



Technical Advisory Committee
Agenda Book

10:00 am
Wednesday, April 5, 2023

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



**Technical Advisory Committee
Meeting Agenda
Wednesday, April 5, 2023
10 a.m.**

**Call to Order
Introductions
Public Comment**

Agenda

- | | |
|---|---------------------|
| A. March 1, 2023 Minutes | ACTION ITEM |
| <p>These minutes are ready to review and approve.</p> | |
| B. DRAFT Joint Certification of the Metropolitan Transportation Planning Process | ACTION ITEM |
| <p>The draft annual Self-Certification Report conducted with FDOT is included in Section B.</p> | |
| C. DRAFT FY 2023/24 through FY 2024/25 Unified Planning Work Program (UPWP) | Information
Only |
| <p>The draft FY 2023/24 through FY 2024/25 UPWP is located on the TPO website. Approval will be requested in May.</p> | |
| D. DRAFT Project Sections for the FY 2023/24 through FY 2027/28 Transportation Improvement Program (TIP) | Information
Only |
| <p>TIP draft project sections are posted on the TPO website. A complete draft will be provided at the May meeting and approval will be requested at the June meeting.</p> | |
| E. Clean Fuels Update | Information
Only |
| <p>Marci Larson and Elizabeth De Jesus will give a brief Clean Fuels update.</p> | |
| F. Public Participation Plan Update | Information
Only |
| <p>Marci Larson will give a brief update on the Public Participation Plan.</p> | |

G. Long Range Transportation Plan Update

Information
Only

Wiley Page of Atkins will give a brief update on the Long Range Transportation Plan (LRTP).

H. Smart North Florida Update

Information
Only

I. Old Business

J. New Business

K. Public Comment

L. Adjournment

The next meeting will be May 3, 2023.

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 1, 2023 Meeting

Action Item



TECHNICAL ADVISORY COMMITTEE
MEETING SUMMARY

Wednesday, March 1, 2023 - 10 a.m.

MEMBERS PRESENT:

Bill Killingsworth, COJ Planning and Development Dept., **CHAIRMAN**
Taylor Abernathy, Clay County Engineering Dept.
Achaia Brown, Florida Department of Transportation
Rodney Cooper, St. Johns County Public Works Dept.
Mike Daniels, City of Green Cove Springs Planning Dept.
Dick D'Souza, St. Johns County Planning Dept.
Reuben Franklin, City of St. Augustine
Heather Ireland, Jacksonville Beach Planning Dept.
David Kaufman, Nassau County Ocean Hwy. & Port Authority (for Justin Taylor)
Chris LeDew, COJ Public Works Dept.
Dave McKee, JEA
Colin Moore, City of Neptune Beach
Jeremy Norsworthy, JTA
Elizabeth Payne, Northeast Florida Regional Council
Lynn Rutkowski, City of Keystone Heights
Justin Ryan, JAXPORT
Dodie Selig, Clay County Planning Dept. (for Ed Lehman)
Richard Smith, Clay County Engineering & Public Works Dept.
Steve Smith, Town of Orange Park

MEMBERS ABSENT:

Russell Adams, City of St. Augustine Beach
Robert Companion, Nassau County Planning Dept.
Holly Coyle, Nassau County Planning Dept.
Kevin Harvey, St. Johns County/St. Augustine Airport
Sean Lynch, Mayor - Town of Baldwin
Mark McManus, U.S. Navy
Sean Rush, CareerSource
Lauren Scott, JAA

OTHERS PRESENT:

Wiley Page, Atkins
Laurie Santana, COJ Planning Dept.
Garrett Cox, City of Keystone Heights
Victoria Kutney, FDOT
Wiatt Bowers, Atkins
Terry Shaw, Kimley-Horn & Associates

Charles Clarke, JTA
Mark Manwell, ETM

TPO STAFF PRESENT:

Jeff Sheffield, Executive Director
Clark Letter, Director Planning and Analytics
Milton Locklear, Transportation Planner/Modeling Specialist
Jennifer Lott, Executive Assistant

CALL TO ORDER

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

PUBLIC COMMENT

None at this time.

▶ A. APPROVE THE FEBRUARY 1, 2023 MEETING MINUTES

Chairman Killingsworth asked that the February Technical Advisory Committee meeting minutes be approved.

Dave McKee moved to approve the February 1, 2023 meeting minutes; Mike Daniels seconded; motion unanimously carried.

▶ B. FDOT REQUESTS AMENDING THE FY 2022/23 THROUGH FY 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Victoria Kutney presented the following amendment to the Transportation Improvement Program for FY 2022/23 through FY 2026/27.

