



Technical Advisory Committee  
Agenda Book

10:00 am  
Wednesday, May 4, 2022

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



**Technical Advisory Committee  
Meeting Agenda  
Wednesday, May 4, 2022  
10 a.m.**

**Call to Order  
Introductions  
Public Comment**

**Agenda**

**A. April 6, 2022 Minutes**

**ACTION ITEM**

These minutes are ready to review and approve.

**B. FDOT Requests Amending the FY 2021/22 through FY 2025/26  
Transportation Improvement Program (TIP)**

**ACTION ITEM**

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

**Duval County**

- **431955-2** – SR 212 (US 90) Beach Blvd. at Hodges Blvd.
- **433899-2** – I-95 (SR 9) @ SR 115 (US 1)/ML King/20<sup>th</sup> Street
- **435741-2** – Timucuan Preserve Access St. Johns River Ferry – JTA
- **439468-1** – SR 115 (Southside Blvd.) at Deerwood Park
- **445340-1** – SR 115 from US 1 to SR 202 (Butler Blvd.)
- **445417-1** – SR 5 (US 17) from State Street to Trout River
- **447226-1** – SR 115 (Lem Turner Rd.) from I-95 (SR 9) to SR 111 (Edgewood)
- **449843-1** – SR 115 (Southside Blvd.) at SR 10 (US 90) Atlantic Blvd.

**Nassau County**

- **447290-1** – SR 5 (US 17) at Pages Dairy Road
- **447364-1** – SR (US 17) from South of William Burgess Blvd. to SR 200

**St. Johns County**

- **445546-1** – SR 207 from I-95 to SR 312
- **449841-1** – SR A1A from Gate Gas Station to Professional Dr.

**C. Joint Certification of the Metropolitan Transportation Planning Process**

**ACTION ITEM**

The annual Self-Certification Report conducted with the FDOT will be provided at the meeting. A draft was presented at the April meeting.

**D. Approval of the FY 2022/23 through FY 2023/24 Unified Planning Work Program (UPWP)** **ACTION ITEM**

The draft FY 2022/23 – FY 2023/24 UPWP was presented in April. A memo is included in Section D identifying the new tasks.

**E. Staff Presentation on the DRAFT FY 2022/23 through FY 2026/27 Transportation Improvement Program (TIP)** **Information Only**

A memo identifying the changes is included in Section E. A final draft of the TIP is available on the TPO website. Approval will be requested at the June meeting.

**F. FDOT Safety Presentation** **Information Only**

Greg Vaughn of FDOT will present FDOT's new safety initiative.

**G. Smart North Florida Update** **Information Only**

**H. Old Business**

- April 14, 2022 North Florida TPO Meeting Report

**I. New Business**

**J. Public Comment**

**K. Adjournment**

**The next meeting will be June 1, 2022.**

**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 April 6, 2022 Meeting**

***Action Item***



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

Wednesday, March 2, 2022 - 10 a.m.

**MEMBERS PRESENT:**

Lynn Rutkowski, City of Keystone Heights, **CHAIRMAN**  
Bill Killingsworth, COJ Planning and Development Dept., **VICE CHAIRMAN**  
James Bennett, JAXPORT  
Shane Corbin, City of Atlantic Beach  
Thad Crowe, Nassau County Dept. of Planning and Economic Opportunity  
Mike Daniels, City of Green Cove Springs Planning Dept.  
Heather Ireland, Jacksonville Beach Planning Dept.  
Scott Kornegay, Keystone Heights Airport Authority  
Chris LeDew, COJ Public Works Dept.  
Clint Lynch, St. Johns County Public Works Dept.  
Jeremy Norsworthy, JTA  
Elizabeth Payne, Northeast Florida Regional Council  
Xavier Pellicer, City of St. Augustine (for Reuben Franklin)  
Matt Schellhorn, U.S. Navy  
Karen Taulbee, Florida Dept. of Transportation (for Mari Schwabacher)  
Dodie Selig, Clay County Planning Dept. (for Ed Lehman)  
Steve Smith, Town of Orange Park

