEM**  
**TAC and CAC**  
**Approved**

The 2024 LOPP identifies potential projects to be funded in the FDOT Tentative Work Program for FY 2025/26 – FY 2029/30. A draft was presented at the February meeting.

### D. Annual Assessments for FY 2024/25

Information  
Only

Information included in Section D.

### E. DRAFT FY 2024/25 – FY 2025/26 Unified Planning Work Program (UPWP)

Information  
Only

The draft FY 2024/25 – FY 2025/26 UPWP is located on the TPO website.



- F. **Smart North Florida** Information Only
- G. **Executive Director’s Report** Information Only
- H. **Secretary of Transportation’s Report** Information Only
- I. **Authority Reports** Information Only
- J. **Old Business**
  - Federal Certification Update
  - LRTP Update
- K. **New Business**
  - Bylaws Committee
  - Deobligation
  - TIP Software
- L. **Public Comment**
- M. **Adjourn**
- N. **Information**
  - Status Report of FDOT Projects in the North Florida TPO area

**The next meeting will be April 11, 2024**

**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.