- **452405-1** – I-10 (SR 8) Electric Vehicle Charging Gap Phase 8
Electric Vehicle Charging
- **439181-3** – Nassau County Trail Rehabilitation Study – Bike Path/Trail
- **439181-4** – St. Johns County Trail Rehabilitation Study – Bike Path/Trail
- **439181-5** – Duval County Trail Rehabilitation Study – Bike Path/Trail
- **439181-6** – Clay County Trail Rehabilitation Study – Bike Path/Trail
- **432849-1** – SR 212 (Beach Blvd.) from Cedar Swamp Creek to Brougham Ave.
Drainage Improvements
- **446386-1** – SR 202 (JTB) at Belfort Road Interchange
Interchange – Add Lanes

Ms. Kutney asked for questions. There were no questions at this time.

Rodney Cooper moved to approve the FDOT’s request to amend the FY 2022/23 through FY 2026/27 Transportation Improvement Program (TIP); Beth Payne seconded; motion unanimously carried.

► C. 2023 LIST OF PRIORITY PROJECTS (LOPP) APPROVAL

Clark Letter presented the 2023 List of Priority Projects (LOPP) for approval. A draft was presented at the February meeting.

Mr. Letter asked for questions.

- Richard Smith requested Project #18 Feed Mill Road on the “Region-wide Priority Projects” list to be replaced with the widening of CR 217.

Mr. Sheffield asked Richard Smith to give some background on the two projects.

- Richard Smith commented Feed Mill Road is a developer driven road internal to the county with probably 3,000 – 5,000 new homes constructed over the next five years. The road is funded by Clay County and the developers. It was put it on the list because it was needed; however, not from a region-wide perspective.

CR 217 goes from CR 218 north to Normandy Blvd. It has become a cut through road for north and southbound commuter traffic on SR 301. A portion of this roadway is also a pavement test-track area.

Richard Smith moved to approve Clay County’s request to remove Project #18 Feed Mill Road and replace it with Project #18 CR 217; Lynn Rutkowski seconded; motion unanimously carried.

- Dick D’Souza requested Project #4 SR 16 on the “Region-wide Priority Projects” list funding be modified to reflect \$4 million. The ranking will remain the same.
- Rodney Cooper asked about Valley Ridge Academy under the “Transportation Alternatives Program (TAP)” construction funded projects.

Mr. Letter responded FDOT has indicated this project is funded.

Lynn Rutkowski moved to approve the List of Priority Projects (LOPP) as amended; Rodney Cooper seconded; motion unanimously carried.

D. DRAFT REQUESTED STUDIES FOR FY 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP)

Clark Letter presented the draft requested studies for the FY 2022/23 – FY 2023/24 Unified Planning Work Program (UPWP). Approval will be requested at the May meeting.

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

E. ANNUAL ASSESSMENTS FOR FY 2023/24

Clark Letter presented the annual assessments for FY 2023/24.

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

F. PAGES DAIRY FEASIBILITY STUDY

Wiley Page of Atkins gave a brief presentation on the Pages Dairy Feasibility study.

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

G. SMART NORTH FLORIDA UPDATE

Jeff Sheffield gave the following update.

- Held a kick-off meeting for the Smart St. Augustine project. Finalizing agreements.
- Continuing our program with the students from the University of North Florida to provide data analytics to Keystone Heights, Neptune Beach, DuPont Fund, Lisc Jacksonville, Community Foundation of Northeast Florida and Lift JAX.
- There is a bill in the Florida Legislature for the State of Florida to become a test bed for products similar to what we have done here in northeast Florida.

H. OLD BUSINESS

I. NEW BUSINESS

- Census Update – We will be developing our new boundary and apportionment plan. Based on the results of the census, Fernandina Beach is now an urbanized area within our region. As they are already within our boundary area, they will be absorbed by the TPO. This will affect our board structure with the possibility of an additional seat.
- There is a bill in Tallahassee proposing when MPOs overlap each other in urbanized areas to merge into one MPO. Under this proposed change, Hillsborough, Pinellas and Pasco counties would merge into one MPO. Currently, the state-wide MPO Advisory Council has the ability to lobby. The proposed bill will restrict their ability to lobby.

J. PUBLIC COMMENT

None at this time.

K. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:34 a.m. The next TAC meeting will be April 5, 2023.

Agenda Item B.

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

Action Item



**North Florida TPO
Joint Certification 2023
3/23/2023**

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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 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 Sunbeam Rd Corridor study which is currently being performed by our consultant team. The team engages with the public through an online survey to solicit public input on concerns related to multimodal safety and mobility and feedback on potential safety enhancements for the corridor. The consultant team coordinates with the TPO, the City of Jacksonville, the FDOT, the JTA, the JEA and railroad/utility companies to ensure all entities are engaged in the process. City councilmembers were also engaged to ensure a comprehensive approach is considered for engagement in the project.