**MEMBERS ABSENT:**

Nelson Anderson, Clay County Engineering Dept.  
Robert Companion, Nassau County  
Nathan Coyle, Fernandina Beach Municipal Airport  
Scott Hanna, Ocean Highway & Port Authority – Nassau County  
Kevin Harvey, St. Johns County/St. Augustine Airport  
Sean Lynch, Mayor - Town of Baldwin  
Colin Moore, City of Neptune Beach  
Phong Nguyen, St. Johns County Planning Dept.  
James Richardson, Jacksonville Environmental Protection Board  
Sean Rush, CareerSource  
Lauren Scott, Jacksonville Airport Authority  
Richard Smith, Clay County Engineering & Public Works Dept.  
Bryan Spell, JEA  
William Tredik, City of St. Augustine Beach  
Brad Underhill, Nassau County Schools Transportation

**OTHERS PRESENT:**

Terry Shaw, Kimley-Horn

Laura Minns, WSP  
Wiley Page, Atkins  
Phil Shad, Atkins  
April Bacchus, ETM  
Mila Vega, JTA  
Richard Coffman, ETM  
Pat Keogh, CAC  
John Stack, CAC

**TPO STAFF PRESENT:**

Elizabeth De Jesus, Transportation Programs Manager  
Marci Larson, Public Affairs Manager  
Clark Letter, Dir. of Planning and Analytics  
Milton Locklear, Transportation Planner/Modeling Specialist  
Jennifer Lott, Executive Assistant

**CALL TO ORDER**

Chairman Rutkowski 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 MARCH 2, 2022 MEETING MINUTES**

Chairman Rutkowski asked that the March Technical Advisory Committee meeting minutes be approved.

**Bill Killingsworth moved to approve the March 2, 2022 meeting minutes; Stephen Smith seconded; motion unanimously carried.**

► **B. FDOT REQUESTS AMENDING THE FY 2021/22 THROUGH FY 2025/26 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Karen Taulbee presented the following amendment to the Transportation Improvement Program for FY 2021/22 through FY 2025/26.

**Duval County**

- ~~209543-5~~ SR 212 (US 90) Beach Blvd. at Eunice Road (**Amended into TIP 11/21**)
- ~~434044-1~~ SR 109A (Cesery) at Arlington River Bridge No. 720264 (**Amended into TIP 11/21**)
- ~~447525-1~~ SR (US 1) from SR 152 (Baymeadows Road) to CR 116 (Sunbeam Road) (**Amended into TIP 11/21**)
- **209137-6** – SR 5 (US 17) N. from Trout River to North of SR 104

- 209443-2 – SR 228 (Post St.) from Cassat Avenue to Old Roosevelt
- 209697-4 – SR 13 (Hendricks Ave.) at San Marco Blvd.
- 432259-2 – I-95 (SR 9) from South of SR 202 (JT Butler) to Atlantic Blvd.

**St. Johns County**

- 210230-2 – SR 313 from SR 207 to SR 16
- 210269-4 – SR 5 (US 1) from Moultrie Creek Bridge to North of SR 207

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

**Bill Killingsworth moved to approve the FDOT’s request to amend the Transportation Improvement Program (TIP) for FY 2021/22 through FY 2025/26; Mike Daniels seconded; motion unanimously carried.**

**C. DRAFT JOINT CERTIFICATION OF THE METROPOLITAN PLANNING PROCESS**

Clark Letter presented the annual draft Joint Certification of the Metropolitan Transportation Planning Process that is conducted with FDOT. Approval will be requested at the May meeting.

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

**D. DRAFT PROJECT SECTIONS FOR THE FY 2022/23 THROUGH FY 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Elizabeth De Jesus presented the FY 2022/23 through FY 2026/27 draft project sections for the Transportation Improvement Program (TIP). Approval of the complete draft will be requested at the June meeting.

Ms. De Jesus asked for questions. There were no questions at this time.

**E. DRAFT FY 2022/23 THROUGH FY 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP)**

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

Mr. Letter asked for questions.

- Chairman Rutkowski wanted to know if staff would be willing to discuss the SR 21 and SR 100 project when they are in Keystone for the TIP presentation.

Ms. De Jesus responded that if that particular project is in the TIP then staff could discuss and answer questions.

Mr. Letter responded that any study included in Section 5 is not in the TIP. These are high level planning studies. If you would like staff to discuss one of those studies, we could provide someone to speak at your meeting.

**F. COMMUTER RAIL PRESENTATION**

Laura Minns of WSP gave a brief update on JTA's Commuter Rail project.

Ms. Minns asked for questions.

- James Bennett wanted to know if the study is focused on the corridor to St. Augustine or will it focus within the region to identify corridors.

Ms. Minns responded that the study is focused on the FEC corridor within a half mile of those station areas.

- Xavier Pellicer wanted to know if this is a planning study or moving into design.

Ms. Minns responded that this is land use planning. We have not yet gotten into the project development phase of the project. This is to complete some of the preliminary plans to ensure that the land use and zoning around the station areas support transit oriented design and ridership.

- Beth Payne asked if there are plans to expand this to the west side of Jacksonville.

Ms. Minns responded that there are no current plans for expansion. Planning under an FTA grant would most likely focus south of St. Augustine to downtown Jacksonville along with some feeder routes.

**G. SMART NORTH FLORIDA UPDATE**

- Resiliency – We have formed a partnership with the City of Neptune Beach to create a resiliency lab dedicated to deploying solutions for their infrastructure to plan for severe stormwater resiliency, weather resiliency, etc.

The first deployment is being done by StormSensor. They are focused on deploying sensors around stormwater drainage networks and will provide a data map that aggregates stormwater flow, rainwater throughout the year, and tidal sensors that are integrating into the infrastructure environment.

Also, we are currently applying for the National Science Foundation Civic Innovation grant in the amount of \$1 million for continued infrastructure deployment in the area.



- In talks with Hello Lamp Post, a startup from the United Kingdom, that allows citizens to use a smartphone to scan a QR code assigned to a specific object, such as a trash can, parking meter, etc. for digital parking solutions. The resident can then talk use the application to ask parking questions for their particular situation.
- In partnership with FDOT and the TPO, TrainFo's pilot using acoustic sensors for train detection to assist our emergency response vehicles for train diversion will be completed by April 30.

Mr. Levins asked for questions.

- Chairman Rutkowski wanted to know where Hello Lamp Post's headquarters are based within the U.S.

Mr. Levins responded that their head of Customer Success lives in Jacksonville Beach; however, no final decision has been made for their headquarters.

- Xavier Pellicer wanted to know if Hello Lamp Post's process involves installing sensors.

Mr. Letter responded that this is all QR code based. Their production team would work with the customer to design and create the QR code stickers for their particular assets.

**H. OLD BUSINESS**

**I. NEW BUSINESS**

**J. PUBLIC COMMENT**

None at this time.

**K. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:29 a.m. The next TAC meeting will be May 4, 2022.

# **Agenda Item B.**

**FDOT Requests Amending the FY 2021/22  
through FY 2025/26 Transportation Improvement  
Program (TIP)**

***Action Item***



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

2198 Edison Avenue  
Jacksonville, FL 32204

KEVIN J. THIBAUT, P.E.  
SECRETARY

April 22, 2022

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

RE: FDOT Request Amendments to the North Florida TPO Transportation Improvement Program (TIP) FY 2021/22 - 2025/26

Dear Elizabeth:

The Florida Department of Transportation (FDOT) requests an amendment to the Transportation Improvement Program (TIP) for FY 2021/22 - 2025/26. Please add the following TIP Amendment requests for action by the TPO Board at their May meeting.

**DUVAL COUNTY**

**431955-2 SR212 (US90) BEACH BLVD AT HODGES BLVD**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	ARPA	928,651
CST	DIH	14,465
CST	DDR	10,849
CST	DS	36,163
Total:		\$ 990,128

**433899-2 I-95 (SR9) @ SR115 (US1)/ ML KING/ 20<sup>TH</sup> STREET**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>	<u>FY 2024</u>
CST	ACFP	52,365,855	696,971
Total:		\$ 53,062,826	

**435741-2 TIMUCUAN PRESERVE ACCESS ST. JOHNS RIVER FERRY- JTA**

<u>Phase</u>	<u>Fund</u>	<u>FY 2022</u>
GRANTS & MISC	PLH	1,799,250
Total:		\$ 1,799,250

**439468-1 SR 115 (SOUTHSIDE BLVD) AT DEERWOOD PARK**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	DS	1,392,454
CST	SU	11,828,048
CST	SA	171,237
Total:		\$ 13,391,739