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, 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/>

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 (PPP) was updated in 2020. https://northfloridatpo.com/uploads/documents/public-articipation/Public_Participation_Plan_finalrev.pdf

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

Please Check: Yes No

The North Florida TPO complied with the Federal requirements and observes the required 45 day public comment period. The document was advertised at the TPO's CAC, TAC and Board meetings and through our social media accounts. The document was posted online and comments were submitted directly to the TPO's public affairs manager.

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.

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 2022 the North Florida TPO continued work to identify resiliency strategies for our planning by completing a Storm Water study for the town of Baldwin:
https://northfloridatpo.com/uploads/Studies/Town-of-Baldwin_Drainage-Study_FINAL_reduced-Bluebeam.pdf

As a result of the TPO's Mayport Resiliency Assessment in 2021 the FDOT is partnering with Mayport Naval station to investigate and implement resiliency strategies to mitigate stormwater and tidal impacts.

The North Florida Clean Fuels Coalition was recognized in 2022 by DOE as the "Greatest energy Use Impact – Fuel or Technology" for both LNG and Off Road in the nation.

The North Florida TPO partnered with the FDOT and the City of St. Augustine to apply for a federal Raise Grant for the SMART St. Augustine project. The project includes a citywide deployment of innovative transportation technologies such as smart parking, bicycle and pedestrian improvements, electric vehicle charging stations, and other transportation improvements. The grant awarded \$12,263,159 of the total project cost with FDOT matching an additional \$3,128,723.

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
Joint Certification 2023
3/23/2023**

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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 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

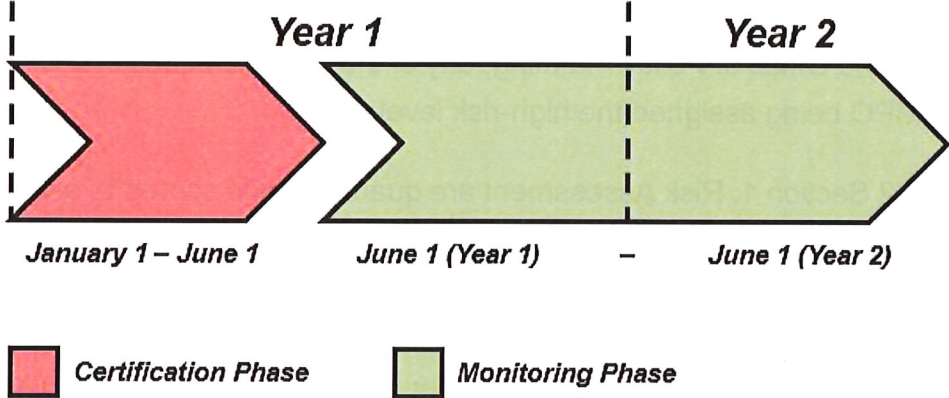
Score	Risk Level	Frequency of Monitoring
> 85 percent	Low	Annual
68 to < 84 percent	Moderate	Bi-annual
52 to < 68 percent	Elevated	Tri-annual
< 52 percent	High	Quarterly

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)
19	01/01/2022 - 01/31/2022	03/10/2022	No
20	02/01/2022 – 02/28/2022	03/28/2022	No
21	03/01/2022 – 03/31/2022	04/15/2022	No
22	04/01/2022 – 04/30/2022	05/17/2022	No
23	05/01/2022 – 05/31/2022	06/24/2022	No
24	06/01/2022 – 06/30/2022	07/27/2022	No
1	07/01/2022 – 07/31/2022	08/22/2022	No
2	08/01/2022 – 08/31/2022	09/14/2022	No

3	09/01/2022 – 09/30/2022	10/24/2022	No
4	10/01/2022 – 10/31/2022	11/18/2022	No
5	11/01/2022 – 11/30/2022	12/09/2022	No
6	12/01/2022 – 12/31/2022	01/18/2023	No
MPO Invoice Submittal Total			
Total Number of Invoices that were Submitted on Time			12
Total Number of Invoices Submitted			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
G1M80-19	7
G1M80-20	7
G1M80-21	7
G1M80-22	7
G1M80-23	7
G1M80-24	7
G2890-1	7
G2890-2	7
G2890-3	7
G2890-4	7
G2890-5	7
G2890-6	7
MPO Invoice Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	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
G2890-4	22
G1M80-22	22
MPO Supporting Documentation Review Checklist Total	
Total Number of Materially Significant Finding Questions that were Correct	44

**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

<https://northfloridatpo.com/planning/lrtp>

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 2022/2023 – 2026/2027 Adopted June 9, 2022

<https://northfloridatpo.com/uploads/documents/TIP-FY-2022-23-2026-27-Adopted-June-9-2022rev.pdf>

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
<https://northfloridatpo.com/uploads/documents/North-Florida-TPO-Unified-Planning-Work-Program-FINAL-Adopted-5-12-22.pdf>

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

PLEASE EXPLAIN

Recommendations

PLEASE EXPLAIN

Corrective Actions

PLEASE EXPLAIN

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

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Agenda Item C.