**445340-1 SR115 FROM US1 TO SR202 (BUTLER BLVD)**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	ACNR	6,899,317
CST	DDR	2,222,835
CST	DS	6,903,209
CST	LF	51,408
CST	DIH	63,923
CST	SA	826,517
CST	DDR	1,024,921
Total:		\$ 17,992,139

**445417-1 SR5(US17) FROM STATE STREET TO TROUT RIVER**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	ACNR	5,135,000
CST	DDR	5,618,945
CST	DS	3,541,167
CST	LF	1,232,400
CST	DIH	111,480
CST	SA	668,515
Total:		\$ 16,307,507

**447226-1 SR115(LEM TURNER RD) FROM 1-95 (SR9) TO SR111 (EDGEWOOD)**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	ARPA	1,189,927
CST	DIH	20,605
CST	ACSA	51,512
Total:		\$ 1,262,044

**449843-1 SR115 (SOUTHSIDE BLVD) AT SR10 (US90) ATLANTIC BLVD**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
PE	ACSS	25,000
Total:		\$ 25,000

**NASSAU**

**447290-1 SR5 (US17) AT PAGES DAIRY ROAD**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	ACSS	881,238
Total:		\$ 881,238

**447364-1 SR(US17) FROM S OF WILLIAM BURGESS BLVD TO SR200**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>	<u>FY 2024</u>
ROW	DIH	25,000	13,500
ROW	SU	100,000	444,427
ROW	SU	120,000	26,004
Total:		\$ 728,931	

**ST. JOHNS**

**445546-1 SR207 FROM I-95 TO SR312**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
CST	DDR	6,825,512
CST	DS	445,081
CST	SA	2,749,140
CST	DIH	65,877
Total:		\$ 10,085,610

**449841-1 SRA1A FROM GATE GAS STATION TO PROFESSIONAL DR**

<u>Phase</u>	<u>Fund</u>	<u>FY 2023</u>
PE	SA	34,266
PE	LF	300,000
PE	SU	400,000
Total:		\$ 734,266

Please let me know if you need any additional information.

Sincerely,

*Mari Schwabacher*

Mari Schwabacher  
MTPO Liaison

# **Agenda Item D.**

**Approval of the FY 2022/23 through FY 2023/24  
Unified Planning Work Program (UPWP)**

***Action Item***



## MEMORANDUM

To: North Florida Board and Committees  
From: Clark Letter, Director of Planning and Analytics  
Date: May 4, 2022  
Subject: **Approval of the UNITED PLANNING WORK PROGRAM (UPWP) FOR FISCAL YEAR 2022/23 THROUGH 2023/24**

### **REQUIRED ACTION: APPROVAL BY RESOLUTION (2022-2)**

In April, I presented the draft Unified Planning Work Program (UPWP) of Fiscal Years (FY) 22/23 through 23/24 to you for review. Since that time adjustments were made to the available PL funds in the Consolidated Planning Grant (CPG) contract between the North Florida TPO and the Florida Department of Transportation. This additional \$299,094 is reflected in the updated UPWP between FY2022/23 and 2023/24. This allowed the permitted funding levels for some work tasks to be increased slightly and the addition of the following work task:

- Task 5.14 - Strategic Safety Plan Update

Concurrent with adoption of the UPWP is the Metropolitan Planning Agreement with the Florida Department of Transportation. A copy of the agreement and resolution are provided.



**RESOLUTION 2022-2  
ADOPTING THE UNIFIED PLANNING WORK PROGRAM FOR  
FISCAL YEARS 2022/23 THROUGH 2023/24**

**WHEREAS**, the North Florida Transportation Planning Organization is the designated and constituted body responsible for the urban transportation planning and programming process for the Jacksonville and St. Augustine Urbanized Areas; and

**WHEREAS**, the North Florida Transportation Planning Organization has in accordance with 23 CFR Section 450.108 (c) and Section 339.175(9) (a) (2), *Florida Statutes*, developed a Unified Planning Work Program for Fiscal Years 2022/23 through 2023/24;

**WHEREAS**, concurrent with the approval of the Unified Planning Work Program, pursuant to 23 U.S.C. 134, 23 of the Code of Federal Regulations § 450 and Section 339.175, Florida Statutes the Florida Department of Transportation and the North Florida Transportation Planning Organization will execute a ***Metropolitan Planning Agreement*** clearly identifying roles and responsibilities for cooperatively carrying out the Federal Highway Administration's portion of the metropolitan planning process and accomplishing the transportation planning requirements of state and federal law.

**NOW, THEREFORE, BE IT RESOLVED** that the North Florida Transportation Planning Organization approves and endorses this Unified Planning Work Program for Fiscal Years 2022/23 through 2023/24.

Adopted by the North Florida Transportation Planning Organization in regular meeting assembled in the City of Jacksonville the 12th day of May 2022.

**ATTEST:**

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**The Honorable Wayne Bolla, Chairman**

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**Jeff Sheffield, Executive Director**



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: <u>439319-4-14-01</u> <u>439319-4-14-02</u> <u>439319-4-14-03</u> _____ (item-segment-phase-sequence)	Fund: <u>PL 21MP SU</u> <u>CMAQ</u> _____ Function: <u>215</u> _____ Federal Award Identification No. (FAIN): 0050-060- M _____ MPO SAM No.: <u>J8MJW3KQYQS7</u>	FLAIR Approp.: <u>088854</u> _____ FLAIR Obj.: <u>780000</u> _____ Org. Code: <u>55022010230</u> _____ Vendor No.: <u>F542136510003</u>
Contract No.: _____	CFDA Number & Title: <u>20.205 FHWA Highway Planning and Construction</u>	

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this 1st day of July 2022, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1109 South Marion Avenue, Lake City, FL 32025 and the North Florida Transportation Planning Organization (MPO), whose address is 980 North Jefferson Street, Jacksonville, FL 32209, and whose System for Award Management (SAM) Number is: J8MJW3KQYQS7 (collectively the "parties").

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to clearly identify the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) components of the Metropolitan Planning Process and accomplish the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Consolidated Planning Grant (CPG):** The Department is electing to participate in the Consolidated Planning Grant (CPG) program starting with the State fiscal year (FY) 22/23 – 23/24 two-year UPWP cycle. The Department is selecting FHWA to serve as the CPG lead grant agency in accordance with FTA Circular 8100.D. Under the CPG, the FTA and FHWA annually deliver lump sum appropriations to the Department to allocate to MPOs for the metropolitan planning activities. The federal funds are delivered to the Department in the form of FTA 5305(d) and FHWA planning (PL). The Department will utilize the CPG to combine the FTA 5305(d) and FHWA PL MPO allocations into a single grant that is administered by FHWA. The Department calculates annual MPO funding allocations using the approved FTA 5305(d) and FHWA allocation formulas.
4. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
5. **Project Cost:** The total budgetary ceiling for the Project is \$7,730,914. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT
439319-4-14-01	5,250,820
439319-4-14-02	2,108,959
439319-4-14-03	371,135
	(Includes Deobligation)

6. **Non-federal Share:** PL & Surface Transportation Block Grant (STBG) Funds (FHWA Section 112): The Department uses the U.S. Department of Transportation sliding scale federal/non-federal match ratio for metropolitan planning funds. This ratio is 81.93 percent federal and 18.07 percent non-federal. It is the policy of the Department to fulfill the non-federal share or "soft match" with toll credits as authorized by Title 23 U.S.C. § 120 conditional on funding availability. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.
  
7. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2022 or the date the Agreement is fully executed, whichever is later, and expire on June 30, 2024. If the Agreement is fully executed after July 1, 2022, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2024. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
  
8. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
  
9. **Amendments:** Amendments may be made during the term of this Agreement. Any Amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
  - A. **Amendments and Modifications to the UPWP:** Revisions to the UPWP require an Amendment or Modification. Revisions may be budgetary and/or programmatic; and may be major or minor in scale. Minor UPWP revisions are processed by the MPO as a Modification, whereas more significant or major UPWP revisions are processed by the MPO as an Amendment. A significant change is defined as a change to the UPWP that alters the original intent of the Project or the intended Project outcome. MPO's shall process UPWP Modifications or Amendments as needed.

The following section further clarifies the actions necessitating UPWP Amendments and Modifications, which are thereby defined as significant changes.