**DRAFT FY 2023/24 through FY 2024/25 Unified
Planning Work Program (UPWP)**

Information Only

FY24 UNIFIED PLANNING WORK PROGRAM STUDIES

Task	Study Name	Description	Cost	County
5.1	Annual Mobility Report	This study will develop the TPO's Annual Mobility Report as part of the continuing congestion management process.	\$75,000	Regional
5.15	Regional Freight Study	This study will update the North Florida Freight Logistics and Intermodal Framework Plan with a focus on the impacts of e-commerce and home delivery, and the impacts of national emergencies on the supply chain.	\$150,000	Regional
5.16	Moncrief Rd Corridor Study	This study will evaluate and recommend safety, access-management, and lighting improvements for Moncrief Road between 13th Street and US 1/Kings Rd.	\$75,000	Duval
5.17	Smart City Master Plan	In 2017, the North Florida TPO produced its 'Smart Region Master Plan'. The study outlined impactful strategies to highlight how the North Florida TPO region could transform itself into a smart ecosystem. Based on the principles of this study, the City of Keystone Heights and Lake Region would like to undergo a similar assessment for smart capabilities	\$75,000	Clay
5.18	Smart St. Augustine Performance Measure Evaluation	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.	\$50,000	St. Johns

FY24 UNIFIED PLANNING WORK PROGRAM STUDIES

Task	Study Name	Description	Cost	County
5.19	CR 210/ I-95 Interchange Traffic Study	This is a traffic study at the CR 210/ I-95 interchange, specifically at median openings within the vicinity to see what improvements in level of service and general safety could be gained by modifying existing medians. The study will provide design and operational recommendations to improve safety and efficiency.	\$100,00	St. Johns
5.20	Terminal Optimization Study (Physical & Digital Infrastructure)	<p>Advancement of transportation technologies and physical infrastructure to improve safety, efficiency, reduce emissions, enhance system performance, and maximize return on infrastructure investments.</p> <ul style="list-style-type: none"> ○ Components/Focus Areas <ul style="list-style-type: none"> ▪ Reduce commercial vehicle operators dwell time at the gate and on terminal roadway networks <ul style="list-style-type: none"> • Intelligent Transportation Systems (ITS), Gate Systems, Off port staging • Reduce emissions ▪ Maximize port asset utilization (Sensors, IOT, Business Analytics) ▪ Enhance terminal and cargo visibility (Sensors, IOT) ▪ Maximize off-port Infrastructure <ul style="list-style-type: none"> • Intelligent Transportation Systems (ITS), Gate Systems, Off port staging, roadway improvements 	\$100,000	Duval (Jaxport)

FY24 UNIFIED PLANNING WORK PROGRAM STUDIES

Task	Study Name	Description	Cost	County
5.21	Amelia Island Trail Phase 5 –Feasibility Study	Feasibility study and necessary preliminary engineering to adequately determine project costs and constraints to extend the Amelia Island Trail from the 8th Street and Amelia Island Parkway Intersection to the 14th Street and Sadler Road Intersection. This segment provides an integral connection through an existing underserved community to the remainder of the AIT. \$17,598,964 has already been funded for the greater Amelia Island Trail network.	\$75,000	Nassau
5.22	Orange Park Mobility Fee Plan Study	This study will investigate the validity and steps needed to implement a mobility fee in the Town of Orange Park.	\$50,000	Clay
5.23	Congestion Management Process Update	Provide an update to the North Florida TPO’s congestion management process (CMP). A CMP is a systematic and regionally-accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet State and local needs. A CMP is required in metropolitan areas with population exceeding 200,000, known as Transportation Management Areas (TMAs).	\$125,000	Regional
5.24	Alignment feasibility study for the southern section of the Core-2-Coast Trail	Without completing full survey work, this study would determine the most feasible alignment for a continuous shared-use path to extend from the Fuller Warren Bridge SUP to Neptune Beach, by analyzing existing, planned, and funded facilities, as well as the feasibility of SUPs within utility corridors. The SUP would provide safe, comfortable, and direct passage for bicyclists and pedestrians from downtown COJ to Neptune Beach.	\$100,000	Duval