**i. Amendments to the UPWP**

UPWP Amendments are required for the following actions per 2 CFR 200.308 and 49 CFR 18.30:

- a. Any revision resulting in the need to increase the UPWP budget ceiling by adding new funding or reducing overall approved funding;
- b. Adding new or deleting tasks/subtasks;
- c. Change in the scope or objective of the program/task even if there is no associated budget revision (this also applies to when a task scope changes);
- d. A transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 OR 10% of the total budget, whichever is more restrictive;
- e. Reducing the budget of a task/sub-task more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved;
- f. Change in key person\*;
- g. Extending the period of performance past the approved work program period (i.e., no-cost time extension);
- h. Sub awarding, transferring, or contracting out any of the activities in the UPWP;
- i. The disengagement from a project for more than 3 months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator,
- j. The inclusion of costs that require prior approval (e.g. capital and equipment purchases \$5,000 and above per unit cost).

**ii. Modifications to the UPWP**

UPWP changes that do not fall into the above categories may be processed as a Modification.

\* A key person is specified in the application or federal award. For the UPWP, the key person is the MPO's staff director.

- iii.** If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP Amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

**10. General Requirements:**

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred 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 the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i.** Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
  - ii.** Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
  - iii.** Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - iv.** Effective control over, and accountability for, all funds, property, and other assets.
  - v.** Comparison of expenditures with budget amounts for each Federal award.
  - vi.** Written procedures to implement the requirements of §200.305 Payment.
  - vii.** Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

**11. Compensation and Payment:**

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. Regarding eligible costs, whichever requirement is stricter between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. See Exhibit "D" for Contract Payment Requirements.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and

the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the Project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the Project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 15 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 16 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

## 12. Procurement and Contracts of the MPO:

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

13. **Audit Reports:** The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
- i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "B", Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this

Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and Project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

- 14. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 16 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

- 15. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

- 16. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 11.N of this Agreement.



- A. Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.
- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the North Florida TPO - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

- 17. Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

**18. Compliance with Federal Conditions and Laws:**

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including

subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

**19. Restrictions, Prohibitions, Controls, and Labor Provisions:** During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement :

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

**20. Miscellaneous Provisions:**

**A. Public Records:**

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential

pursuant to state and federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement..
- C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
- G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- H. The MPO:
  - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
  - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
- I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

**21. Exhibits:** The following Exhibits are attached and incorporated into this Agreement:

- A. Exhibit "A", UPWP
- B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C. Exhibit "C", Title VI Assurances

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

**D. Exhibit "D", Contract Payment Requirements**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

North Florida Transportation Planning Organization  
MPO Name

\_\_\_\_\_  
Signatory (Printed or Typed)

\_\_\_\_\_  
Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Review  
MPO

\_\_\_\_\_  
Legal Review  
Department of Transportation  
Angela Hensel

**EXHIBIT “B”**

**FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** 20.205

**CFDA Title:** HIGHWAY PLANNING AND CONSTRUCTION  
Federal-Aid Highway Program, Federal Lands Highway Program

**\*Award Amount:** \$7,730,914

**Awarding Agency:** Florida Department of Transportation

**Indirect Cost Rate:** na

**\*\*Award is for R&D:** No

\*The federal award amount may change with supplemental agreements

\*\*Research and Development as defined at §200.87, 2 CFR Part 200

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:**

Title 23 – Highways, United States Code  
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code  
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century, P.L. 112-141  
[www.dot.gov/map21](http://www.dot.gov/map21)

Federal Highway Administration – Florida Division  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)  
[www.fsrs.gov](http://www.fsrs.gov)

**Exhibit "C"**  
**TITLE VI ASSURANCES**

During the performance of this Agreement, the MPO, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT) *Title 49, Code of Federal Regulations, Part 21*, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits

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discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**Exhibit “D”**  
**CONTRACT PAYMENT REQUIREMENTS**  
**Florida Department of Financial Services, Reference Guide for State Expenditures**  
**Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

**Salaries:** Timesheets that support the hours worked on the Project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

**Fringe benefits:** Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

**Travel:** Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

**Other direct costs:** Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

**Indirect costs:** If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

**Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.**

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.



# **Agenda Item E.**

**Staff Presentation on the DRAFT FY 2022/23  
through FY 2026/27 Transportation Improvement  
Program (TIP)**

***Information Only***



**MEMORANDUM**

TO: Technical Advisory Committee  
Citizens Advisory Committee

FROM: Elizabeth De Jesus  
Transportation Programs Manager

SUBJECT: Transportation Improvement Program FY 2022/23 – 2026/27

DATE: April 21, 2022

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The complete draft of the Transportation Improvement Program (TIP) for FY 2022/23 – 2026/27 has been posted on the North Florida TPO website. A formal presentation will be provided at the May meeting. Approval will be requested in June.

The draft TIP project sections were distributed at the April meetings.

After reviewing the draft TIP with the FDOT Tentative Work Program, we identified projects that needed to be deleted from the TIP. The attached table identifies those deleted projects.

Should you have any questions, please contact me at (904) 306-7505 or email at [edejesus@northfloridatpo.com](mailto:edejesus@northfloridatpo.com).

## Deleted TIP Projects

<b>Project number</b>	<b>Project Name</b>	<b>County</b>	<b>Project Status</b>
4299311	SR A1A from Palmetto Ave to Sand Castle Lane	St Johns	Deferred to FY 2029
4260781	SR 13 @ Acosta Bridge & Connector Bridge No 720570 to Bridge No 420584	Duval	Deferred to FY2029
4324011	University Blvd (SR 109) From Los Santos Way to Merrill Rd	Duval	Dropped; will be JPA delivery
4359521	Cesery Blvd (SR 109)	Duval	Deferred outside the Tentative Five Years
4380821	Zoo Parkway (SR 105) From I-95 to Main St ITS Deployment	Duval	Moved to current year '22
4432981	SR A1A @ Timucuan Trail Crossing & Sawpit Creek Boat Ramp	Duval	Deferred outside the Tentative Five Year
4455761	Dunn Ave (SR 104) From N Campus BLVD to Monaco Dr.	Duval	Moved to current year '22

# **Agenda Item H.**

## **Old Business**

- **April 14, 2022 TPO Meeting Report**

# North Florida TPO Meeting Report



## Meeting Agenda

Thursday, April 14, 2022

10 a.m.

Call to Order

Invocation

Pledge of Allegiance

Introductions

Public Comment

## Consent Agenda

**1. North Florida TPO Minutes of March 10, 2022**

**UNANIMOUSLY  
APPROVED**

These minutes are ready for review and approval.

**2. CAC Membership Approval Requested**

**UNANIMOUSLY  
APPROVED**

- Approval is requested for Lisa Marasco representing Duval County At-large. Her application is included in Section 2.

## TPO Agenda

**A. Finance Committee Report**

Information  
Only

- February Monthly Financial Statement

**B. FDOT Requests Amending the FY 2021/22 through FY 2025/26  
Transportation Improvement Program (TIP)**

**APPROVED  
TAC and CAC  
Approved**

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

### Duval County

- **209543-5** – SR 212 (US 90) Beach Blvd. at Eunice Road
- **434044-1** – SR 109A (Cesery) at Arlington River Bridge No. 720264
- **447525-1** – SR (US 1) from SR 152 (Baymeadows Road) to CR 116 (Sunbeam Road)

- **209137-6** – SR 5 (US 17) N. from Trout River to North of SR 104
- **209443-2** – SR 228 (Post St.) from Cassat Avenue to Old Roosevelt
- **209697-4** – SR 13 (Hendricks Ave.) at San Marco Blvd.
- **432259-2** – I-95 (SR 9) from South of SR 202 (JT Butler) to Atlantic Blvd.

**St. Johns County**

- **210230-2** – SR 313 from SR 207 to SR 16
- **210269-4** – SR 5 (US 1) from Moultrie Creek Bridge to North of SR 207

**C. DRAFT Joint Certification of the Metropolitan Transportation Planning Process** Information Only

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

**D. DRAFT FY 2022/23 through FY 2023/24 Unified Planning Work Program (UPWP)** Information Only

The draft FY 2022/23 through FY 2023/24 UPWP is located on the TPO website. Approval will be requested in May.

**E. DRAFT Project Sections for the FY 2022/23 through FY 2026/27 Transportation Improvement Plan (TIP)** Information Only

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.

**F. Smart North Florida Update** Information Only

StormSensor will give a brief presentation on their stormwater drainage technology.

**G. Executive Director’s Report** Information Only

**H. Secretary of Transportation’s Report** Information Only

**I. Authority Reports** Information Only

**J. Old Business**

**K. New Business**

**L. Public Comment**

**M. Adjourn**

**Information**

- Status Report of FDOT Projects in the North Florida TPO area

**The next meeting will be May 12, 2022.**

**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.